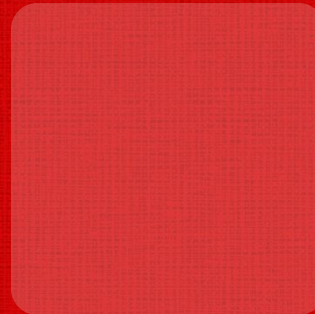
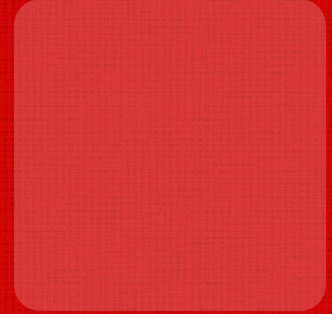
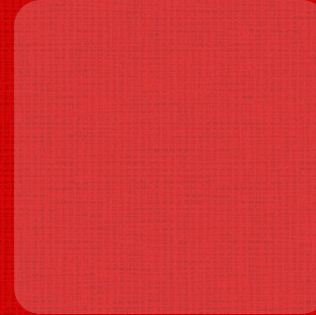


Corporate Social Responsibility Report 2025



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Letter from our CEO

Dear Stakeholders,

As we reflect on our achievements and progress over the past year, this 2025 Corporate Social Responsibility (CSR) Report is a testament to our collective efforts and drive to deliver for our customers and our associates.

In our continued journey toward our 2028 sustainability goals, Staples made significant strides last year. We are pleased to report that we have nearly met our waste diversion goal. We have successfully completed our Sustainability Guidelines for own-brand products and packaging, ensuring that those offerings meet customer demands for responsible consumption and production. Further, we continue to drive meaningful change in reducing our carbon emissions.

Our dedication to fostering an inclusive workplace has yielded impactful initiatives. For example, we recently collaborated with the All Abilities Business Resource Group (BRG) to implement real-time closed captioning on all live internal broadcasts, in multiple languages. This initiative enhances accessibility and ensures that our communications are inclusive for all. Further, we have worked with several BRGs to develop and pilot a new one-on-one mentorship program for associates. This

program aims to empower our team members through personalized guidance and support, facilitating professional growth and development for all.

Through our partnership with Junior Achievement USA, we continue to support educational programs that inspire and prepare young people for future success – as the entrepreneurs and business experts of tomorrow. Additionally, our Cause for Caring charitable fund has made a tangible impact, making a positive difference in the lives of Staples associates facing unexpected and severe personal hardships.

In closing, heartfelt thanks to each of you for your continued dedication and support. Together, we are making great strides toward a better future.



Sincerely,

A handwritten signature in black ink, appearing to read 'John Lederer', written over a white background.

John Lederer
CEO, Staples, Inc.



Company Highlights

In this report, you'll find examples of how we're delivering for our customers and associates by advancing our CSR priorities, including our 2028 sustainability goals. Highlights include:



ECO-ID™ PROGRAM

Advancing our Eco-ID program, designed to help our customers easily find and purchase environmentally responsible products. In FY24, 25% of sales came from items that qualified for Eco-ID.



WASTE MANAGEMENT & RECYCLING

Diverting 89% of waste generated in our fulfillment centers into recycling.



ENERGY & CLIMATE CHANGE

Reducing operational carbon emissions by 26% from our 2021 baseline.
15% of total electricity consumed was from renewable sources



SUPPORTING OUR EMPLOYEES

Helping associates through unexpected financial hardships via our Cause for Caring charitable fund, which met 100% of qualifying employee needs with \$317K in grants in FY24.



INCLUSION & ENGAGEMENT

Utilizing employee feedback to adjust programming, processes and resources to enhance employee experience and our culture.



COMMUNITY INVOLVEMENT

Continuing our commitment to community involvement via a multi-year partnership with Junior Achievement to advance work and career readiness initiatives for middle and high school students and young adults in communities across the U.S.

About Staples, Inc.

We understand that the world of work is evolving and we're dedicated to helping our customers evolve with it by providing the workplace products and solutions they need, when they need them.

Our culture puts the customer first, and we continue to transform to ensure that our customers consistently receive the right expertise, services and products to get the job done and done right.

Staples, Inc. is a B2B industry leader in workspace products and solutions and has thousands of experts who, paired with the latest technology innovations, help solve problems and move businesses forward. We are also innovators in digital sales, enabling easy online ordering for consumers via our staples.com and staplesbusiness.com e-commerce platforms.

Our company has never stood still and we continue to evolve. Staples pioneered the office products superstore concept in 1986, and we have continued to transform our business to meet the needs of enterprise customers and online consumers alike.

Scope

The Staples® Brand represents three separate and distinct entities: Staples, Inc., Staples U.S. Retail and Staples Canada. This report is solely for Staples, Inc.

Staples, Inc. is headquartered near Boston, Massachusetts and primarily operates in the U.S. but has limited operations in Canada, as well as small offices in the Netherlands and China. Data for the report and the identified topics are reflective of Staples, Inc.'s 2024 fiscal year. As such, all forward-looking statements are made in good faith but are subject to change based on newly available data.



