



### G3 Content Index - GRI Self Declared Application Level C+

Report Application Level	C	C+	B	B+	A	A+
Standard Disclosures	<b>G3 Profile Disclosures</b> OUTPUT	Report on: 1.1 2.1 - 2.10 3.1 - 3.8, 3.10 - 3.12 4.1 - 4.4, 4.14 - 4.15	Report on all criteria listed for Level C plus: 1.2 3.9, 3.13 4.5 - 4.13, 4.16 - 4.17	Same as requirement for Level B		
	<b>G3 Management Approach Disclosures</b> OUTPUT	Not Required	Management Approach Disclosures for each Indicator Category	Management Approach Disclosures for each Indicator Category		
	<b>G3 Performance Indicators &amp; Sector Supplement Performance Indicators</b> OUTPUT	Report on a minimum of 10 Performance Indicators, including at least one from each of: Economic, Social and Environmental.	Report on a minimum of 20 Performance Indicators, at least one from each of Economic, Environmental, Human rights, Labor, Society, Product Responsibility.	Report on each core G3 and Sector Supplement* Indicator with due regard to the Materiality Principle by either: a) reporting on the Indicator or b) explaining the reason for its omission.		
		Report Externally Assured	Report Externally Assured	Report Externally Assured		

\*Sector supplement in final version

### Report Application Levels

		2002 In Accordance	C	C+	B	B+	A	A+
Mandatory	Self Declared							
	Third Party Checked			Report Externally Ass		Report Externally Assured		Report Externally Assured
Optional	GRI Checked							

**Yellow Highlights are Required for Application Level C+ (Disclosures that are not required for Application Level C+ are not provided)**

### STANDARD DISCLOSURES PART I: Profile Disclosures

#### 1. Strategy and Analysis

Profile Disclosure	Description	Cross-Reference	Reason for Omission	Further Explanation
1.1	Statement from the most senior decision-maker of the organization .	Page 5 of Office Depot Corporate Citizen Report 2008		

#### 2. Organizational Profile

Profile Disclosure	Description	Cross-Reference	Reason for Omission	Further Explanation
2.1	Name of the organization.	Cover of Report		
2.2	Primary brands, products, and/or services.	Page 6 of Report		Also available on public website, <a href="http://www.officedepot.com">www.officedepot.com</a>
2.3	Operational structure of the organization, including main divisions, operating companies, subsidiaries, and joint ventures.	Page 6 of Report		Available in Annual Financial Report, <a href="http://investor.officedepot.com">http://investor.officedepot.com</a>
2.4	Location of organization's headquarters.	Page 6 of Report		Available in Annual Financial Report, <a href="http://investor.officedepot.com">http://investor.officedepot.com</a>
2.5	Number of countries where the organization operates, and names of countries with either major operations or that are specifically relevant to the sustainability issues covered in the report.	Pages 6 and 9 of Report		Available in Annual Financial Report, <a href="http://investor.officedepot.com">http://investor.officedepot.com</a>

Profile Disclosure	Description	Cross-Reference	Reason for Omission	Further Explanation
2.6	Nature of ownership and legal form.	Page 6 of Report		Available in Annual Financial Report, <a href="http://investor.officedepot.com">http://investor.officedepot.com</a>
2.7	Markets served (including geographic breakdown, sectors served, and types of customers/beneficiaries).	Page 6 of Report		Available in Annual Financial Report, <a href="http://investor.officedepot.com">http://investor.officedepot.com</a>
2.8	Scale of the reporting organization.	Pages 6 and 7 of Report		Available in Annual Financial Report, <a href="http://investor.officedepot.com">http://investor.officedepot.com</a>
2.9	Significant changes during the reporting period regarding size, structure, or ownership.	Reported on web		Available in Annual Financial Report, <a href="http://investor.officedepot.com">http://investor.officedepot.com</a>
2.10	Awards received in the reporting period.	Page 51 of Report, partially reported		
<b>3. Report Parameters</b>				
Profile Disclosure	Description	Cross-Reference	Reason for Omission	Further Explanation
3.1	Reporting period (e.g., fiscal/calendar year) for information provided.	Page 2 of Report		Calendar year
3.2	Date of most recent previous report (if any).	Pages 2 and 7 of Report		2007, reporting on 2006 data
3.3	Reporting cycle (annual, biennial, etc.)	Page 2 of Report		Annual
3.4	Contact point for questions regarding the report or its contents.	Page 7 of Report		<a href="mailto:mediarelations@officedepot.com">mediarelations@officedepot.com</a>
3.5	Process for defining report content.	Inside flap & Pages 7 and 27 in Report		
3.6	Boundary of the report (e.g., countries, divisions, subsidiaries, leased facilities, joint ventures, suppliers). See GRI Boundary Protocol for further guidance.	Pages 6, 27, 52, 53, 54 and 55 in Report		Boundary is global where possible; however, focus was on North America and Europe
3.7	State any specific limitations on the scope or boundary of the report (see completeness principle for explanation of scope).	Page 27 of Report		This Report focuses on North America and our primary European markets, where over 80% of our global business occurs. It does not substantially include data on our Asian markets and Central American countries where we have relatively low percentage of business.
3.8	Basis for reporting on joint ventures, subsidiaries, leased facilities, outsourced operations, and other entities that can significantly affect comparability from period to period and/or between organizations.	Page 6 of Report		Reported on North American and European operations where Office Depot had substantial control.
3.9	Data measurement techniques and the bases of calculations, including assumptions and techniques underlying estimations applied to the compilation of the Indicators and other information in the report. Explain any decisions not to apply, or to substantially diverge from, the GRI Indicator Protocols.	Pages 52, 53, 54 and 55 of Report		

