





# 2018 Highlights



**EMPLOYEES COMPLETED  
OVER 8,900 HOURS OF  
VOLUNTEER SERVICE**



**NEARLY 1 MILLION BOOKS  
DONATED WORLDWIDE**



**1,812 EMPLOYEES  
VOLUNTEERED**



**CICS IN 12 HMH  
LOCATIONS COMPLETED  
115 SERVICE PROJECTS**

## WELCOME

As The Learning Company™, HMH® is focused on enabling all students to realize their full potential. That goal is at the heart of our Corporate Social Responsibility (CSR) efforts—we aim to help all students grow, overcome challenges, and achieve great outcomes.

We see our role as the largest K–2 education company in the nation coming with a responsibility—to use our scale and expertise as a force for change and a force for good. HMH's CSR efforts amplify and deepen our impact on society through a combination of employee volunteerism, strategic in-kind donations, and foundational nonprofit partnerships.

Our employees are at the core of our strategy, and it is their passion and purpose that enables us to extend our community impact. For instance, employee volunteerism is the cornerstone of our signature CSR program, HMH Classroom Corps, which we launched in 2018.

In HMH Classroom Corps' inaugural year, we were able to serve more than 3,650 students—something of which we're very proud. In total, 1,812 of our employees—nearly half of our workforce—volunteered in 2018, logging over 8,900 volunteer hours in service of the communities in which we live and work.

In the following pages, you will learn more about this critical work, as well as our employee-led Community Investment Councils, our recently launched Employee Relief Fund, the life-changing impact of our global book donation program, and more.

HMH is privileged to be in a double bottom line industry, which means that by achieving our business goals, we have a positive impact on society. Our work improves the lives of students and our students have the potential to change the world for the better.



Bianca Olson  
Senior Vice President, Corporate Affairs

# HMH CLASSROOM CORPS

At the start of 2018 we launched a new signature program, HMH Classroom Corps, which enables our employees to positively impact students and teachers through in-school volunteerism. Through this program, our employees were able to serve as mentors to students and provide critical support to teachers. These experiences also provided access HMH employees wouldn't otherwise have to gain much-needed insight and a feeling of connection with our end-users and customers. This enables us to better connect with and serve our customers.





# HMH CLASSROOM CORPS

2018 **IMPACT**

**1,200**

Backpacks packed  
with school supplies  
for students in need



**696**

Classroom Corps  
volunteers



**3,650+**

Students  
served



**6**

In-school  
Learning Forums  
hosted in five  
cities nationwide





CORE PARTNER

# City Year

WE PROUDLY PARTNER  
WITH **CITY YEAR**  
IN CLASSROOMS  
THROUGHOUT THE  
COUNTRY.

We selected City Year® as our main nonprofit partner in launching HMH Classroom Corps because of a shared focus on advancing student outcomes and in-school volunteer service.

HMH sponsors a team of Corps members at Boston's Guild Elementary School, and with the help of multiple City Year chapters, our employees volunteer in schools across the country.

In 2018, HMH employees volunteered for more than **1,375 hours** in partnership with City Year, positively impacting approximately **1,725 students.**



Our employees volunteer as guest readers, at field days, in afterschool programs, and through our very own Learning Forums—custom, interactive “fairs” for students with learning stations focused on literacy and math. In partnership with City Year, we hosted six Learning Forums in total in 2018, which engaged students in science experiments, STEM activities, and theatre and reading comprehension through *Reader's Theater*, an HMH product.





CORE PARTNER

# 826 Boston

HMH sponsored the newly launched 826 Boston Writers' Room at Boston International Newcomers Academy (BINcA) for the 2018–2019 school year. With Writers' Room, students receive valuable writing guidance and feedback, support, and in-school tutoring. 826 Boston works to empower traditionally underserved students ages 6–19 to find their voices, tell their stories, and gain communication skills to succeed in school and life.



826  
BOSTON



In addition to providing the support needed to make the Writers' Room at BINcA possible, HMH employees also lent their time as Writers' Room tutors and guest editors as well as college essay boot camp mentors. During the 2018 HMH Volunteer Week, 21 HMH volunteers worked with 30 students from Boston's Margarita Muniz Academy to help students craft and refine their college essays.





