

Keysight Technologies' Corporate Social Responsibility Management System

Document Control Log

REV NO.	CHANGE SUMMARY	DOCUMENT OWNER	APPROVER	DATE APPROVED
9	<ul style="list-style-type: none"> Reformatted document from presentation to document file Removed all imagery Reorganized content to align with reformatting Added content for: 1.2 Background, 2. Normative References, new headings and introductions to heading areas where previously there were images to describe the content Updated Foundational Pillars descriptions for grammatical consistency with CSR Report and Web site - no material change to descriptions Updated all links to direct to latest documents Updated resource links to point to latest listing on web site 	Director Corporate Social Responsibility	Senior Vice President, Corporate Services	2024, January 30

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1. Introduction

1.1 Purpose

Corporate Social Responsibility (CSR) is one of Keysight's primary enabling values as indicated by the Keysight Leadership Model, and thus is core to Keysight's success. The Keysight CSR Management System provides the strategic framework to govern policies, processes and procedures that ensures the company achieves its CSR vision and objectives.

1.2 Background

This manual was written under the direction and leadership of Keysight Technologies' Director of Corporate Social Responsibility. The approver of this management system document is the Keysight CSR program sponsor.

Any changes to the Manual are made as per Keysight's "Document Control Requirements" process.

1.3 Manual Scope

The Keysight CSR Management System document provides a high-level overview of the approach to managing CSR at Keysight. Details on individual CSR-related policies, processes, and procedures are managed and communicated by respective owning functions identified in the CSR Management System. It is one piece of the overall Keysight Business Management System (BMS) and is connected to the overall Keysight BMS Document Map (internal only).

2. Normative References

Documents available on the CSR Resources Hub are, in whole or in part, normatively referenced in this manual and are indispensable for its application.

3. CSR Vision and Strategy

3.1 Vision Statement

The vision of the Keysight CSR program is to build a better planet by accelerating innovation to connect and secure the world, and employing a global business framework of ethical, environmentally sustainable, and socially responsible operations.

3.2 CSR Strategy

Keysight implements to this vision through our:

- Sustainably developed electronic measurement solutions that accelerate innovations to change lives, secure the world and connect people across the globe with purposeful technologies.
- Robust, multi-pronged global CSR Business framework that is managed both across and up-and-down our corporate hierarchy.

4. Purposeful Technology

Keysight's product lifecycle employs circular economy principles to support sustainability while helping customers protect their innovation investment through maintenance, repair, refurbishing, and recycling. When utilized by customers, our leading-edge design, test, manufacture, and optimization solutions help drive innovations that build a better planet in areas such as clean technology, social impact and wellness, and safety and security.

5. **Global CSR Business Framework**

To achieve our vision, Keysight's business and CSR efforts are synergistic — creating long-term value for business stakeholders while striving to positively impact the global community through our solutions, services, and CSR program. We utilize a robust, multi-pronged CSR Business framework that is managed both across and up-and-down our corporate hierarchy. We also utilize external expertise — including third party expert engagements, peer and best-in-class benchmarking, as well as monitoring of industry and societal developments — to inform our actions and support continuous improvement. Following are the key aspects of our CSR business framework:

- Supporting efforts that help the planet and company thrive
- Engaging company values and stakeholders
- Utilizing a governance structure with defined scope and management system

5.1 **Support efforts that help the planet and company thrive**

Mapping efforts to business commitments including:

- Revenue growth by supporting new market entry, workforce development, and innovative product research approaches
- Profitability by reducing operating expenses through efficient natural resource utilization and diverse operational perspective
- Shareholder Value by mitigating risk and impact to income statement through operational excellence

And measuring progress through a set of key impact goals — which are reviewing and updated annually — across ESG topics focused in the following areas:

- Environmental sustainability
- Social impact
- Ethical Governance

5.2 **Engage company values and Keysight stakeholders**

CSR is a core element of our [Keysight Leadership Model \(KLM\)](#) to align efforts across and deep within the company while meeting key stakeholder expectations:

- Shareholders, to help build Keysight's reputation as socially responsible brand, attract new & retain existing investors, lower operating costs
- Customers to help meet their sustainability goals, enable innovative sustainability breakthroughs through purposeful technology
- Employees to attract and retain high performance workforce

5.3 **Utilize a governance structure with defined scope and management system**

Through a well-defined governance structure with defined scope and management system, we are able to drive continuous improvement and accountability.

