# How We Report

In this report, we identify our process for prioritizing corporate social responsibility (CSR) topics that are relevant to our stakeholders and business. For our most material priorities, we include a description of our management approach, including policies and programs from Xerox through August 2022 unless otherwise noted. We also share the methods we use to evaluate our effectiveness in managing these topics. This often includes internal and external feedback we have received throughout the year. With this feedback and changing external dynamics, we modify our approach.

We are a performance-based, data-driven company in all areas, including CSR. We set goals, engage with stakeholders, join initiatives to make an impact, and track our progress. In this report, we share this information. Throughout the year, we communicate updates on xerox.com and our social media accounts, external speaking opportunities with trade associations, industry consortiums, and executive client engagements.

This report is in accordance with the core reporting requirements of the Global Reporting Initiative (GRI) Standards. The table linking the content of this report to the GRI Standards can be found below. Much of the information in this report reflects the activities of Xerox in the countries where we do business. Some of our systems for collecting and reporting reliable social and environmental data, however, are for select operations. We identify operations excluded from specific disclosures wherever appropriate. Environmental data in this report is normalized to our financial performance utilizing company revenues, as reported using Generally Accepted Accounting Principles (GAAP). To improve the accuracy of our data, we have engaged a third party, SGS, to verify various environmental and social metrics. Metrics verified include water consumption, water discharge, waste volumes, perfluorocarbon emissions, volatile organic compound emissions, representation of women in professional roles, and representation of diverse employees in profession roles. For more details, click here. Energy, greenhouse gas (GHG) emissions scope 1, 2, and 3, were also verified in accordance with ISO 14064-3:2019. At times, we may revisit our prior estimates to make corrections due to new data availability, changes in methodologies, or improvements to our data collections and measuring systems.
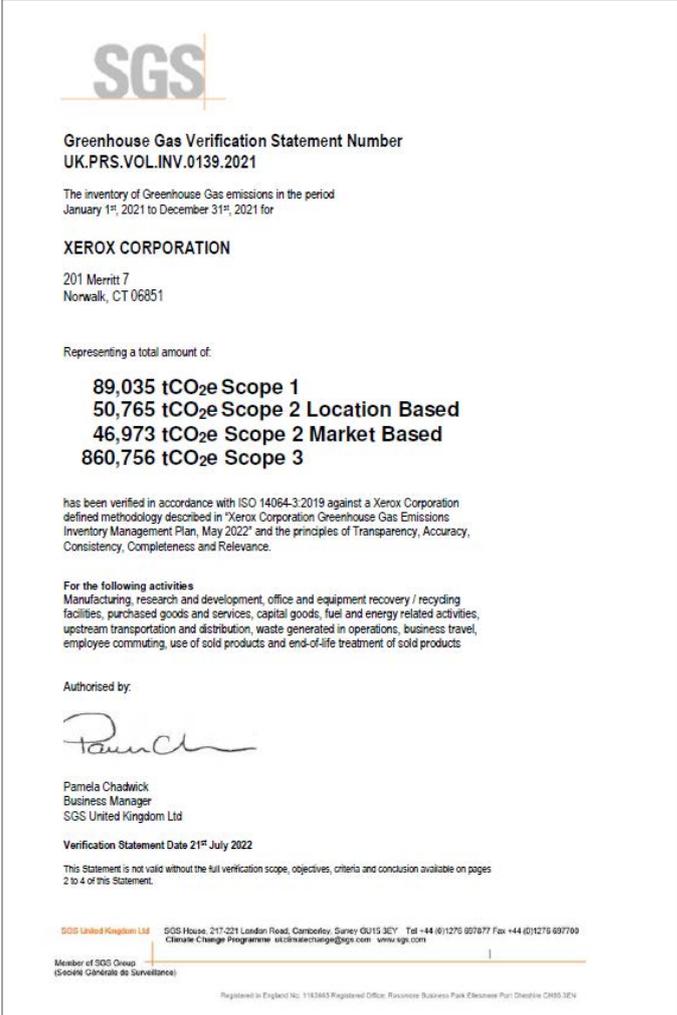
SGS

Greenhouse Gas Verification Statement Number
UK.PRS.VOL.INV.0139.2021

The inventory of Greenhouse Gas emissions in the period January 1st, 2021 to December 31st, 2021 for

XEROX CORPORATION

201 Merritt 7
Norwalk, CT 06851

Representing a total amount of:

89,035 tCO$_2$e Scope 1
50,765 tCO$_2$e Scope 2 Location Based
46,973 tCO$_2$e Scope 2 Market Based
860,756 tCO$_2$e Scope 3

has been verified in accordance with ISO 14064-3:2019 against a Xerox Corporation defined methodology described in "Xerox Corporation Greenhouse Gas Emissions Inventory Management Plan, May 2022" and the principles of Transparency, Accuracy, Consistency, Completeness and Relevance.

For the following activities
Manufacturing, research and development, office and equipment recovery / recycling facilities, purchased goods and services, capital goods, fuel and energy related activities, upstream transportation and distribution, waste generated in operations, business travel, employee commuting, use of sold products and end-of-life treatment of sold products

Authorised by:

Pamela Chadwick
Business Manager
SGS United Kingdom Ltd

Verification Statement Date 21st July 2022

This Statement is not valid without the full verification scope, objectives, criteria and conclusion available on pages 2 to 4 of this Statement.

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(Société Générale de Surveillance)

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