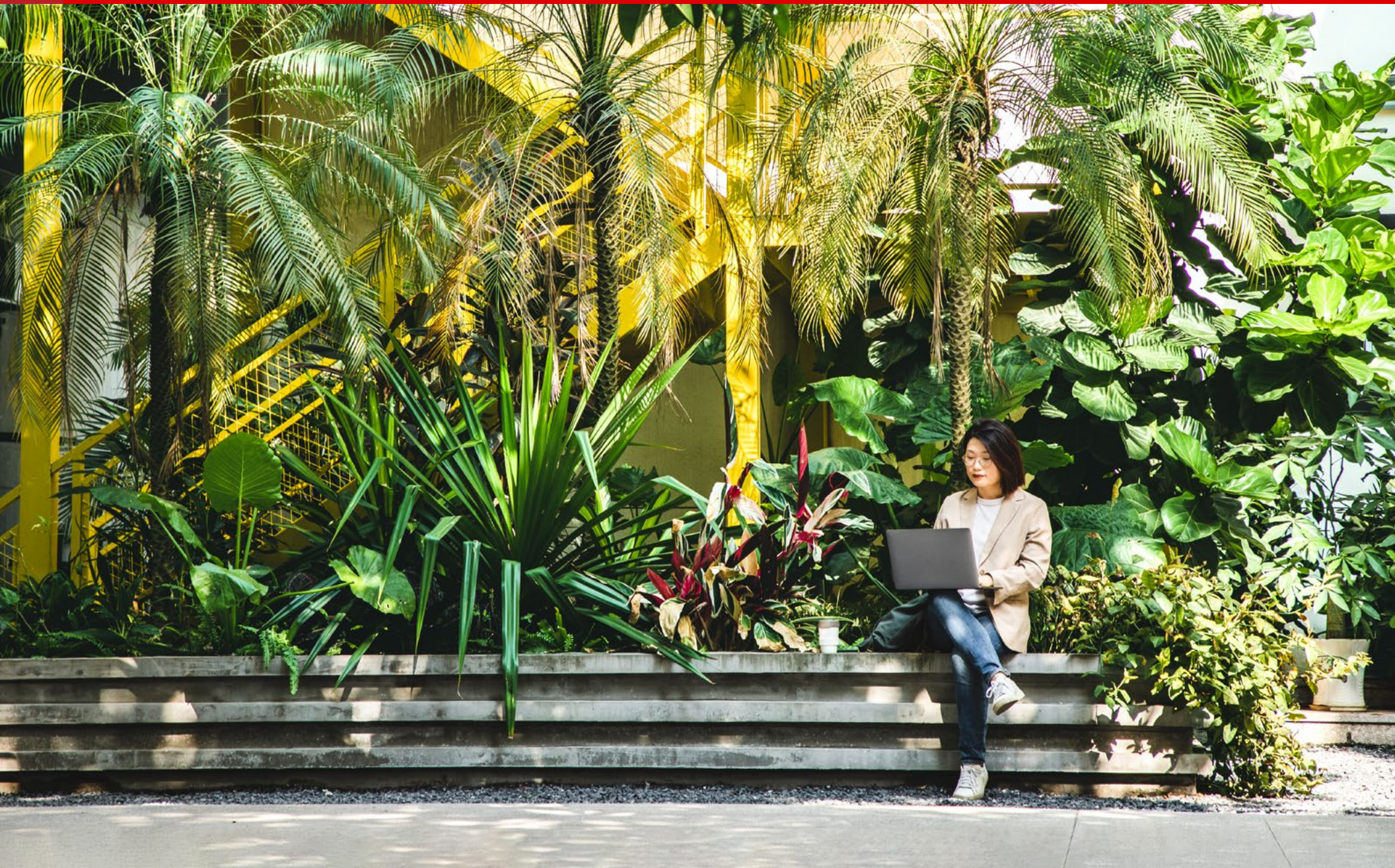
2023 Sustainability Report

ciena®



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About this report

Ciena's Sustainability Report provides insights into and evaluation of our environmental, social, and governance (ESG) initiatives across topics identified by our stakeholders as material to our company. Ciena publishes its Sustainability Report annually covering activities across Ciena and Blue Planet, a division of Ciena.

This report has been prepared in accordance with the Global Reporting Initiative (GRI) Sustainability Reporting Standards. We also recognize the Sustainability Accounting Standards Board (SASB) and the Task Force on Climate-related Financial Disclosures (TCFD) frameworks. Limited assurance for our Scope 1, Scope 2 (market based and location based), and Scope 3 emissions was provided by SGS, a third-party assurance provider.

The data and information in this report are based on our global operations from November 1, 2022, to October 31, 2023. Unless otherwise stated, all dollar amounts are in U.S. currency.

This report was prepared by Ciena's Sustainability Communications and Social Impact team in collaboration with key internal stakeholders. The report was approved by Ciena's Sustainability Leadership Committee and Disclosure Committee, each of which includes executive leaders representing key functional areas. This report was published on June 20, 2024.

For questions regarding Ciena's 2023 Sustainability Report, please contact ir@ciena.com.

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A letter from our President and CEO

We develop technology that powers the world's most adaptive networks, delivering connectivity and digital experiences across the globe. As we pursue this innovation agenda, we are committed to business practices that contribute to a better future for our people, planet, customers, and the communities in which we operate.

During the last year, we strengthened our sustainability strategy and set additional goals to drive our continued progress. We are pleased that the Science Based Targets initiative approved our two new greenhouse gas reduction goals. This marks the next step in our sustainability journey following the achievement of our previous carbon neutrality goal. Our new targets align with the latest climate science and take into account our operational footprint and emissions from the production, distribution, and use of our products in networks.

As we embark on our new goals, we continue to take guidance and seek input from our stakeholders. In 2023, we spent time with our customers to learn more about how we can help them toward their sustainability goals. We also sought additional input from our team members and the investment community about which topics are most important to them and where they would like to see Ciena make investments.

Increasing our environmental ambitions

We play a key role in helping the communications sector, and the many industries and communities it supports, reduce its environmental impact. Our teams are dedicated to reducing the amount of energy, space, materials, and waste associated with operating global networks while helping our customers address the capacity demands of today and tomorrow. Our Scope 3 science-based target to reduce our emissions by 71.3% per capacity shipped in Gb/s by 2030, from 2019 levels, demonstrates our commitment to innovate in ways that reduce the emissions produced by our products in use.

To that end, in 2023, we launched two new products and continued to improve our software and service offerings that will help toward our Scope 3 goal and enable network operators to drive sustainability in their networks. Within our coherent optical technology portfolio, WaveLogic™ 6 will deliver up to 1.6 Tb/s of network capacity while reducing power per bit by 50% from our previous generation. We also unveiled our WaveRouter™ platform, an industry-first metro router that offers twice the power efficiency for the same routing capacity compared to other available options.

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Our software and automation solutions continue to provide customers with greater visibility into their networks, promoting efficient monitoring and troubleshooting, reducing unnecessary truck rolls, and helping to power down equipment during off-peak times to reduce overall energy use. And, our services practice continues to assist customers in optimizing, transforming, and modernizing their networks, ensuring optimal performance and efficient power consumption.

Of course, it's not just the products themselves that are important to our customers, they also want to see us continue to improve the sustainability of our operations. We have already reached our goal to use 100% renewable energy in our facilities, which is a significant factor toward achieving our goal to reduce our Scope 1 and 2 emissions by 80.6% by 2030 from 2019 levels. Within our product packaging, we continued to make size and weight reductions and work towards our goal of using 70% recycled content by weight across all of our packaging by the end of 2025.

Investing in our people

We truly believe that our success is rooted in our people, so we are committed to creating an environment where our teams can thrive. Our engagement scores remain above the industry benchmark. Of significant note, 91% of our people express satisfaction with their ability to choose where and when they work. This feedback is a testament to the success of our flexible working philosophy, which empowers our people to effectively manage their professional and personal lives.

In 2023, we continued to invest in the development of our people through our learning platforms and development programs. Across the globe, more than 250 people participated in our Manager Development Program, Leadership Development Program, and Thrive Development Program to help build strong leadership skills and grow their careers.

In addition, we remain committed to fostering a diverse and inclusive environment. In 2023, we continued to implement processes to reach diverse candidate pools. We also launched our Asian at Ciena employee resource group (ERG), bringing our total ERG count to seven. Further, we initiated a self-identification questionnaire to improve our ability to analyze the effectiveness of our diversity, equity, and inclusion programs and provide more transparent reporting of our demographics.

Giving back to our communities

Our team's dedication to giving back is evident through our Ciena Cares volunteering and giving program. In 2023, our people volunteered more than 35,000 hours and donated nearly $3 million through individual giving and corporate matching to non-profit organizations and charities across the globe. These contributions demonstrate the profound impact we can make when we come together to support the communities where we live and work.

We also advanced our Digital Inclusion program, supporting 14 organizations through grants that aim to boost digital literacy, access, and tools for underserved students around the globe. We also held another successful year of the Ciena Solutions Challenge, with more than 3,000 students participating in the global competition that challenges students to apply computational thinking and technology to address sustainability challenges in their communities. Since 2020, our investments in digital inclusion have impacted approximately 120,000 students and individuals worldwide.

Looking ahead

Reflecting on 2023, I am immensely proud of the work our teams have accomplished. Our sustainability journey is a collective effort, and I extend my gratitude to each member of the Ciena team for their dedication to upholding our values. As we look to 2024, I am confident that we will continue to make strides on our sustainability journey, driving positive change and building a sustainable future for all.

Gary Smith
President and Chief Executive Officer

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About Ciena

Ciena is a global leader in networking systems, services, and software. We build the most adaptive networks in the industry, enabling customers to anticipate and meet ever-increasing digital demands. For more than three decades, Ciena has brought our humanity to our relentless pursuit of innovation. Prioritizing collaborative relationships with our customers, partners, and communities, we create flexible, open, and sustainable networks that better serve all users—today and into the future.

Ciena at a glance

- 1,600+ customers worldwide
- 85% of the world's service providers being served
- 2,000+ patents
- 8,000+ employees in 35+ countries
- Revenue: $4.39 billion

Sustainability highlights

- Science-based targets approved by the SBTi
- Operating on 100% renewable energy
- 83 employee engagement score
- 60% of employees participated in our wellbeing program
- 50% of employees received equity-based awards
- 35,000+ hours volunteered
- $5.29 million donated to charitable and non-profit organizations globally
- 50% gender and ethnic diversity on our Board of Directors
- 30% women on our Board of Directors
- 99% completion of Business Code of Conduct and Ethics training
- 95% of our people believe our leadership demonstrates a commitment to ethical business conduct

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Awards and recognitions

Ciena has an 'A' rating from **MSCI**, a leading provider of critical decision support tools and services for the global investment community. This score places us in the top 50% of rankings in our industry.

Ciena has a Platinum medal from **EcoVadis**, a global sustainability rating service, putting us in the top 1% of all companies assessed.

Ciena received a B score for our annual **CDP** climate change disclosure, putting us in the top 40% of companies in our activity group.

Ciena received a risk rating of 15.3 from **Sustainalytics**, indicating low risk and strong management of our sustainability-related risks.

Ciena was on the a **Great Place to Work in India** list for the seventh year in a row.

Ciena was recognized by **Glassdoor** as one of Canada's Best Places to Work in 2023.

Our approach to sustainability

Our purpose—to bring humanity to innovation—guides our approach to sustainability. Our deep sense of humanity drives us to innovate differently so we can positively affect the world. We understand that our technology can have far-reaching impacts beyond the networks that we create and the people who use them. Our solutions and commitment to sustainability can drive increased connectivity, digital inclusion, and enhanced efficiencies that help the environment. We concentrate our sustainability efforts across four key areas:

- Advancing our environmental stewardship: We innovate to make our customers' networks more sustainable while minimizing the impacts of our own operations.
- Making a meaningful impact in our communities: We amplify our team's passion for giving back through our Ciena Cares program and Digital Inclusion initiatives.
- Cultivating a strong and inclusive culture for our team: In alignment with our People Promise, we aim to foster a culture where individuals are empowered, feel a sense of belonging, and can make a difference.
- Conducting our business with integrity: We believe that good corporate governance and ethical practices pave the way for trusted relationships and long-term growth and success.

We ingrain sustainability into our corporate strategy by making it a lens through which we do business. Sustainability is included in our strategic scorecards monitored by leadership and our Board, and it is incorporated into our innovation across our optical, metro and edge, software, and services portfolios. We continually work to further embed sustainability across our global operations so we can meet our environmental and social goals, drive greater value for our customers, and unlock opportunities for our business.

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Sustainability oversight and management

The Governance and Nominations Committee of our Board of Directors has oversight of our sustainability strategy and programs, the development and monitoring of goals, and our sustainability reporting. In 2023, the committee reviewed and approved our science-based targets. In addition, our entire Board of Directors received an update from our Environmental Steering Committee (ESC) focused on climate reporting education, our environmental programs, and our plans for reaching our targets. In 2024, we will continue our Board education sessions on our sustainability roadmap, stakeholder engagement activities and perceptions, and the evolving regulatory environment.

Our Sustainability Leadership Committee (SLC) oversees our sustainability strategy, goals, and programs at a management level, and informs our Governance and Nominations Committee on our progress. The committee works to identify risks and opportunities within our sustainability programs, ensures our programs address these scenarios, and approves relevant targets from a management perspective. The committee includes executive-level leaders who report to our CEO and have functional accountability for programs that align with our material topics. Our Deputy General Counsel and our Director of Sustainability Communications and Social Impact jointly lead our sustainability program, facilitate the work of the SLC, and have day-to-day management of our environmental and social programs, respectively.

We also have cross-functional committees that oversee specific topic areas. Our ESC implements programs and policies to help us reach our climate goals and has representation from our Real Estate, Procurement and Supply Chain, IT, Legal, Services, and Marketing teams, among others. We also have a Global Inclusivity Council that helps to further our diversity, equity, and inclusion programs, and a Security Advisory Council that helps us address our data and cybersecurity risks.

Governance and Nominations Committee of the Board

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Sustainability Leadership Committee

- Senior Vice President and Chief Strategy Officer (Chair)
- Senior Vice President, General Counsel, and interim Chief People Officer
- Senior Vice President, Global Marketing and Communications
- Senior Vice President, Global Products and Supply Chain
- Deputy General Counsel and Head of Sustainability Operations
- Director, Sustainability Communications and Social Impact

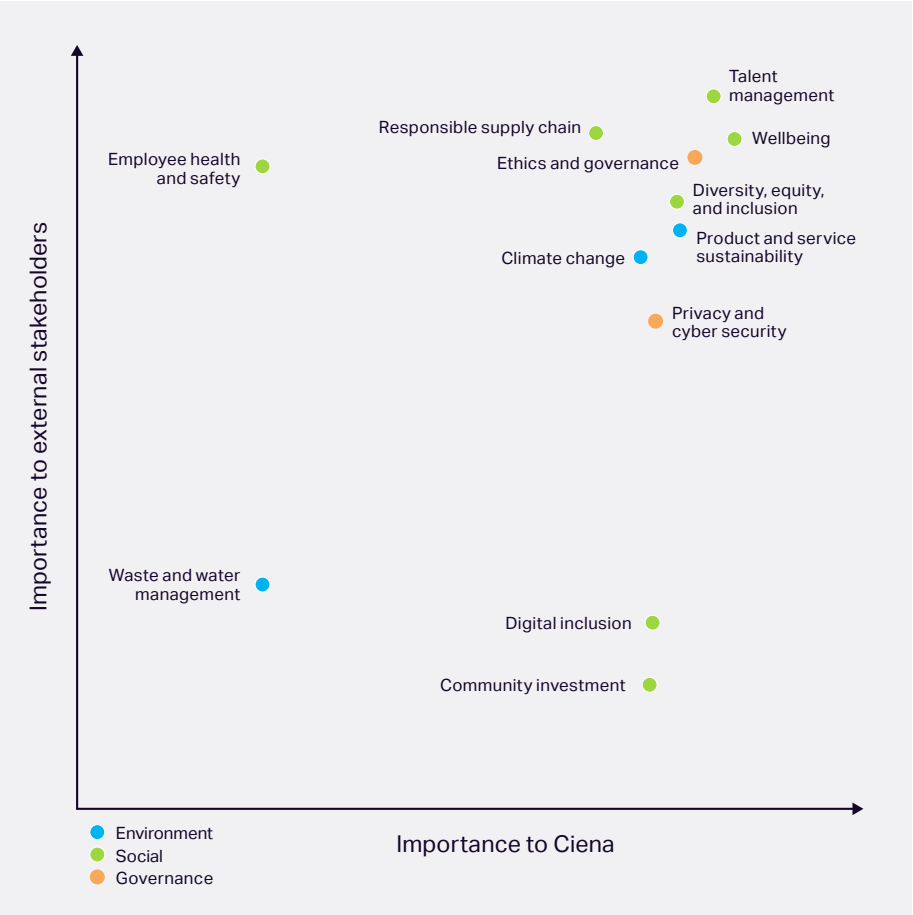
Our material topics

We performed a materiality assessment in 2022 to better understand the topics that were most important to us, our people, and our external stakeholders.