CSR Governance

At Staples, Inc. we approach CSR topics thoughtfully by identifying topics that our stakeholders care about and that matter to our business. The way we manage these topics, conduct ourselves and protect customer data makes us a trusted partner for our customers.

Topics covered

- | | |
|--|--|
|  Material Topics |  Values and Ethics |
|  Governance Structure |  Responsible Use of Data and Technology |



Material Topics

We use a materiality assessment to determine the topics for which we manage and report. The development of this assessment follows industry best practices to evaluate and rank both the potential impacts of our business on the environment and society and the financial risks and opportunities for our business from environmental and social topics.

This approach allows us to prioritize opportunities for positive impact and manage risks more effectively. Our materiality analysis was completed by a third party and incorporated stakeholder interviews, research and benchmarking. In this report, we discuss the top issues from the assessment.

CSR GOVERNANCE



Governance Structure



Values and Ethics



Responsible Use of Data
and Technology

ENVIRONMENTAL SUSTAINABILITY



Products and Services



Packaging



Waste Management
and Recycling



Energy and
Climate Change

SOCIAL



Health and Safety



Inclusion and
Engagement



Supplier Diversity



Staples, Inc.
Associates



Community Involvement

Governance Structure

Management of CSR topics are integrated into our business strategy and managed by several departments and their respective reporting lines up to our senior leadership team and even our board.

Board Oversight

Our Chief Legal Officer reviews and works with our board regularly on CSR-related topics including managing for climate change. Through this structure, our board maintains oversight of climate-related issues and CSR topics more broadly.

Management Structure

Primary management of any issue is handled by a given department. Departments manage issues through publicly facing or internal policies and established standard operating procedures. Issues rise to leadership through a department's reporting line.

Advisory Groups

Additionally, many departments have formed advisory groups to assist with shaping and operationalizing strategy and/or meet regularly with other departments to collaborate and align. This approach ensures that issues are considered through a diverse set of viewpoints and that decisions are actionable.

For example, the Sustainability Advisory Council was started to help formulate and lead the sustainability strategy for the company. Formed in 2021 and chaired by our Chief Legal Officer, the council exemplifies an interdepartmental approach with representatives from all major parts of the business. Since its formation, the council has helped Staples, Inc. with several key accomplishments, including establishing new sustainability goals, committing to, and receiving the approval of the Science Based Targets initiative (SBTi) for our carbon-related goals and developing this report. The ideas generated and implementation support from the council members and their respective teams have been invaluable in shaping the sustainability program into what it is today.

Board

The board maintains oversight of CSR-related issues.

Senior Leadership

The leadership team defines strategies for managing topical risks and opportunities and integrates these into the overall business strategy.

Departments

Departments provide strategic direction and subject matter expertise while executing a given strategy including day-to-day management of CSR topics.

Advisory Groups

Advisory groups provide input and advice to help shape a department's goals, KPIs and strategic approaches, while also serving as conduits to other parts of the business.

Example: Sustainability Advisory Council

With representatives from across the business including merchandising, marketing and transportation, the council provides input to the sustainability team regarding sustainability strategy and business alignment.

Values and Ethics

At Staples, Inc., our purpose is to continually reimagine work and make it easy. Our company values drive our own individual work as well as that of the company: deliver for our customers, get it done, keep it simple and win together.

Code of Conduct

Staples, Inc. is committed to operating at the highest ethical standards. Essential to this commitment is our Associate Handbook, a comprehensive document that contains all our policies that govern the way we expect our associates to conduct themselves and how we manage our business. This handbook serves as a vital tool for maintaining consistent expectations across our organization and is routinely updated to ensure the highest standards are met.

The provisions contained in the handbook are designed to address a wide range of important issues, including the appearance of, and actual conflicts of interest, discrimination and harassment, as well as health and safety. All associates undergo mandatory training regarding these policies, including annual training related to compliance. This training ensures that associates

are not only aware of the expectations but are also equipped with the knowledge and tools to act in accordance with them.

Reporting Mechanisms

Staples EthicsLink is our ethics and compliance helpline. It's confidential and available to all Staples associates globally 24/7 in multiple languages. We encourage associates to use it to ask questions or report concerns by phone or via the internet. A third party, EthicsPoint, Inc., runs the helpline. The system is designed to promote a high level of confidentiality. Reports received are reviewed, investigated and addressed.

Through these efforts, our company demonstrates its dedication to creating a workplace where ethical behavior is deeply ingrained in every aspect of its operations.

OUR PURPOSE



WORK. RE-IMAGINED. MADE EASY.

When we live our values,
we fulfill our purpose.

OUR VALUES



Deliver for customers

We strive to deeply understand and create real solutions for customers. We continually innovate, execute and make it easy to choose us.



Keep it simple

We focus on what is most important. We eliminate complexity and are not distracted by things that do not matter.



Get it done

We give it our all and push ourselves to be our best. We continuously learn and stretch to achieve our goals and believe in accountability.



Win together

We play as an inclusive and diverse team. We collaborate to break down internal barriers to deliver results. We always play to win.

Responsible Use of Data and Technology

Our commitment to ethics extends to our responsible use of data and technology. Staples, Inc. implements significant safeguards to secure and protect customer data and the privacy of customer transactions.