Profile Disclosure	Description	Cross-Reference	Reason for Omission	Further Explanation
3.10	Explanation of the effect of any re-statements of information provided in earlier reports, and the reasons for such re-statement (e.g., mergers/acquisitions, change of base years/periods, nature of business, measurement methods).	Pages 37, 52 and 53 of Report		Minor restatements of fuel & recycling data based on recommendations by independent reviewer, provided in footnotes on data tables.
3.11	Significant changes from previous reporting periods in the scope, boundary, or measurement methods applied in the report.	Pages 52, 53, 54, and 55 of Report		
3.12	Table identifying the location of the Standard Disclosures in the report.	Page 2, link for Content Index & Profile Disclosure on Environmental website		<a href="http://www.officedepot.com/environment">www.officedepot.com/environment</a>
3.13	Policy and current practice with regard to seeking external assurance for the report.	Page 2 of Report		

#### 4. Governance, Commitments, and Engagement

Profile Disclosure	Description	Cross-Reference	Reason for Omission	Further Explanation
4.1	Governance structure of the organization, including committees under the highest governance body responsible for specific tasks, such as setting strategy or organizational oversight.	Page 16 of Report		
4.2	Indicate whether the Chair of the highest governance body is also an executive officer.	Page 16 of Report		
4.3	For organizations that have a unitary board structure, state the number of members of the highest governance body that are independent and/or non-executive members.	Page 16 of Report		
4.4	Mechanisms for shareholders and employees to provide recommendations or direction to the highest governance body.	Pages 5 and 7 of Report		Stakeholders and Employees are encouraged to submit comments or recommendation through <a href="mailto:mediarelations@officedepot.com">mediarelations@officedepot.com</a>
4.14	List of stakeholder groups engaged by the organization.	Pages 10, 11, 13, 14, 19, 20, 23, 31, 42, 48, 49 and 50 of Report		
4.15	Basis for identification and selection of stakeholders with whom to engage.	Page 27 of Report		

#### STANDARD DISCLOSURES PART II: Performance Indicators

**A Minimum of 10 Performance Indicators (PIs) - at least one from each category - Required for Application Level C+**

##### Economic

Performance Indicator	# of PIs Reported	Description	Cross-Reference	Reason for Omission	Further Explanation
EC1	1	Direct economic value generated and distributed, including revenues, operating costs, employee compensation, donations and other community investments, retained earnings, and payments to capital providers and governments.	Reported on web; In-kind donations on inside cover of Report		Available in Annual Financial Report, <a href="http://investor.officedepot.com">http://investor.officedepot.com</a>

Profile Disclosure	Description		Cross-Reference	Reason for Omission	Further Explanation
EC2	2	Financial implications and other risks and opportunities for the organization's activities due to climate change.	Pages 36 and 37 of Report		Reducing Energy & Fuel reduces operating costs
EC3		Coverage of the organization's defined benefit plan obligations.			
EC4		Significant financial assistance received from government.			
EC5		Range of ratios of standard entry level wage compared to local minimum wage at significant locations of operation.			
EC6		Policy, practices, and proportion of spending on locally-based suppliers at significant locations of operation.			
EC7		Procedures for local hiring and proportion of senior management hired from the local community at significant locations of operation.			
EC8		Development and impact of infrastructure investments and services provided primarily for public benefit through commercial, in-kind, or pro bono engagement.			
EC9		Understanding and describing significant indirect economic impacts, including the extent of impacts.			