Our approach to identifying these material topics included:

- Considering our business within the context of our operating environment.
- Identifying impacts on our business and those of our business on society and the environment.
- Interviewing external stakeholders to determine the topics that are most important to them. We also conducted a scan of our most frequently asked questions related to sustainability from media, customers, investors, and other external groups. This allowed us to validate our list of topics against stakeholder expectations.
- Surveying our people on key topics and holding focus groups with people leaders at Ciena.
- Prioritizing and then finalizing the list of material topics based on importance to our internal and external stakeholders.

These topics help guide our focus areas and sustainability strategy, and we believe they continue to reflect the priorities of our stakeholders today. The material topics identified can be seen in our materiality chart (right).



Material topic boundaries

Our material topics are inclusive of our global operations unless otherwise stated. For topics related to our greenhouse gas emissions, the boundary extends to our supply chain and the use of sold products by customers.

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Stakeholder engagement

We take great pride in our relationships with stakeholders, ensuring consistent and open communication. Sustainability has increasingly become a topic of discussion with our stakeholders. Many of our customers have environmental and social goals, our investors assess for risks in their portfolios, and our employees want to work for a company that is socially and environmentally responsible.

In 2023, we collaborated with our customers through discussions on our sustainability initiatives and the environmental benefits of our products and services. We also teamed up with several customers on community investment initiatives aimed at closing the digital divides that still exist in various regions around the world. We proactively reached out to our top investors, representing approximately 54% of our outstanding shares, to discuss our sustainability goals, programs, and policies, and solicited their feedback on our reporting and targets. Additionally, our employee survey covering sustainability and inclusion topics found that 99% of our people feel Ciena is a socially responsible workplace.

The following chart provides additional details on our engagements and key topics of interest.

Stakeholder group	Ways we engage	Key topics of interest
Customers	• Meetings • Events and conferences • RFP processes	• Climate change • Product and service sustainability • Waste and recycling • Supply chain responsibility • Digital inclusion • Privacy and cybersecurity
Investors and Analysts	• Meetings • Investor and quarterly calls • Investor roadshows • Quarterly earnings calls • Analyst calls and events	• Climate change • Product and service sustainability • Diversity, equity, and inclusion • Supply chain responsibility • Employee health and safety
Employees	• All hands and townhalls • Internal communications channels • Team meetings • One on ones • Focus groups • Employee pulse surveys	• Climate change • Product and service sustainability • Diversity, equity, and inclusion • Community investment • Wellbeing • Supply chain responsibility
Media	• Media calls	• Product and service sustainability • Climate change • Supply chain responsibility
Suppliers	• Meetings, calls, correspondence • Supplier onboarding processes and regular reviews • Site visits to manufacturing facilities	• Product and service sustainability • Climate change • Supply chain responsibility

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Our sustainability goals

We have set both short- and long-term goals across our material topics that help guide our sustainability journey. In 2023, we received approval for two new science-based targets and achieved our previously stated goal to be carbon neutral across our operational emissions. As we continue to introduce new programs across environmental, social, and governance dimensions, we expect to add to the existing targets.

Material topic	2023 goals	Status	Performance	2024 goals and beyond
Climate change	Achieve carbon neutrality across operational emissions	Achieved	Achieved carbon neutrality across our Scope 1,2, and certain 3 operational emissions, including contract manufacturing, upstream transportation and distribution, and employee commuting	Science-based targets (see below)
Climate change	Obtain approval for science-based targets	Achieved	Obtained approval of two new science-based targets from the Science Based Targets initiative	
Climate change	Absolute 80.6% reduction in Scope 1 and 2 emissions by 2030 from 2019 levels	Achieved	Reduced emissions by 89.9% from 2019 levels	Maintain an absolute 80.6% reduction in Scope 1 and 2 emissions by 2030 from 2019 levels
Climate change	71.3% reduction in Scope 3 emissions per unit of capacity shipped in Gb/s by 2030 from 2019 levels	On track	Reduced Scope 3 emissions by 62.5% per unit of capacity shipped in Gb/s from 2019 levels	71.3% reduction in Scope 3 emissions per unit of capacity shipped in gigabit/second by 2030 from 2019 levels
Climate change	Achieve 100% renewable energy use	Achieved	Our facilities operate on approximately 100% renewable energy	Continue to operate on 100% renewable energy
Waste and water management	Minimum of 70% recycled content by weight in all packaging by the end of 2025	On track	Achieved 83.5% recycled content in Ciena product packaging received by customers	Minimum of 70% recycled content by weight in all packaging by the end of 2025
Talent management	Maintain employee engagement score within top 25% of peer companies as described by Glint	Achieved	Achieved engagement score of 83, within top 25% of peer companies	Maintain employee engagement score within top 25% of peer companies as described by Glint
Diversity, equity, and inclusion	Maintain 100% pay equity across genders globally and across races and ethnicities in the U.S.	Partial	In 2023, the pay equity ratio for men to women globally was 1:0.99; for visible minorities to people who are White in the U.S., the ratio was 1.01:1; and the ratio for people who are Black to people who are White was 0.98:1	Achieve 100% pay equity across genders globally and across races and ethnicities in the U.S.
Diversity, equity, and inclusion	Offer quarterly Conscious Inclusion workshops for new employees	Achieved	Conscious Inclusion workshops offered quarterly to all new hires	Maintain quarterly Conscious Inclusion workshops

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Material topic	2023 goals	Status	Performance	2024 goals and beyond
Community investment	Achieve 50% participation in our Ciena Cares program by 2030	On track	Achieved 48% participation in the Ciena Cares program in 2023	Achieve 50% participation in our Ciena Cares program by 2030
Digital inclusion	Positively impact 100,000 underserved youth through investments in Digital Inclusion by 2025	Achieved	Positively impacted approximately 120,000 youth through investments in Digital Inclusion	Broaden the geographic reach of our Digital Inclusion program
Governance and ethics	Achieve 98% completion rate of Ciena Code of Business Conduct training	Achieved	Achieved 99% completion rate of Ciena Code of Business Conduct training	Achieve 98% completion rate of Ciena Code of Business Conduct and Ethics training

A group of new graduates volunteer together in Ottawa, Canada

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Contributing to the United Nations' Sustainable Development Goals

Ciena is committed to and supportive of the United Nations' Sustainable Development Goals. As a global networking systems, services, and software company, we know that we can contribute in supporting these 17 goals. Through our materiality assessment and evaluation of our operations, we recognize that we can have a direct impact on nine of the goals.

We support quality education initiatives with students around the globe through our Digital Inclusion program and Ciena Solutions Challenge.

Digital inclusion

We practice gender equality through our diversity, equity, and inclusion initiatives, including our annual pay equity assessment and our employee resource groups.

Diversity, equity, and inclusion

We support inclusive and sustainable economic growth, employment, and decent work through our competitive compensation and talent development programs, and by promoting those values with our business partners.

Talent management

As we develop, build, and deliver our products and services, we ensure that it is done sustainably to positively impact the environment, people, and our business.

Products and services sustainability

We actively support underserved and underrepresented individuals through our Digital Inclusion program and diversity, equity, and inclusion initiatives.

Digital inclusion Diversity, equity, and inclusion

We help make a meaningful contribution to the communities where we live and work through our Ciena Cares volunteering and giving program. We also promote the sustainable development of communities with our products and services as they connect more people while having less impact on the environment.

Community investment Products and services sustainability

We strive to minimize our environmental impacts through responsible use, reuse, and disposal of natural resources across our business operations and value chain. We also promote circular economy principles through our product design, takeback, and refurbishment services.

Climate change Products and services sustainability
Waste and water management

We have achieved carbon neutrality across our operational emissions and are committed to two near-term, science-based greenhouse gas reduction targets to reduce our environmental impact.

Climate change

Through their words and their actions, Ciena's Board of Directors and executive leadership team model and set expectations for high ethical standards in how we conduct business to ensure we are contributing to just and equitable societies.

Governance and ethics

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2023 SUSTAINABILITY REPORT

Environment

Environment

It is important to us to pursue technological innovation that can have a positive effect on the planet, help enable our customers' climate ambitions, and ensure responsible business practices. We focus our decarbonization efforts on areas where we can make a significant impact, which includes the innovation of our products as well as efficiencies in our supply chain and operations.

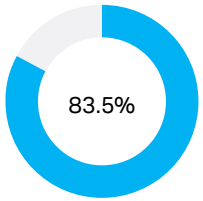
Highlights

Achieved carbon neutrality goal and committed to two near-term science- based targets approved by the Science Based Targets initiative

Achieved approximately 100% renewable energy in our facilities

WaveLogic™ 6 Extreme innovation **reduces power per bit by 50%** compared to the previous generation

Achieved 83.5% recycled content by weight in product packaging received by our customers



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Climate change

We want to ensure that we leave a positive mark on our planet for future generations. Our environmental goals and programs, and our progress on them, are managed by our ESC, which sets targets to reduce our environmental impact, integrates sustainability throughout our business practices, and reports our performance to our Sustainability Leadership Committee.

Today, our Health and Safety Policy outlines our approach to operating in an environmentally safe manner. To advance our sustainability journey, we created a new Environmental Policy that sets our expectations and guiding principles for our employees, suppliers, partners, and other stakeholders to further integrate environmental sustainability throughout our business practices.

Environmental Steering Committee

Our ESC has day-to-day management and accountability for reaching our climate goals. The Committee is chaired by our Deputy General Counsel and Head of Sustainability Operations and our Vice President of Global Business Operations and is facilitated by our Director of Environmental Programming. The Committee has cross-functional representation and meets monthly to discuss projects and program goals. Each committee member generally leads a workstream that aligns with our key focus areas and objectives as shown in the chart below.

Colleagues in Singapore volunteer at a local garden

Environmental Steering Committee		
Site Energy and Sustainability	Supply Chain and Operations	Emissions Reporting, Governance, and Accounting
Business Travel and Procurement	Marketing, Events, and Communications	Services
Product Design	Waste and Water	IT and Internal Procurement

Our greenhouse gas emissions goals

Science-based targets and carbon neutrality

We have increased our climate ambitions with two near-term science-based targets, approved by the Science Based Targets initiative (SBTi), a corporate climate action organization that develops standards, tools, and guidance allowing companies to set greenhouse gas emissions reduction targets.

We have committed to the following science-based targets:

- An absolute goal to reduce Scope 1 and 2 greenhouse gas emissions by 80.6% by fiscal 2030 from fiscal 2019 levels
- An intensity-based goal to reduce total Scope 3 greenhouse gas emissions per unit of capacity shipped in Gb/s by 71.3% by fiscal 2030 from fiscal 2019 levels

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In 2023, we achieved our previously stated goal to be carbon neutral across our Scope 1 and 2, and certain Scope 3 operational emissions, including those from contract manufacturing, upstream transportation and distribution, waste, business travel, and employee commuting. We achieved this goal through a mixture of operational efficiencies, renewable energy, and the purchase of carbon offsets for certain emissions that we could not reduce through other means across Scope 1 and 3 emissions.

Our approach to decarbonization

Our approach to decarbonization focuses on areas where we can make a significant impact, particularly in our product innovation, supply chain, and operations, while engaging our people in our efforts. There are three pillars to our decarbonization strategy:

Innovating for sustainability	Reducing the impact of our supply chain	Building efficiencies in our operations
• We design each successive generation of our products to enable more capacity and performance while drawing less power, requiring less space, and using fewer materials. • We aim to reduce the waste generated through the end-of-life treatment of our products and packaging.	• We work closely with our contract manufacturers to reduce the impact of our manufacturing with a focus on energy efficiency, renewable energy, circularity, and the reduction of waste and water use. • We work with suppliers who use sustainable practices to increase the use of recycled materials and content in our products and packaging.	• We strive to use renewable energy wherever possible and reduce our overall energy use and waste from our facilities and operations. • We provide opportunities for our people to make smart travel and commuting choices.

Our ISO 14001 certified Environmental Management System underpins our sustainability strategy and includes the processes and procedures we undertake in reducing our environmental footprint.

Key performance metrics

All data as of October 31, 2023.

KPI	2023	2022	2021
Scope 1 emissions ($mtCO_2e$)	2,110	2,501	2,686
Scope 2 emissions ($mtCO_2e$)	32	8,208	2,335
Scope 3 emissions ($mtCO_2e$)	2,425,246	1,824,388	1,875,772
Total greenhouse gas emissions ($mtCO_2e$)	2,427,387	1,835,097	1,880,793
Greenhouse gas emissions intensity ($mtCO_2e$ per capacity shipped in Gb/s)	0.0351	0.0384	0.0506
Total electricity use (MWh)	87,586	76,941	73,673
Renewable energy used (MWh)	87,040	57,860	41,577
Percentage renewable energy used	99.4%	75.2%	51.9%

In 2023, our total Scope 1, 2, and 3 emissions were 2,427,387 $mtCO_2e$, a 32.3% increase from the previous year. Our Scope 1 and 2 emissions were 2,142 $mtCO_2e$, representing a 79.9% decrease from the previous year. Our Scope 3 emissions were 2,425,246, $mtCO_2e$ and include those from purchased goods and services (15.26%), fuel and energy-related activities (0.26%), transportation and distribution (0.80%), waste (0.01%), business travel (0.41%), employee commuting (0.16%), use of sold products (83.08%), and the end-of-life treatment of our products (0.04%). The year-over-year increase in our Scope 3 emissions reflects a 21% growth in our revenue from 2022 to 2023, while our decrease in Scope 2 emissions is a result of our investment in renewable energy.

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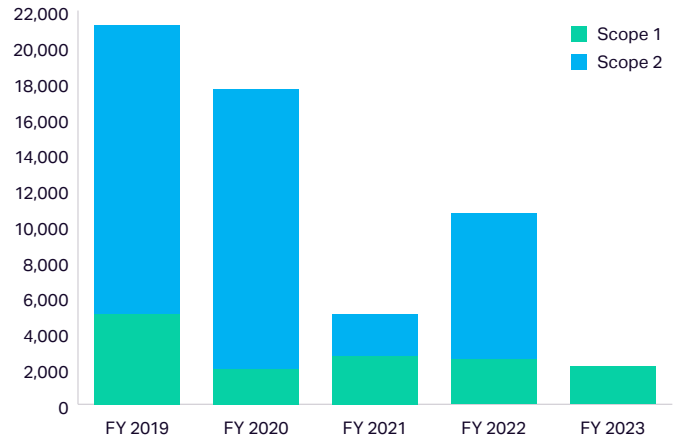
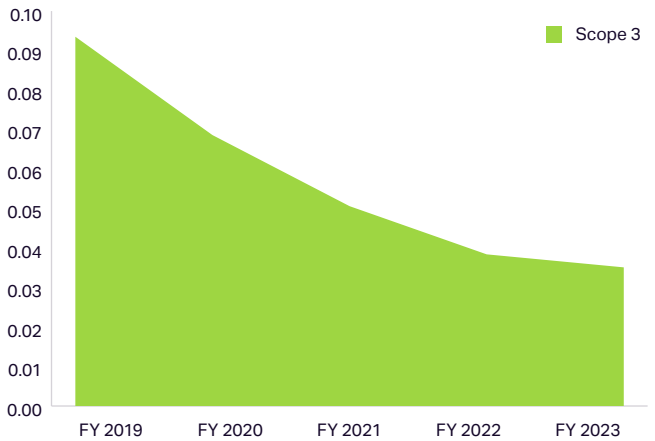
Scope 1 and 2 emissions ($mtCO_2$)



Since our 2019 baseline year, our Scope 1 and 2 emissions have reduced by 89.9% (21,199 $mtCO_2e$ in 2019). This meets our Scope 1 and 2 target of achieving an 80.6% absolute reduction from 2019 levels. We are pleased with this progress, which we attribute to our use of renewable energy and energy efficiency measures in our facilities. As we move forward, we aim to maintain this level of Scope 1 and 2 emissions reductions by 2030.