Our Global Information Security policy is modeled after the National Institute of Standards and Technology (NIST) Cyber Security Framework (CSF), the Payment Card Industry Data Security Standard (PCI DSS) and best practices from active participation in security collaboration organizations such as the Retail & Hospitality Information Sharing and Analysis Center (RH-ISAC). These collective frameworks provide a model for establishing, implementing, operating, monitoring, reviewing, maintaining and improving our enterprise information security management ecosystem.

Policies are managed by the Governance, Risk and Compliance Team working with appropriate levels of management to review and approve all new policies and updates to existing policies

annually, or more often as necessary, to adapt to an ever-changing threat environment. These policies outline the various roles and responsibilities of our data security and information technology personnel. We are committed to maintaining a workforce that is aware of the controls and procedures to securely handle our customer data to ensure the privacy and security of their information within our ecosystem.

Our policies are continuously updated to comply with applicable privacy laws and regulations. The publicly available Privacy Notice is updated at least once a year and describes our handling of personal information in connection with activities at our locations, on our websites and mobile applications, or with the services we provide.



Staples, Inc. has an extensive approach to security, led by our Chief Information Security Officer, including the below areas focused with the protection of our external customer data:

- Endpoint Security
- Security Operations Center
- Firewall and Network Security
- Security and Awareness Training
- Identity Management (internal and external)
- Third-Party Risk Evaluations
- Periodic Risk Assessments
- Security and IT Risk Management
- Privacy By Design Program
- Responsible Artificial Intelligence (AI) Practices
- Physical Security Programs

Responsible Use of Data and Technology



PHYSICAL & ENVIRONMENTAL SECURITY

Our data centers are equipped with redundant HVAC, fire suppression systems, flood detection systems and environmental sensors, plus multiple UPS, backup generators, power feeds and network connections. Their siting takes physical security considerations into account.

Security includes remotely monitored building management systems, 24/7 monitoring and guards, scheduled maintenance and maintenance contracts.



ROLES, ACCESS & EDUCATION

Managing the security of roles and access to data is crucial for safeguarding sensitive information. Sensitive role assignments go through regularly scheduled formal reviews to verify active role authorization. Remote access requires Multi-Factor Authentication (MFA).

Annual Security and Privacy Awareness training is mandatory and supplemented with events, simulations, signage, videos and cultural programs highlighting data privacy and security best practices across the organization.



BUSINESS CONTINUITY

All Staples, Inc. fulfillment centers maintain an emergency response plan, and our corporate offices have business continuity plans to ensure continued operations should a disaster strike. These plans integrate business risk management, operational risk management and business continuity, and are formally reviewed and updated annually.

Key Components Include:

- Development and testing of well-structured and coherent plans enabling all locations to recover quickly and effectively from an unforeseen disaster or emergency
- Cohesive emergency response and crisis management plans
- Internal communication plans to notify teams, enact the plans, assemble personnel, assess damages and declare a disaster
- Plans to recover and restore our technical infrastructure
- Crisis communication plans to notify customers, associates and all key stakeholders of a disaster and planned response



SECURITY EVENT MONITORING

System and security events are logged and aggregated in a centralized Security Information and Event Management (SIEM). The SIEM platform is monitored by Staples Security Operations Center (SOC) plus a third-party partner providing 24/7 coverage.



CREDIT CARD SECURITY

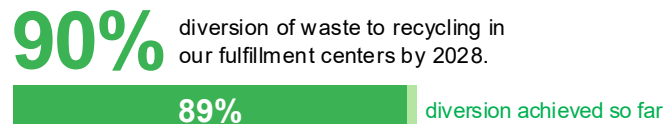
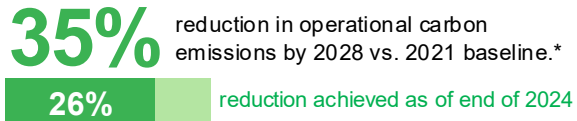
Staples, Inc. complies with the latest version of the Payment Card Industry's Data Security Standard (PCI DSS). Our applications and networks are scanned, monitored and assessed annually by a third-party Qualified Security Assessor (QSA) as part of Merchant Level 1 requirements.

Environmental Sustainability

Staples, Inc. is focused on delivering more sustainable products and solutions for our customers and operating our business in a responsible way.

We have established longer-term 2028 goals for our business operations. We also track several key performance indicators (KPIs) related to our efforts which can be found on the [Key Sustainability Metrics page](#).

Staples' progress toward our 2028 sustainability goal.



Finally, we have several policies that guide specific actions and processes for our operations, enabling more holistic management of topics.

- [Sustainability Policy](#)
- [Supplier Code of Conduct](#)
- [Wood and Paper Sourcing Policy](#)
- [Chemicals Policy](#)
- [Priority Chemicals of Concern](#)

Topics covered

-  Products and Solutions
-  Packaging
-  Waste Management and Recycling
-  Energy and Climate Change
-  Key Sustainability Metrics



Products and Solutions

We make shopping for more sustainable products easy with our large assortment of products with environmental features, our environmental filters and search functionality, and our [Eco-ID™ program](#).

Eco-ID is our primary environmental icon that indicates a product meets strong, credible standards for environmental performance aligned to guidance from independent experts. These experts include organizations like U.S. EPA and the [Sustainable Purchasing Leadership Council \(SPLC\)](#). Whether shopping for paper, furniture, breakroom or technology, customers can simply look for the Eco-ID icon.

