

# Global Reporting Initiative and United Nations Global Compact Index

## GENERAL STANDARD DISCLOSURES

Indicator	Description	Cross-Reference or Answer	Additional Information	UNGC Cross-Reference	Additional Information
<b>Strategy and Analysis</b>					
G4-1	CEO Statement	<a href="#">CEO Letter</a>		Advanced Criterion 17 Advanced Criterion 19	Support of the United Nations Global Compact
<b>Organizational Profile</b>					
G4-3	Name of the organization.	Symantec Corporation			
G4-4	Primary brands, products, and services.	<a href="#">Company Profile</a> <a href="#">Business Overview</a> <a href="#">2015 10-K, pp. 5-7</a>			
G4-5	Location of the organization's headquarters.	Mountain View, California			
G4-6	Number of countries where the organization operates, and names of countries where either the organization has significant operations.	Operations in more than 35 countries. <a href="#">2015 Form 10-K, p. 4</a>			
G4-7	Nature of ownership and legal form.	<a href="#">2015 Form 10-K, p. 4</a>			
G4-8	Markets served.	<a href="#">2015 Form 10-K, pp. 4, 6-8, 31</a>			
G4-9	Scale of the organization.	<a href="#">Performance Tables, pp. 1-2</a> <a href="#">2015 Form 10-K, pp. 4, 6-8, 43-44</a>			
G4-10	Workforce information.	<a href="#">Performance Tables, p. 2</a>	Symantec's work is not performed by a substantial number of independent contractors or supervised workers. There is no significant variation in Symantec's employment numbers during the year.		
G4-11	Percentage of total employees covered by collective bargaining agreements.	<a href="#">Performance Tables, p. 4</a>	We support employees rights to freedom of association through collective bargaining agreements and/or works councils.	Advanced Criterion 8	
G4-12	Organization's supply chain.	<a href="#">Energy and Greenhouse Gas (GHG) Emissions and Supply Chain</a> <a href="#">Supply Chain Responsibility</a>	Symantec's global supply chain includes procurement, travel, manufacturing and logistics. Each region (Europe, Middle East and Africa; Asia Pacific and Japan, and Americas) manages end-to-end supply chain processes for their region. All manufacturing and logistics are outsourced to partners in the region. In total, Symantec has 22 Tier 1 (major) manufacturing/logistic suppliers.	Advanced Criterion 2	<a href="#">Symantec's Global Supplier Code of Conduct</a>
G4-13	Significant changes during the reporting period regarding the organization's size, structure, ownership, or supply chain.	<a href="#">2015 Form 10-K, pp. 4-8</a>	With the company split, Symantec no longer provides Appliances. The supply chain infrastructure for this has gone to Veritas. Additionally, effective in 2016, Norton products for the US market will not be produced in the US. They will be produced in APJ and shipped to the United States for fulfillment. This will have an impact on our carbon footprint.	Advanced Criterion 2	

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G4-14	Report whether and how the precautionary approach or principle is addressed by the organization.	See explanation.	<p>The precautionary principle is not applied specifically across the organization, nor in the development and introduction of new products. Symantec uses a model similar to the Precautionary Principle for risk management with regard to business continuity. Our Enterprise Resilience team determines the impact likelihood of each threat occurring and conducts exercises to ensure full understanding of possible impact. This allows us to determine and report any unacceptable single points of failure.</p> <p>Formula used to determine risk: risk value = threat impact x threat probability.</p>		
G4-15	List externally developed economic, environmental and social charters, principles, or other initiatives to which the organization subscribes or which it endorses.	See explanation.	<p>Symantec joined the UN Global Compact as a signatory and member in 2006. We are a participant in the Global Compact LEAD initiative, a platform for corporate sustainability leadership. As part of this commitment, we pledged to implement the blueprint for corporate sustainability leadership and to share our experience with other companies, the UN Global Compact Networks, and other initiatives.</p> <p>We also are proud to be a founding signatory of the Women's Empowerment Principles (WEP). This partnership initiative of UN Women and UN Global Compact provides a set of considerations to help the private sector focus on key elements integral to promoting gender equality.</p>	Advanced Criterion 18	

**Trade and Industry Associations**

- The Software Alliance (BSA)
- American Chamber of Commerce to the European Union (AMCHAM EU)
- Canadian American Business Council (CABC)
- European Internet Foundation
- EURIM
- Digital Policy Alliance Family Online Safety Institute (FOSI)
- Information Technology Industry Council (ITI)
- Information Technology Association of Canada (ITAC) TechAmerica
- TechNet
- U.S. Chamber of Commerce
- U.S.-India Business Council
- U.S. Information Technology Office (USITO)
- Online Trust Alliance
- Software Assurance Forum for Excellence in Code (SAFECode)