Scope 3 physical intensity ($mtCO_2$ per Gb/s)



Our Scope 3 emissions have increased by 6.9% compared to our 2019 baseline (2,268,785 $mtCO_2e$ in 2019). However, our Scope 3 emissions intensity saw a 62.5% decrease in emissions per capacity shipped in Gb/s compared to 2019 (0.0935 $mtCO_2e$ per capacity shipped in Gb/s in 2019).

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Energy efficient facilities

Our total electricity use in 2023 was 87,586 MWh, a 13.8% increase compared to 2022, which we attribute to increased lab activity and equipment in our facilities. Despite this increase, we have continued to make energy efficiency improvements throughout the year. In 2023, our energy reduction projects included:

- Installing energy-saving films on windows in Ottawa, Canada to help retain heat in the winter and save on cooling during the summer.
- Upgrading to LED lighting with motion sensors at our Ottawa, Canada campus.
- Adding electrical submetering, temperature sensors, and smart power distribution units in Ottawa, Canada and Gurugram, India to better monitor and track our energy use.
- Conducting a retro-commissioning study at the Ottawa, Canada campus to identify more than 75 energy efficiency measures for implementation.

In addition to these initiatives, we assess our offices using green building standards, including Leadership in Energy and Environmental Design (LEED), to ensure we maintain highly efficient carbon- and cost-saving green buildings. This work has awarded us five LEED-certified or certifiable buildings across our global real estate portfolio.

Renewable energy

In 2023, we achieved our goal to use 100% renewable energy in our facilities. Many of our offices in the United States, United Kingdom, and Australia receive utility-sourced renewable energy, and our office in Gurugram, India has its own solar photovoltaic (PV) plant from which it receives a portion of its energy. We purchase Renewable Energy Credits (RECs) from wind, solar, biomass, and hydro sources for locations where there is no direct access to renewable energy. In 2023, we used 87,040 MWh of renewable energy, which accounted for 99.4% of our total electricity consumption.

Lab sustainability strategy

We have been reviewing our lab operations, processes, procedures, and infrastructure to help align our innovation environments to our science-based targets. In 2023, we created a lab operations emissions impact tool, which allows us to track our energy and emissions data for each of our labs, as well as the impact of moving equipment between labs. We have also installed smart power distribution units in our labs in Ottawa, Canada and Gurugram, India

Making sustainability a priority in our real estate: Our new London office

Our newly opened office in London was awarded the Building Research Environmental Assessment Method (BREEAM) 'Excellent' certificate and an Energy Performance Certificate rating of B for its energy efficiency. Environmentally friendly features of our newly opened building include:

- Reclaimed access flooring to reduce energy use and use recycled materials
- LED energy-efficient lighting throughout the space
- Low-flow fittings for water conservation, collection, and leak-prevention measures
- 99% of waste recycled from the renovation, with 14 tons of waste diverted from landfill
- Renewable energy with onsite photovoltaic panels
- Sedum roof gardens with succulents to assist with rainwater absorption
- Electric vehicle charging stations and bicycle hub on site, allowing for green commuting options

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to improve our energy monitoring. Additionally, our lab teams perform quarterly lab equipment audits to assess opportunities to decommission or power down equipment when not in use, and host 'power down' campaigns at the end of each year to perform regular equipment maintenance and reduce our energy use. In 2023, we were able to reduce our electricity consumption by 6.1% and gas consumption by 7.0% during our power down campaign compared to normal usage.

Office optimization

As we embrace hybrid workstyles, our real estate team conducts studies to understand the occupancy rates in our office spaces and identify opportunities to optimize our footprint. Based on these findings, we have reduced our office footprint by 22% in 2023, which will help us reduce our global energy use and more effectively invest in our highly frequented office spaces.

Business travel and employee commuting

We continue to introduce tools to help our employees make smart travel and commuting decisions. During the last year we implemented Uber for Business, enabling better monitoring of emissions data from business rides and access to electric vehicles at similar cost to traditional gas-powered vehicles. We provide electric vehicle charging stations at our offices in Ottawa and Quebec City, Canada, London, United Kingdom, and Gurugram, India. We also have secure bicycle racks at many of our offices, giving our people more environmentally friendly commuting options.

Sustainable supply chain

In 2023, we engaged suppliers to gain greater visibility into their emissions and initiate actions that will reduce the environmental impact of our operations. Through this process, we are now better able to collect emissions data from our global transport and shipping suppliers on a monthly basis. In 2024, we will implement software to calculate emissions tied to specific shipments. This will allow us to analyze shipping segments, gain insight into emissions reduction opportunities, and help us set goals tied to logistics.

In addition, we digitally transformed our supply chain operations with a planning platform that provides full end-to-end visibility of our supply chain, including demand, supply, capacity, and inventory. This tool alerts us to business impacts and priority issues, and evaluates risks and mitigation options across our entire supply chain. This tool also increases our visibility to the materials we have at our inventory locations, allowing us to more efficiently move goods and components to alternate locations and reduce the movement of goods around the globe before products reach our customers.

Biodiversity

Maintaining the biodiversity of our facilities is crucial to sustaining the health of local ecosystems. Our facilities are compliant with applicable environmental standards, and we generally prioritize the use of pre-existing infrastructure to avoid the impact of new construction.

Our Ciena Cares program also enables our people to volunteer for clean-up events and donate to organizations that help preserve the environment. Our teams in Hanover, Maryland, United States also maintain a garden sponsored by Ciena to help protect the local environment in which we are headquartered. Additionally, we plant an indigenous tree through TreeNation for every new employee who joins our company.

Our Ciena sponsored garden near our office in Hanover, United States

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Products and services sustainability

We are committed to helping our customers operate sustainable networks to meet the needs of generations to come. We center our design philosophy around the principles of openness, scalability, security, and sustainability. Our innovations equip customers with the ability to maximize capacity while minimizing energy consumption, material use, physical space, and emissions. Specifically, our products, software, and services enable our customers to:

- Reduce energy needed to power and cool equipment
- Reduce the physical product footprint per capacity delivered
- Minimize the need to travel to network sites for service provisioning and maintenance
- Use fewer materials in the manufacturing process
- Decrease waste at the end of life of our products
- Reduce shipping and packaging-related waste and emissions

Our Senior Vice President of Global Research and Development oversees the research and development of our products, while our Senior Vice President of Global Customer Engagement oversees our Services portfolio. Our Senior Vice President and General Manager of Blue Planet® oversees our Blue Planet Intelligent Automation Portfolio.

Key performance metrics

All data as of October 31, 2023. Dollar amounts are in millions of dollars USD.

KPI	2023	2022	2021
Investment in research and development	$750.6	$624.7	$536.7
Product recalls	0	0	0
Percentage of returned products that were reclaimed and reused	77%	78%	78%

WaveLogic coherent optics

Ciena's continuous innovation in coherent optical technology enables network providers to scale their infrastructures to support increased user needs while reducing energy consumption. In 2023, we introduced our WaveLogic 6 coherent optical technology, which promises to deliver up to 1.6 Tb/s of capacity, twice that of the previous generation while reducing power per bit by 50%. In addition to the lower energy consumption of WaveLogic 6 Extreme (WL6e), the smaller size results in fewer emissions from transportation and less installation space required. WL6e also fits in existing chassis, allowing for re-use of the installed infrastructure and reducing the need for additional equipment and its associated environmental impacts. Our WaveLogic 6 Nano (WL6n), a pluggable form factor, also doubles the capacity of the previous generation, achieving 1,000 km distances at 800 Gb/s, while reducing required power and space.

Routing and switching

In 2023, we introduced WaveRouter™, a unique, purpose-built coherent metro router, unifying IP and optical in the metro. WaveRouter offers a new approach to metro router design that delivers twice the power efficiency for the same routing capacity as alternative routing and switching options. Network operators can deploy WaveRouter in non-adjacent racks to take advantage of its power or cooling structures. It also has optimized front-to-back air cooling that helps reduce its energy consumption, and its distributed, protected powering system allows metro providers to use only the power needed at the time. In addition, WaveRouter's optional passive direct attach copper (DAC) cabling uses zero power and is ultra-thin, resulting in fewer materials used.

We also completed the acquisition of Tibit Communications in 2023, which has allowed us to expand our portfolio of next-generation passive optical network (PON) solutions that support broadband access for residential, enterprise, and mobility use cases. Additionally, our Universal Aggregation and Access over 10 Gb/s PON Transceivers bring more capacity at the network edge and reduce the power consumption and physical footprint needed to host the equipment.

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Software and automation

Blue Planet

Intelligent automation, such as software defined networking (SDN) and virtualizing services, with Blue Planet can help network operators toward their carbon reduction goals. For instance, virtualized services can help operators reduce truck rolls and the need for discrete network devices using Cloud-based network functions. Intelligent automation and SDN help customers reduce the amount of network hardware required to operate their network, resulting in fewer materials, waste, and emissions, and less energy use.

Navigator Network Control Suite (NCS)

Our Navigator Network Control Suite™ (Navigator NCS, formerly MCP) provides a single point of control to help network operators visualize and optimize their multi-layer networks. Our Navigator Multi-Layer Controller (Navigator MC), Emulation Cloud, and integrated Navigator Intelligent Apps (Navigator IA) provide tools for network planning, analytics, software control, and automation to simplify operations and optimize network performance.

Emulation Cloud, a virtual lab available to customers and partners, provides easy integration testing without extra lab hardware, power, and resources. Navigator IA provide AI-driven analytics to maintain maximum network performance and efficiency. For instance, Liquid Spectrum™ applications increase visibility into our customers' photonic networks to drive more capacity and reduce power per bit. Within Liquid Spectrum, the Channel Margin Gauge application helps our customers harvest latent capacity in their network, while PinPoint OTDR enables technicians to remotely locate fiber faults so they can dispatch fleets to the right location, reducing emissions from travel as well as the duration of network outages.

With our PlannerPlus tool, customers can automate their capacity management and develop a network design that integrates sustainability from the outset. In 2023, we enhanced PlannerPlus to include the calculation of total typical power, power budget, greenhouse gases, typical energy, typical amperage, total power budget amperage, and heat release. With this update, customers can see their typical network power consumption and emissions.

Services

Network optimization

Our Optimization Service ensures that customer networks are always operating at peak performance to help address increasing connectivity demands. With our Optimization Service, we help our customers understand their inventory and network architecture; measure and monitor network configuration, performance, and capabilities; and build a plan to correct vulnerabilities and exploit underutilized capabilities. By optimizing a customer's network, Ciena helps the customer maximize the available bandwidth and operate efficiently, thus reducing energy consumption.

One key use case within our Optimization Service is our Spectrum Defragmentation capability, which identifies unused photonic spectrum within the customer's network. The Spectrum Defragmentation capability analyzes existing capacity and identifies stranded bandwidth that can be aggregated and recolored to free up usable capacity. This helps customers add additional capacity without needing to add any additional equipment and related power consumption to the network.

Network transformation and modernization

An effective approach to building sustainable networks is to ensure that they are operating at peak capacity and efficiency using the most modern network architectures and solutions. Ciena offers network transformation services including consulting, implementation, and systems integration to upgrade and transform networks to be more sustainable. A key use case that our network transformation services support is identifying underutilized equipment, or low-fill or zero-fill equipment, in our customers' networks and migrating remaining services off that equipment. This allows the equipment to be powered down and removed from the network to reduce energy consumption, both from the equipment itself and from cooling. Our teams can help customers consolidate their network sites

and exit from sites no longer needed, reducing their overall real estate footprint and related equipment energy consumption. Lastly, our teams can migrate all services running on legacy network equipment onto a modern next-generation network, resulting in significant energy savings.

Designing for circularity

We design our products with durability and longevity in mind to ensure that network operators can use equipment for as long as possible. Our equipment refurbishment services help extend the usable life of our equipment by restoring it to an operational condition. This allows our customers to repurpose their used equipment, thereby conserving resources and materials by reducing the need to manufacture new products.

When one of our products comes to the end of its life, we want to reduce the impact its disposal has on the environment. Our equipment recovery and reclamation services provide an option for customers to recycle their used equipment securely and sustainably. Through this service, our teams assess the equipment, securely erase all data, and recycle wherever possible to minimize impact on landfills.

In addition, Ciena works with Compliance Partners and Approved Authorized Treatment Facilities (AATFs) to offer take-back programs for equipment that falls within the scope of the Waste from Electrical and Electronic Equipment (WEEE) and similar legislation globally. These programs support our customers in responsibly recycling our products that have reached the end of their useful life.

Product packaging

We have been redesigning our product packaging to reduce waste, conserve resources, and reduce our carbon footprint from both waste and product transportation. Our goal is to use a minimum of 70% recycled content by weight in all of our packaging by the end of 2025. As of the end of 2023, our product packaging received by customers contained 83.5% recycled content by weight. We achieved this by working with our suppliers to purchase more recycled materials, such as cardboard, and redesigning high-use packaging to reduce overall weight and size of boxes. In addition, we are working towards packaging that is as close to 100% recyclable as possible. To achieve this, we have been switching to recyclable materials and removing non-recyclable content, such as Polyurethane (PU) foam. For example, we introduced new packaging for our O-NID device that includes an all-cardboard box (1.07 kg), recyclable vinyl bags (0.02 kg), and recyclable paper as filler material (0.23 kg), increasing recyclability and decreasing waste.

New packaging for our O-NID device includes all recyclable content

Product safety

We test all of our products to ensure they are safe and secure for our customers to operate. Our Product Compliance Committee monitors and assesses our compliance with product-related legislation. We comply with guidelines set by the Restriction of Hazardous Substances Directive (RoHS), the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH), the Waste from Electrical and Electronic Equipment (WEEE), and with the relevant electromagnetic compatibility (EMC) and safety regulations in all countries where we do business. We recorded zero product recalls in 2023.

Waste and water management

Managing our waste generation and water consumption is vitally important to help protect our environment and conserve natural resources. Our waste and water management efforts are overseen by our Environmental Steering Committee with direct supervision from our Director of Environmental Programming and our Director of Enterprise Management Systems.

Key performance metrics

All data as of October 31, 2023.

KPI	2023	2022	2021
Total waste (mt)	653	340	261*
Percentage of waste diverted from landfill	34%	64%	67%*
Total water withdrawal (m3)	35,074	105,790*	N/A

*Our 2021 total waste and waste diversion numbers and our 2022 water numbers have been restated due to updated data practices.

Team members in Vietnam pick up litter from a local beach

Managing our waste

In 2023, we generated 653 mt of waste and our waste diversion rate was 34%. In 2023, we conducted a survey to better understand our waste data and improve our reporting and recycling processes, which demonstrated a fluctuating diversion rate. The improvement in our data collection process will allow us to work with our building owners and facilities managers to improve our programs to divert more waste from landfill. We have begun to centralize our waste bins and standardize our waste signage, a project we expect to complete in 2024. We also plan to implement a waste management playbook to provide guidance on waste management for our facilities managers and outline environmentally friendly supplies and materials to use within our facilities.

E-waste

We generate electronic waste through our research and design process, manufacturing and services processes, internal IT systems, and the end of life of our products. In 2023, our total e-waste was 55 mt, down from 84 mt in 2022. We work with third-party vendors to take back, recycle, or refurbish our electronic waste in accordance with regulations in the countries where we operate. In 2023, we onboarded a new e-waste vendor to streamline our electronic waste collection globally and provide more comprehensive reporting.

In 2023, we launched a Refresh and Release program that allows our employees to keep laptops that have become outdated. Through the program, our IT department wipes the old laptop of Ciena information and releases it to the employee, extending its usable life and reducing our electronic waste. For employees who do not wish to keep the laptop, we work with a third party to either refurbish the equipment to be resold or harvest the parts and materials for reuse in order to keep it out of landfill. We also piloted our PC as a Service program, which ships and delivers new laptops to employees directly from the manufacturer to reduce touchpoints, shipping emissions, and onsite warehousing before reaching

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our employees. Going forward, we are requiring that 60% of our spend on new IT equipment must be with suppliers who have a science-based target, aligning our IT procurement with environmentally sustainable companies and helping to further reduce e-waste.