**Environmental**

Performance Indicator	# of PIs Reported	Description	Cross-Reference	Reason for Omission	Further Explanation
EN1		Materials used by weight or volume.			
EN2	3	Percentage of materials used that are recycled input materials.	Pages 32, 47, 52, 53 and 54 of Report		
EN3	4	Direct energy consumption by primary energy source.	Pages 53 and 55 of Report		
EN4	5	Indirect energy consumption by primary source.	Pages 53 and 55 of Report		
EN5		Energy saved due to conservation and efficiency improvements.			
EN6	6	Initiatives to provide energy-efficient or renewable energy based products and services, and reductions in energy requirements as a result of these initiatives.	Page 53 of Report		
EN7		Initiatives to reduce indirect energy consumption and reductions achieved.			
EN8		Total water withdrawal by source.			
EN9		Water sources significantly affected by withdrawal of water.			
EN10		Percentage and total volume of water recycled and reused.			

Profile Disclosure	Description	Cross-Reference	Reason for Omission	Further Explanation
EN11	Location and size of land owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas.			
EN12	Description of significant impacts of activities, products, and services on biodiversity in protected areas and areas of high biodiversity value outside protected areas.			
EN13	Habitats protected or restored.			
EN14	7 Strategies, current actions, and future plans for managing impacts on biodiversity.	Pages 30, 31, 46, 52, 53 and 54 of Report		
EN15	Number of IUCN Red List species and national conservation list species with habitats in areas affected by operations, by level of extinction risk.			
EN16	8 Total direct and indirect greenhouse gas emissions by weight.	Pages 52, 53, 54 and 55 of Report		
EN17	9 Other relevant indirect greenhouse gas emissions by weight.	Pages 52 & 54 of Report		
EN18	10 Initiatives to reduce greenhouse gas emissions and reductions achieved.	Pages 52 & 54 of Report		
EN19	Emissions of ozone-depleting substances by weight.			
EN20	NOx, SOx, and other significant air emissions by type and weight.			
EN21	Total water discharge by quality and destination.			
EN22	11 Total weight of waste by type and disposal method.	Pages 33, 35, 52, 53, 54 and 55 of Report		
EN23	Total number and volume of significant spills.			
EN24	Weight of transported, imported, exported, or treated waste deemed hazardous under the terms of the Basel Convention Annex I, II, III, and VIII, and percentage of transported waste shipped internationally.			
EN25	Identity, size, protected status, and biodiversity value of water bodies and related habitats significantly affected by the reporting organization's discharges of water and runoff.			
EN26	12 Initiatives to mitigate environmental impacts of products and services, and extent of impact mitigation.	Pages 29, 30, 31, 32, 34, 39, 44, 47, 50 52, 53, 54 and 55 of Report		
EN27	Percentage of products sold and their packaging materials that are reclaimed by category.	Page 53 and 55 of Report		Partially reported; not fully calculated.
EN28	Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with environmental laws and regulations.			

Profile Disclosure	Description		Cross-Reference	Reason for Omission	Further Explanation
EN29		Significant environmental impacts of transporting products and other goods and materials used for the organization's operations, and transporting members of the workforce.	Inside Cover and pages 37, 52 and 54 of Report		Partially reported; Calculated GHG emissions for transportation of products - not yet calculated for transportation of workforce.
EN30		Total environmental protection expenditures and investments by type.			
<b>Social: Labor Practices and Decent Work</b>					
Performance Indicator	# of PIs Reported	Description	Cross-Reference	Reason for Omission	Further Explanation
LA1		Total workforce by employment type, employment contract, and region.	Page 6 and 7 of Report		Partial reported
LA2		Total number and rate of employee turnover by age group, gender, and region.	Page 24 of Report		Partial reported
LA3		Benefits provided to full-time employees that are not provided to temporary or part-time employees, by major operations.			
LA4		Percentage of employees covered by collective bargaining agreements.			
LA5		Minimum notice period(s) regarding significant operational changes, including whether it is specified in collective agreements.			
LA6		Percentage of total workforce represented in formal joint management-worker health and safety committees that help monitor and advise on occupational health and safety programs.			
LA7		Rates of injury, occupational diseases, lost days, and absenteeism, and number of work-related fatalities by region.			
LA8		Education, training, counseling, prevention, and risk-control programs in place to assist workforce members, their families, or community members regarding serious diseases.			
LA9		Health and safety topics covered in formal agreements with trade unions.			
LA10		Average hours of training per year per employee by employee category.			
LA11		Programs for skills management and lifelong learning that support the continued employability of employees and assist them in managing career endings.			
LA12		Percentage of employees receiving regular performance and career development reviews.			
LA13		Composition of governance bodies and breakdown of employees per category according to gender, age group, minority group membership, and other indicators of diversity.			