## PARTNER SPOTLIGHT

# Junior Achievement

Several HMH Community Investment Councils (CICs) partnered with Junior Achievement® (JA) on in-school volunteer days, called "JA in a Day", where volunteers utilized JA curriculum while serving as guest teachers in classrooms. With chapters throughout the United States, JA is a nonprofit focused on work readiness, entrepreneurship, and financial literacy skills for K–12 students.



### A FEW HIGHLIGHTS OF ENGAGEMENT WITH JA IN 2018 INCLUDE:

- Forty-nine Orlando employees taught K–5 students during a "JA in a Day" volunteer day in May. The team covered a total of **49** classes, interacting with **944** students total. This project was organized by the Orlando CIC and was followed by a bowl-a-thon fundraiser later in the week.
- Our Troy CIC enabled volunteers from our Troy Distribution Center to participate in a "JA in a Day" project at Boone Elementary, interacting with **60** K–3 students.
- Three homebased employees—Lisa Davis, Cathy Mattia, and Allison Lambert—took part in a "JA in a Day" at Jupiter Elementary, a Title 1 school in Palm Beach County, Florida.





## PARTNER SPOTLIGHT

# EdVestors

In 2018, CEO Jack Lynch served on School on the Move prize selection committee for EdVestors® to highlight one Boston Public School that made exceptional improvement in terms of student performance. The award is presented annually by EdVestors, a Boston-based nonprofit school improvement organization.



By serving on the selection committee, Jack conducted site visits and reviewed performance and student growth at each of the schools that were named finalists. At the October 31 awards ceremony, the Donald McKay K–8 School in East Boston was named the 2018 School on the Move and received a \$100,000 award, public recognition, and the opportunity to document and share replicable strategies.



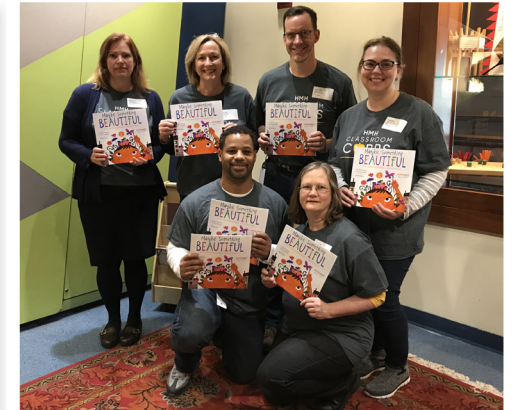


## PARTNER SPOTLIGHT

# Jumpstart

## READ FOR THE RECORD

The nonprofit Jumpstart® named HMH book *Maybe Something Beautiful*, written by F. Isabel Campoy and Theresa Howell and illustrated by Rafael López, the 2018 Read for the Record® selection. Read for the Record is an annual national effort led by Jumpstart to raise awareness about the need for high-quality early learning for all children and the transformative power of books and reading to impact student learning and engagement. On October 25, 2018, millions came together to celebrate by reading *Maybe Something Beautiful* to young children in their communities and attempting to beat the world record for the most people reading the same book at the same time!



## 141 HMH EMPLOYEES TOOK PART IN THE 2018 **READ FOR THE RECORD**

HMH employees read in classrooms throughout the United States and donated the special edition of *Maybe Something Beautiful* to their host school. Some employees even volunteered at large-scale interactive events that took place in Boston, New York, San Francisco, and Oakland.





# CICs Community Investment Councils

HMH is proud to support Community Investment Councils (CICs) that serve 12 major offices and distribution centers across the United States and Ireland. CICs are local employee groups that utilize funding, training, resources, and support from the CSR team to help engage colleagues in volunteer opportunities and charitable campaigns to improve communities nearby and around the world. CICs also help execute global employee programs—such as HMH Volunteer Week and our company-wide book club, One Book, One HMH—on a local scale. CICs not only provide a platform for HMH employees to give back to the communities in which they live and work, but CICs also help strengthen office culture and provide members with professional development opportunities.