For our products, we offer reclamation and refurbishment services to help our customers reduce their environmental waste and prolong the lives of our equipment. We are also in the process of developing a lab e-waste procedure to outline how to redeploy equipment to maximize its useful life, as well as manage the end-of-life treatment with our third-party e-waste vendors.

KPI	2023	2022	2021
Total e-waste (mt)	55	84	30*

*Our 2021 and 2020 total e-waste numbers have been restated due to updated data practices.

Hazardous waste management

We work to ensure responsible handling of harmful materials, such as refrigerants in our HVAC systems, diesel for our generators, and small quantities of hazardous waste from our labs. In 2023, we had zero instances of hazardous spills. We promote the safe handling of hazardous materials and spills through regular training sessions, and we equip our facilities with spill kits and clearly marked safety signage. Additionally, we work with specialized waste and recycling vendors to responsibly manage and dispose of hazardous substances.

Managing our water use

Our water withdrawal was 35,074 m^3 in 2023, a 66.8% decrease compared to 2022. This decrease reflects our reduced office footprint in North America and South America from 2022 to 2023. Our water usage mostly came from our facilities, primarily for drinking and sanitary purposes, as well as consumption within our chiller systems. We have installed low-flow water fixtures at most of our facilities and are in the process of installing low-flow water fixtures and flow meters at our remaining facilities. In 2024, we also plan to implement guidelines for facilities managers on water usage and conservation.

I am proud of the work of our Environmental Steering Committee. The Ciena team continues to innovate toward our environmental goals, reducing the impact of our products and packaging and making our operations more sustainable. In doing so they are also helping our customers to achieve their own sustainability goals.

— Phil Elliott, Vice President, Global Business Operations, Co-Chair, Ciena Environmental Steering Committee

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2023 SUSTAINABILITY REPORT

Social

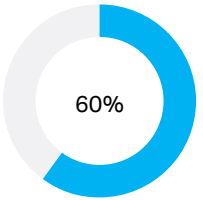
Social

We are rooted in people and aim to provide tools and support that help our people succeed in their careers. We focus on upholding our People Promise, ensuring that our people feel included, empowered, and like they can make a difference at Ciena and in our local communities.

Highlights

50% of employees received equity-based awards

83 employee engagement score



60% of employees enrolled in our wellbeing platform

Launched **Asian at Ciena** employee resource group

35,000+ volunteer hours

$2.9 million+ donations

donated through our Ciena Cares program

Talent management

In line with our People Promise, we are committed to fostering a work environment where individuals feel empowered and can make a difference through their work. We invest in our people's development by providing continuous opportunities for learning and skills enhancement, and we recognize their contributions with competitive compensation so they can build meaningful and rewarding careers. In addition, we strive to attract, develop, and inspire the best talent to ensure continued success and growth for both our company and our people.

Our talent management programs are overseen by our Senior Vice President, General Counsel, and interim Chief People Officer, who regularly updates our Board of Directors on these programs and our performance. Our compensation strategy and rewards, including our approach to salaries, incentive compensation, equity awards, benefits, and wellbeing programs, is regularly reviewed by our Board of Directors. The compensation of our executive officers is approved annually by the Compensation Committee of our Board of Directors.

Key performance metrics

All data as of October 31, 2023. Dollar amounts are in millions of dollars USD.

KPI	2023	2022	2021
Employee headcount	8,360	8,079	7,241
Voluntary turnover rate	4.4%	9.4%	8.6%
Percentage of positions filled with internal candidates	14%	18%	18%
Percentage of positions filled by females	26.6%	27.1%	22.1%
Percentage of positions filled by early-in-career individuals	33.1%	53.9%	49.6%
Employee engagement score	83	81	83
Percentage of employees who participated in the employee engagement surveys	84%	77%	72%
Total remuneration	$1,183	$1,128	$1,088

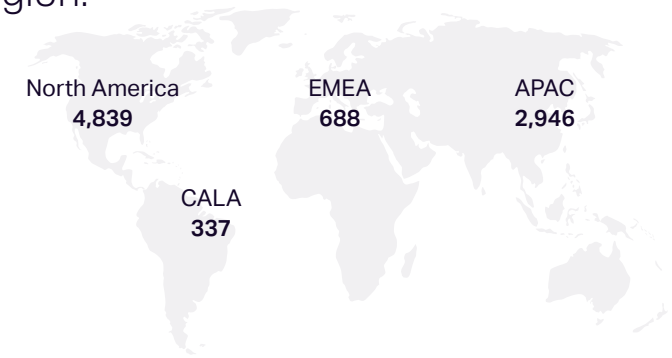
A group of interns at our Ottawa, Canada office

Employee snapshot

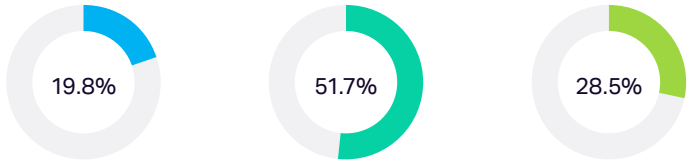
8,360 employees worldwide

8,299 full-time, **61** part-time

By region:



By age range:



Ages 30 and under | Ages 31–50 | Ages 51+

Retaining and promoting talent

In 2023, our voluntary turnover rate was 4.4%, a 5.0 percentage point decrease from the previous year. The decrease in our voluntary turnover rate benefited from our continued investment in our people and changes in the job market compared to 2022. Our turnover with our top performers and high-potential talent also remains low.

We understand the importance of career development for our people and actively support internal mobility. We post all job openings internally first and give priority notice to all internal candidates on their progress through the recruitment process. In 2023, we filled 14% of our open positions with internal candidates.

People and Culture team members connect during a business summit at our Gurugram, India office

Employee engagement

In 2023, we conducted two employee pulse surveys related to employee engagement and our sustainability and inclusion efforts. These surveys help us to understand what is important to our people and how we can support them in their careers.

Our employee engagement score in 2023 was 83, a two-point increase from 2022 and five points above the industry benchmark determined by our third-party survey administrator. Based on the feedback in our employee surveys, we learned that our people value flexibility, are confident in Ciena's leadership, and are satisfied with our sustainability and inclusion efforts. The feedback also highlighted areas for improvement, including providing more opportunities for personal development and remote collaboration and connection, and taking time to celebrate our wins. We are addressing these topics by providing resources to facilitate conversations between individuals and managers on their performance, development, and engagement. As we move forward, we will continue to ensure employees and managers have the resources they need to enhance their development opportunities.

Compensation and rewards

We design our Total Rewards programs to drive performance and provide a competitive advantage to attract, retain, and motivate talent. Our total compensation, including salaries, variable compensation, and benefits, was $1,183 million in 2023. We remain transparent with our employees on their compensation through our Salary Range Tool, which shows market reference ranges for compensation by job type, level, and geographic region.

Recognizing our people

Our Bravo! recognition program allows our people to express appreciation for each other through peer-to-peer recognition. Colleagues can send another team member a reward to express gratitude for their hard work and for living Ciena's core values: Customer First, Integrity, Agility, Innovation, and Teamwork. In 2023, 2,334 people nominated a colleague for a Bravo! award for a total of 11,425 awards. Managers can also recognize exceptional efforts of others with a monetary benefit through Spot Awards.

Talent development

We create opportunities for our people's growth and development at all stages of their careers. Our people and culture teams provide resources to help individuals and managers facilitate career growth conversations, ensuring team members are well-equipped to reach their professional aspirations. We also offer a range of development tools and programs for employees at every stage of their careers. Our development programs include:

- Early-in-career development programs for sales, engineering, and IT graduates and a Friends and Family Student Referral Program, where employees can refer students they know for short-term intern positions to gain valuable work experience. In 2023, we hired 313 interns through the Friends and Family Student Referral Program and 90 new graduates.
- A Management Development Program and a Leadership Development Program that helps people be effective leaders, foster cross-functional collaboration with their teams, and enhance their communication skills. In 2023, 153 people participated in these programs, of whom 78% were male and 22% were female.
- Sales curriculum training to help refine the sales skills of both new and experienced sales individuals. In 2023, we delivered five sales curriculum workshops with 464 attendees, of whom 86.9% were male, 12.9% were female, and 0.2% did not wish to self-identify.
- A mentorship program that allows employees to sign up as either a mentor or mentee.
- BetterUp Coaching where employees are paired with a professional coach to work on identified goals and development needs. In 2023, 217 individuals were paired with a coach through BetterUp Coaching, resulting in 1,691 coaching hours.

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- A job shadowing program that allows individuals with aspirations for a different role to follow and observe someone in their desired role during a typical day or while working on a project, allowing them to learn about the responsibilities and skills needed for that specific role or function.
- A high-potential tool that helps managers identify individuals who exhibit qualities for future leadership potential.
- Percipio Learning Hub with resources on multiple business functions and development topics.
- Online learning modules through our Leaning Management System on Ciena technology and processes, Ciena-related certification tracks, and various lessons on personal development and skills.
- Branch Out micro learnings on professional development, personal growth, and diversity and inclusion.
- Self-paced management development content based on new and emerging themes for managers.

Tuition reimbursement

For our people who wish to continue their education and enhance their learning, we offer tuition reimbursement for single courses, certifications, one- or two-year diplomas, and three- or four-year degrees. Our tuition reimbursement benefit is available for all full-time and part-time employees and covers courses or certifications related to their current position or career path within Ciena. As part of the program, Ciena can reimburse tuition, books, materials, and lab fees up to $10,000 per person for each calendar year.

Ciena Digital University

Our Ciena Digital University provides our people with the opportunity to learn about emerging technologies, data literacy, user experience, and digital productivity from their colleagues who are subject matter experts on these topics. Ciena Digital University offers breakout sessions and workshop training, surveys, interactive courses, and Ciena use case demonstrations to upskill our people's knowledge. In 2023, 396 employees participated in the program.

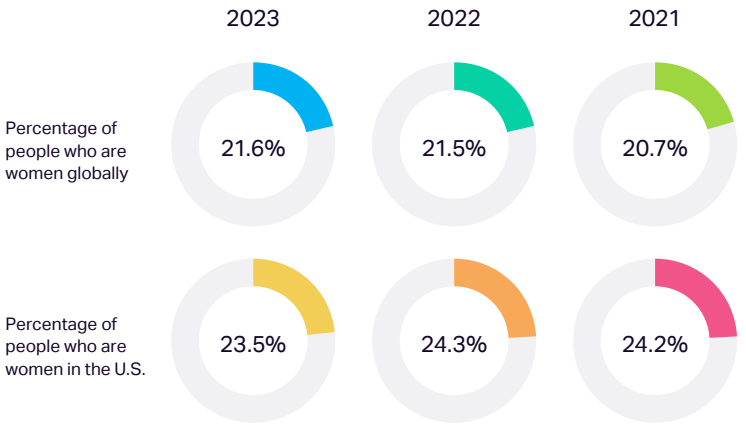
Diversity, equity, and inclusion

The most innovative ideas occur when diverse viewpoints come together. We are committed to a fully inclusive and non-discriminatory workplace as outlined in our Code of Business Conduct and Ethics, and strive to create a culture where everyone can belong and truly be themselves. Our President and CEO has also signed the CEO Action for Diversity and Inclusion pledge, showing our commitment to supporting an inclusive workplace for all people.

Our diversity, equity, and inclusion (DEI) team reports to our Senior Director of Employee Experience and is responsible for our global DEI programs and initiatives. Additionally, our Global Inclusivity Council—comprised of diverse cross-functional team members and co-chaired by our Senior Vice President, General Counsel, and interim Chief People Officer and our Senior Vice President and General Manager of Blue Planet—drives our diversity strategy and promotes inclusive behavior, allyship, and psychological safety.

Team members from our Next at Ciena employee resource group

Gender representation and pay equity



	2023	2022	2021
Pay equity ratio women to men globally	0.99:1	1:1	0.96:1
Pay equity ratio for visible minorities to people who are White (U.S. only)	1.01:1	1.01:1	1:1
Pay equity ratio for people who are Black to people who are White (U.S. only)	0.98:1	1.01:1	0.97:1

All data as of December 31, 2023.

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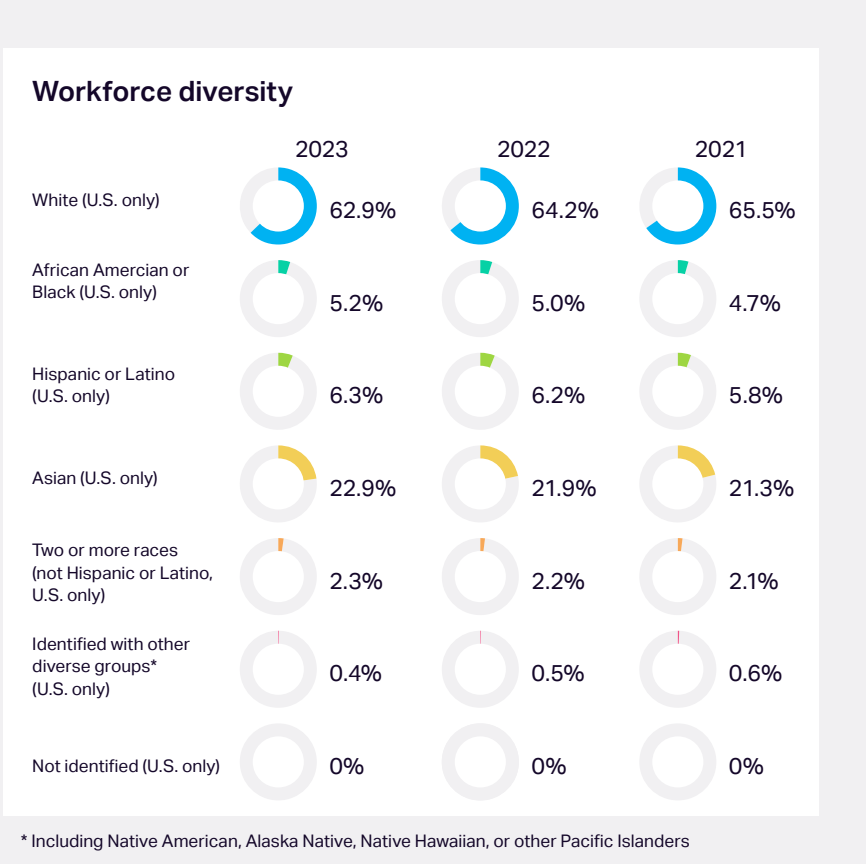
Our performance

In 2023, we increased the percentage of women globally by 0.1 percentage points from the previous year. Within the United States, we have collected diversity data from 1,890 employees reflected in the chart below. During the last year, we have seen an increase in the number of employees who are Asian (up 1.0 points) and who are African American or Black (up 0.2 points), while our other diverse groups remain on par with the previous year.



All data as of December 31, 2023.

Self-identification

To better analyze and report our workforce data on a more global scale, in 2023 we launched a self-identification questionnaire within our Workday employee management system for employees in Australia, Canada, Japan, India, the United Kingdom, and the United States. Completion of the questionnaire is voluntary and includes questions related to race, ethnicity, disability status, veteran status, gender identity, and sexual orientation. Information collected will allow us to better analyze the effectiveness of our recruitment efforts, deepen our knowledge about the impact of our programs, and provide a transparent report of our demographics for employees, customers, and regulatory bodies.

Pay equity

Every year, we evaluate our pay equity based on gender globally and ethnicity within the United States. Our assessment considers factors such as roles, performance, and location, which helps us determine whether employees with comparable roles and performance are receiving fair and equitable compensation.

In 2023, our assessment found that the pay equity ratio between women and men was 0.99:1. Additionally, we found that people who identify as a visible minority in the United States are paid at a ratio of 1.01:1, and people who are Black are paid at a ratio of 0.98:1, in each case, as compared to employees who are White. As we look to 2024, we will take steps to address pay equity gaps.

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Recruitment and hiring

We promote diversity in our recruitment and hiring practices and seek candidates from varied backgrounds, perspectives, and skills. We make efforts to ensure our job descriptions are inclusive and include gender-neutral language to attract a more diverse range of applicants. We also make our recruitment processes accessible, encouraging candidates to make accommodation requests so that we can better support them through the process. Our talent acquisition teams also collaborate with our DEI team to provide unconscious bias training for all of our hiring managers to ensure a fair evaluation of all candidates through the recruitment process.