6.3.1 **CSR Governance Structure**

The charter of the cross-functional Governance Team is to develop a global program that enables Keysight to meet its CSR vision and stakeholder requirements by identifying program elements and driving accountabilities companywide

What it looks like:

- Accountable for achieving the Keysight CSR vision and foundation
- Across regulatory requirements, customer requirements, business compliance and CSR reporting requirements
- Define, plan and standardize Keysight CSR efforts
- Measure, monitor and provide required annual reporting and communications on Keysight CSR-related activities and results
- Advocate for CSR initiatives internally
- Track, monitor, and address industry trends in CSR

Governance Team roles are described below.

<p>Executive Sponsor Ultimately responsible for success of CSR, provides guidance, secures resources and organization linkages while championing the program internally and externally</p> <p>CSR Director & Program Mgt Team Manages program through Governance Team, represents Keysight in broader CSR community and across functions</p>	<p>Executive Committee C-suite and executive leaders across the key functions</p>	<p>Focused on CSR-related Board engagement, corporate risk and reporting, and corporate strategy implications while assisting in strategy and policy decisions</p>
	<p>Steering Committee Company senior leaders and function heads across the key functions</p>	<p>Resolves CSR strategy issues and policy decisions, tracks functional trends, approves annual plan proposal, provides resourcing, and champions program inside and outside the company in their respective functional areas</p>
	<p>Core Team Subject matter experts within each of the key functional areas</p>	<p>Represent function in development, governance and oversight of CSR program, planning, strategic initiatives, and reporting disclosures.</p> <p>CSR Foundational Pillar leads - Select Core Team members also act as primary representatives and Key Performance Indicator (KPI) reporting owners for each pillar</p>
	<p>Extended Team Individuals across the company are identified by core team members to complete assigned tasks in support of program deliverables</p>	

5.3.2 CSR Program Scope

Program Management <i>Keep on Track</i>	External Reporting <i>Improve Investment Ratings, Mitigate Revenue Risk</i>		Annual Initiatives <i>Address Critical Gaps</i>	Comms & Outreach <i>Support Reputation, Public Information for Ratings</i>
<ul style="list-style-type: none"> Materiality Assessment Strategy, Goals, Measures Annual Plan Program Status Reporting, KPIs and CEO Scorecard Measures Program Tracking Tools. Vendor & Consulting Management Program-level Budget Identification & Management 	<ul style="list-style-type: none"> Investor Priority Annual CSR Report & Narrative Active Annual Rating Organization & External Reporting Targets Passive Rating Agency Submittals Report Reviews and CSR Response monitoring 	<ul style="list-style-type: none"> Customer Priority Customer Compliance Cross-Functional, Multi-Customer or Annual known Customer CSR Reporting Requirements 	<ul style="list-style-type: none"> Periodic Program-level deliverables uniquely identified each year Focused on Priority Gap Closures 	<ul style="list-style-type: none"> Annual Communications Plan Deliverables Notification Stories Published & Amplified CSR Site on K.com, Intranet

5.3.3 CSR Management System Approach

Plan >	Do >	Check >	Act
<p>Investigation – Input derived from sources including input from regular stakeholder engagement programs, CSR materiality, emerging trends, CSR related risk from regular function risk reviews</p> <p>Annual Planning</p> <ul style="list-style-type: none"> • Identify annual goals & measures • Prioritized all program components • Reporting targets, tools, communications plan • Validate resourcing • Sponsor/executive steering committee alignment <p>New Trends/Gaps Dispensation</p> <ul style="list-style-type: none"> • Reviewed against annual plan, prioritized accordingly via Governance Team 	<p>Implement to annual plan</p>	<p>Quarterly Program Reporting</p> <ul style="list-style-type: none"> • Key Impact Goals and KPI Dashboard • Program Status Report <p>Function-specific audits managed by owning teams, non-compliance corrective actions escalated to CSR Governance Team</p> <p>CSR topics included in function-specific regular risk assessments; issues escalated to CSR Governance Team</p> <p>Regular emerging and stakeholder engagement trends insights communicated to CSR Governance Team</p>	<p>Address gaps and non-conformance from reporting</p> <p>Reprioritize plan elements as appropriate based on function-based audit results, emerging trends, stakeholder input, and identified risks from regular check process – all fed into following year's planning</p>

6. Foundational Pillars

Keysight's global CSR framework is based on a foundational framework of CSR pillars that provide an enterprise-wide structure to which all CSR efforts are aligned and measured for company and global community benefit:

