

**A NOTICE AND INVITATION TO ALL EMPLOYEES AND APPLICANTS**

AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

The ODP Corporation has been and will continue to be an equal opportunity employer. To assure full implementation of this equal employment policy, we will take steps to assure that:

- a. Persons are recruited, hired, assigned and promoted without regard to race, religion, color, national origin, citizenship, sex, veteran's status, genetic information, sexual orientation, sexual identity or expression, age or disability.
- b. All other personnel actions, such as compensation, benefits, transfers, layoffs and recall from layoffs, access to training, education and social recreation programs are administered without regard to race, religion, color, national origin, citizenship, sex, veteran's status, national origin, citizenship, sex, genetic information, sexual orientation, sexual identity or expression, age or disability.
- c. Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have: (1) filed a complaint; (2) assisted or participated in an investigation, compliance review hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity or (4) exercised any other right protected by federal, state or local law requiring equal opportunity.

The Office of General Counsel is responsible for the day-to-day implementation and monitoring of the Affirmative Action Plan. As part of that responsibility, the Legal Employment Team, in collaboration with Human Resources, periodically analyzes the Company's personnel actions and their effects to ensure compliance with our equal employment policy.

If you, as one of our employees or as an applicant for employment, have any questions about this policy or would like to be considered under our Affirmative Action Plan, please reach out to the Office of General Counsel by sending an email to [LegalOperations@officedepot.com](mailto:LegalOperations@officedepot.com) or your Human Resources Representative.

I have reviewed and fully endorse our Affirmative Action and Equal Employment Opportunity program. In closing, I ask the continued assistance and support of all of the Company's personnel to attain our objective of equal employment opportunity for all.

Sincerely,



Gerry P. Smith  
Chief Executive Officer