Easy Eco Shopping

12,000+

products with environmental features captured on our websites and apps, easily shopped via search and filtering, with claims found in our product specifications.

9,300+

items we sell with environmental claims qualify for Staples Eco-ID program.

Key results for 2024:

25%

of our total product-related sales were Eco-ID items.*

36%

of our total product-related sales were with products that had an environmental claim.*



*Examples of Eco-ID qualifying certifications and features include Green Seal, Forest Stewardship Council, Energy Star, USDA Organic and BPI compostable. Product sales with environmental claims include Eco-ID qualifying products plus additional claims that don't qualify for Eco-ID including products that are refillable, Sustainable Forest Initiative-certified, and AP-certified nontoxic. [Learn more about Eco-ID criteria.](#)

Products and Solutions

Regardless of where you do business with Staples, we have tools and solutions to meet your sustainability needs. From the right assortment and shopping tools, to recycling programs, we have what customers need to achieve their sustainability goals.

We have done the work to make sure customers can trust that the products they buy are more sustainable than traditional alternatives. This work includes:

- **Product content:** We work to capture more than 50 environmental certifications and features across our assortment to support our customers with their sustainable procurement efforts.
- **Own Brand Sustainability Guidelines:** The guidelines cover both product design, material sourcing and product packaging and include required and preferred practices.
- **Robust policies:** We have several policies that guide our own operations as well as those of suppliers including our [Sustainability Policy](#), [Supplier Code of Conduct](#), [Paper and Wood-Based Product Sourcing Policy](#) and [Chemicals Policy](#).
- **Supplier Engagement:** Annual sustainability assessments sent to more than 200 top suppliers to evaluate how sustainability is integrated into their business and products.
- **Multi-Stakeholder Engagement:** We work with several groups of suppliers and customers to learn, collaborate and advance our efforts. These groups include the [SPLC](#), [Sustainable Packaging Coalition](#) and [Change Chemistry](#).



STAPLES SUSTAINABILITY SOLUTIONS

Staples Business	Staples.com
Sustainable product and knowledge centers Learn about the eco-preferable products we offer and easily shop by key categories or by specific environmental certifications.	Sustainable Products Center Sustainable Solutions Center Eco-ID Program Sustainability Center Eco-ID Program Certified Refurbished Tech
Sustainable procurement tools How we make shopping for eco-preferable products easy.	• Environmental filters • Eco-ID badging • Environmental reporting tools • Customized website solutions to nudge or direct purchases toward eco-preferable items • Environmental filters • Eco-ID badging
Product recycling and waste diversion Supporting customers in recycling hard-to-recycle products when they reach end of life.	Recycling programs for ink and toner, electronics, batteries and many other items to support zero waste programs. Facilities experts to implement green cleaning programs, improve recycling, composting, and zero waste initiatives. In-store free and low-fee recycling programs with customer rewards and mail-back programs including technology recycling, tech trade-in for Staples gift cards, batteries and zero waste boxes.

Case Study: **COASTWIDE** PROFESSIONAL™

Coastwide Professional™ compostable can liners and 30% Post-Consumer Recycled trash bags

Staples Brands Group continuously works to determine the best ways to serve our customers across all product categories. The facility supplies sector includes many short-term, single-use products, one of which is trash bags — a particularly relevant product from our Coastwide Professional brand. In 2024, trash bags accounted for over one-third of Coastwide sales. Recognizing an opportunity when customers expressed a desire for more sustainable options within their trash bag assortment, we collaborated with a trusted vendor to quickly develop a new line of sustainable products.

**We are proud to offer more eco-friendly products,
backed by our 100% satisfaction guarantee.**

- 30% post-consumer recycled trash bags
- Compostable bags
- Durable, low-density bags
- Built to handle sharp or heavy contents

Compostable can liners

Durable can liners to meet your every need.



Case Study: perkTMeco

By providing high-quality, environmentally-friendly breakroom products at a competitive value, PerkTM Eco can make sustainable choices more accessible to a wider audience.

Recognizing that eco products represent the future, we continually strive to meet our customers' evolving needs. This is why we developed a distinct sub-brand under Perk, named Perk Eco. Designed in 2024 and set to launch throughout 2025, the Perk Eco sub-brand features the eco-friendly products customers know and love, now with a unique logo, leaf motif and bold green color scheme to distinguish these products from non-eco alternatives. The packaging has been redesigned with an improved information hierarchy, making it more consumer-friendly and highlighting specific eco features to facilitate customer understanding of the product benefits.

Additionally, this initiative includes the introduction of a new product category for Perk: eco-friendly janitorial paper. The new Perk Eco 100% recycled paper towel, bath tissue and napkins offer customers more environmentally-friendly options within Staples private brands. The Perk Eco line is anticipated to play a significant role in Perk's future, with ongoing efforts to enhance and expand this product line to support customers in meeting their environmental goals.

100% recycled Paper Towels
Designed for a sustainable future.



Packaging

Staples, Inc. has implemented “right-sized” packaging across our fulfillment center network over the past decade. This system creates customized packaging tailored to each order, eliminating packaging waste at the source.