- **Ethical Governance** – Keysight is committed to conducting business in an ethically responsible manner, with strategic and operational policies, procedures, and values that support transparency, sustainability, and legal compliance; this commitment underpins all our foundational pillars
- **The Environment** – Keysight prioritizes natural resource conservation, GHG emission reduction, waste minimization and pollution prevention, and partners with our suppliers and contractors to better achieve these goals; our ISO 14001:2015-certified Environmental Management System drives continuous reduction of any adverse environmental impact from our operations
- **Responsible Sourcing** – Keysight has strong partnerships with strategic suppliers to enable mutual success and support a shared commitment to leadership in sustainable practices, technology, and business operations
- **Our People** – Keysight values a diverse, inclusive, and respectful work environment where all employees are provided challenging assignments, development opportunities, competitive salaries, and a safe environment
- **Communities** – Keysight contributes to the communities where the company operates, participating in local and global volunteer efforts, and supporting numerous charitable and educational organizations
- **Our Solutions** – Keysight helps build a better planet through our sustainably developed electronic measurement solutions that accelerate innovations to change lives, secure the world, and connect people across the globe

Each of these foundational pillars include supporting programs, policies, and systems.

Pillar	Example Programs, Policies, & Systems	
Ethical Governance	<ul style="list-style-type: none"> • Compliance • Investor Relations • Standards of Business Conduct • Data Security/Privacy • Intellectual Property Rights • Extended Producer Responsibility 	Managed through Keysight Standards of Business Conduct and related Legal and Compliance policies and practices detailed on Keysight's Ethical Governance Web Page
The Environment	<ul style="list-style-type: none"> • Environmental Health & Safety (EHS) • Energy Conservation • Water Conservation • Greenhouse Gas Reduction • Hazardous Waste Minimization • Pollution Prevention • Regulatory Compliance 	Managed through Keysight's ISO 14001 Certification , Environmental Health & Safety Policy , and related policies and practices detailed on Keysight's Environment Web Page
Responsible Sourcing	<ul style="list-style-type: none"> • Supplier Human Rights • Conflict Minerals • Environmental Management System • Supplier General Specification for the Environment (GSE) • Supply Chain Business Continuity • Supplier Diversity 	Managed through Keysight's Supplier Code of Conduct and related policies and practices detailed on Keysight's Responsible Sourcing Web Page
Our People	<ul style="list-style-type: none"> • Training & Development • Labor Standards • Employee Well Being • Safe, productive & healthy workforce • Education Assistance • Diversity, Equity & Inclusion • Employee Equity • Workplace Accessibility/ Accommodation • Employee Volunteer Program (4 hrs/mo) • Emergency Planning & Preparation • Campus Managers • Internships 	Managed through Keysight's Human Rights & Labor Policy and related policies and practices detailed on Keysight's People Web Page
Communities	<ul style="list-style-type: none"> • Giving Program • University Relations – Grants, Donations, Discounts • STEM Education • SWE & Women in Technology Programs • Major Site Volunteer & Community Programs • Keysight After School STEM program • University Guest lecturers 	Managed by approach detailed in Keysight's Corporate Social Responsibility Report and related practices detailed on Keysight's Communities Web Page
Our Solutions	<ul style="list-style-type: none"> • Support customer delivery of purposeful technologies • Circular economy principles • Product Trade-In/Take-Back • Quality & Safety • Innovation as an Enabler/ Regulatory Compliance • EOL (End of Life) Product Management • Extended Support Life • Longevity, Supportability, Maintainability • Product Manual E-delivery 	Managed through Keysight's Quality Policy and related policies and practices detailed on Keysight's Solutions Web Page

7. Measurement Approach

Keysight's CSR program is tracked against key performance indicators (KPIs) to measure program effectiveness.

Tracked as Detailed KPIs	Tracked as Program Health (Red/Yellow/Green) KPIs	
Key Impact Goals <ul style="list-style-type: none"> • Environmental Sustainability • Positive Social Impact • Ethical Governance 	Business Objectives <ul style="list-style-type: none"> • Support Revenue Growth • Enable Profitability • Mitigate Risk to Shareholder Value 	Foundational Pillars Results <ul style="list-style-type: none"> • Ethical Governance • The Environment • Responsible Sourcing • Our People • Communities • Our Solutions

8. Responsible Business Alliance (RBA) Alignment

8.1 Keysight's RBA Commitment Letter



8.2 Keysight's RBA Commitment

Keysight Management Commitment	Keysight Employee Commitment
1) Ensure workplace conformance with the CSR Management System (in support of RBA aspects) associated to their function. 2) Implement, uphold and communicate to all workers the company related policies and requirements in the CSR program as associated to their function. 3) Promote RBA awareness among the employees and interested parties through RBA training opportunities and communication as associated to their function. 4) Ensure all workers recognize and understand CSR standards as associated to their function and use them as references at all times. 5) Review the status of CSR related performance as associated to their function on a regular basis and take corrective and preventative actions as appropriate 6) Flow down Keysight's Supplier Code of Conduct and company related policies to our suppliers. Assess Strategic supplier's compliance status against Keysight's Supplier Code of Conduct and RBA requirements.	1) Understand the CSR Management System (in support of RBA aspects) associated to their work function 2) Ensure workplace conformance with the CSR Management associated to their work function. 3) Report any human rights, social responsibilities and ethics and environmental, health and safety related incidents openly and honestly with supervisors and management. 4) Participate in any CSR related corrective and preventative actions associated to their work function.