In addition, our talent acquisition teams have relationships with organizations that can connect us with a diverse pool of applicants and participate in job fairs that cater to diverse groups. As an example, our early-career talent acquisition team collaborates with university student organizations that have a focus on diversity, including:

- Georgia Institute of Technology Diversity First Career Mixer
- Atlanta University Center Consortium Career Fair
- Women in Engineering at Carleton University
- Society of Women Engineers at Georgia Institute of Technology
- Georgia Tech National Society of Black Engineers
- Memorial University National Society of Black Engineers
- Leadership Council on Legal Diversity
- Institute of Electrical and Electronics Engineers (IEEE) Women in Engineering Networking Night

In addition to campus engagements, our talent acquisition team uses the RippleMatch platform to connect our job postings with diverse candidates from more than 1,700 universities in the U.S. This tool also provides metrics on our job posting attraction and engagement rates with diverse talent, helping us determine the efficacy of our postings with diverse candidates.

Thrive Development Program

Our Thrive Development Program is a six-month skills-development program designed to help advance the careers of individuals from underrepresented groups by providing one-to-one coaching and professional workshops. The program helps strengthen skills in self-awareness, emotional intelligence, communication style, and leadership presence. In 2023, 50 people graduated from the program, totaling 110 graduates since 2021. In 2024, 50 additional people will participate in the program.

Having taken part in 2023´s Thrive Program has not only helped me develop leadership skills but also gain more confidence in myself to dive into new projects at work.
— Constanza Ravera, Legal Specialist, Global Employment

Allyship

We are committed to promoting allyship and provide tools and resources to help our people understand how to empathize and act for others. In 2023, we hosted four internal Allyship Coffee and Chats, where our leaders spoke candidly about the importance of allyship in their personal and professional lives. In addition, we encourage our people to make an Allyship Pledge to demonstrate their commitment to their colleagues. In 2024, we will continue to host Allyship chats and will increase our communications around our Allyship Pledge to help foster greater psychological safety and comfort for employees to bring their whole selves to work.

Supporting people with disabilities and neurodiversity

AccessAbility is a global team of cross-functional individuals who provide awareness training and help identify barriers for people living with a disability, neurodiversity, or a chronic illness. In 2023, AccessAbility provided resources for employees and managers to better understand the needs for their colleagues living with a disability, neurodiversity, or chronic illness, including checklists and information on how to make accommodation requests for themselves or a colleague.

During the past year, the team also identified the need to increase knowledge on neurodiversity and how to engage with individuals who are neurodiverse. In 2024, the team will continue to provide training and resources on neurodiversity for individual contributors, people managers, teams involved in providing accommodations, and our talent acquisition team.

> **I believe that accessibility is a core value, not a project, and it's now baked into the digital engagement team's DNA.**
> — Chinedu Mkpuluma, Digital Marketing Specialist and AccessAbility team member

Employee Resource Groups

Our Employee Resource Groups (ERGs) are employee-led groups dedicated to supporting the growth, empowerment, and visibility of underrepresented individuals. Our ERGs play a pivotal role in driving awareness, fostering allyship, creating a sense of belonging, and demonstrating our dedication to diversity, equity, and inclusion. We currently have seven ERGs, including:

Women at Ciena

Women at Ciena focuses on empowering women through personal development and connecting and networking with others. There are six regional chapters of Women at Ciena that host internal events for professional development, networking, and community outreach. Each year, our Women at Ciena team hosts a global all-day event to celebrate International Women's Day, featuring external speakers to share their insights and experiences related to growth and development. Our 2023 event focused on how we can embrace equity for all women in the workplace.

This past year our Women at Ciena chapter in London, U.K. hosted its annual networking luncheon with customers and business partners to discuss how sponsorship can benefit women in the workplace. Our Women at Ciena group also brings their expertise to the community to teach young girls about careers in STEM. For instance, our team in London regularly volunteers with Academy Achievers, an organization that provides STEM-related opportunities to girls from vulnerable and disadvantaged communities. In Ottawa, our team hosts an annual "Introduce a Girl to Engineering Day at Ciena," engaging high school and middle school girls in interactive workshops, demonstrations, and lab tours related to software, electronics, hardware, and photonics.

Our Women at Ciena team in Ottawa during our "Introduce a Girl to Engineering" day

Black at Ciena

Black at Ciena strives to create an environment that values, encourages, and leverages diverse perspectives and experiences, and helps increase the representation and contribution of our colleagues with Black or African heritage. The group also helps drive recruitment of people in the Black and African community by forging relationships between our talent acquisition teams and the National Society of Black Engineers. In 2023, the group hosted a virtual internal event for Black History Month that discussed the importance of removing barriers in the workplace and facilitating career growth for underrepresented people. As part of the group's community outreach activities, they have teamed up with three Atlanta public schools to provide technology and resources for the Ciena Solutions Challenge.

Next at Ciena

Next at Ciena is our community for early-in-career individuals and allies that fosters learning, collaboration, innovation, diversity, and career growth. In 2023, members of Next at Ciena participated in a Sustainability Design Thinking Program, where they worked to address sustainability challenges at Ciena, develop solutions, and implement them with our environmental team. They also hosted numerous networking events to foster greater connection and collaboration with their peers.

Pride at Ciena

Pride at Ciena supports our LGBTQ+ individuals as well as employees who have family, friends, or colleagues who are part of the community. In 2023, Pride at Ciena hosted a global internal virtual event to celebrate Pride Month with an external speaker who discussed their life and career as someone part of the LGBTQ+ community. Along with this event, our Americas chapter marched in the Ottawa Pride Parade to show their support for the Pride community and took an active role in the Out & Equal Workplace Summit by representing Ciena as a sponsor of the event.

Pride at Ciena march in the Ottawa Pride Parade

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Latinx at Ciena

Latinx at Ciena aims to develop, both professionally and personally, our Latinx individuals and allies, while also giving back to our local Latin communities. The group hosts events to drive cultural awareness of the Latinx experience, professional development, networking, and community outreach. In 2023, the group celebrated Hispanic Heritage Month with a global internal virtual event with an external speaker to discuss the Latinx experience in the workplace.

Vets at Ciena

Vets at Ciena recognizes and connects our colleagues who have served their countries in the military. Vets at Ciena provides an environment where members can share their experiences, while also providing opportunities for development, recruitment, and retention of veterans. In 2023, the group acted as a presenting sponsor of the Robert Irvine Foundation's Red Wine and Blues dinner, helping to contribute to food, wellness, community, and financial support programs for service members and veterans in need.

Asian at Ciena

In 2023, we launched our Asian at Ciena ERG, which focuses on promoting the development of our colleagues with Asian heritage and celebrating Asian culture and achievements. Through this ERG, our Asian team members can share their unique cultural heritage through awareness events, networking opportunities, and community outreach initiatives.

> **Co-leading Asian at Ciena has re-energized me by helping me feel more connected to the people at Ciena. We've already received positive feedback that the ERG provides a sense of belonging, and now people with Asian heritage have a place to gather, share, network, and be seen.**
> — Susan Walderich, Global Co-Lead of Asian at Ciena

> **As a Global Co-Lead of Asian at Ciena, I am enthusiastic and optimistic about the group's future and its positive impact on our colleagues of Asian heritage and beyond.**
> — Daisy Gao, Global Co-Lead of Asian at Ciena

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Wellbeing

Our holistic wellbeing program focuses on the physical, emotional, social, and financial aspects of our people's lives, enabling them to thrive both in and out of our workplace. Our wellbeing programs are overseen by our Vice President of Total Rewards, who reports to our interim Chief People Officer.

Key metrics

All data as of October 31, 2023.

KPI	2023	2022	2021
Percentage of people enrolled in our Virgin Pulse wellbeing platform	60%	55%	34%

Ciena team members in Montreal cycle each year to help fund cancer research

Employee benefits

We provide all of our regular full-time and part-time employees and their dependents with comprehensive benefits designed to be competitive. These benefits vary by country but include medical, dental, vision, life, and disability insurance, flexible spending accounts, retirement savings plans, and voluntary benefits such as our Employee Stock Purchase Plan (ESPP), group legal, accident, critical illness, hospital indemnity, and ID theft, long-term care, auto, and home insurance. We also offer business travel protection for any medical or security emergencies that happen while an employee is traveling outside of their home country for business.

Our ESPP allows all regular full-time and part-time Ciena employees in an eligible country with a minimum of three months of service to become shareholders of the company by purchasing Ciena stock at discounted prices. In 2023, our benefits team refreshed our communications around the ESPP to increase participation in the program. In 2023, 57% of eligible employees participated in our ESPP.

In addition, our compensation program includes an Incentive Bonus Plan and Equity-based Incentive Compensation. We determine the Incentive Bonus Plan each year based on our business's financial performance against our operating plan and key performance objectives set by our Board of Directors that advance our long-term strategy. Individual employee payouts from the Incentive Bonus Plan are based on the employee's target incentive defined by their role and responsibility, their eligible earnings during the performance year, and their performance as measured against their goals. Equity-based Incentive Compensation allows employees nominated by executive leaders to receive Restricted Stock Units (RSUs) convertible into Ciena's common stock.

To attract and retain employees at all levels, in recent years we began granting Equity-based Incentive Compensation deeper within the organization and to more employees. As a result of this expansion, the overall target delivered value of annual equity awards to non-executive employees increased by 247% between 2020 and 2024. In addition,

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Colleagues got together to run, walk, and cheer on their peers during the Verizon Corporate Classic 5K

the number of non-executive employees who received annual equity awards increased from 21% in 2020 to approximately 50% in 2024. The Compensation Committee of the Board of Directors has ultimate authority to approve and grant equity-based awards to our executive and non-executive employees. In 2023, our Board of Directors amended both the Incentive Bonus Plan and the Equity-based Incentive Compensation Plan to address and provide certain benefits in scenarios including employee retirements or the elimination of a position because of a reorganization or reduction in force.

Flexible workstyles and paid time off

We have embraced flexibility when it comes to where, when, and how our people work. A 2023 pulse survey told us that 91% of our people appreciate this flexibility and feel satisfied with their ability to choose where and when they work. Our Workstyle Policy applies to all employees and allows them to choose a hybrid or remote workstyle. The policy aims to foster an autonomous, flexible work environment centered on performance outcomes achieved through individual trust. To support our people's workstyles, we offer a one-time workstyle allowance of $500 USD (or local equivalent) to all new full-time and part-time employees, assisting them in setting up an appropriate home workspace.

In addition to our Workstyle Policy, we offer flexible paid time off (Flex PTO) to regular full-time and part-time employees globally, with the exception of those based in Korea where they receive accrued annual leave over the calendar year. Flex PTO eliminates the concern of depleting annual leave, as it is a non-accrued, uncapped, and discretionary paid time off benefit, allowing our people to take leave as needed.

Our wellbeing programs and platforms

We support our people's wellbeing with programs and resources to help them and their families thrive. We give our employees access to the Virgin Pulse platform to track physical activity, participate in fitness challenges, and receive rewards for their participation. While on Virgin Pulse, employees can also access the Enrich financial wellness platform

Our Ciena softball team in Atlanta

along with RethinkCare, a platform that supports behavioral and mental health and neurodiversity. As of October 31, 2023, 60% of our people are using Virgin Pulse. Along with our global wellbeing platforms, we offer employees physical and financial wellness reimbursements, which they can use to help reach their wellbeing goals, including gym memberships, fitness equipment, massages, physical and financial coaches, accountants, and more. In 2023, 71% of eligible employees used their physical wellness reimbursement.

In addition, our Work-Life Support Hub provides our people and their families with holistic wellbeing resources for people at all stages of life. Ciena's Work-Life Support Hub includes topics such as health and wellbeing, family planning, grief and loss, home transitions, and planning for a career change. The hub also provides direct access to all our wellbeing platforms as well as Ciena's Employee Assistance Program (EAP).

Supporting mental health

Ciena's Employee Assistance Program (EAP) provides mental health and work-life services, including personalized care plans, confidential therapy and coaching sessions, 24/7 crisis support, and more, for regular full-time and part-time employees and their covered family members. Through our EAP, Ciena covers up to six professional therapy sessions and six motivational coaching sessions for an individual and each of their family members. We also offer our people access to free live webinars on topics related to mental and emotional wellbeing. Additionally, we provide our people managers with tools to talk to their teams about wellbeing and mental health through our leadership development programs.

Global Family Leave

We offer our people a suite of Global Family Leave options to support them during significant life events, such as welcoming a new child, caring for a family member, or grieving the loss of a loved one. Our Global Family Leave programs provide a minimum level of benefit in every country we operate in and are available for all active full-time and part-time employees contracted to work at least 20 hours or more a week. In 2023, 156 employees took family leave.

We offer new mothers 18 consecutive weeks of fully paid leave from the date of birth, providing time to both recover and bond with their newborn child. After 18 weeks, new mothers are eligible for a phased-in return-to work arrangement, which enables them to work 80% of their full-time work schedule while still receiving 100% of their base pay. We offer non-birth parents ten weeks of bonding leave, also paid at 100% of their base pay. Also, our Adoption Assistance program provides adoptive parents with financial assistance of up to $10,000 to help with the adoption process, along with ten weeks of paid leave.

In addition, we offer up to four weeks of Carer's Leave at full pay for employees who need to care for a family member with a serious health condition. For those grieving the loss of an immediate family member, our Bereavement Leave allows employees two consecutive weeks of leave paid at 100%. All our leave benefits are supplemental to all statutory provisions.

Part-time working and retirement readiness

Full-time employees can request a part-time work arrangement as they transition into retirement, experience personal life changes, or return to school. The individual and their manager work together to determine the adjusted work schedule and scope while remaining eligible for an annual bonus at their pro-rated salary.

To aid our employees' retirement objectives, we offer participation in company-sponsored retirement plans. Furthermore, employees based in 18 of our countries who are over the age of 60 with a minimum ten years of Ciena service, are entitled to receive all unvested stock awards upon retirement, provided they give a minimum of 12 months' notice.

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Employee health and safety

We are committed to providing a healthy and safe workplace across all aspects of our business. Our Health and Safety Policy communicates how we are engaged, responsible, and proactive in preventing work-related incidents for our employees. Our Corporate Health and Safety Committee includes global cross-functional team members and is responsible for overseeing and enforcing our health and safety policy and programs.

Key performance metrics

All data as of October 31, 2023.

KPI	2023	2022	2021
Total recordable injury rate	0.02	0.03	0
Job-related fatalities	0	0	0

In 2023, our total recordable injury rate was 0.02, and we had no job-related fatalities. Our industry is considered low risk for health and safety incidents as our insurance premiums and number of lost time injuries remain low with no impact on our productivity. Our most common injuries being slips, trips, falls, and vehicular accidents.

Hazard identification and risk management

In addition to overseeing and enforcing our health and safety policy and programs, our Corporate Health and Safety Committee identifies and manages health and safety risks in our workplace and comprises the participants listed below.

Corporate Health and Safety Committee

Director of Enterprise Management Systems
- Assures continued compliance with our Health and Safety Policy and procedures

Global Health and Safety team
- Represent regional site health and safety needs across North America, the Caribbean and Latin America, Europe, the Middle East and Africa, India, and Asia-Pacific and Japan

Local Site Coordinators
- Represent local site health and safety needs

Group Representatives
- Cross-functional and diverse group of employees and site management to represent health and safety needs to local site coordinators

Our global health and safety team and local site coordinators review site-level risks annually as well as when significant changes occur, such as new locations or work environments, additional or redesigned office spaces, process changes, major changes to organizational structure, and any legislation or regulatory updates that affect the site.

If an incident occurs, employees are responsible for reporting it to our global health and safety team using our reporting tools and forms. The team then reviews the incident report to determine the cause and facilitates corrective actions to mitigate the incident from occurring again. In 2024, our health and safety teams will focus on evaluating risks for those working outside of a Ciena office, whether that is at home or in a shared workspace operated by a third party.

Employee training and education

We educate our employees on our Health and Safety Policy in our onboarding process and provide reminder training throughout the year. Additional training and education is facilitated for those who have roles that may qualify as higher risk, such as working in labs or at network sites. In addition to our training, we provide a Hybrid-Remote Risk Assessment Checklist for our employees to help them assess risks that may arise from their home or hybrid work environment and provides guidance on how to set up their workstations.