This technology has significantly improved the number of orders we can deliver in each vehicle by:*

Eliminating wasted
air space by

20%

Reducing the weight of
cardboard per carton by

10%

Reducing the weight of
air pillows per carton by

75%

We developed and launched Sustainability Guidelines for our Staples Brands Group in 2024 which included packaging guidelines. The packaging guidelines ensure we integrate sustainable and healthy materials, support easy product package recycling and protect products from damage.

*Metrics are based on cartons fulfilled by Staples.

We work closely with our national brand vendors and the Staples Brands Group to troubleshoot issues such as high damage rates caused by package designs. We have developed and communicated guidelines to all vendors with best practices for creating packaging for liquids that withstands e-commerce deliveries and prevents spills at the design stage, versus adding excess packaging at distribution facilities to try to stop spills. This reduces environmental impact and provides for a better customer experience.

Staples

Brands
Group

We are currently making packaging more environmentally friendly for 10 Staples® TECH mouse pads and wrist rests. Specifically, we are changing from plastic clamshell packaging to cardboard/paperboard-only packaging with the goal of reducing plastic use. This change also aligns with our Sustainability Guidelines for packaging.



Waste Management and Recycling

In 2024, we nearly accomplished our ambitious goal of achieving a 90% diversion rate in our fulfillment centers (FCs) by 2028.

We’re working to achieve this goal through optimized processes, communications and collaboration with vendor partners and internal teams.

Efforts across these three areas were instrumental in increasing our diversion rate from last year and finishing the year with a diversion rate of 89% across our FCs. We will continue to focus our efforts on opportunities in these three areas to exceed the 90% threshold and achieve our goal.

This year two of our largest FCs managed to achieve a diversion rate of 94%. Additionally, 75% of our largest facilities exceeded the 90% diversion threshold. This is evidence that we can and will meet our goal and demonstrates to customers that we have recycling expertise on hand as many trust us for recycling solutions.

89%

waste diversion rate
achieved in 2024
(+4% since 2021).



35,443

short tons of waste diverted
from landfill.

Initiative Area	Actions to date	Planned next steps
Process Ensure we can handle and separate key waste streams in each location.	• Equipment surveys • Facility visits	• Develop additional diversion programs • Review standard operating procedures
Communications Guarantee associates know what can and can't be diverted, how to handle materials and where waste streams should go.	• Refined internal reports • Developed consolidated facility scorecard for leadership	• Additional training during onboarding • Provide additional signage in FCs
Collaboration Leverage the right partners internally and externally to identify areas of opportunity.	• Priority waste audits • Developed e-commerce packaging guidelines • Piloted innovative shrink wrap recycling program with a key partner	• Analyze potential packaging material changes • Continued waste audits

Energy and Climate Change

Staples, Inc. is proud to be an industry leader in addressing climate change and enabling our customers to achieve their supplier-related climate goals.

Staples, Inc. was the first of its major competitors to have our climate goals approved by the Science Based Targets initiative, a non-profit organization that ensures corporate climate goals are impactful and based on the latest science. These efforts and more are why, for the second year in a row, CDP awarded us a B rating for our climate management and disclosure. To further this leadership, we are pursuing limited assurance/verification for our 2024 scope 1 and 2 emissions.

By 2028 we will achieve:

35%

reduction in operational
carbon emissions from a
2021 baseline.*

70%

of suppliers (by spend)
with climate change
reduction targets that are
aligned with science.*



*Goals approved by



Energy and Climate Change

We drive operational energy savings and emission reductions by prioritizing increasing efficiency and the deployment of innovative technologies. Finally, we support renewable energy to further reduce emissions that contribute to climate change.

Through these initiatives across this hierarchy, we managed to achieve a 26% decrease in our scope 1 and 2 carbon emissions from our 2021 baseline. This is the third consecutive year that we have decreased our carbon footprint, and we remain on track to achieve our 2028 goal.



Initiative Area	Actions to date	Planned next steps
Increased Efficiency Consume less for the same activity	• LED retrofits • Fleet telematics and idle reduction • Swapping to lithium-ion battery forklifts	• Additional waves of LED retrofits • Review fleet miles-per-gallon performance
Innovate Change what we consume to be less impactful	• Use of renewable diesel in California • Piloting several electric vehicle options	• Expand use of renewable diesel into Oregon • Expand use of electric vehicles where feasible
Compensate Invest in mechanisms to negate impacts	• Procure Green-e® certified renewable energy credits (RECs) covering 15% of total electricity	• Expand coverage of renewable energy • Continue to explore opportunities to bundle RECs with energy consumption



Staples, Inc. conducts an annual carbon inventory in which it finalizes its carbon emissions for the past fiscal year. The inventory's methodology follows that of the Greenhouse Gas Protocol. The annual inventories serve as the basis for our approved science-based targets, including claims regarding carbon reductions. Staples, Inc. does not purchase voluntary carbon offsets at this time. Annual inventories have historically not been verified by an independent third party. However, 2024's scope 1 and 2 data are undergoing limited assurance.