8.3 Keysight' Alignment to RBA aspects across Keysight CSR Foundational Pillars

	Labor	Health & Safety	Environment	Ethics
Ethical Governance	X	X	X	x
The Environment			X	
Responsible Sourcing	X	X	X	X
Our People	x	X		X
Communities		X	X	
Our Solutions		x	x	X

Resources

All public CSR resources are available on the [Keysight CSR Web site](#) through the [CSR Resources Hub page](#).

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REV NO.	CHANGE SUMMARY	DOCUMENT OWNER	APPROVER	DATE APPROVED
1	Initial Document	Director Corporate Social Responsibility	Senior Vice President, Corporate Services	2018, May 23
2	<ul style="list-style-type: none"> Updated links to Keysight Leadership Model external and internal Updated CSR strategy one-pager to add target Key Impact Goals and Keysight Leadership Model Reordered content to: move Measurement Approach after strategy one-pager; move Governance Team after Foundational Pillars Supporting Programs; move RBA Alignment after CSR Management System Approach Updated Titles and Subtitles of following content to fit available slide format better: Foundational Pillars Supporting Programs, Policies & Systems; Program Management and Scope; CSR Management System Approach Updated CSR Governance Team listing to add Chief Security Officer. Updated Resources listing with new public and internal links 	Director Corporate Social Responsibility	Senior Vice President, Corporate Services	2018, December 14
3	<ul style="list-style-type: none"> Updated strategy content: replaced section headings with current terminology; replaced KLM image with updated image; changed ">\$1B in value committed to strengthening communities" to ">\$1.25B in value committed to strengthening communities" in alignment with updated targets; and changed "P&L" to "The Income Statement" in alignment with updated reference; replaced imagery representing foundational pillars with updated images. Replaced foundational pillar images with updated graphics. Removed "Project Lead" from Program Management Team; updated "Global Environmental Health & Safety" representative to "Global Environmental Health & Safety and Security". 	Director Corporate Social Responsibility	Senior Vice President, Corporate Services	2019, May 15
4	<ul style="list-style-type: none"> Updated overview of "Our Solutions" pillar. Added bullet to communicate the role Keysight solutions play in customer technologies. Updated content of item #6 under "Management Commitment" heading. 	Director Corporate Social Responsibility	Senior Vice President, Corporate Services	2020, February 13
5	<ul style="list-style-type: none"> Updated goals for helping build a better planet, and strategy Updated Key Impact Goal categories Updated team descriptions Updated resource links 	Director Corporate Social Responsibility	Senior Vice President, Corporate Services	2021, May26

Effective 2018, May 23; Updated 2024, January 30

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6	<ul style="list-style-type: none"> Corrected FY21 underrepresented minority goal for helping build a better planet, and strategy and added definition. Updated description of executive and steering committee in governance structure 	Director Corporate Social Responsibility	Senior Vice President, Corporate Services	2021, Nov 08
7	<ul style="list-style-type: none"> Reformatted content and minor typographical corrections Updated strategy with new goal target Updated list of supported programs and links as appropriate Update to latest governance team structure 	Director Corporate Social Responsibility	Senior Vice President, Corporate Services	2022, May 17
8	<ul style="list-style-type: none"> Updated section for helping the planet thrive by making goal statements aligned to focus versus targets as targets are updated annually and communicated in multiple CSR communications, reports, and disclosure 	Director Corporate Social Responsibility	Senior Vice President, Corporate Services	2023, March 13
9	<ul style="list-style-type: none"> Reformatted document from presentation to document file Removed all imagery Reorganized content to align with reformatting Added content for: 1.2 Background, 2. Normative References, new headings and introductions to heading areas where previously there were images to describe the content Updated Foundational Pillars descriptions for grammatical consistency with CSR Report and Web site - no material change to descriptions Updated all links to direct to latest documents 	Director Corporate Social Responsibility	Senior Vice President, Corporate Services	2024, January 30