

HP Corporate Real Estate and Workplace Services (CREWS) Resource Conservation Policy



Revision and Date May 26, 2020

Purpose:

At HP, we believe that we have an obligation to our employees, our communities, our investors, our customers and the environment to operate our business with sustainability in mind. Sustainability has been a core value at HP from its inception and this commitment is outlined in [Integrity at HP](#), [Sustainability at HP](#) and [HP's Environmental, Health and Safety Policy](#). With operations in over 50 countries at our scale means we recognize our impact and reliance on resources and our ability to positively impact critical issues affecting people, planet and communities worldwide through our actions and investments.

Scope:

HP CREWS Resource Conservation policy broadly defines the commitments that guide the integration of sustainability into operations footprint. HP CREWS is committed to:

- Creating healthy, collaborative and innovative work environments
- Complying with mandatory requirements and conduct our activities and operate our facilities within applicable environmental laws and regulations
- Reducing operational costs and increasing productivity and efficiency through thoughtful resource conservation of energy, water and other natural resources
- Increasing use of renewable energy in our operations to minimize GHG emissions
- Fostering a culture of inclusion and involvement in sustainability through education and engagement with employees and the communities in which we operate
- Adopting sustainable practices for the services and products we procure
- Reporting results of our sustainability program to employees, executive management and other stakeholders, minimally once per fiscal year
- Continually reviewing our activities and working to create a positive lasting sustainable impact

Applicability:

These resource conservation practices apply to all owned and operated HP facilities. The size and complexity of a resource conservation program should be commensurate with the complexity of the site, regulatory requirements, and supportive of company-wide requirements and goals.

Commitment to energy and water efficiency and GHG emissions reduction:

HP CREWS operates an energy and sustainability management program that aggressively pursues pollution prevention, waste minimization and energy and water conservation for all our owned and operated facilities. Our energy and sustainability management program rests on the principle of continuous improvement—with established [goals and progress](#) reported on a regular cycle. We understand the linkages between resource usage and environmental and social issues, such as climate change, and are committed to reducing GHG emissions and sourcing 100% of our electricity from renewables as part of RE100 commitment and to ensuring we manage our water usage in an effort to create a lasting positive impact in the communities we operate in line with the UN Sustainable Development Goals (SDGs). We strive to achieve our energy and water targets by implementing the below:

- Establishing energy and water conservation goals and standards for facilities and regular progress reporting for internal and external stakeholders
- Monitoring energy & water utility spend and consumption through invoice capture and analyze and utilization of real-time metering, leak detection and software analytics to identify resource savings opportunities
- Reducing energy and water consumption by equipping all facilities' teams around the world with best practices and techniques to conserve through efficient practices
- Discovering, researching, and implementing energy and water savings projects that produce favorable return on investment as well as high impact to our energy and water use and carbon emissions
- Meeting our 100% RE goal by first installing on-site renewables, second contracting off-site power purchase agreements (PPAs) where feasible and, third, purchasing non-bundled renewable energy credits (RECS)
- Reducing our use of freshwater through water efficiency initiatives, water reuse, recycled water and rainwater capture
- Prioritizing sites identifying as having a high water risk as identified by the [World Resources Institute Aqueduct Water Risk Atlas](#)

Wherever available, monthly energy and water bills are archived in the utility data base. Any change in energy or water use not associated with a project or change in site use such as increased/decreased occupancy or utilization of a facility can be investigated, and corrective actions identified as appropriate. Any changes in site operations which will have a substantial impact to energy or water consumption or cost will be reported to the CREWS energy and sustainability management team. The changes will be evaluated to determine if and how the sites' baseline and goals will be modified.

Commitment to waste minimization and recycling:

HP strives to reduce and divert non-hazardous solid waste from our global operations with [established goals](#) and a commitment to reducing, reusing and responsible recycling, for all sites, as feasible. Waste disposition is based on waste disposal options available for a waste stream, and economics. In line with the [EPA guidelines](#) for sustainable materials management, the preferred order for waste management is as follows:

- Reduce (Source Reduction)/ Prevention
- Reuse
- Recycling and Composting (responsible e-waste and ink cartridge recycling through HP's internal recycling program)
- Energy Recovery
- Landfill Disposal

Opportunities to change waste disposal to a more preferred method should be identified and considered for resource conservation initiatives. Waste disposition data will be compiled in the monthly business intelligence dashboard and presented to all stakeholders on a regular basis.

Any changes in site operations which will have a substantial impact to waste disposition or cost, such as a change in business production or major job which would increase or decrease waste materials, must be reported to the CREWS energy and sustainability management team. The changes will be evaluated to determine if and how the sites' baseline and waste diversion goals will be modified. HP also has established standards and procedures to ensure hazardous waste is properly manage, disposed, and reported as outlined by HP's internal EHS standards.

Commitment to green and smart buildings:

HP considers the impact on resource conservation throughout all stages in our operations, including: reviewing access to sustainable sources as a criterion when selecting a site for a new HP facility and incorporating conservation elements into the design of our facilities. HP has developed a sustainable design checklist to help reduce the impact of new construction and upgrades, and future resource consumption from our operations in line with USGBC LEED guidelines. HP CREWS also has adopted green leasing guidance for the use in all site selection and leasing activities.

Finally, fundamental commissioning must be included at the pre-design stage of all major construction or renovation projects and continued thru project hand-off according to the latest LEED guidelines. Commissioning by a third-party agent is a quality-oriented process for achieving,

verifying, and documenting that the performance of facilities, systems, and assemblies meets defined objectives and criteria.

Commitment to green sourcing and procurement:

HP CREWS will strive to balance environmental and fiscal responsibilities in making sourcing decisions. We are committed to sourcing and purchase of services and products with the highest reuse, waste reduction, percentage of recycled content available and recyclability, provided that the products meet acceptable use and performance standards. HP will strive to purchase services and materials that are:

- Durable and reusable, as opposed to single use or disposable
- Non-toxic or minimally toxic, preferably bio-based
- Manufactured in an environmentally sound manner
- Conserve energy, water, or other natural resources
- Reduce waste or GHG emissions either directly or indirectly through their use
- Recyclable or safely disposable
- Contain recycled materials - recycled materials or parts, such as 100% recycled paper OR made from raw materials obtained in an environmentally sound, sustainable manner
- The cause of minimal or no environmental damage during normal use or maintenance
- Shipped with minimal packaging (consistent with care of the product), preferably made of recycled and/or recyclable materials

Services and products that meet the above criteria will be considered green. When deemed necessary, HP CREWS shall assign appropriate personnel to fulfill the requirements of this commitment and collaborate with specifying agencies to prepare or revise bid documents and contract language.

Commitment to employee education and awareness:

HP is committed to educating and engaging employees on sustainability at work, home and in their communities. This includes a combination of employee on-boarding, internal newsletter and email communications, regular updates to CREWS sustainability intranet page, internal learning lessons and hands-on opportunities, such as Earth Day, World Environmental Day and other sustainable impact related events on site and in the communities where we operate.

Regulatory compliance and documentation:

HP is committed to meeting or exceeding all applicable laws in all of its operations and minimizing risks and impacts through the development of robust and documented systems to implement, measure, monitor, and disseminate excellent environmental performance.

References:

ISO 14001
ISO 50001
EPA guidelines for sustainable materials management
ASHRAE
RE100
EV100
UN Sustainable Development Goals
EPEAT
LEED
WELL