Audits and certifications

We remain committed to upholding our Health and Safety principles of being engaged, responsible, and proactive in assessing and responding to health and safety risks and incidents. To achieve this, we regularly review and update our policies and procedures to align with local laws and regulations, ensuring our operations are safe and responsible.

We conduct annual evaluations of our facilities, considering both environmental factors, impacts, and health and safety risks. We also perform rigorous audits of our programs through internal and external audits. We have achieved certification for the TL 9000, ISO 14001, ISO 45001, BCP ISO 22301 standards and are accredited to UK Safe Contractor.

Emergency alert system

In 2023, we introduced new emergency mass-communications software that allows us to easily communicate with all impacted employees through a simple, two-way, multi-channel messaging interface in an emergency, such as an extreme weather event. Our teams can deploy a message on various channels, including voice, text, email, and mobile app to alert our employees of an emergency that could impact them. The software also allows for two-way communication with our employees so they can notify us if they have been impacted and need help. If an employee needs help during an emergency, our people and culture teams are responsible for taking the appropriate response.

Employee health services

For our employees who work in roles considered higher risk, such as installing and repairing equipment in customer networks, we cover the costs of a surveillance medical exam in countries where it is regulated. This allows our employees in high-risk jobs to routinely check on their physical wellbeing to ensure they remain healthy.

Community investment

We recognize that our people have a passion for giving back, and we help amplify their commitment through our Ciena Cares giving and volunteering program. Our Social Impact team manages our community investment initiatives and we have a committee of Ciena Cares Champions who engage our people in activities to support their local communities.

Key performance metrics

All data as of October 31, 2023. Dollar amounts are in millions of dollars USD.

KPI	2023	2022	2021
Total employee donations committed	$1.15	$1.31	$0.86
Company match and volunteer rewards	$1.81	$1.94	$1.69
Other company donations	$2.33	$2.01	$1.33
Total donations	$5.29	$5.26	$3.88
Number of volunteer hours	35, 011	35,936	37,302
Number of participants in our Ciena Cares program	4,001	3,008	2,640
Number of employees who made a donation	3,506	2,311	2,113
Number of employees who volunteered through our Ciena Cares program	1,807	1,961	1,856

Team members in Manila, Philippines clean up a local park

Ciena Cares

Our Ciena Cares volunteering and giving program supports our people in being who they are—people who are passionate about making a difference in the communities where we live and work. Our program offers our people the following benefits:

- 1:1 matched giving
- Volunteer rewards of $25 per hour volunteered
- Volunteering time off
- New hire giving rewards of $20 per person
- Up to $5,000 in matched giving and volunteer rewards per year

In 2023, 4,001 people participated in our Ciena Cares program, up 33% from the previous year and representing 48% of eligible employees. This engagement resulted in a total impact of $2.96 million through employee donations, matched giving, and employee rewards, and 35,011 hours

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A group of colleagues in Hanover, U.S., volunteer at a local farm

spent volunteering in our communities. According to Benevity, our giving and volunteering platform provider, our employee participation rate surpasses the telecommunications industry average by 30 percentage points, showing that our people are highly engaged and committed to making a difference through the Ciena Cares program.

As a testament to the strength of our Ciena Cares program, in 2023 we were nominated for two of Benevity's Corporate Goodness Awards, including the People Power Award and the Community Hero Award. The People Power Award recognizes our employee-first culture that engages and empowers our people's passion for giving back, and the Community Hero Award recognizes our progressive approach to community investment. Read more about our nominations here.

Ciena Cares Champions

Our Ciena Cares Champions are a group of passionate individuals who engage employees in giving and volunteering at a local level. We have 50 Ciena Cares Champions across the globe. Read what some of them had to say about the program and their involvement.

Ciena Cares is a brilliant part of our employee engagement. I've had the opportunity to meet co-workers, have fun, and give back to my community. As a Ciena Cares Champion, I've had the opportunity to help build out meaningful programs for employees to participate in while working towards our goal of making a difference. Doing good makes you feel good. I love that it is a part of our culture, and everyone jumps in to participate.
— Shawn Tylka, Ciena Cares Champion in the United States

Volunteering through Ciena Cares provides me with a sense of purpose and is the most rewarding factor to live a fulfilling life. Whether volunteering, donating, or fundraising, Ciena Cares is a great platform for all of them. Giving in simple ways can help those in need and improve your health and happiness. The constant support from leadership to 'Go Do Good' is inspirational.
— Samyukta Veera, Ciena Cares Champion in India

Being part of this program gave me the opportunity to reconnect with community service. I really appreciate that Ciena provides their employees precious time to do good and spend quality time with their colleagues from the office. Seeing the results and impact we cause after each activity makes me really proud of the team. I love being part of Ciena Cares.
— Agustina Cabrera Rojo, Ciena Cares Champion in Argentina

Altruism, meaningful connections, and winning hearts and minds—this is why I'm a Ciena Cares Champion. I've championed our innovative online volunteering platform, building virtual volunteering communities that allow us to do good on demand, making every minute matter, whether at home, work, or traveling. Having the opportunity to enable a global network of diverse, like-minded, and generous colleagues is humbling.
— Mohammad Abdul Munim, Ciena Cares Champion in the United Kingdom

Our people in action

Go Do Good Month

Our teams across the globe came together in September 2023 to volunteer and give back to their local communities for our "Go Do Good Month." Team members leveraged our volunteering time off benefit to help make a positive impact while building even stronger connections with one another. Throughout the month we had 46 organized volunteer events across the globe, including sorting food at local food banks, building wildlife shelters, and virtual volunteer opportunities for our remote employees. We had 737 employees participate in this effort, volunteering 5,443 hours across 135 different charitable organizations. Watch this short video to see how our teams made an impact.

Earth Month

For Earth Day in 2023, our people volunteered and raised funds throughout the month of April to help protect our planet. Across the globe, our people raised money for the World Wildlife Fund, removed exotic vegetation and planted trees at a nature reserve, cleaned their local beaches and parks, and helped at their local gardens and farms. Read more about our Earth Month efforts here.

Business meetings and summits

In 2023 many of our business summits, including our Global Leadership Summit, our Global Sales and Marketing Kick-Off, and Legal Summit incorporated volunteering into their events. These volunteer activities helped to make a positive impact in the local communities while also fostering teamwork and greater connections among colleagues who work in hybrid or remote environments.

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Our longstanding volunteer engagement

Ottawa Food Bank and Kanata Food Cupboard
Our teams in Ottawa regularly volunteer at the Ottawa Food Bank, where we sponsor a field at their farm, and the Kanata Food Cupboard to help those in the area struggling with food insecurity. Inspired by this regular engagement, our team members organized a golf tournament to raise funds for local food banks. In 2023, 251 of our colleagues in the Ottawa area showcased their golf skills and raised over $5,000 for the Ottawa Food Bank and Kanata Food Cupboard and donated two shopping carts filled with non-perishable items for those in need.

Our winning team from the golf tournament benefitting the Ottawa Food Bank and Kanata Food Cupboard

United Way Centraide Canada
Our team members in Montreal run an annual United Way Centraide Canada campaign to raise funds to help those living in poverty in the greater Montreal area. In 2023 the team raised an impressive $173,000 CAD through regular employee fundraising events, including an annual golf tournament, auction, and hockey game.

Team members in Montreal, Canada hit the ice for a charitable hockey game raising funds for United Way Centraide Canada

KidsOut
In the United Kingdom, our teams participate in volunteer and fundraising events with KidsOut, a charity that provides toys and games to children who have experienced domestic violence. Since 2017, our teams have participated in the British Toy and Hobby Association's annual Toy Fair Trolley Dash to support KidsOut. In 2023, the group helped collect, audit, and box 5,000 toys in record time. Additionally, a Ciena team participated in KidsOut's *5 Countries 5 Days Bike Ride* fundraiser, where they rode throughout the United Kingdom to help raise funds for kids. Read more about our collaboration with KidsOut here.

Team members collecting toys during the Toy Fair Trolley Dash supporting KidsOut in the United Kingdom

Digital inclusion

As we advance our network technology and boost global connectivity, we remain dedicated to helping close digital gaps that still exist in underserved and remote communities. Launched in 2020, our Digital Inclusion program commits $10 million over a five-year period to unlock opportunities for underserved youth through digital access, tools, and learning. With this program, we aim to enable greater opportunities for 100,000 students globally. Our Social Impact team manages our Digital Inclusion program.

Key performance metrics

All data as of October 31, 2023. Dollar amounts are in millions of dollars USD.

KPI	2023	2022	2021
Investment in Digital Inclusion	$2.33	$1.76	$1.33
Number of individuals impacted since program beginning	120,000	60,000	40,000

Digital inclusion collaborations

We collaborate with nonprofit and charitable organizations around the world through our Digital Inclusion grants. Our teams across the globe nominate nonprofit or charitable organizations that help bridge the digital divide in their local communities, and our Social Impact team evaluates them based on their impact and fit to our mandate. In 2023, we supported 14 organizations through our Digital Inclusion grants, bringing the total number of people impacted by our program to approximately 120,000 since the program inception in 2020.

Teaming up with our customers to close the digital divide in the South Pacific

In 2023, we teamed up with some of our customers to increase connectivity and access to technology for students in New Zealand, Fiji, and the Cook Islands. Learn more about these projects below and in this article.

Ciena Jump for Students Fund

In collaboration with Spark New Zealand and its Skinny Jump initiative, Ciena extended its support of the Ciena Jump for Students Fund in 2023. The Ciena Jump for Students Fund provides students with a Skinny Jump wireless modem and a free broadband connection, including 210GB of data per month, giving them the opportunity to flourish academically.

Project Semata

Working with Southern Cross and Digicel Fiji, we launched Project Semata in March 2023, which will provide high-speed internet access and online learning resources to three schools in Savusavu, Fiji over the next two years. This initiative is especially significant as only a small percentage of students in these schools currently have access to the internet at home, thus opening doors to a world of knowledge that was previously out of reach.

Cook Islands Ministry of Education

Ciena has teamed up with Avaroa, BW Digital, and Vodafone Cook Islands to support education transformation in the Cook Islands by providing improved internet capacity to the Ministry of Education for distribution to all schools and providers. Over the next three years, this collaboration with the Ministry of Education will support Cook Islands' educational institutions as they embrace digital learning.

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Ciena Solutions Challenge

A key initiative of our Digital Inclusion program is the Ciena Solutions Challenge, which we run in collaboration with Digital Promise. The challenge engages middle school and high school students in using critical thinking skills to find local solutions for global challenges identified in the 17 Sustainable Development Goals of the United Nations. Students present their ideas to a committee of Ciena volunteers that selects projects to receive a Ciena Solutions Challenge Sustainability Award of $2,500. The award allows schools to purchase technology, equipment, and other resources necessary to bring their projects to life. To celebrate the creativity and innovation exhibited by our Ciena Solutions Challenge participants, Digital Promise hosts a virtual YouthMADE Festival at the end of each school year. Since launching the challenge in 2021, more than 5,800 students and 77 educators from schools and youth organizations across 24 countries have participated in the program.

In addition, the Ciena Solutions Challenge Model Schools program provides middle schools and high schools with financial support to purchase STEM-related resources such as digital fabrication, coding, robotics, and production equipment to enhance the learning experience for students. As of 2023, we have supported three high schools in Ottawa, Canada, and three middle and high schools in Atlanta, Georgia in the United States.

Team members volunteer with the educators and students from our Ciena Solutions Challenge Model Schools in Ottawa, Canada

Responsible supply chain

It is important that we work with our suppliers to promote ethical business practices, ensure environmental sustainability, and safeguard human rights. We hold our suppliers to the same standards that we hold ourselves to when it comes to conducting business responsibly. We require that our suppliers adhere to the principles set out in the Responsible Business Alliance (RBA) Code of Conduct as well as those in our Supplier Requirements. Our global supply chain and procurement practices are managed by our Global Supply Chain Leader, who reports to our Senior Vice President of Global Products and Supply Chain.

Key performance metrics

All data as of October 31, 2023. Dollar amounts are in millions of dollars USD.

KPI	2023	2022	2021
Number of suppliers	9,913	9,499	8,783
Number of diverse suppliers	628	1,033	1,045
Spend with diverse suppliers	$100.3	$94.6	$55.3

Supplier onboarding, assessment, and monitoring

We assess new suppliers based on their financial, cybersecurity and privacy, and corruption risks, and conduct a review to ensure they are not included on any external blacklists. During onboarding, the supplier must sign a non-disclosure agreement and comply with our Supplier Guidelines, which outline our requirements across social, labor, ethical, and environmental topics. We reassess our suppliers annually and conduct media monitoring throughout the year.

RBA Code of Conduct

Included in our Supplier Guidelines is our Supplier Code of Conduct, which requires suppliers to operate in full compliance with the laws of the countries in which they operate as well as our social and environmental responsibility requirements. Our Supplier Code of Conduct requires our suppliers to adhere to the principles in RBA's Code of Conduct. As a member of the RBA, we can access supplier audits that provide information on our suppliers' working conditions, environmental responsibility, and commitment to continuous improvement and ethical business.

Conflict minerals

We are committed to ensuring responsible sourcing of the materials and components that we use to produce our products, including conflict-free sourcing and using smelters on the Responsible Minerals Assurance Process Conformant Smelter List. While we do not directly purchase Tantalum, Tin, Tungsten, and Gold (3TG), we work with a third party to conduct a Reasonable Country of Origin Inquiry (RCOI) annually to ensure our suppliers are not purchasing 3TG from sources that support armed groups in the Democratic Republic of Congo and other Covered Countries. Our Supplier Guidelines also outline our requirements that suppliers complete the Responsible Minerals Conflict Minerals Reporting Template (CMRT) annually. The CMRT includes questions on supplier engagement and requests a list of smelters and refiners that process the supplier's necessary 3TG. It also asks about their due diligence measures if we believe a supplier to have obtained 3TG from Covered Countries or are not from recycled or scrap sources.

Our most recent Conflict Minerals Report filed with the SEC can be found here.

Human rights

Our Human Rights Policy is guided by international human rights frameworks, standards, and principles to safeguard the rights of all our workers and supply chain. These standards include those in the U.N. Universal Declaration of Human Rights, including those contained within the International Bill of Rights, the U.N. International Covenant on Civil and Political Rights, the U.N. International Covenant on Economic, Social and Cultural Rights, the International Labor Organizations' eight core conventions and the International Labor Organization's 1998 Declaration on Fundamental Principles and Rights to Work. We also strive to operate

in accordance with the U.N. Guiding Principles on Business and Human Rights. Additionally, in the U.S. we recognize the principles set out in key legislation on human rights and the prevention of modern-day slavery and adhere to statutory requirements intended to prevent forced labor in our supply chain.

In 2024, our supply chain and procurement teams are creating guidelines related to forced labor and responsible procurement to further strengthen our programs.

Supplier sustainability assessment

We use EcoVadis, an independent sustainability ratings company, to provide supplier scorecards on the procurement, ethics, labor, human rights, and environmental performance of our suppliers. We use these scorecards to help identify the sustainability strengths and risks of our supply chain, which helps inform our supply chain strategy.

The suppliers we assess through EcoVadis account for 70% of our annual spend with direct suppliers. Of those suppliers with EcoVadis scorecards, 63% of our spend have a score within the top 50% of all suppliers assessed.

Ciena's supplier EcoVadis scorecard medals

Medal status	Status overall score	Spend percentage of assessed suppliers
No medal	<50	7%
Bronze	50–58	12%
Silver	59–69	16%
Gold	70–77	17%
Platinum	78–100	18%

Percentages relate to 70% of our annual spend with direct suppliers.

Supplier diversity

We designed our Supplier Diversity program to provide equal opportunities for small and minority owned businesses and ensure that our supply chain reflects the diversity of our people, customers, and the communities we serve. During the request for proposal (RFP) process, we invite our suppliers to provide information on the diversity of their operations. In 2023, $100.3 million of our supplier spend was with diverse suppliers, a 6% increase from the previous year.

Our diverse suppliers include those that are at least 51% owned and whose daily management and business operations are controlled by individuals who are:

- Socially or economically disadvantaged individuals (small disadvantaged businesses)
- Women or a group of women (women-owned businesses)
- Veterans (veteran-owned small businesses)
- Disabled veterans (disabled-veteran-owned small businesses)
- Minorities (minority-owned businesses)
- Historically underutilized business zone small business (HUBZone small business)

For small businesses that are located in a HUBZone, we require the company to be owned and controlled by one or more U.S. citizens, and at least 35% of its employees must reside in a HUBZone.