# CICs: A CLOSER LOOK

CICs WERE INSTRUMENTAL IN HELPING EMPLOYEES ENGAGED IN HMH CLASSROOM CORPS IN 2018.

**HERE ARE TWO IMPACTFUL STUDENT-SERVING PROJECTS THAT OUR CICs LED LAST YEAR.**

## NEW YORK CITY

The NYC CIC hosted 35 energetic middle school students from the Global Language Project (GLP) for a fun-filled career day at HMH's NYC office. GLP is a nonprofit organization that brings language learning to underserved communities and gives opportunities for children to master a second language. Volunteers enlisted the help of students to refine an HMH math product that will be published in Spanish.



***"Our time with the students reminded us once again why we do what we do each day here at HMH."***

—NYC CIC member Mo Bing Chan

The students worked in teams and pitched their ideas to the group. Winners were named based on creativity, overall story, and design. Volunteers also helped the students visit Uruguay through HMH Virtual Field Trip glasses. Reflecting on the volunteer experience, NYC CIC member Mo Bing Chan relays, "Our time with the students reminded us once again why we do what we do each day here at HMH."





## GENEVA/ST. CHARLES—MOOSEHEART BACKPACK DRIVE

Over the summer, the Geneva/St. Charles CIC held a back-to-school drive for the Mooseheart Child City and School in Mooseheart, Illinois. The Mooseheart School is a residential childcare facility for over 200 children and teens in need, from infancy through high school. CIC members and volunteers purchased school supplies from a list of items that students needed. As a team, volunteers came together to pack 100 backpacks for the students and several CIC members personally delivered packed backpacks to Mooseheart students and teachers when the new school year started. This impactful opportunity to benefit Mooseheart students has become a tradition that our Geneva/St. Charles employees proudly rally around each year.





In total, HMH employees logged **8,900 HOURS OF VOLUNTEER SERVICE** last year.



**706 NONPROFITS** were supported through employee giving and volunteerism.

## HMH CARES

### MATCHING GIFTS & VOLUNTEER SERVICE

HMH works to support employees' passions and facilitate their engagement with the community through our Volunteerism and Matching Gifts programs. HMH Cares is the interactive platform that enables employee involvement in both programs. Through HMH's Matching Gift program, employees can submit requests for matching HMH funds, doubling their impact to the charities they support. HMH's Volunteer Time Off policy grants employees two working days per year to volunteer with charities of their choice.

## DISASTER RELIEF EFFORTS

Over the past two years, HMH has donated a total of \$50,000 to the **American Red Cross®** to assist with relief efforts following Hurricanes Michael, Florence, Harvey, Irma, and Maria. Specifically, following Hurricane Michael in 2018 HMH supported the emergency work by **Save the Children®** in some of the hardest hit communities in Florida and Georgia. By donating 5,600 children's books to Save the Children's relief efforts, HMH helped students resume their education after many of them lost everything they had. In conjunction with these efforts, HMH worked directly with customers to address needs and replace materials to ensure that educators could remain primarily focused on supporting their students.

### EMPLOYEES LEND A HAND

Employees generously lent their time and efforts to support neighbors in need following devastating natural disasters in 2018, including the following:

- Content Developers **Tara Brite, Jessica Engman**, and **Jennifer Lenhardt** volunteered together at the Oregon Food Bank® in the wake of the devastating California wildfires in 2018. They joined forces with other volunteers to pack, tape, palletize, and load **2,600** boxes of food in less than three hours for people impacted by the wildfires. Tara, Jessica, and Jennifer were profiled in HMH's bi-monthly podcast, the HMH Cares Volunteer Spotlight, to highlight their impactful volunteer service.
- The **Round Rock Community Investment Council** responded quickly when historic flooding hit central Texas in October 2018. When the city of Austin issued an emergency full boil-water notice, the CIC knew the tremendous impact this would have on schools and students. The Round Rock CIC took swift action to buy and deliver hundreds of bottles of water to four local schools, providing safe drinking water to nearly **2,000** students!



