HP is a company unlike any other. At HP, we’re famous for inventing, engineering, and delivering technology solutions that drive business value, create social advantage, and improve the lives of our customers. HP people live for the big idea. The next great discovery. The new way of being. But invention isn’t just about developing products, it’s about helping you grow in your career and accomplish amazing things.

HP’s focus on people underlies everything we do. Being known as a great place to work makes it easier to attract top talent. And for us, helping you grow and win at HP is good business.

Our philosophy on reward is simple: We believe that when excellent performance is acknowledged and rewarded, people are more motivated and work smarter. That’s how we’ve become the world’s leading information technology company—by rewarding talented employees who deliver exceptional results.

Like everything else at HP, our benefits program encourages your growth, advancement, and personal well-being. If you’re a regular full-time or regular part-time employee, you’re eligible for most benefits immediately.
Stay healthy and secure with our flexible benefits program. Would you like company-provided dollars you can use toward the cost of the medical, dental, vision, and life insurance benefits that work best for you? Our flexible benefits program recognizes your individual needs, giving you the power to build your own personalized benefits program that meets your needs, fits your budget, and rewards you for a job well done.

Achieve your retirement and financial goals. As an HP employee, you qualify for a valuable 401(k) savings program, with HP providing a quarterly, discretionary performance-based match of up to 100% on the first 4% of pay you contribute.

Enjoy time away from work. Work is important, but HP understands that you have a life outside of work. HP provides competitive vacation, holiday, and other time off programs that give you the time you need to enjoy life outside the workplace. Vacation time increases each calendar year for the first ten years of service (see the chart on page 6), with the first calendar year prorated to your hire date. HP provides 11 paid holidays each year. HP also offers innovative resources to help you achieve work/life balance and use your time to your greatest advantage.

Take advantage of other HP benefits. Adopt a child. Get in shape. Save some money. HP offers many additional benefits that can help you accomplish your individual goals. Programs like adoption assistance, wellness programs, and discounts on HP products are all designed to help you grow and win outside of work as well.

HP offers eligible U.S. employees the resources to:
Flexible benefits... create a program just for you

Everyone has different needs. Whether just out of school or established in your career, single or married, with children or without... no two people are exactly the same. An effective benefits program should reflect that. Our flexible benefits program recognizes your individuality and gives you the power to design a benefits program that works for you. Medical, dental, vision, life and accident insurance, tax-free Flexible Spending Accounts, and more—our flexible benefits program makes it all available... you decide how you want it to work.

How flexible benefits work

The concept behind the flexible benefits program is simple. HP gives you benefit dollars to purchase coverage across a wide range of benefit options. The choice is yours... whether you want a lot of coverage, minimal coverage, or somewhere in-between.

- If the benefits you choose cost more than the benefit dollars you get from HP, you pay the difference through payroll deductions.
- If your coverage costs less than your benefit dollars, you use the remaining balance for other needs based on program rules.
- Most of your coverage is provided on a pre-tax basis—meaning the cost is deducted from your pay before federal income, Social Security, Medicare, and most state income taxes are determined.

And you’re eligible on your first day at work.

Many of the flexible benefits options also offer coverage for your eligible dependents. In addition to covering spouses and children, HP offers coverage for qualifying same-sex domestic partners.

Medical

Because medical options vary across the country, HP takes a regional approach to health care. You choose from medical options available in your area. In most locations, you can select from several types of medical plan options designed to provide comprehensive coverage and address individual needs. These options vary in levels of copayments, coinsurance, deductibles, and out-of-pocket costs, so you can choose the option that’s right for you.

HP offers two Consumer Driven Health Plan (CDHP) medical options—which feature a Health Reimbursement Account (HRA) that’s funded by HP and available to help pay your out-of-pocket expenses during the year—as well as a Preferred Provider Organization (PPO) option. These options give you the flexibility to use network providers and receive higher benefits, or to choose non-network doctors and pay a little more. Other options may also be available, such as Health Maintenance Organization (HMO) or Exclusive Provider Organization (EPO) options. HMO and EPO options provide care through a specific network of doctors, with non-network providers typically covered only in an emergency.

With the many options that are available, you have the ability to choose the coverage that works best for you. And a majority of the premium costs are covered by your HP flexible benefit dollars.

Dental

HP flexible benefits include a choice of dental options that cover preventive and diagnostic, basic, and major services, as well as orthodontia. You can choose from a traditional plan that provides enhanced benefits when you use network dentists, or lower-cost options. Most of the premiums are covered by your benefit dollars from HP.
Vision
Our vision care options cover eye exams and eyeglasses or contact lenses, subject to plan limits and copayments. Eye exams are covered at 100% after a $10 copayment once per calendar year, as long as you see a network provider. You pay less for most services when you use network providers, but you have a choice each time you seek care.