**Environmental/Climate Change Policy**

- Business for Innovative Climate & Energy Policy (BICEP)
- Silicon Valley Leadership Group

**Diversity and Gender Organizations**

- Anita Borg Institute
- Catalyst
- Center for Talent Innovation
- Executive Women's Forum
- International Labor Organization Global Business and Disability Network
- Invent Your Future
- Human Rights Campaign
- National Center for Women & Information Technology (NCWIT)
- U.S. Business Leadership Network (USBLN)

**Cybercrime Prevention**

- National Cyber-Forensics & Training Alliance (NCFTA)
- National White Collar Crime Center (NW3C)
- National Cyber Security Alliance (NCSA)
- Society for the Policing of Cyberspace (POLCYB)

G4-16	List memberships in associations and national or international advocacy organizations.	See explanation.	<p><b>Environmental/Climate Change Policy</b></p> <ul style="list-style-type: none"> <li>• Business for Innovative Climate &amp; Energy Policy (BICEP)</li> <li>• Silicon Valley Leadership Group</li> </ul> <p><b>Diversity and Gender Organizations</b></p> <ul style="list-style-type: none"> <li>• Anita Borg Institute</li> <li>• Catalyst</li> <li>• Center for Talent Innovation</li> <li>• Executive Women's Forum</li> <li>• International Labor Organization Global Business and Disability Network</li> <li>• Invent Your Future</li> <li>• Human Rights Campaign</li> <li>• National Center for Women &amp; Information Technology (NCWIT)</li> <li>• U.S. Business Leadership Network (USBLN)</li> </ul> <p><b>Cybercrime Prevention</b></p> <ul style="list-style-type: none"> <li>• National Cyber-Forensics &amp; Training Alliance (NCFTA)</li> <li>• National White Collar Crime Center (NW3C)</li> <li>• National Cyber Security Alliance (NCSA)</li> <li>• Society for the Policing of Cyberspace (POLCYB)</li> </ul>	Advanced Criterion 18	
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**Identified Material Aspects and Boundaries**

G4-17	<p>a. List all entities included in the organization's consolidated financial statements or equivalent documents.</p> <p>b. Report whether any entity included in the organization's consolidated financial statements or equivalent documents is not covered by the report.</p>	2015 Form 10-K p. 1			
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Indicator	Description	Cross-Reference or Answer	Additional Information	UNGC Cross-Reference	Additional Information
G4-18	a. Explain the process for defining the report content and the Aspect Boundaries. b. Explain how the organization has implemented the Reporting Principles for Defining Report Content.	<a href="#">Our Commitment to Corporate Responsibility</a>			
G4-19	Material Aspects identified in the process for defining report content.	See explanation.	GRI G4 Aspects related to Symantec Priority Issues include: Employment Economic Performance Diversity and Equal Opportunity Training and Education Energy Emissions Product and Service Labeling Customer Privacy Marketing Communications		
G4-20	For each material Aspect, report the Aspect Boundary within the organization.	GRI/UN Global Compact Index; Aspects and Aspect Boundary Table			
G4-21	For each material Aspect, report the Aspect Boundary outside the organization.	GRI/UN Global Compact Index; Aspects and Aspect Boundary Table	All material Aspects outside of the organization are relevant across our global operations	Advanced Criterion 2	<a href="#">2014 Corporate Responsibility Report, p. 13</a>
G4-22	Report the effect of any restatements of information provided in previous reports, and the reasons for such restatements.	See explanation.	FY15 Energy and GHG data was restated to reflect separation from Veritas. FY15 Human Resources data was restated to correct a computational error and FY16 HR data excludes transfers to Veritas in October 2015.		
G4-23	Report significant changes from previous reporting periods in the Scope and Aspect Boundaries.	See explanation.	In 2016, Symantec conducted a new priority issues assessment. Based on the results, the following Aspects are considered material for Symantec's application of the GRI G4 Guidelines: Product and Service Labeling, Customer Privacy, and Marketing Communications.		
<b>Stakeholder Engagement</b>					
G4-24	List of stakeholder groups engaged by the organization.	<a href="#">Stakeholder Engagement</a> <a href="#">Our Commitment to Corporate Responsibility</a>		Advanced Criterion 21	
G4-25	Basis for identification and selection of stakeholders with whom to engage.	<a href="#">Our Commitment to Corporate Responsibility</a>		Advanced Criterion 21	
G4-26	Organization's approach to stakeholder engagement.	<a href="#">Our Commitment to Corporate Responsibility</a>		Advanced Criterion 21	
G4-27	Key topics and concerns that have been raised through stakeholder engagement.	<a href="#">Our Commitment to Corporate Responsibility</a>		Advanced Criterion 21	
<b>Report Profile</b>					
G4-28	Reporting period for information provided.	Data in this report reflect Symantec's global operations and correspond to Symantec's fiscal year ending April 1, 2016.		Time period covered by COP	
G4-29	Date of most recent previous report.	Our most recent Communication on Progress (COP) was published in September 2015. Our last full report was published for FY14 in October 2014.			

