2015 Carbon Disclosure Project Reporting

Apr 16th, 2015

Dear Valued Business Partners and Suppliers:

Cisco, our stakeholders, and our customers are concerned about GHG emissions from Cisco's products and operations, as well as from the operations of our business partners and suppliers. For the sixth year in a row Cisco invites you, our partners and suppliers, to report your GHG emissions to CDP.

Cisco is committed to reducing greenhouse gas (GHG) emissions. In 2012, we met our public commitment to reduce Cisco's worldwide Scope 1 and 2 GHG emissions from our operations, and our Scope 3 business-air-travel GHG emissions by 25 percent absolute (against a 2007 baseline). In 2013, we announced a new set of five-year, GHG-related goals to be completed by 2017 (Reference 1 of this letter).

Companies can be invited to report to CDP in two ways:

- Many large, publicly traded companies are invited directly by CDP to respond to CDP's *Investor Survey*. If your company has already received such an invitation in February, Cisco requests that your organization respond by the requested deadline (end of June).

- Through CDP's Supply Chain program, of which Cisco is a member, Cisco will be requesting our suppliers to report to CDP (by the end of July). The supply chain request includes the same questions as the CDP *Investor Survey* plus questions from a separate, CDP *Supply Chain Module*. If your company already responds to the *Investor Survey*, only a response to the *Supply Chain Module* needs to be submitted in July.

Cisco is requesting that our partners and suppliers respond to the CDP survey, making your response publicly available via the option provided for this purpose in CDP's Online Response System (ORS).

It is Cisco's objective for all suppliers and partners to complete the following five steps:

1. Report to CDP annually, responding at a minimum to the questions highlighted in Reference 2 of this letter for all supplier facilities worldwide.

2. Make the *Investor Survey* response publicly available via the option provided for this purpose in CDP's ORS.

3. Demonstrate third-party review of your GHG emissions per Reference 3 of this letter.

4. Set a GHG emissions reduction goal (absolute reduction goals are preferred).

5. Request that your suppliers and business partners also report to CDP using the same process described in this letter.

Supplier compliance to Cisco's requirement to report GHG emissions to CDP is included in Cisco's supplier scorecards. Please refer to separate communication concerning Cisco's supplier scoring procedures.

By the middle of April, if you have not received an invitation from CDP to respond to CDP's survey, please contact CDP at respond@cdproject.net. The CDP Supply Chain questionnaire and supporting information, including instructions for ORS, are provided as Reference 4 of this letter.

Do not send your emissions information to Cisco. Report your GHG emissions directly to CDP via ORS. Cisco will obtain your reporting status and emissions information via an analytics package offered by CDP.

Please forward this request to the appropriate party within your company. If you have any questions about Cisco's or your company's carbon reporting, please contact us at cisco-cdp-questions@cisco.com.

Best regards,

Jeff Gallinat
SVP, Supply Chain Operations

Kathleen Shaver
Director, Supply Chain Operations

REFERENCES:

1. Cisco Announces New Greenhouse Gas Reduction Goals (blog):
   http://blogs.cisco.com/csr/cisco-announces-new-greenhouse-gas-reduction-goals/

2. CDP 2014 Investor Survey (with Supplier Module questions).

   The questions that must be answered to meet Cisco scorecard requirements per Step 1 are <mark>highlighted</mark> in the following Cisco markup of CDP's questionnaire:
   https://www-1.compliance2product.com/c2p/getAttachment.do?
   code=uIDeESYMcn1pUA2gdI97MvVb7fNAhg8gOYXK8pzvIHCL5uVmXnKLTAb5mTcc4uAz

   <mark>Highlighted</mark> questions were selected to support the identification of potential Cisco-supplier energy and GHG emissions reduction opportunities:
   Companies are encouraged to answer all CDP survey questions.

3. CDP verification guidance
   https://www.cdp.net/en-US/Respond/Pages/verification.aspx

4. CDP Supply Chain Module and Supply Chain Responder Information Pack can be downloaded from
   https://www.cdp.net/en-US/Pages/guidance-supply-chain.aspx.

5. CDP reports summarizing 2014 Investor and Supply Chain responses are available from the following web page
   https://www.cdp.net/en-US/Results/Pages/All-Investor-Reports.aspx.

   Reports that include Cisco's reporting and performance are shown below:

   a. The A List: The CDP Climate Performance Leadership Index 2014
      https://www.cdp.net/CDPResults/CDP-climate-performance-leadership-index-2014.pdf
   b. CDP S&P 500 Climate Change Report 2014
      https://www.cdp.net/CDPResults/CDP-SP500-leaders-report-2014.pdf