



HP report on cobalt

HP is committed to doing our part to address concerns about the sourcing of cobalt, including from the Democratic Republic of Congo. Since 2016, HP has expanded its responsible minerals due diligence to cobalt consistent with the Organisation for Economic Co-operation and Development (“OECD”) Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas (Third Edition, OECD 2016) and the related Supplements (collectively, the “OECD Guidance”).

This report provides an overview of the work HP has conducted with our supply chain and the cobalt industry, as well as our published list of identified cobalt refiners.

The design of our due diligence measures took into account our individual facts and circumstances, our downstream position in the minerals supply chain, the OECD recommendations for downstream actors that have no direct relationships to refiners, and the use of independent assessment programs to provide information about refiners¹. HP does not buy cobalt from refiners or mines. HP has business relationships with battery cell manufacturers and battery pack manufacturers (“battery-related suppliers”), which are typically three to four supply chain actors removed from cobalt refiners.

Consistent with the OECD Guidance, the design and performance of our due diligence has included a number of key features.

¹ The OECD Guidance distinguishes between “upstream” and “downstream” actors. Upstream refers to the minerals supply chain from the mine to the smelter or refiner, and upstream companies include miners, local traders or exporters, international concentrate traders, and mineral re-processors. Downstream refers to the minerals supply chain from smelters and refiners to retailers and includes companies like HP; it also includes metal traders, component manufacturers, product manufacturers, original equipment manufacturers and retailers.

Company management systems

We have established strong internal company management systems, including a responsible cobalt policy; a Responsible Minerals Program team with senior management support; a Supply Chain Transparency System; engagement with battery-related suppliers to communicate and reinforce HP expectations with respect to cobalt; and a company-level grievance mechanism that is available internally and externally to report concerns, including those related to cobalt.

We train our battery-related suppliers on the risks associated with cobalt. In addition, we communicate our responsible cobalt policy to our battery-related suppliers and require them to adopt a similar policy.

Risk assessment processes

We identify and assess risks in the supply chain using a number of processes, including through the Supply Chain Transparency System. The system is designed to support the Responsible Minerals Program team in systematically surveying, collecting, and analyzing information relating to cobalt refiners sourcing cobalt ore in the supply chain for our products.

In 2016, we conducted onsite procurement audits with relevant direct battery-related suppliers to identify the cobalt refiners that may be in our supply chain. These procurement audits included inspections of the labeling of cobalt-containing materials within the suppliers' manufacturing operations, as well as a review of purchase orders made by the suppliers' manufacturing operations.

In 2017, we required our battery-related suppliers to report the cobalt refiners associated with HP's production using the Responsible Minerals Initiative Cobalt Reporting Template.

For 2018 and 2019, we again required our battery-related suppliers to collect information regarding the cobalt refiners associated with HP's production, using the updated Responsible Minerals Initiative Cobalt Reporting Template released in early 2019.

We ask our battery-related suppliers to encourage the refiners in their supply chain to seek a third-party audit assessment.

Processes to respond to risks

We designed and implemented a strategy to respond to risks as they are identified, including assessment of information on the due diligence practices of cobalt refiners, formulation of a risk management plan, and reporting to senior management.

We believe cobalt sourcing risk is best mitigated by driving cobalt refiners that are contributing to our production to obtain a third-party audit assessment of their due diligence.

We are continuing to work with our battery-related suppliers to encourage all cobalt refiners in their supply chain to complete the audit.

Independent audits and reviews

We support industry organizations to carry out independent third-party audits of facilities' due diligence practices, including through our membership in the Responsible Minerals Initiative, the industry initiative that conducts audits and assessments of facilities' due diligence activities. HP focused on building leverage over the cobalt supply chain through collaboration with others to create demand for refiners to conduct their own due diligence.

HP was a founding member of the Responsible Minerals Initiative, which is developing cobalt-specific tools and programs, including:

- Standardized reporting template for suppliers to report cobalt refiners.
- A Risk Readiness Assessment tool for minerals and metals producers and processors to assess and communicate their practices against a performance benchmark "norm" across these issue areas.
- The development of an audit/assurance system to independently validate that cobalt upstream actors' due diligence practices are aligned with the OECD Guidance.

Reporting results

We report annually through this Report on Cobalt. This information is supplemented with details about our Responsible Minerals Program that appears in our annual HP Sustainable Impact Report, available on our [HP Sustainable Impact](#) website.

In conclusion, we strive to create demand for responsible cobalt by setting expectations of our suppliers, conducting due diligence to better understand our cobalt sources, and evaluating those sources and responding to risks. Further, we are acting as a catalyst to encourage others in the industry to develop programs and systems that will enable responsible sourcing and build leverage over upstream actors.

Sustainability at HP

Sustainable Impact serves as a guiding principle for how we do business and is critical to achieving our company vision: to create technology that makes life better for everyone, everywhere. It fuels our innovation and growth, strengthens our business for the long-term, and enables us to develop and deliver the best solutions to our customers. We are working to transform our entire business to drive a more efficient, circular, and low-carbon economy and enable our customers to invent the future through our most sustainable portfolio of products and services. To learn more about these efforts, visit the [HP Sustainable Impact](#) website.

Cobalt refiner list

This 2019 cobalt refiner list includes the name and location of refiners our suppliers reported to us that were identified as a cobalt refiner by the Responsible Minerals Initiative. Our list expanded to 19 cobalt refiners. Three of these refiners have successfully completed the Responsible Minerals Initiative's Responsible Mineral Assurance Process audit and 10 are in the process of completing the audit as of December 2019. We are not certain if these facilities contributed to batteries used in HP's products.

Cobalt Refiner Name	Country
Freeport Kokkola	Finland
Gangzhou Yi Hao Umicore Industry Co.	China
Ganzhou Tengyuan Cobalt New Material Co., Ltd.	China
Gem (Jiangsu) Cobalt Industry Co., Ltd.	China
Guangdong Jiana Energy Technology Co., Ltd.	China
Hunan Brunp Recycling Technology Co., Ltd.	China
Hunan Shiji Yintian New Material Co. Ltd.	China
Hunan Yacheng New Materials Co. Ltd.	China
Hunan Zoomwe New Energy Science and Technology Co., Ltd.	China
Jiangxi Jiangwu Cobalt Industrial Co. Ltd.	China
Jiangxi Rui da Xinneng Yuan Technology Co. Ltd.	China
Jingmen GEM Co., Ltd.	China
Lanzhou Jinchuan Advanced Materials Technology Co., Ltd.	China
Quzhou Huayou Cobalt New Material Co., Ltd.	China
Tianjin Maolian Science & Technology Co., Ltd.	China
Umicore Olen	Belgium
XTC New Energy Materials (Xiamen) Ltd.	China
Zhejiang Huayou Cobalt Co.,Ltd.	China
Zhuhai Kelixin Metal Materials Co., Ltd.	China