

Workforce Snapshot

Workforce Diversity Statistics

Below, we share a series of diversity metrics about our employees and Board of Directors.

Table 1. Gender Breakdown by Employee Classification, Global

Employee Classifications	Global		
	Male	Female	Total
Permanent Employee	37,940	32,896	70,959
Contractor	458	240	4,233
Full-time	21,164	17,330	42,028
Part-time	17,234	15,806	33,164
Hourly	27,883	24,180	55,719
Salaried	10,515	8,956	19,473
Total workforce	38,398	33,136	75,192

We are reporting workforce diversity statistics for the U.S., Canada, and Europe. These markets encompass more than 90% of our employees. These classifications are relevant to our business, our industry, and the GRI G4-10 requirements. Self-employed workers or individuals other than employees or supervised workers are not a material part of Staples' workforce. Male and female numbers may not add up to totals because in some cases, gender information is unknown (has not been tracked).

Table 2. Additional Employee Diversity Statistics, U.S.

Age Group	US		
	Full-time	Part-time	Total
Under 30 years old	6,303	16,655	22,958
30-50 years old	13,117	4,367	17,484
Over 50 years old	6,166	2,571	8,737
Unknown	3,958	14	3,972
Minority Group	Full-time	Part-time	Total
American Indian/Alaskan Native	85	132	217
Asian	1,106	1,128	2,234
Black or African American	3,101	4,279	7,380
Hispanic	3,136	3,889	7,025
Native Hawaiian/Other Pacific Islander	91	114	205
Unknown	5,986	1,008	6,994
White	16,039	13,057	29,096

Table 3. Board of Directors Diversity Statistics

Staples Board of Directors					
Gender		Age Group		Minority Group	
Male	8	Under 30 years old	0	American Indian/Alaskan Native	0
Female	3	30-50 years old	1	Asian	2
		Over 50 years old	10	Black or African American	0
				Hispanic	0
				Native Hawaiian/Other Pacific Islander	0
				Unknown	0
				White	9

Employment Benefits

Staples offers employees diverse benefits, including life insurance, health care, disability and invalidity coverage, parental leave, retirement plans, and stock ownership opportunities (including our ESPP and RSU options). Since Staples operates in 25 countries, the exact offering varies by region. However, in the US—our largest market—we offer all of the above for all full-time and part-time employees (temporary employees are eligible for the retirement provision).

Learn more about Staples' [employee benefits](#).

Talent Development

Staples' Learning and Development team oversees talent management including recruiting, coaching and developing senior leaders as well as live and virtual programs for managers globally. We encourage and support associates to develop in their roles as well as pursue new opportunities across the business.

In summary, we:

- Provide new training programs and classes for our associates, like new programs we recently launched in Merchandising, Sales, Supply Chain and Retail. We offer training both in-person and virtually to meet the needs of our diverse associates.
- Offer multiple leadership development programs to help our associates advance in the business and in their careers.
- Improve our talent assessment and performance appraisal systems to empower managers and associates to make informed people decisions.
- Offer an annual scholarship program for external training, and offer discounts on classes at partner universities.
- Foster working relationships through associate-driven organizations like our Associate Resource Groups and mentoring programs, to enable our associates to network, support one another, bring greater awareness to diversity and inclusion issues, and grow both professionally and personally.

- Support associates who are transitioning away from Staples, including offering severance and job placement services for those who are down-sized.

Training Development Highlights

- ✓ **171** associates participated in the North America Supply Chain Academy
- ✓ **50** associates participated in the Harvard Strategic Leadership Development program
- ✓ **546** associates took place in our Rising Star program
- ✓ **802** associates participated in the Virtual Continuing Education Program
- ✓ **254** associates participated in Foundations of Leadership which is a development/training program for managers/new managers

Visit our [Careers](#) and [Diversity](#) pages to learn more about how Staples is supporting our employees' career development.

Health & Safety at Work

Ensuring the health and safety of our associates is a core focus for the company. The management team at Staples is committed to conducting our business in a manner that is safe for our associates, our customers and the communities in which we operate. Core components of Staples' safety program include:

- Visible senior leadership support
- Accountability to results achieved through a cost-comparative chargeback program
- Behavioral-based training and awareness initiatives
- Progressive management response to safety violations
- Positive recognition and incentive programs for safe behaviors and results

In order to deliver on our goals of a safe working environment, we have Occupational Health and Safety (OHS) plans that are reviewed and updated annually based on changes in the business and in local, state and federal regulatory requirements. We also use a data-driven approach (see metrics below) to track our progress against our goals and plans.

Table 4. Health & Safety Statistics

US	
Metric	Data
No. of Fatalities	0
No. of Lost & Restricted duty cases	1,256
No. of Medical Only cases	886
No. of Lost workday cases	370
OSHA TRIR (Total Recordable Injury Rate)	5
OSHA LWIR (Lost Workday Injury Rate)	1.48

Types of Injuries
Strains/sprains of lower back & upper extremities due to over exertion & lifting
Trauma to upper extremities resulting from repetitive motion
Slips, trips or falls on same level

The injury data is for US only. We do not track injuries by gender or for independent contractors. The system we follow for reporting/recording accident statistics is the OSHA regulation Recording and Reporting Occupational Injuries and Illnesses (29 CFR 1904).

Engaging our Associates

We engage with and support associates on an ongoing basis in many ways beyond their daily interactions with co-workers and managers, such as:

- Print, online and broadcast communications
- Regular associate engagement surveys
- Interaction with Chief Culture Officer
- “Breakfast clubs” with executives and senior management
- “Just Ask” Q&A events with company leadership
- International Corporate Social Responsibility taskforces
- [Associate Resource Groups](#) (ARGs)
- [2 Million & Change](#) associate giving program
- Company-wide Earth Week activities and campaigns
- [Volunteer opportunities](#)
- [Staples Share Fund](#), associate assistance fund