# 2018 Volunteer Week



**HMH VOLUNTEER WEEK 2018  
WAS THE BIGGEST ONE TO DATE IN TERMS  
OF EMPLOYEE PARTICIPATION**

**1,627 HMH EMPLOYEES** participated, logging over  
**7,000 HOURS** of community service in that one week alone!

2018 marked the seventh year of one of HMH's most valued traditions: HMH Volunteer Week. While employees volunteer year-round, having this one week especially dedicated to community service builds our sense of company pride and comradery while making a broad collective impact.

*"This day was very powerful for me as a person. Helping homeless families the week before Thanksgiving gave me a much needed perspective change."*

—Geneva HMH employee

*"Thank you for supporting and encouraging us to get into our own communities and MAKE A DIFFERENCE!"*

—Homebased HMH employee located in Wyoming

*"[Volunteer Week] put me in contact with students and teachers in a way that gave me a better understanding of the people my work is going to serve. It confirmed for me the importance of our work, and made me feel even more dedicated to helping teachers in their jobs and sparking curiosity and the desire to learn in students."*

—Homebased HMH employee located in Wyoming

## NONPROFIT ENGAGEMENT

**Generations Inc**  
@Generations\_Inc

Follow

We are proud to participate in @HMHCo's week of volunteering. Today, HMH employees helped to make literacy kits for our kids, including fantastic books published by HMH! Thank you! #Literacy #HMHProud

11:55 AM - 13 Nov 2018

**Mount Saint Vincent**  
@MtSaintVincent

Follow

Thank you @HMHCo for some great educational activities with our kids today. Through these engaging activities, our kids were encouraged to read more, think critically about a plants life cycle, and discover more words through @bananagrams. We had so much fun!

3:06 PM - 15 Nov 2018

**Girls Write Now**  
@girlswritenow

Follow

Yesterday's college essay workshop at @HMHCo was a big success! Thank you to the @HMHCo team for working with our girls to shape and perfect their essays.

7:44 AM - 16 Nov 2018

1 Retweet 4 Likes

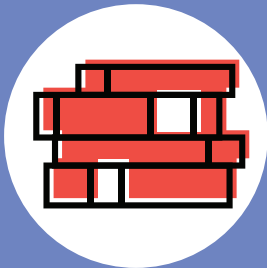




# IN-KIND DONATIONS

HMH IS DEDICATED TO INSTILLING A LIFELONG LOVE OF LEARNING IN ALL COMMUNITIES.

Each year, HMH makes significant donations of its award-winning educational materials, children's stories, and adult and reference titles to underserved students around the world.



Donated nearly  
**1M** books to  
**224** organizations

## FIRST BOOK

HMH donated nearly **90,000** books to First Book®, which in turn distributed those books to families, schools, libraries, healthcare providers, and Head Start® programs in 49 states.

## SAVE THE CHILDREN

HMH donated another **83,000** books to support Save the Children's early childhood education and school-aged literacy programs throughout rural America in 2018, where children are at risk of missing out on education due to high levels of poverty.



## WORLD VISION

In partnership with humanitarian aid organization World Vision®, HMH donated materials (over \$3 million in value) to underserved educational programs in Sri Lanka, Nepal, Philippines, Myanmar, Jamaica, Costa Rica, Nicaragua, Dominican Republic, Kenya, Uganda, Botswana, Swaziland, and Somalia.

## LOCAL BOOK DONATIONS

### MASSACHUSETTS DEPARTMENT OF CHILDREN AND FAMILIES (DCF)

In 2018, HMH donated nearly **40,000** books to DCF sites across the state of Massachusetts for children in the foster care system. Donated books were used to help children build their own personal libraries and to provide summer reading books in an effort to aid in curbing summer learning loss. Additionally, **10,000** of the books were donated in advance of the holiday season to help children who endured traumatic situations feel cared for at the holidays and to welcome the new year with hope and promise.



### K-READY KIDS/UNITED WAY OF THE GREATER SEACOAST

For the past seven years, the Portsmouth CIC has supported the United Way of the Greater Seacoast's K-Ready Kids initiative to provide backpacks filled with early literacy supplies and books to local New Hampshire kids who are entering kindergarten. In 2018, the Portsmouth team donated a total of **5,400** books to support K-Ready Kids!