Indicator	Description	Cross-Reference or Answer	Additional Information	UNGC Cross-Reference	Additional Information
G4-30	Reporting cycle (such as annual, biennial).	Symantec publishes a full corporate responsibility report every two years and a UN Global Compact Communication on Progress each year.			
G4-31	Contact point for questions regarding the report or its contents.	We welcome your comments and questions about this report and our corporate responsibility efforts. Please email us at <a href="mailto:cr@symantec.com">cr@symantec.com</a> .			
G4-32	GRI Content Index.	This report is developed in accordance with the GRI G4 Core Guidelines.		COP incorporates high standards of transparency and disclosure ("In accordance -core" with GRI G4)	
G4-33	Organization's policy and current practice with regard to seeking external assurance for the report.	Although we do not seek full assurance for our reporting, we have externally assured the company's greenhouse gas emissions figures for FY16 with a global audit covering Scope 1, 2, and 3 emissions.		How is accuracy and completeness of information in your COP assessed by a credible third party?	

### Governance

G4-34	Governance structure of the organization, including committees of the highest governance body.	<a href="#">Proxy Statement pp. 4-12</a> <a href="#">Charter of the Nominating and Governance Committee of the Board of Directors</a> <a href="#">Corporate Governance</a>	The Nominating and Governance Committee bears primary responsibility for corporate responsibility issues. It receives regular briefings on Symantec's corporate responsibility objectives and performance, and oversees the company's compliance with legal requirements and ethical standards.	Advanced Criterion 1 Advanced Criterion 20	
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### Ethics and Integrity

G4-56	Describe the organization's values, principles, standards and norms of behavior, such as codes of conduct and codes of ethics.	<a href="#">Code of Conduct</a> <a href="#">Talent and Culture</a>		Advanced Criterion 14 Advanced Criterion 15	Business Values and contributions to UN goals and issues
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SPECIFIC STANDARD DISCLOSURES: Aspects and Aspect Boundaries				
Material Aspects	DMA Cross-Reference	Material within the organization or external? (G4-20, G4-21)	Relevant External Entities (G4-21)	UNGC Cross-Reference
<b>Economic</b>				
Economic Performance	2015 Form 10-K, pp. 8-20, 43-47, 67-68 2016 Climate Change CDP, CC5-6 CEO Letter	Both	Communities Customers Governments & regulators Investors Suppliers	
<b>Environmental</b>				
Energy	Environmental Policy Statement	Both	Communities Customers Governments & regulators Investors Suppliers	Advanced Criterion 9 Advanced Criterion 10
Emissions	Environmental Policy Statement 2016 Climate Change CDP, CC71-8.5, 9, 10, 12, 14	Both	Communities Customers Governments & regulators Investors Suppliers	Advanced Criterion 9 Advanced Criterion 10
<b>Social - Labor Practices and Decent Work</b>				
Employment	Code of Conduct Human Rights Policy	Within		Advanced Criterion 6 Advanced Criterion 7
Training and Education	Talent and Culture Performance Tables	Within		Advanced Criterion 6 Advanced Criterion 7
Diversity and Equal Opportunity	Human Rights Policy	Within		Advanced Criterion 6 Advanced Criterion 7
<b>Social - Product Responsibility</b>				
Product and Service Labeling	Customer Satisfaction	Both	Customers Governments & regulators	
Marketing Communications	2015 Form 10-K, p. 7	Both	Customers Governments & regulators	
Customer Privacy	Customer Satisfaction	Both	Customers Governments & regulators	
<b>Additional Aspects</b>				
<b>Social - Society</b>				
Anti-corruption	Code of Conduct Conflict Mineral Policy Symantec's EthicsLine			Advanced Criterion 12 Advanced Criterion 13
<b>Social - Human Rights</b>				
Human Rights	Human Rights Policy Corporate Responsibility Policies Conflict Minerals Policy Symantec's EthicsLine			Advanced Criterion 3 Advanced Criterion 4

Shaded boxes are additional indicators not related to material GRI G4 Aspects.

