


GRI AND UNGC CONTENT INDEX



The table below provides information on Symantec's use of the Global Reporting Initiative (GRI G3) Sustainability Guidelines in the company's 2008 Corporate Responsibility Report. We are self-declaring a "B" Application Level. The table also provides a cross-reference to the ten principles of the United Nations Global Compact (UNGC).

With regard to the location of specific information, we refer to the relevant pages of this report. We also indicate information that is reported in our 2008 Annual Report and Proxy Statement. 

Note: (N/A: Not applicable; NR: Not reported; AR: Annual Report; P1-P10 refers to principles one through ten of the UNGC)

	GRI Disclosure	Type	Page/Location	UNGC Principle
	Strategy and Analysis			
1.1	CEO Statement	Core	4	Statement of continuing support for UNGC principles
1.2	Description of key impacts, risks, and opportunities	Core	5, 13	
	Organizational Profile			
2.1	Name of the organization	Core	1	
2.2	Primary brands, products, and services	Core	6–7	
2.3	Operational structure	Core	6	
2.4	Headquarters location	Core	6	
2.5	Countries of operation	Core	6	
2.6	Nature of ownership and legal form	Core	AR, Proxy Statement	
2.7	Markets served	Core	6, AR, Proxy Statement	
2.8	Scale of organization	Core	6	
2.9	Significant changes during the reporting period regarding size, structure, or ownership	Core	11, Acquisitions Web site	
2.10	Awards received during the reporting period	Core	43, 50	

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	GRI Disclosure	Type	Page/Location	UNGC Principle
	Report Parameters			
	Report Profile			
3.1	Reporting period	Core	3	
3.2	Date of most recent previous report	Core	3	
3.3	Reporting cycle	Core	3	
3.4	Contact	Core	59	
	Report Scope and Boundary			
3.5	Process for defining report content	Core	12–13	
3.6	Boundary of the report	Core	3	
3.7	Limitations of the scope or boundary of the report	Core	3	
3.8	Basis for reporting on joint ventures, subsidiaries, leased facilities, outsourced operations, and other entities that could affect comparability	Core	N/A	
3.9	Data measurement techniques and assumptions	Core	5, 17, 40	
3.10	Explanation of the effect of any restatements of information provided in earlier reports	Core	N/A	
3.11	Significant changes from previous reporting periods in the scope, boundary, or measurement methods applied in the report	Core	N/A	
	GRI Content Index			
3.12	GRI content index	Core	59	
	Assurance			
3.13	Policy and current practice with regard to seeking external assurance for the report	Core	3	
	Governance, Commitments, and Engagements			
	Governance			
4.1	Governance structure	Core	19	
4.2	Indicate whether the Chair of the highest governance body is also an executive officer	Core	19	
4.3	State the number of members of the highest governance body that are independent and/or nonexecutive members	Core	19	
4.4	Mechanism for shareholders and employees to provide recommendations or direction to the board	Core	19	
4.5	Linkage between compensation for members of the board, senior managers, and executives and the organization's performance	Core	19	
4.6	Processes in place for the board to ensure conflicts of interest are avoided	Core	Corporate Governance Web site	
4.7	Process for determining the qualifications and expertise of the members of the board for guiding the organization's strategy on economic, environmental, and social topics	Core	19	
4.8	Statements of mission or values, codes of conduct, and principles relevant to economic, environmental, and social performance and the status of their implementation	Core	3, 20, 49	