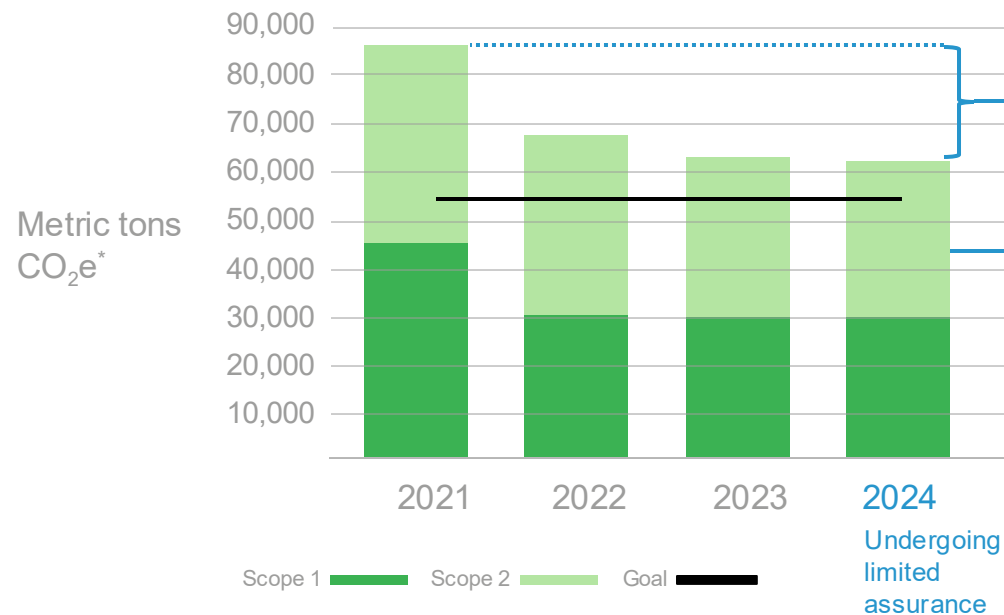
Energy and Climate Change

Staples, Inc. achieved a 26% reduction in our operational footprint in 2024 from a 2021 baseline.

Additionally, this year we increased our support of renewable energy by purchasing Green-e® certified for 15% of our total electricity. With this investment, Staples Promotional Products® operated the entire year on 100% renewable electricity, and we continue to be part of EPA's Green Power Partnership.



Staples, Inc. Operational Carbon Emissions



26%

reduction in operational carbon emissions from a 2021 baseline achieved in 2024.

15%

of total electricity from Green-e certified RECs in 2024.

*Unit used to measure contributions to climate change and normalize the impact of all greenhouse gases.

Key Sustainability Metrics

Topic	Metric	Units	2021	2022	2023	2024
Eco Sales	Eco-ID Sales	%	21%	22%	23%	25%
	Any Eco Sales	%	35%	35%	36%	36%
Waste Management	Diversion/Recycling Rate	%	85%	85%	88%	89%
	Diverted Materials	Short Tons	34,858	33,240	31,620	35,443
	Landfilled Materials	Short Tons	5,965	5,701	4,505	4,169
Energy	Renewable Energy	MWh	0	7,458	17,832	20,549
	Non-Renewable Energy	MWh	304,602	251,288	236,450	221,823
	Total Energy	MWh	304,602	258,756	254,282	242,372
Climate Change	Scope 1 Emissions	MT CO ₂ e	45,340	31,776	31,072	30,335*†
	Scope 2 (Market Based) Emissions	MT CO ₂ e	39,264	35,827	33,583	32,271*†
	Scope 2 (Location Based) Emissions	MT CO ₂ e	36,858	39,559	35,388	37,758*†
	Scope 3 Emissions	MT CO ₂ e	4,890,714	6,187,455	3,925,792	4,000,000†
	Biogenic Emissions	MT CO ₂ e	0	1,035	1,858	1,949
Water	Water Consumption	kGal	19,194	16,800	16,073	17,678

Social

Staples, Inc. shows up for our customers and associates in many ways. Our best-in-class Supply Chain team continues to improve associate safety, our Office of Inclusion and Engagement in partnership with several Business Resource Groups continues to improve associates' experience, and our Community and Charitable Giving team continues to build out our partnership with Junior Achievement™.

Topics covered

⛑ Health and Safety

👥 Inclusion and Engagement

🌐 Supplier Diversity

☆ Staples, Inc. Associates

📁 Community and Charitable Giving



Health and Safety

Our health and safety strategy emphasizes associate involvement in safety improvements, using data to drive decision-making and delivering consistent and frequent improvements across all departments. All investments target improvement in engagement, risk reduction and regulatory compliance to create a robust Environmental Health and Safety system and improve associate safety.

A three-year strategy is in place to achieve a **40%** reduction in injuries.

Key pillars include:

REDUCTION RISK

Heavy investments in automation, technology and engineering improvements to eliminate significant injuries.

ENGAGEMENT

Proactive reporting campaigns to obtain associate safety feedback and improve involvement in safety initiatives.

COMPLIANCE

Investments in technology to more effectively manage regulatory compliance and activities.

Staples, Inc. is promoting safe driving practices with an investment in telematics for all delivery vehicles in our fleet. Telematics provide insight into driving behaviors such as speeding, using the proper following distance, harsh accelerations and turns, and inattentive driving and rolling stops by providing timely and relevant footage to share with drivers. Through these coaching opportunities, we have proactively improved driving skills by reducing unsafe behaviors on the road, protecting the public and our employees.