SPECIFIC STANDARD DISCLOSURES: Indicators						
Material Aspects	Indicator	Indicator Description	Indicator Cross-Reference	Explanations or Omissions	UNGC Cross-Reference	Additional Information
<b>Economic</b>						
Economic Performance	G4-EC1	Direct economic value generated and distributed.	Performance Tables, p. 1 2015 Form 10-K, pp. 31, 43-47, 68		Advanced Criterion 16	Community Investments
Economic Performance	G4-EC2	Financial implications and other risks and opportunities for the organization's activities due to climate change.	2016 Climate Change CDP, CC5.1, 6.1			
<b>Environmental</b>						
Energy	G4-EN3	Energy consumption within the organization.	Performance Tables, p. 5 2016 Climate Change CDP, CC11		Advanced Criterion 11	
Energy	G4-EN4	Energy consumption outside of the organization.	Performance Tables, p. 5 2016 Climate Change CDP, CC14	Includes energy from business travel. Symantec's calculations are based on the WEI/WBCSD GHG Protocol Corporate Value Chain (Scope 3) Accounting and Reporting Standard.	Advanced Criterion 11	
Energy	G4-EN5	Energy intensity.	Performance Tables, p. 5		Advanced Criterion 11	
Energy	G4-EN6	Reduction of energy consumption.	Performance Tables, p. 5 2016 Climate Change CDP, CC3.3, 12		Advanced Criterion 11	
Emissions	G4-EN15	Direct greenhouse gas emissions (scope 1).	Performance Tables, p. 5 2016 Climate Change CDP, CC7.1-8.5, 8.9, 9	Symantec's emission figures are calculated, in accordance with the WRI and the WBCSD GHG Protocol, to account for change in the data, inventory boundary, methods, or any other relevant factors.	Advanced Criterion 11	
Emissions	G4-EN16	Energy indirect greenhouse gas emissions (scope 2).	Performance Tables, p. 5 2016 Climate Change CDP, CC7.1-7.4, 10	Symantec's emission figures are calculated, in accordance with the WRI and the WBCSD GHG Protocol, to account for change in the data, inventory boundary, methods, or any other relevant factors.	Advanced Criterion 11	
Emissions	G4-EN17	Other indirect greenhouse gas emissions (scope 3).	Performance Tables, p. 5 2016 Climate Change CDP, CC14	Symantec's emission figures are calculated, in accordance with the WRI and the WBCSD GHG Protocol, to account for change in the data, inventory boundary, methods, or any other relevant factors.	Advanced Criterion 11	
Emissions	G4-EN18	Greenhouse gas emissions intensity.	Performance Tables, p. 5 2016 Climate Change CDP, CC12.2-12.3		Advanced Criterion 11	
Emissions	G4-EN19	Reduction of greenhouse gas emissions.	Energy and Greenhouse Gas (GHG) Emissions and Supply Chain Performance Tables, p. 5 2016 Climate Change CDP, CC3.3, 12		Advanced Criterion 11	

SPECIFIC STANDARD DISCLOSURES: Indicators						
Material Aspects	Indicator	Indicator Description	Indicator Cross-Reference	Explanations or Omissions	UNGC Cross-Reference	Additional Information
<b>Social - Labor Practices and Decent Work</b>						
Employment	G4-LA1	Total number and rates of new employee hires and employee turnover by age group, gender, and region.	Performance Tables, p. 3		Advanced Criterion 8	
Employment	G4-LA2	Benefits provided to full-time employees that are not provided to temporary or part-time employees, by significant locations of operation.	Employee Benefits and Perks	<p>Employees actively working at least twenty (20) hours per week are eligible to participate in Symantec's Benefit Programs. Employees who actively work less than 20 hours per week are only eligible to participate in our paid time off and holiday pay program at a pro-rated rate.</p> <ul style="list-style-type: none"> <li>- Life insurance</li> <li>- Health care</li> <li>- Disability</li> <li>- Leaves of Absence</li> <li>- Retirement</li> <li>- EAP</li> <li>- Wellness</li> </ul>		
Employment	G4-LA3	See explanation.	Performance Tables, p. 4		Advanced Criterion 8	
Training and Education	G4-LA9	Average hours of training per year per employee by gender, and by employee category.	Performance Tables, p. 4		Advanced Criterion 8	
Training and Education	G4-LA10	Programs for skills management and lifelong learning that support the continued employability of employees and assist them in managing career endings.	Talent and Culture			
Training and Education	G4-LA11	Percentage of employees receiving regular performance and career development reviews, by gender and by employee category.	Performance Tables, p. 4		Advanced Criterion 8	
Diversity and Equal Opportunity	G4-LA12	Composition of governance bodies and breakdown of employees per employee category according to gender, age group, minority group membership, and other indicators of diversity.	<p>Performance Tables, p. 3</p> <p>Management Team</p> <p>Committee Composition</p>		<p>Advanced Criterion 8</p> <p>Advanced Criterion 15</p> <p>Advanced Criterion 18</p>	Philanthropy and Community Engagement