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	GRI Disclosure	Type	Page/Location	UNGC Principle
Governance, Commitments, and Engagements (continued)				
Governance (continued)				
4.9	Board procedures for overseeing the organization's identification and management of economic, environmental, and social performance, including relevant risks and opportunities, and adherence or compliance with internationally agreed standards, codes of conduct, and principles	Core	18	
4.10	Processes for evaluating the board's own performance	Core	19	
Commitments to External Initiatives				
4.11	Explanation of whether and how the precautionary approach or principle is addressed by the organization	Core	18, 33	P7
4.12	Externally developed economic, environmental, and social charters, principles, or other initiatives to which the organization subscribes or endorses	Core	3, 40, 43, 49	
4.13	Memberships in associations and/or national/international advocacy organizations in which the organization has positions in governance bodies; participates in projects or committees; provides substantive funding beyond routine dues; or views membership as strategic	Core	14, 53	Symantec's involvement in UNGC Network activities
Stakeholder Engagement				
4.14	List of stakeholder groups engaged by the organization	Core	14	
4.15	Basis for identification and selection of stakeholders with whom to engage	Core	14	
4.16	Approaches to stakeholder engagement, including frequency of engagement by type and by stakeholder group	Core	14	
4.17	Key topics and concerns that have been raised through stakeholder engagement, and how the organization has responded to those key topics and concerns, including through its reporting	Core	5, 12-13	
Economic Performance				
DMA	Disclosure on Management Approach	Core	AR, Proxy Statement	P1, P4, P6, P7
Economic Performance				
EC1	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	Core	10, 54, AR, Proxy Statement	
EC2	Financial implications and other risks and opportunities for the organization's activities due to climate change	Core	40	P7
EC3	Coverage of the organization's defined benefit plan obligations	Core	N/A	
EC4	Significant financial assistance received from government	Core	N/A	
Market Presence				
EC5	Range of ratios of standard entry level wage compared to local minimum wage at significant locations of operation	Additional	NR	P1
EC6	Policy, practices, and proportion of spending on locally based suppliers at significant locations of operation	Core	NR	
EC7	Procedures for local hiring and proportion of senior management hired from the local community at significant locations of operation	Core	NR	P6
Indirect Economic Impacts				
EC8	Development and impact of infrastructure investments and services provided primarily for public benefit through commercial, in-kind, or pro-bono engagement	Core	N/A	
EC9	Understanding and describing significant indirect economic impacts, including the extent of impacts	Additional	25, 27, 37-39	

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	GRI Disclosure	Type	Page/Location	UNGC Principle
	Environmental			
DMA	Disclosure on Management Approach	Core	33, 35	P7, P8, P9
	Materials			
EN1	Materials used by weight or volume	Core	41 (partially reported)	P8
EN2	Percentage of materials used that are recycled input materials	Core	41 (partially reported)	P8
	Energy			
EN3	Direct energy consumption by primary energy source	Core	40 (partially reported)	P8
EN4	Indirect energy consumption by primary energy source	Core	40, 42 (partially reported)	P8
EN5	Energy saved due to conservation and efficiency improvements	Additional	36 (partially reported)	P8
EN6	Initiatives to provide energy-efficient or renewable energy based products and services, and reductions in energy requirements as a result of these initiatives	Additional	34, 37–39	P8
EN7	Initiatives to reduce indirect energy consumption and reductions achieved	Additional	43	P8
	Water			
EN8	Total water withdrawal	Core	NR	P8
EN9	Water sources significantly affected by withdrawal of water	Additional	NR	P8
EN10	Percentage and total volume of water recycled and reused	Additional	NR	P8
	Biodiversity			
EN11	Location and size of land owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas	Core	N/A	P8
EN12	Description of significant impacts of activities, products, and services on biodiversity in protected areas and areas of high biodiversity value outside protected areas	Core	N/A	P8
EN13	Habitats protected or restored	Additional	N/A	P8
EN14	Strategies, current actions, and future plans for managing impacts on biodiversity	Additional	N/A	P8
EN15	Number of IUCN Red List species and national conservation list species with habitats in areas affected by operations, by level of extinction risk	Additional	N/A	P8
	Emissions, Effluents and Waste			
EN16	Total direct and indirect greenhouse gas emissions by weight	Core	40	P8
EN17	Other relevant indirect greenhouse gas emissions by weight	Core	40	P8
EN18	Initiatives to reduce greenhouse gas emissions and reductions achieved	Additional	35–36, 40, 43	P7, P8
EN19	Emissions of ozone-depleting substances by weight	Core	N/A	P8
EN20	NO _x , SO _x , and other significant air emissions by type and weight	Core	N/A	P8
EN21	Total water discharge by quality and destination	Core	N/A	P8
EN22	Total weight of waste	Core	N/A	P8
EN23	Total number and volume of significant spills	Core	N/A	P8