2023 SUSTAINABILITY REPORT

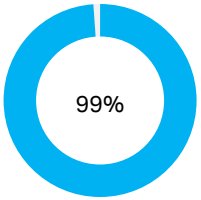
Governance

Governance

We believe that good corporate governance and ethics lead to trusted relationships and long-term growth and success. Our business practices are guided by corporate governance practices that drive a culture of integrity and establish the behaviors and ethical standards by which we hold ourselves, our people, and our business partners accountable.

Highlights

99% of our employees completed the Code of Business Conduct and Ethics training



30% of our Board of Directors are women, and two lead its standing committees

50% gender and ethnic diversity on our Board of Directors

Implemented a Generative AI Appropriate Use Policy and deployed CienaGPT to promote responsible use of this technology

Eight of ten directors are independent

Governance and ethics

Our corporate governance policies and procedures help drive a culture of integrity and set forth the behaviors and ethical standards by which we hold ourselves, our people, and our business partners accountable. Our Code of Business Conduct and Ethics outlines the standards we expect our employees and business partners to adhere to ensure we always act with integrity and achieve together the right way. In addition to our Code of Business Conduct and Ethics, Ciena's Board of Directors also abides by our Code of Ethics for Directors and we have a Code of Conduct for Senior Financial Officers.

Our Board of Directors has adopted Principles of Good Corporate Governance that address important aspects related to its composition, structure, and operation. Together with the charters for our standing committees, these documents guide our board procedures, responsibilities, and our commitment to acting in the best interest of our stockholders. The Board annually reviews these key governance documents to ensure that the Board's activities continue to reflect best practices and our stakeholder expectations. Our Senior Vice President, General Counsel, and interim Chief People Officer oversees our compliance and ethics programs, and our Senior Vice President, Chief Strategy Officer and Corporate Secretary oversees our corporate governance practices relating to our Board.

Our CEO, Gary Smith, with Dino DiPerna, SVP, Global Research and Development

Board and executive diversity

We are committed to diversity at the Board of Directors and executive levels of the company, recognizing that unique perspectives and diverse voices enhance our business performance. In 2023, we promoted two women to our executive leadership team and we appointed a new female director to our Board. As a result, Ciena's Board of Directors includes ten individuals, 50% of whom are ethnically diverse or female. Our Board includes three female directors, two of whom chair the Board's standing committees. These actions demonstrate our ongoing commitment to championing diverse leadership and fostering inclusive and balanced representation at all levels of our organization.

Board oversight of strategy and risk

Our Board is deeply involved in overseeing our short- and long-term strategy and regularly reviews Ciena's three-year strategic plan, annual operating plan, human capital management strategy, and our approach toward sustainability matters. At the same time, our Board believes that risk management is an important part of establishing and executing Ciena's business strategy. The Board has oversight responsibility for risks that could affect our corporate strategy, business objectives, compliance, operations, and financial condition.

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Board committees and key responsibilities

The Board operates with the following standing committees, each of which consists entirely of independent directors:

Audit Committee	Compensation Committee	Governance and Nominations Committee
• Assesses and monitors the quality and integrity of the company's accounting systems, financial information, and reporting practices • Reviews potential financial, legal, and regulatory exposure • Reviews and approves internal controls, internal audit, and our independent auditor, and oversees our internal audit function • Oversees our cybersecurity, data privacy, and information-technology-related controls and receives regular updates from our Chief Information Security Officer • Reviews reports from our whistleblower reporting hotlines and oversees procedures for receiving and investigating such reports • Reviews and approves transactions with related parties	• Oversees the company's compensation strategy, policies, and practices • Administers the company's compensation plans • Determines compensation for our Chief Executive Officer, and other members of the senior executive team, including review and approval of corporate goals and objectives applicable to executive compensation • Reviews and approves the compensation of the Board • Oversees the company's executive compensation clawback policies and procedures • Oversees and reviews risks relating to our workforce and compensation practices	• Oversees corporate governance policies, practices, and procedures • Identifies individuals qualified to be members of the Board, recommending director nominees for each annual meeting of the company's stockholders, and nominating candidates to fill vacancies on the Board • Reviews Board leadership structure and composition, and oversees the Board's self-assessment process • Facilitates Board's oversight of stockholder engagement practices • Provides oversight and direction for our compliance and ethics program • Oversees our executive Sustainability Leadership Committee, and stockholder engagement related to our sustainability practices

Ciena's Board of Directors governance practices

We believe in maintaining the highest standards of corporate governance to ensure accountability, fairness, and transparency with all of our stakeholders. As part of our commitment to uphold these principles, Ciena has adopted many strong governance practices, including:

- Eight of ten directors are independent and regularly conduct executive sessions without management or employee directors
- Separation of CEO and Chairman roles
- Lead Independent Director
- Limits on annual non-employee director compensation
- Minimum stock ownership requirements for directors and officers
- Proxy access rights for stockholders
- Majority voting in uncontested director elections
- Robust Board and committee self-assessments

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Key performance metrics

All data as of October 31, 2023.

KPI	2023	2022	2021
Code of Conduct and Ethics Training completion rate	99%	99%	100%
Percentage of our Board of Directors who are female	30%	30%	30%
Percentage of our Board of Directors who are ethnically diverse	20%	20%	20%
Percentage of our Board of Directors who are ethnically diverse or female	50%	50%	50%
Number of Board committees led by female directors	2	2	2
Political donations	$0	$0	$0

Board education

We inform and educate our Board of Directors on topics that are relevant to our company and stakeholders to ensure they continue to make the best decisions for our business and understand any relevant risks and opportunities. In 2023, we extended our standard Board education coverage to include sustainability and cybersecurity. With the approval of our greenhouse gas emission targets by the Science Based Targets initiative, our environmental sustainability team, together with a third-party expert, discussed evolving climate reporting practices, presented an overview of our environmental program, and provided insight into the Board's responsibilities in these areas. Similarly, our cybersecurity leadership, in partnership with a third-party expert, supplemented its quarterly reporting to our Audit Committee with an education session for our Board, covering our cybersecurity program and our practices for managing cyber risk.

Code of Business Conduct and Ethics training

Each year, our people must complete our mandatory Code of Business Conduct and Ethics training, which provides substantive education in key areas of compliance risk and reinforces our core value of Integrity. Our 2023 training covered important topics such as conflicts of interest, respectful communication online, fair competition, and preventing fraud, among other concepts. Our training is made available in multiple languages for our global employees. In 2023, 99% of our employees completed the training.

Compliance and Ethics program

Our Compliance and Ethics program strives to ensure that we are always doing the right thing across our business activities. Our program includes a wide range of topical and geographic compliance policies and procedures, including our Code of Business Conduct and Ethics, Insider Trading Policy, and Antibribery and Improper Payments Policy. We regularly review and refine our program to align with emerging areas of risk for our business, evolving legal requirements, and the lessons learned in our business operations. While our compliance policies outline the behaviors we expect from our employees, our executives and people managers have an added responsibility to model our core values and promote a workplace that encourages ethical conduct. We look to our executive leadership to set our 'tone at the top' and look to our people managers to reinforce this 'mood in the middle' to ensure that our strong compliance culture is deeply ingrained at every level of our organization.

Culture of integrity

Our corporate value of Integrity outlines the behaviors that define our culture and what we expect from each other. We expect our people to do the right thing, every time, holding ourselves accountable to the highest personal and professional ethics. We also recognize that our people managers have a great influence on our employees and can help guide these behaviors. We provide our people managers with tools that help them promote integrity, including our Managing with Integrity training

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program for new managers, the Leading with Integrity Manager's Toolkit, and targeted communications and gamified learning modules.

Generative AI

With the rise of ChatGPT and other generative AI tools in 2023, we provided clear guidance for the responsible use of this exciting technology by our employees. While generative AI has proven to be an intriguing and efficient concept, we recognize that these systems may collect data and learn from their interactions with users. We have adopted a Generative AI Appropriate Use Policy to avoid our employees inputting data that could be shared as future output to the public. This policy provides best practices and clear rules for the use of generative AI tools within our company. Additionally, we have introduced CienaGPT, which is a secure instance of ChatGPT deployed within Ciena's environment, allowing us to support generative AI uses with internal data. In 2024, we plan to pursue other internal opportunities to use this technology for operational efficiencies, including implementing an AI-powered chatbot to provide ticketless IT and People and Culture support.

Updated compliance policies

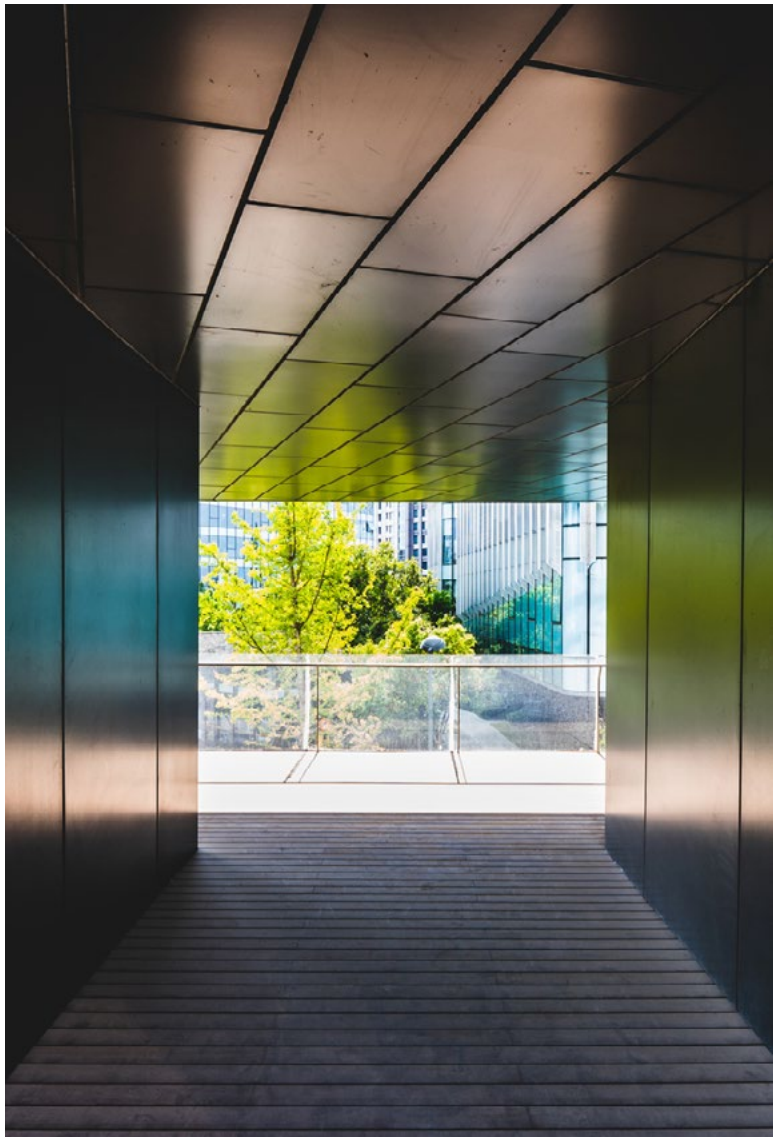
Our compliance teams annually review our governance policies and procedures to conform to industry standards and new laws and regulations. In 2023, we updated our Insider Trading Policy to align with best practices and completed a regular update of our Code of Business Conduct and Ethics.

Executive Compensation Clawback Policy

In 2023, the Compensation Committee of our Board of Directors approved an Executive Compensation Clawback Policy. The policy outlines circumstances under which our Executive Officers would be required to repay performance-based compensation erroneously paid to them in the event of an accounting restatement. The Board of Directors has adopted this Policy in accordance with the Securities and Exchange Commission's Clawback Rule and the related New York Stock Exchange Listing Rule.

Political donations and lobbying

Ciena's Code of Business Conduct outlines our policy and guidelines regarding political activities and donations. Ciena does not make contributions to political candidates or parties.



Privacy and cybersecurity

The security of our products and the privacy of our employees and customer information are of paramount importance. Our customers want to know that their networks are well protected from cyber-attacks and e-crimes and our employees want to ensure that their personal information is safeguarded.

Ciena's Privacy Policy outlines the way we gather, handle, and safeguard personal information. Our Information Security Policy describes the measures we take to secure Ciena's computing environment. We also maintain a comprehensive set of security controls to protect assets, including physical and intellectual property and our business records. We build our security program based on industry standards, principles, and frameworks, such as the National Institute of Standards and Technology's (NIST) Cybersecurity Framework, and ISO 27001.

Cybersecurity is managed by our Vice President and Chief Information Security Officer, who reports directly to our Chief Financial Officer. Privacy is managed by our Senior Vice President and General Counsel. Ciena's Security Advisory Council, comprised of executive leadership across the organization, meets bimonthly to review program developments and establish our risk management and tolerance levels. Our Audit Committee of the Board of Directors oversees the management of our cyber security, data privacy, and information technology controls and policies and receives regular updates on these subjects.

Cybersecurity strategy

Our cybersecurity strategy focuses on three primary areas:

- Do the right things and do them well: Understand the regulatory landscape and the needs of our customers while having the right framework and controls in place to assess and manage security risks.
- Protect Ciena from current and evolving threats: Deploy and monitor security controls and identify and remedy exposures and threats.
- Build trust in our products: Develop products with integrity while meeting and exceeding customer expectations and regulatory requirements.

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Cybersecurity risk management

Our security risk management team assesses our cybersecurity risks, including likelihood, impact, mitigation strategy, and treatment. They utilize enterprise governance, risk, and compliance solutions and leverage industry-leading tools to conduct cloud and container security, network detection and response, threat intelligence, application security, and various analytic assessments.

Cyberthreat landscape

Through internal and external resources, we routinely evaluate and update our cyberthreat landscape as new risks arise. Our cyberthreat landscape maps out different types of cyber threats considering their likelihood of occurrence and potential level of impact.

Commitment to continuous improvement

We regularly review our program to ensure compliance with evolving regulations and protect against emerging cyber threats. We operate in a dynamic threat landscape and conduct regular reviews focused on continuous improvement, including working with third party advisors that support our program.

Data privacy

The safeguarding of personal data is of utmost importance to our employees and customers, as it not only protects their information but also builds trust in our business operations. The NIST privacy framework informs our data privacy program, and we regularly make updates to our program, policies, and employee training to promote these principles and address new laws and regulations as they arise.

We maintain a dedicated privacy inbox for individuals to contact Ciena in case of a complaint or data subject access request. Additionally, we have incident response procedures and a centralized location for disclosing a potential internal loss or compromise. In 2024, we will expand our subject matter expertise and resources focused on privacy and intend to make enhancements to our Information Governance program and policies.

Privacy and cybersecurity employee training

We carry out regular security awareness training for our employees to maintain a state of readiness and alertness to address any cybersecurity or privacy incidents. This includes frequent exercises to detect phishing attempts and various awareness initiatives. In 2023, our privacy team hosted its first Data Privacy Day internal celebration featuring a discussion on our privacy program, how to report data and cybersecurity events, and how to recognize and combat identity theft. We also provide online trainings in our Learning Management System for all employees. In addition, our cross-functional incident response team meets regularly and performs simulation exercises, discussing their roles and responsibilities during a privacy or security emergency. The team also has a playbook available to understand how to best manage incidents.

Reporting index and forward-looking statements

Sustainability reporting index

This report was prepared in accordance with the Global Reporting Initiative (GRI) Standards, the Sustainability Accounting Standards Board (SASB), and the Task Force on Climate-related Financial Disclosures (TCFD). Our Sustainability Reporting Index lists where you can find information related to each indicator, including this sustainability report, Ciena's 2023 Annual Report, Ciena's 2024 Proxy Statement, or Ciena's 2023 CDP Submission.