# HMH EMPLOYEE RELIEF FUND

In 2018, HMH established the HMH Employee Relief Fund to provide for HMH employees in need of assistance in the wake of a natural disaster or other unforeseen financial hardship. An initial phase of the fund was first enacted in 2017 to assist employees who were impacted by devastating hurricanes that year. Now the fund, which was seeded by HMH and receives employee donations, has a broader set of qualifying criteria for employees who may need assistance.

## EMPLOYEE SPOTLIGHT



Shakita Allen-Hogan, an Associate Quality Assurance Analyst based in Orlando, is one of those employees who benefited from the HMH Employee Relief Fund in 2018. Following Hurricane Irma, Shakita's four-year-old daughter, Tori Rae, started experiencing severe, frequent asthma attacks that led her to be hospitalized. Mold in her bedroom, caused by water damage from the hurricane, was to blame, and a gut renovation was needed to eradicate the mold. Shakita's homeowner's insurance company denied her claim, leaving her with an extensive, unplanned bill. Shakita turned to the HMH Employee Relief Fund for assistance.

Thanks to the generosity of fellow HMH colleagues, she was able to complete the renovation of the bedroom in six weeks and defray some of the out-of-pocket costs. Most importantly, Tori Rae has not had an asthma attack since the renovation, and Shakita and her family have been able to return to a sense of normalcy.

# SUSTAINABILITY AT HMH

As we look to 2019 and beyond, HMH will continue our commitment to responsible stewardship of the environment with a release of our updated paper procurement goals and targets in 2019. We also plan to broaden our company-wide sustainability efforts in 2019—to set goals and measure progress in other areas material to our business.

## RECYCLED FIBER **BY WEIGHT**



## PERCENTAGE OF **PROCURED PAPER\***



## IN 2018 WE EXCEEDED THE GOALS AND ACTIONS OUTLINED IN OUR 2014–2018 PAPER PROCUREMENT AND USAGE POLICY.

- We achieved 62% recycled fiber by weight across all education paper purchases, surpassing our goal by 12%, while achieving 54% recycled fiber by weight across total HMH paper purchases, surpassing that goal by 4%.
- 88% of the total paper we procured both domestically and internationally for use in our trade products was FSC certified, surpassing our goal by 38%.
- 85% of all paper HMH purchased domestically was recycled.
- In accordance with our goal to procure no paper from controversial sources, we continue to monitor our offshore vendors for compliance through Chain of Custody documents and monthly reporting.
- We instated quarterly testing for both our trade and education products. All test results have been compliant.





# 2018 Annual Report

# CSR

CORPORATE SOCIAL RESPONSIBILITY

Head Start® is a registered trademark of the United States Department of Health and Human Services. Junior Achievement® is a registered trademark of JA Worldwide, Inc. Edvestors® is a registered trademark of Edvestors. Jumpstart® is a registered trademark of Jumpstart Games, Inc. Read for the Record® is a registered trademark of Jumpstart for Young Children, Inc. Oregon Food Bank® is a registered trademark of Oregon Food Bank, Inc. Bananagrams® is a registered trademark of Bananagrams Inc. American Red Cross® is a registered trademark of The American National Red Cross. City Year® is a registered trademark of City Year, Inc. Save the Children® is a registered trademark of Save the Children Federation, Inc. First Book and design is a registered trademark of First Book Corporation. World Vision® is a registered trademark of World Vision International. CURIOUS GEORGE, created by Margret and H.A. Rey, is copyrighted and trademarked by Houghton Mifflin Harcourt Publishing Company. All rights reserved. The Learning Company™, Houghton Mifflin Harcourt®, and HMH® are trademarks or registered trademarks of Houghton Mifflin Harcourt. © Houghton Mifflin Harcourt. All rights reserved. Printed in the U.S.A. 3/19 WF36296

hmhco.com • 800.225.5425



**Houghton Mifflin Harcourt.**  
The Learning Company™