18%

Improvement in Total
Recordable Incident Rate in
2024 from 2023.

Inclusion and Engagement

At Staples, people are at the heart of what we do and integral to our business strategy. To help us succeed and exceed customers' expectations, we are committed to having a competitive team reflective of the communities we live in, support and serve.

That's why we work hard to keep a dynamic workforce and seek employees with unique input and perspectives. The result is a better workplace and innovative thinking that helps us deliver for our customers and achieve our business goals.

Enterprise Highlights:

- We received feedback from our associates that helped us adjust our programming, processes and resources to enhance collaboration, strengthen engagement and provide opportunities for professional development.
- In partnership with Talent Management & Organizational Development, we created multiple optional trainings to enhance development and continue to fulfill the enterprise's learning needs and requests.
- We continued to partner with Corporate Communications and our BRGs (Business Resource Groups) to deliver professional and personal development-focused programming for the enterprise, ranging from building your personal brand to self-advocacy and accessibility in the workplace.
- We continued our quarterly business resource group BRG mixers in partnership with Staples Promotional Products® (SPP). New this year, the third-quarter mixer was held in person simultaneously at all three U.S.-based SPP offices (St. Louis, MS; Overland, KS; and Orange City, IA). These efforts have helped increase BRG membership for the SPP associate population by 10%.



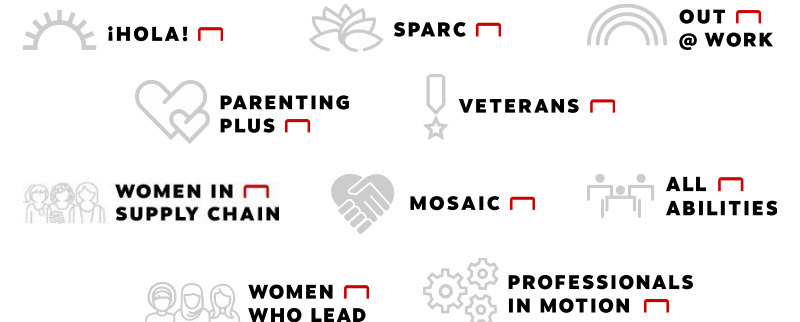
Business Resource Groups

Business Resource Groups (BRGs) play a vital role in supporting our talent and culture. These employee-led groups foster education networking and development opportunities for all associates. Their impact often extends beyond members — shaping everything from talent acquisition to leadership development across the organization.

Not only are BRGs at the heart of our culture, but they are also committed to impacting the business's bottom line. They continually seek opportunities to partner with specific business units and functions to help further expand thinking and inform decisions.

BRG Highlights:

- All Abilities led the launch of real-time closed captioning during our live internal broadcasts, creating a more inclusive experience. Captions are available in English plus six additional languages — Spanish, French, Hindi, Simplified Chinese, Korean and Portuguese — and supplement those offered in our broadcast replays.
- We've worked with Out@Work and All Abilities and other BRGs to look at our policies, procedures, manager guides and training to ensure we have an inclusive approach.
- For the second year in a row, Veterans partnered with Habitat for Humanity MetroWest/Greater Worcester's Operation Playhouse to build playhouses for local military families. After building one last year, the group doubled their impact by building two this year — and they're aiming to double that again next year.
- A high-demand request, Mosaic, Professionals in Motion and SPARC (Staples Pan-Asian Resource Coalition) collaborated to outline a guided one-on-one mentorship program for associates. After pitching a proposal to our executive leadership team, they were granted a pilot.



Supplier Diversity

Staples, Inc. recognizes the importance of supplier diversity as a vital driver for maintaining a competitive edge in today's dynamic marketplace. Our Supplier Diversity Program fosters growth by collaborating with diverse businesses, creating valuable opportunities for our suppliers, customers, shareholders and the communities we serve.

Supplier Diversity Program's Added Value

- Identifies and develops relationships with diverse suppliers that provide competitive, high-quality products and services.
- Supports our customers in achieving their supplier diversity goals through tailored program offerings.
- Encourages innovation, sustainability and community development with diverse business enterprises.

Diversity Program Tiers

1

Tier One: Strategic Alliances with Diverse Resellers

- Staples, Inc. maintains strategic alliances with certified diverse resellers. These resellers are independently owned and operated, with certification from reputable organizations such as:
 - NMSDC (National Minority Supplier Development Council)
 - WBENC (Women's Business Enterprise National Council)
 - NGLCC (National LGBT Chamber of Commerce)
 - SBA (Small Business Administration)
 - Local/State Government Certification
- Benefits of Tier One resellers include:
 - Certification that aligns with national standards
 - Established leadership in their respective markets
 - Active investments in the growth and development of their local communities

2

Tier Two: Diverse Product Suppliers

- Staples, Inc. offers an extensive selection of over 4,000 products sourced from diverse suppliers. These suppliers include:
 - Minority Business Enterprises (MBE)
 - Women Business Enterprises (WBE)
 - LGBTQ+ Business Enterprises (LGBTBE)
 - Veteran Business Enterprises (VBE)
 - Small Businesses
- Reporting tools and support are provided to assist customers in managing and tracking their Tier Two diversity program.
- Through our Supplier Diversity Program, Staples, Inc. is dedicated to creating long-term, sustainable relationships with diverse suppliers, enriching communities, driving innovation across our operations and ensuring that our diversity efforts support our customers' goals.