Profile Disclosure	Description		Cross-Reference	Reason for Omission	Further Explanation
LA14		Ratio of basic salary of men to women by employee category.			
<b>Social: Human Rights</b>					
Performance Indicator	# of PIs Reported	Description	Cross-Reference	Reason for Omission	Further Explanation
HR1		Percentage and total number of significant investment agreements that include human rights clauses or that have undergone human rights screening.			
HR2	14	Percentage of significant suppliers and contractors that have undergone screening on human rights and actions taken.	Page 16 and 17 of Report		
HR3		Total hours of employee training on policies and procedures concerning aspects of human rights that are relevant to operations, including the percentage of employees trained.			
HR4		Total number of incidents of discrimination and actions taken.	Page 16 and 17 of Report		Partially reported; Incidents of suppliers non-compliance reported at the aggregate level.
HR5		Operations identified in which the right to exercise freedom of association and collective bargaining may be at significant risk, and actions taken to support these rights.			
HR6		Operations identified as having significant risk for incidents of child labor, and measures taken to contribute to the elimination of child labor.	Page 16 and 17 of Report		Partially reported; Incidents of suppliers non-compliance reported at the aggregate level.
HR7		Operations identified as having significant risk for incidents of forced or compulsory labor, and measures to contribute to the elimination of forced or compulsory labor.	Page 16 and 17 of Report		Partially reported; Incidents of suppliers non-compliance reported at the aggregate level.
HR8		Percentage of security personnel trained in the organization's policies or procedures concerning aspects of human rights that are relevant to operations.			
HR9		Total number of incidents of violations involving rights of indigenous people and actions taken.	Page 16 and 17 of Report		Partially reported; Incidents of suppliers non-compliance reported at the aggregate level.
<b>Social: Society</b>					
Performance Indicator	# of PIs Reported	Description	Cross-Reference	Reason for Omission	Further Explanation
SO1	15	Nature, scope, and effectiveness of any programs and practices that assess and manage the impacts of operations on communities, including entering, operating, and exiting.	Pages 18, 19, 20 and 21 of Report		
SO2		Percentage and total number of business units analyzed for risks related to corruption.			

Profile Disclosure	Description		Cross-Reference	Reason for Omission	Further Explanation
SO3	16	Percentage of employees trained in organization's anti-corruption policies and procedures.	Inside Cover and Page 16 of Report		
SO4		Actions taken in response to incidents of corruption.			
SO5		Public policy positions and participation in public policy development and lobbying.			
SO6		Total value of financial and in-kind contributions to political parties, politicians, and related institutions by country.			
SO7		Total number of legal actions for anti-competitive behavior, anti-trust, and monopoly practices and their outcomes.			
SO8		Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with laws and regulations.			
<b>Social: Product Responsibility</b>					
Performance Indicator	# of PIs Reported	Description	Cross-Reference	Reason for Omission	Further Explanation
PR1		Life cycle stages in which health and safety impacts of products and services are assessed for improvement, and percentage of significant products and services categories subject to such procedures.			
PR2		Total number of incidents of non-compliance with regulations and voluntary codes concerning health and safety impacts of products and services during their life cycle, by type of outcomes.			
PR3		Type of product and service information required by procedures, and percentage of significant products and services subject to such information requirements.			
PR4		Total number of incidents of non-compliance with regulations and voluntary codes concerning product and service information and labeling, by type of outcomes.			
PR5		Practices related to customer satisfaction, including results of surveys measuring customer satisfaction.			
PR6		Programs for adherence to laws, standards, and voluntary codes related to marketing communications, including advertising, promotion, and sponsorship.			
PR7		Total number of incidents of non-compliance with regulations and voluntary codes concerning marketing communications, including advertising, promotion, and sponsorship by type of outcomes.			

Profile Disclosure	Description		Cross-Reference	Reason for Omission	Further Explanation
PR8		Total number of substantiated complaints regarding breaches of customer privacy and losses of customer data.			
PR9		Monetary value of significant fines for non-compliance with laws and regulations concerning the provision and use of products and services.			