Global Reporting Initiative (GRI)

Statement of use: Ciena has reported the information cited in this GRI content index for the period of November 1, 2022 – October 31, 2023 in accordance with the GRI Standards

GRI Standard	Disclosure	Location
2-1	Organizational details	Ciena Corporation About Ciena Ciena's 2023 Annual Report
2-2	Entities included in the organization's sustainability reporting	About this report
2-3	Reporting period, frequency, and contact point	About this report
2-4	Restatements of information	In 2023, there were no significant restatements of information made from previous reporting period.
2-5	External assurance	Our greenhouse gas emissions data has been verified with limited assurance by SGS, a third party providing inspection, verification, testing, and certification services. The verification letter can be found on our website.
2-6	Activities, value chain, and other business relationships	About Ciena Stakeholder engagement Products and services sustainability Responsible supply chain
2-7	Employees	About Ciena Talent management Diversity, equity, and inclusion
2-8	Workers who are not employees	Of Ciena's 8,360 employees in 2023, 1,932 were contract employees

GRI Standard	Disclosure	Location
2-9	Governance structure and composition	Ciena's 2024 Proxy Statement Sustainability oversight and management Governance and ethics
2-10	Nomination and selection of highest governance body	Ciena's 2024 Proxy Statement Governance and ethics
2-11	Chair of the highest governance body	Ciena's 2024 Proxy Statement
2-12	Role of the highest governance body in overseeing the management of impacts	Ciena's 2024 Proxy Statement Sustainability oversight and management Governance and ethics
2-13	Delegation of responsibility for managing impacts	Ciena's 2024 Proxy Statement Sustainability oversight and management Governance and ethics
2-14	Role of the highest governance body in sustainability reporting	Ciena's 2024 Proxy Statement Sustainability oversight and management Governance and ethics
2-15	Conflicts of interest	Ciena's 2024 Proxy Statement Governance and ethics
2-16	Communication of critical concerns	Ciena's 2024 Proxy Statement Governance and ethics
2-17	Collective knowledge of the highest governance body	Ciena's 2024 Proxy Statement Sustainability oversight and management Governance and ethics
2-18	Evaluation of the performance of the highest governance body	Ciena's 2024 Proxy Statement
2-19	Remuneration policies	Ciena's 2024 Proxy Statement Governance and ethics
2-20	Process to determine remuneration	Talent management Governance and ethics

GRI Standard	Disclosure	Location
2-21	Annual total compensation ratio	Ratio of annual total compensation for highest paid individuals to the median annual total compensation for all employees is 160:1.
2-22	Statement on sustainable development strategy	Letter from our President and CEO Our approach to sustainability
2-23	Policy commitments	Diversity, equity, and inclusion Responsible supply chain Governance and ethics Ciena's 2023 Annual Report
2-24	Embedding policy commitments	Diversity, equity, and inclusion Responsible supply chain Governance and ethics Ciena's 2023 Annual Report
2-25	Processes to remediate negative impacts	Responsible supply chain Governance and ethics Privacy and cybersecurity Ciena's 2023 Annual Report
2-26	Mechanisms for seeking advice and raising concerns	Ciena's 2024 Proxy Statement Governance and ethics Privacy and cybersecurity
2-27	Compliance with laws and regulations	Ciena's 2023 Annual Report
2-28	Memberships associations	Responsible Business Alliance Responsible Minerals Initiative Telecommunications Industry Association National Minority Supplier Development Council (NMSDC) Women's Business Enterprise National Council (WBENC) Canadian Aboriginal and Minority Supplier Council (CAMSC)
2-29	Approach to stakeholder engagement	Stakeholder engagement
2-30	Collective bargaining agreements	Less than 1% of Ciena's employees are covered by collective bargaining agreements.
3-1	Process to determine material topics	Our materiality assessment

GRI Standard	Disclosure	Location
3-2	List of material topics	Our materiality assessment
3-3	Management of material topics	Our materiality assessment Sustainability oversight and management Information on management of material topics is included throughout the report
201-1	Direct economic value generated and distributed	Ciena's 2023 Annual Report
201-2	Financial implications and other risks and opportunities due to climate change	Ciena's 2023 Annual Report Ciena's 2023 CDP Submission
201-3	Defined benefit plan obligations and other retirement plans	Wellbeing Ciena's 2023 Annual Report
201-4	Financial assistance received from government	Ciena's 2023 Annual Report
202-1	Ratios of standard entry level wage by gender compared to local minimum wage	We commit to compliance with all local minimum wages and pay legislation. We currently do not report this ratio as a global company. Instead, we report the ratio of the annual total compensation of our CEO to the median employee annual total compensation which is 160:1. Ciena's 2024 Proxy Statement
202-2	Proportion of senior management hired from the local community	We currently do not report this information as we are a global company and employ people in more than 35 countries.
203-1	Infrastructure investments and services supported	Products and services sustainability Community investment Digital inclusion Ciena's 2023 Annual Report
203-2	Significant indirect economic impacts	Products and services sustainability Community investment Digital inclusion Ciena's 2023 Annual Report
204-1	Proportion of spending on local suppliers	Responsible supply chain
205-1	Operations assessed for risks related to corruption	Governance and ethics
205-2	Communication and training about anti-corruption policies and procedures	Governance and ethics Ciena's 2023 Annual Report

GRI Standard	Disclosure	Location
205-3	Confirmed incidents of corruption and action taken	There were no confirmed incidents of corruption in 2023. Governance and ethics Ciena's 2023 Annual Report
206-1	Legal actions for anti-competitive behavior, anti-trust, and monopoly practices	Ciena's 2023 Annual Report
207-1	Approach to tax	Ciena's 2023 Annual Report
207-2	Tax governance, control, and risk management	Ciena's 2023 Annual Report Ciena's 2024 Proxy Statement
207-3	Stakeholder engagement and management of concerns related to tax	Ciena's 2023 Annual Report
207-4	Country-by-country reporting	Ciena's 2023 Annual Report
301-1	Materials used by weight and volume	Products and services sustainability
301-2	Recycled input materials used	We do not disclose this as it is considered proprietary information.
301-3	Reclaimed products and their packaging materials	Products and services sustainability
302-1	Energy consumption within the organization	Climate change
302-2	Energy consumption outside of the organization	Climate change
302-3	Energy intensity	Climate change
302-4	Reduction on energy consumption	Climate change
302-5	Reductions in energy requirements of products and services	Climate change Products and services sustainability
303-1	Interactions with water as a shared resource	Waste and water management Ciena's 2023 CDP Submission
303-2	Management of water discharge-related impacts	Waste and water management Ciena's 2023 CDP Submission
303-3	Water withdrawal	Waste and water management Ciena's 2023 CDP Submission
303-4	Water discharge	35,074 m^3 Ciena's 2023 CDP Submission

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GRI Standard	Disclosure	Location
303-5	Water consumption	Waste and water management Ciena's 2023 CDP Submission
304-1	Operational sites owned, leased, managed in, or adjacent to protected areas and areas of high biodiversity value outside protected areas	None of Ciena's facilities sit on or are adjacent to protected areas of high biodiversity. Climate change
304-2	Significant impacts of activities, products, and services on biodiversity	Climate change Ciena's 2023 CDP Submission
304-3	Habitats protected or restored	Climate change
304-4	IUCN Red List species and national conservation list species with habitats in areas affected by operations	Not applicable.
305-1	Direct (Scope 1) GHG emissions	Climate change
305-2	Energy indirect (Scope 2) GHG emissions	Climate change
305-3	Other indirect (Scope 3) GHG emissions	Climate change
305-4	GHG emissions intensity	Climate change
305-5	Reduction of GHG emissions	Climate change
305-6	Emissions of ozone-depleting substances (ODS)	Not applicable.
305-7	Nitrogen oxides (NOx), sulfur oxides (SOx), and other significant air emissions	Not applicable.
306-1	Waste generation and significant waste-related impacts	Waste and water management
306-2	Management of significant waste-related impacts	Waste and water management Climate change Products and services sustainability
306-3	Waste generated	Waste and water management
306-4	Waste diverted from disposal	Waste and water management
306-5	Waste directed to disposal	428 mt
308-1	New suppliers that were screened using environmental criteria	Responsible supply chain
308-2	Negative environmental impacts in the supply chain and actions taken	Responsible supply chain

GRI Standard	Disclosure	Location
401-1	New employee hires and turnover	Talent management
401-2	Benefits provided to full-time employees that are not provided to temporary or part-time employees	Wellbeing
401-3	Parental leave	Wellbeing
402-1	Minimum notice periods regarding operational changes	For those who have collective bargaining agreements, minimum notice periods are included in their agreements.
403-1	Occupational health and safety management system	Employee health and safety
403-2	Hazard identification, risk assessment, and incident investigation	Employee health and safety
403-3	Occupational health services	Employee health and safety
403-4	Worker participation, consultation, and communication on occupational health and safety	Employee health and safety
403-5	Worker training on occupational health and safety	Employee health and safety
403-6	Promotion of worker health	Employee health and safety Wellbeing
403-7	Prevention and mitigation of occupational health and safety impacts directly linked by business relationships	Employee health and safety
403-8	Workers covered by an occupational health and safety management system	Employee health and safety
403-9	Work-related injuries	Employee health and safety
403-10	Work-related ill health	We currently do not report this information as we rely on our employees to disclose any existing health conditions with us. Employee health and safety
404-1	Average hours of training per year per employee	When evaluating the total minutes spent in our Learning Hub, Learning Management System, and Branch Out micro learnings, we found our employees average 3.5 hours of learning per year.
404-2	Programs for upgrading employee skills and transition assistance programs	Talent management Diversity, equity, and inclusion
404-3	Percentage of employees receiving regular performance and career development reviews	We empower all our employees to lead career conversations with their managers on their performance quarterly and development annually. Talent management

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GRI Standard	Disclosure	Location
405-1	Diversity of governance bodies and employees	Talent management Diversity, equity, and inclusion Governance and ethics
405-2	Ratio of basic salary and remuneration of women to men	Diversity, equity, and inclusion
406-1	Incidents of discrimination and corrective actions taken	There were no incidents of discrimination in 2023.
407-1	Operations and suppliers in which the right to freedom of association and collective bargaining may be at risk	None of our operations and suppliers violated or put at significant risk workers' rights to freedom of association or collective bargaining. Responsible supply chain
408-1	Operations and suppliers at significant risk for incidents of child labor	None of our operations and suppliers were at significant risk for incidents of child labor in 2023. Responsible supply chain
409-1	Operations and suppliers at significant risk for incidents of forced or compulsory labor	None of our operations and suppliers were at significant risk for incidents of forced or compulsory labor. Responsible supply chain
410-1	Security personnel trained in human rights policies or procedures	Employee health and safety Governance and ethics
411-1	Incidents of violations involving rights of indigenous peoples	There were no incidents of violations involving rights of indigenous peoples in 2023.
413-1	Operations with local community engagement, impact assessments, and development programs	Climate change Community investment Digital inclusion
413-2	Operations with significant actual and potential negative impacts on local communities	Ciena's 2023 CDP Submission Climate change Waste and water management
414-1	New suppliers that were screened using social criteria	Responsible supply chain
414-2	Negative social impacts in the supply chain and actions taken	Responsible supply chain
415-1	Political contributions	Governance and ethics
416-1	Assessment of the health and safety impacts of product and service categories	Products and services sustainability

GRI Standard	Disclosure	Location
416-2	Incidents of non-compliance concerning the health and safety impacts of products and services	There were no instances of non-compliance with regulations concerning health and safety impacts of our products and services in 2023. Products and services sustainability
417-1	Requirements for product and service information and labeling	We do not currently report the procedure for product labeling, but the environmental and social impacts can be found in the products and services sustainability section of this report.
417-2	Incidents of non-compliance concerning product and service information and labeling	We had no legal and regulatory fines, settlements, and enforcement actions during 2023 associated with false, deceptive, or unfair marketing, labeling, and advertising.
417-3	Incidents of non-compliance concerning marketing communications	We had no legal and regulatory fines, settlements, and enforcement actions during 2023 associated with false, deceptive, or unfair marketing, labeling, and advertising.
418-1	Substantiated complaints concerning breaches of customer privacy and losses of customer data	Privacy and cybersecurity

Sustainability Accounting Standards Board (SASB)

SASB Code	Metric	Location
TC-HW-230a.1	Description of approach to identifying and addressing data security risks in products	Privacy and cybersecurity
TC-HW-330a.1	Percentage of (1) gender and (2) diversity group representation for (a) executive management, (b) non-executive management, (c) technical employees, and (d) all other employees	Diversity, equity, and inclusion Governance and ethics
TC-HW-410a.1	Percentage of products by revenue that contain IEC 62474 declarable substances	Not applicable to the Ciena Portfolio
TC-HW-410a.2	Percentage of eligible products, by revenue, meeting the requirements for EPEAT registration or equivalent	Not applicable to the Ciena Portfolio
TC-HW-410a.3	Percentage of eligible products, by revenue, meeting ENERGY STAR criteria	Not applicable to the Ciena Portfolio
TC-HW-410a.4	Weight of end-of-life products and e-waste recovered, percentage recycled	Products and services sustainability
TC-HW-430a.1	Percentage of Tier 1 supplier facilities audited in the RBA Validated Audit Process (VAP) or equivalent, by (a) all facilities and (b) high-risk facilities	All Ciena's Tier 1 suppliers are audited by the Responsible Business Alliance. Responsible supply chain
TC-HW-430a.2	Tier 1 suppliers' (1) non-conformance rate with the RBA Validated Audit Process (VAP) or equivalent, and (2) associated corrective action rate for (a) priority non-conformances and (b) other non-conformances	There were no instances of non-conformances with the RBA Validated Audit Process. Responsible supply chain
TC-HW-440a.1	Description of the management of risks associated with the use of critical materials	Responsible supply chain

SASB Code	Metric	Location
TC-HW-000.A	Number of units produced by product category	Not publicly shared data.
TC-HW-000.B	Area of manufacturing facilities	Not applicable. We operate with an outsourced manufacturing model.
TC-HW-000.C	Percentage of production from owned facilities	Not applicable. We operate with an outsourced manufacturing model.

Task Force on Climate-related Financial Disclosures (TCFD)

Core Element	Disclosures	Location
Governance	Describe the board's oversight of climate-related risks and opportunities. Describe management's role in assessing and managing climate-related risks and opportunities.	Our approach to sustainability Sustainability oversight and management Governance and ethics Ciena's 2024 Proxy Statement Ciena's 2023 CDP Submission
Strategy	Describe the climate-related risks and opportunities the organization has identified over the short, medium, and long term. Describe the impact of climate-related risks and opportunities on the organization's businesses, strategy, and financial planning. Describe the resilience of the organization's strategy, taking into consideration different climate-related scenarios, including 2°C or lower scenario.	Ciena's 2023 CDP Submission In 2024, we are working with a third party to perform a risk assessment and scenario analysis to better understand our climate-related risks and opportunities.
Risk Management	Describe the organization's processes for identifying and assessing climate-related risks. Describe the organization's processes for managing climate-related risks. Describe how processes for identifying, assessing, and managing climate-related risks are integrated into the organization's overall risk management.	Ciena's 2023 CDP Submission
Metrics and Targets	Disclose the metrics used by the organization to assess climate-related risks and opportunities in line with its strategy and risk management process. Disclose Scope 1, Scope 2, and, if appropriate, Scope 3 greenhouse gas (GHG) emissions, and the related risks. Describe the targets used by the organization to manage climate-related risks and opportunities and performance against targets.	Climate change Ciena's 2023 CDP Submission

Forward-looking statements

This report contains forward-looking statements regarding future events that involve risks and uncertainties. Statements in this report other than statements of historical facts could be deemed forward-looking statements. These statements are based on current expectations, estimates, forecasts, and projections available to us as of the date hereof or represent the current beliefs or the assumptions of our management. Words such as “expects,” “anticipates,” “targets,” “goals,” “projects,” “intends,” “plans,” “believes,” “seeks,” “estimates,” “could,” “continues,” “endeavors,” “strives,” “may,” variations of such words, and similar expressions are intended to identify such forward-looking statements. In addition, statements that refer to (i) our goals, targets, and commitments; (ii) our strategy, business plans, and initiatives; (iii) our assumptions and expectations; (iv) the future scope of our sustainability reporting, programming, or its impact; and (v) sustainability risks and opportunities are forward looking. Readers are cautioned that these forward-looking statements are only predictions and are subject to risks, uncertainties, and assumptions that are difficult to predict, including those identified in our most recent filings with the Securities and Exchange Commission on Form 10-K and Form 10Q. Ciena’s actual results or performance may differ materially from these forward-looking statements as a result of these and other risks. Forward-looking statements speak only as of the date they are made, and we do not undertake any obligation to update any forward-looking statement.

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