SPECIFIC STANDARD DISCLOSURES: Indicators						
Material Aspects	Indicator	Indicator Description	Indicator Cross-Reference	Explanations or Omissions	UNGC Cross-Reference	Additional Information
<b>Social - Human Rights</b>						
Investment	G4-HR2	Total hours of employee training on human rights policies or procedures concerning aspects of human rights that are relevant to operations, including the percentage of employees trained.	See explanation.	Zero. In FY16 Symantec changed its Code of Conduct vendor. Human Rights training was not included in the new training. This was an oversight that will be corrected during FY17.	Advanced Criterion 5	
Supplier Human Rights Assessment	G4-HR10	Percentage of new suppliers that were screened using human rights criteria.	See explanation.	None of our T1 Product suppliers was screened via a questionnaire/audit for human rights criteria. However, all new T1 Product Suppliers are requested to comply with Symantec's Environmental and CR requirements and sign our Agreement. They then complete the self-assessment questionnaire (SAQ) on EICC-On and share their information with Symantec. Some of the SAQ is in relation to human rights.	Advanced Criterion 2 Advanced Criterion 5	
Supplier Human Rights Assessment	G4-HR11	Significant actual and potential negative human rights impacts in the supply chain and actions taken.	See explanation.	<p>Symantec is a member of the EICC. In 2015/2016 we rolled out the EICC code of conduct to our T1 Product Suppliers and requested they complete the EICC-ON questionnaire. The results indicate who are our High, Medium and Low risk suppliers. We worked with the suppliers on their results and outlined our expectations for them to improve the results. Symantec also conducted our Conflict Mineral process with T1 Product Suppliers. In 2015:</p> <ul style="list-style-type: none"> <li>• 50% of in-scope suppliers who responded provide products that do not contain Conflict Minerals.</li> <li>• 50% of in-scope suppliers who responded provide products that contain one or more Conflict Minerals</li> <li>• Of the in-scope suppliers that provide products that contain one or more Conflict Minerals, 67% report that the smelters and refiners in their supply chain source from the Covered Countries, and 33% report that the smelters and refiners in their supply chain do not source from the Covered Countries. All results and expectations were shared with Suppliers.</li> </ul> <p>Looking ahead, we are currently working on a process to send a Human trafficking questionnaire to all T1 Product Suppliers.</p>	Advanced Criterion 5	

■ Shaded boxes are additional indicators not related to material GRI G4 Aspects.



SPECIFIC STANDARD DISCLOSURES: Indicators						
Material Aspects	Indicator	Indicator Description	Indicator Cross-Reference	Explanations or Omissions	UNGC Cross-Reference	Additional Information
<b>Social - Society</b>						
Anti-corruption	G4-SO3	Total number and percentage of operations assessed for risks related to corruption and the significant risks identified.	See explanation.	Six out of 18, or 33 percent of internal audits conducted in FY16 assessed risks related to corruption.	Advanced Criterion 14	
Anti-corruption	G4-SO4	Communication and training on anti-corruption policies and procedures.	See explanation.	Anti-corruption is a key topic within our mandatory annual Code of Conduct training. Additionally, we have done in-person training in all regions between FY15 (LAMC) and FY16 (APJ, EMEA, NAM). Anti-corruption has been addressed in our quarterly all employee ethics and privacy newsletter. We also featured a SymInfo article highlighting UN Anti-Corruption Day in December (image available).	Advanced Criterion 14	
Anti-corruption	G4-SO5	Confirmed incidents of corruption and action taken.	None.		Advanced Criterion 14	
<b>Social - Product Responsibility</b>						
Product and Service Labeling	G4-PR5	Results of surveys measuring customer satisfaction.	Customer Satisfaction			
Marketing Communications	G4-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.	None.			
Customer Privacy	G4-PR8	Total number of substantiated complaints regarding breaches of customer privacy and losses of customer data.	See explanation.	There was one complaint of breaches of customers privacy/data loss in FY16.		Details are confidential.

■ Shaded boxes are additional indicators not related to material GRI G4 Aspects.