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	GRI Disclosure	Type	Page/Location	UNGC Principle
	Environmental (continued)			
	Emissions, Effluents and Waste (continued)			
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	Additional	N/A	P8
EN25	Identify, size, protected status, and biodiversity value of water bodies and related habitats significantly affected by the reporting organization's discharges of water and runoff	Additional	N/A	P8
EN26	Initiatives to mitigate environmental impacts of products and services, and extent of impact mitigation	Additional	33, 37–39, 41	P7, P8
EN27	Percentage of products sold and their packaging materials that are reclaimed by category	Core	N/A	P8
	Compliance			
EN28	Monetary value of significant fines and total number of non-monetary sanctions for noncompliance with environmental laws and regulations	Core	42 (none)	P8
	Transport			
EN29	Significant environmental impacts of transporting products and other goods and materials used for the organization's operations, and transporting members of the workforce	Additional	33, 41	P8
	Overall			
EN30	Total environmental protection expenditures and investments by type	Additional	N/A	P7, P8
	Labor Practices			
DMA	Disclosure on Management Approach	Core	44–46	P1, P3, P6
	Employment			
LA1	Total workforce by employment type, employment contract, and region	Core	45 (partially reported)	
LA2	Total number and rate of employee turnover by age group, gender, and region	Core	NR	P6
LA3	Benefits provided to full-time employees that are not provided to temporary or part-time employees	Additional	46	
	Labor/Management Relations			
LA4	Percentage of employees covered by collective bargaining agreements	Core	NR	P3
LA5	Minimum notice period(s) regarding operational changes, including whether it is specified in collective agreements	Core	N/A	P3
	Occupational Health and Safety			
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	Additional	51	P1
LA7	Rates of injury, occupational diseases, lost days, and absenteeism, and number of work-related fatalities by region	Core	51	P1
LA8	Education, training, counseling, prevention, and risk-control programs in place to assist workforce members, their families, or community members regarding serious diseases	Core	51	P1
LA9	Health and safety topics covered in formal agreements with trade unions	Additional	N/A	
	Training and Education			
LA10	Average hours of training per year per employee	Core	45 (partially reported)	
LA11	Programs for skills management and lifelong learning that support the continued employability of employees and assist them in managing career endings	Additional	45	

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	GRI Disclosure	Type	Page/Location	UNGC Principle
	Labor Practices (continued)			
	Training and Education (continued)			
LA12	Percentage of employees receiving regular performance and career development reviews	Additional	45	
	Diversity and Equal Opportunity			
LA13	Composition of governance bodies and breakdown of employees per category according to gender, age group, minority group membership, and other indicators of diversity	Core	19 (partially reported)	P1, P6
LA14	Ratio of basic salary of men to women by employee category	Core	NR	P6
	Human Rights			
DMA	Disclosure on Management Approach	Core	44	P1–P6
	Investment and Procurement Practices			
HR1	Percentage and total number of significant investment agreements that include human rights clauses or that have undergone human rights screening	Core	N/A	P1–P6
HR2	Percentage of significant suppliers and contractors that have undergone screening on human rights and actions taken	Core	52	P1–P6
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	Additional	20 (partially reported)	P1–P6
	Non-Discrimination			
HR4	Total number of incidents of discrimination and actions taken	Core	NR	P6
	Freedom of Association and Collective Bargaining			
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	Core	N/A	P1–P3
	Child Labor			
HR6	Operations identified as having significant risk for incidents of child labor, and measures taken to contribute to the elimination of child labor	Core	N/A	P1, P2, P5
	Forced and Compulsory Labor			
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	Core	N/A	P1, P2, P4
	Security Practices			
HR8	Percentage of security personnel trained in the organization's policies or procedures concerning aspects of human rights that are relevant to operations	Additional	NR	P1, P2
	Indigenous Rights			
HR9	Total number of incidents of violations involving rights of indigenous people and actions taken	Additional	N/A	P1, P2
	Society			
DMA	Disclosure on Management Approach	Core	21–23, 53	P10
	Community			
SO1	Nature, scope, and effectiveness of any programs and practices that assess and manage the impacts of operations on communities, including entering, operating, and exiting	Core	53, 54 (partially reported)	