Staples, Inc. Associates

We invest in our employees because they invest in us. We offer a wide range of benefits, from flexible PTO to family solutions and lifestyle benefits.

We invest in our employees because they invest in us. We offer a wide range of benefits, from flexible PTO to family solutions and lifestyle benefits. We also invest in our employees' future through career and development opportunities. We start with individual and career development plans to help identify how our employees want to grow in their current roles and what their long-term career aspirations are. Then we support their plans and empower their growth through a wide array of development programs for all levels, including iLead, mentorships, professional development and so much more. Finally, our goal-setting and performance-management processes help employees track how they are performing and developing against their goals to measure success.

Believe & Achieve! is our recognition program to celebrate employees exemplifying our values. The program allows employees to recognize one another and say thank you for living our values. Quarterly winners are chosen by our senior leadership team. They receive a gift and are publicly acknowledged during our company-wide meetings and on our recognition site social feed for all employees to see. At the end of each year, quarterly winners and their guests are invited to a banquet at our corporate location, with a chance to win a cash prize. This program has been an enormous success and will continue to be the cornerstone of our company culture.



Community Involvement

We believe that our success depends on the success of the communities we serve. We're committed to engaging with community partners to drive meaningful impact. Our employees are passionate about getting involved in community efforts and they're always looking for more ways to reach out.



In 2024, Staples, Inc. invested \$500,000 to support Junior Achievement™ (JA) work and career readiness initiatives in several communities, and we proudly sponsored the JA National Student Summit, the JA Company Program, 3DE by Junior Achievement and an Innovation Center at Lawrence High School in Lawrence, Massachusetts. These initiatives are focused on helping middle school students, high school students and young adults gain a better understanding of the connection between what they learn in school and future work and career opportunities. Learn more about the local programs on which Staples, Inc. and Junior Achievement collaborate by visiting our [partnership page](#).

In addition to providing monetary support, Staples, Inc. employee volunteers engaged with local students as part of these programs, sharing their expertise, career insights and hands-on mentorship to inspire participating youth.

In 2024, our support for JA benefited participating youths in the following communities:

- Atlanta, GA
- Boston, MA
- Chicago, IL
- Dallas, TX
- Denver, CO
- Des Moines, IA
- Orlando, FL
- Philadelphia, PA

This partnership realized the following results in 2024:

3,190

hours volunteered by
Staples, Inc. employees.

3,851

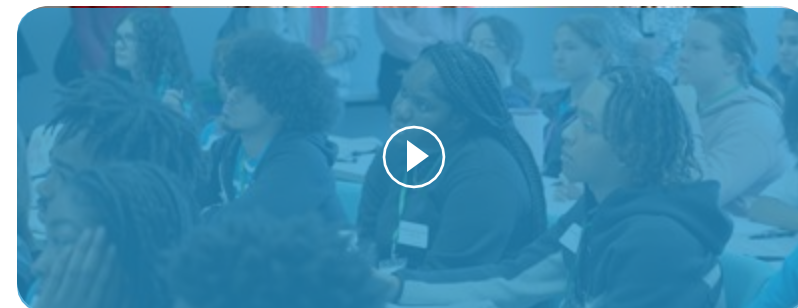
students from 89
classrooms reached in
10 communities.

319

Staples, Inc.
volunteers participated
in events.



Two alumni placed in
a Staples, Inc.
internship program.



[Watch our partnership in action.](#)

Community Involvement

In addition to taking care of the communities we serve, we're also committed to supporting employees during times of crisis and unexpected hardship via the Staples, Inc. Cause for Caring charitable fund.



Established in 2013 and funded by employee and corporate contributions, Cause for Caring offers emergency relief for employees in severe need of financial assistance. Relief can include financial support for qualifying events such as natural disasters, funerals, domestic abuse, military deployments, a need for housing assistance and other circumstances beyond an employee's control. Cause for Caring employee support in 2024 included grants for:

- Funeral assistance
- Housing assistance
- Illness/injury assistance
- Domestic abuse assistance
- Natural disaster assistance
- Assistance with unexpected unemployment from an employee's second job or a spouse's job



Natural
Disaster



Funeral
Assistance



Housing
Assistance

Key results for 2024:

100%
of qualifying
employee needs met.

118
Staples, Inc.
employees supported.

\$316,792.38
in grants provided to Staples, Inc.
employees in need in 2024.

Thanks to donations to the Cause for Caring fund, more than \$7,500,000 in grants have changed the lives of thousands of employees since 2013. To learn more about Cause for Caring, please visit staplescauseforcaring.org/

In addition to helping U.S. Staples, Inc. employees in times of hardship and crisis, Cause for Caring also stepped in to support the communities where our employees live during natural disasters such as Hurricane Helene in North Carolina and the Los Angeles area wildfires. Along with relief funds, we also provided in-kind donations of emergency supplies such as face masks, gloves, cleaning supplies and more.

