



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

**EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION POLICY STATEMENT**

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

- a. Persons are recruited, hired, assigned and promoted without regard to race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, or protected veteran status, or any other characteristic protected by local, state, or federal laws, rules, or regulations.
- b. All other employment actions, such as compensation, benefits, transfers, layoffs and recall from layoffs, access to training, education, and social recreation programs are based on only job requirements and administered without regard to race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, or protected veteran status, or any other characteristic protected by local, state, or federal laws, rules, or regulations.
- 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 implementing the Company's legally required affirmative action programs related to individuals with a disability and protected veterans. As part of that responsibility, the Legal Employment Team, in collaboration with Human Resources, will administer a review and audit system to ensure compliance with the Company's required affirmative action obligations.

If you, as one of our associates or as an applicant for employment, have any questions about this policy or would like to review non-confidential portions of the Company's affirmative action plans for individuals with a disability or protected veterans, please contact your Human Resource Representative or the Office of the General Counsel via [legaloperations@officedepot.com](mailto:legaloperations@officedepot.com). This is also a reminder that associates may update their disability status at any time via [MyCloud](#) by updating the Personal Details section.

In closing, I ask all associates to assist and support equal employment opportunity for all.

Sincerely,

A handwritten signature in black ink, appearing to read "Gerry P. Smith", with a long, sweeping horizontal line extending to the right.

Gerry P. Smith  
Chief Executive Officer