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	GRI Disclosure	Type	Page/Location	UNGC Principle
	Society (continued)			
	Community (continued)			
SO2	Percentage and total number of business units analyzed for risks related to corruption	Core	NR	P10
SO3	Percentage of employees trained in organization's anti-corruption policies and procedures	Core	20	P10
SO4	Actions taken in response to incidents of corruption	Core	N/A	P10
	Public Policy			
SO5	Public policy positions and participation in public policy development and lobbying	Core	21-23	P1-P10
SO6	Total value of financial and in-kind contributions to political parties, politicians, and related institutions by country	Additional	21	P10
	Anti-Competitive Behavior			
SO7	Total number of legal actions for anti-competitive behavior, anti-trust, and monopoly practices and their outcomes	Additional	N/A	
	Compliance			
SO8	Monetary value of significant fines and total number of non-monetary sanctions for noncompliance with laws and regulations	Core	N/A	
	Product Responsibility			
DMA	Disclosure on Management Approach	Core	16	P1, P8
	Customer Health and Safety			
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	Core	N/A	P1
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 outcome	Additional	N/A	P1
	Product and Service Labeling			
PR3	Type of product and service information required by procedures, and percentage of significant products and services subject to such information requirements	Core	N/A	P8
PR4	Total number of incidents of non-compliance with regulations and voluntary codes concerning product and service information and labeling, by type of outcomes	Additional	N/A	P8
PR5	Practices related to customer satisfaction, including results of surveys measuring customer satisfaction	Additional	17	
	Marketing Communications			
PR6	Programs for adherence to laws, standards, and voluntary codes related to marketing communications, including advertising, promotion, and sponsorship	Core	NR	
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	Additional	N/A	
	Customer Privacy			
PR8	Total number of substantiated complaints regarding breaches of customer privacy and losses of customer data	Additional	24 (none)	P1
	Compliance			
PR9	Monetary value of significant fines for non-compliance with laws and regulations concerning the provision and use of products and services	Core	N/A	

REPORT APPLICATION LEVEL

[STANDARD DISCLOSURES]

	C	C+	B	B+	A	A+
G3 PROFILE DISCLOSURES 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 EXTERNALLY ASSURED	Report on all criteria listed for Level C plus: 1.2 3.9-3.13 4.5-4.13, 4.16-4.17	REPORT EXTERNALLY ASSURED	Same as requirement for Level B	REPORT EXTERNALLY ASSURED
G3 PROFILE DISCLOSURES OUTPUT	Not Required		Management Approach Disclosures for each Indicator Category		Management Approach Disclosures for each Indicator Category	
G3 PROFILE DISCLOSURES OUTPUT	Report a minimum of 10 Performance Indicators, including at least one from each of: Economic, Social and Environmental		Report a minimum of 20 Performance Indicators, including at least one from each of: Economic, Social Environmental, Human Rights, Labor, and 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	

*Sector supplement in final version

THE TEN PRINCIPLES OF THE UNITED NATIONS GLOBAL COMPACT

1.

Businesses should support and respect the protection of internationally proclaimed human rights.

2.

Businesses should make sure that they are not complicit in human rights abuses.

3.

Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining.

4.

Businesses should uphold the elimination of all forms of forced and compulsory labor.

5.

Businesses should uphold the effective abolition of child labor.

6.

Businesses should uphold the elimination of discrimination in respect of employment and occupation.

7.

Businesses should support a precautionary approach to environmental challenges.

8.

Businesses should undertake initiatives to promote greater environmental responsibility.

9.

Businesses should encourage the development and diffusion of environmentally friendly technologies.

10.

Businesses should work against corruption in all its forms, including extortion and bribery.