Life and accident insurance
HP provides several life and accident insurance options for you and your family, to help provide financial security and protection in the event of a death or serious injury.

HP provides benefit dollars to purchase employee life and accident insurance coverage of at least one times your annual pay. You can choose to purchase additional coverage for yourself, as well as your spouse and eligible children, at group rates.

Disability
HP benefits include both Short-Term Disability (STD) and Long-Term Disability (LTD) benefits:

• STD coverage continues all or part of your eligible pay if you’re unable to work because of an illness or injury. STD benefits start after one week of absence due to illness or injury, and are generally available for the first 26 weeks you’re considered disabled. Eligible employees receive this coverage at no cost.

• LTD coverage is available if your disability is approved for longer than 26 weeks. Basic coverage is available to you at no cost and provides benefits equal to 60% of your eligible pay, up to program limits. You can also choose supplemental coverage that provides increased benefits.

Flexible Spending Accounts (health care and dependent care)
HP’s tax-free Flexible Spending Accounts help you save taxes on health care and dependent care expenses.

• The Health Care Flexible Spending Account is for health care expenses not paid by your health plans, like deductibles, office visit or prescription drug copayments, unreimbursed dental or vision costs, amounts over plan limits, and even a wide range of over-the-counter medicines.

• The Dependent Care Flexible Spending Account is for non-health-related expenses for care of your children, elderly relatives, or other eligible dependents while you’re working.

Participation in the Flexible Spending Accounts is voluntary, and you decide each year how much you want to contribute. Your contributions are made through payroll deductions of up to $5,000 each year for each account and are contributed before federal and most state income taxes are taken out of your pay. Then, when you have an expense covered by your account, you can receive tax-free reimbursement from your account.
Retirement and stock programs…
achieve your financial goals

Buying the house you want? Traveling the world? Or just spending time at home with the ones you love? HP's retirement benefits allow you to save for a secure financial future.

HP 401(k) benefits

The HP 401(k) savings program provides a great foundation for building future financial security. You’re immediately eligible, and because 401(k) savings are such an important part of your financial future, HP will automatically enroll you at a 3% pre-tax contribution rate. You have the option to change or stop this contribution rate at any time. You can choose between pre-tax contributions, after-tax “Roth 401(k)” contributions, or a combination of the two. HP provides a quarterly, discretionary performance-based match of up to 100% of the first 4% of pay you contribute. If you’re at least age 50 by the end of the calendar year, you have an opportunity for additional savings, called “catch-up contributions.”

You’re always 100% vested in your contributions, and you become vested in the company matching contributions once you’ve completed three years of service. The vested portion of your account can be paid at any time after you retire or terminate employment with HP.

When you contribute to a 401(k) plan on a pre-tax basis, federal and most state income taxes are deferred on amounts contributed, reducing your current income tax bill. Taxes are also deferred on your investment earnings within the plan. If you make after-tax Roth 401(k) contributions, these are taxable in the year you make them, but can be paid out tax-free (including investment earnings) for qualifying distributions.*

As a participant in the HP 401(k) program, you choose how to invest your account from a wide range of investment options. You can access your account and make changes on a daily basis using the plan’s interactive Web site. If you need to access your savings before retirement, loans are available.

*A distribution of Roth 401(k) balances is considered to be “qualified” if the distribution meets both of the following criteria: (1) is made after the participant reaches age 59½ or dies, or becomes disabled, AND (2) is made at least five years after the date of the participant’s first Roth 401(k) contribution to the plan.
Time off programs…
enjoy time away from work

HP offers a variety of programs that give you time to connect with what’s important to you. Whether it’s being there for your friends and family, or finding the time to do what you want, we understand that you have a life outside of work. HP strives to create a work environment that helps you succeed not only in your professional life—but your personal life as well.

Holidays
HP provides a total of 11 paid holidays each year, including 2 floating holidays:
- New Year’s Day
- President’s Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- Company-designated floating holiday (varies each year)
- Employee-designated floating holiday (must be an active employee on the first working day of each year)

Vacation
Let’s face it—we all love vacation time. HP recognizes that, so we provide a range of opportunities to meet varying employee needs. Vacation time is prorated in the calendar year you start work. Depending on your hire date, you could earn up to 80 hours (10 days). Vacation time then increases each calendar year starting the following January 1, with vacation time amounts varying based on the full years of service you’re expected to have earned by the end of the year:

<table>
<thead>
<tr>
<th>Years of service</th>
<th>Annual vacation accrual for full-time employees*</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;1 (year of hire)</td>
<td>80 hours (10 days), prorated</td>
</tr>
<tr>
<td>1</td>
<td>88 hours (11 days)</td>
</tr>
<tr>
<td>2</td>
<td>96 hours (12 days)</td>
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<tr>
<td>3</td>
<td>104 hours (13 days)</td>
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<td>4</td>
<td>112 hours (14 days)</td>
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<td>5</td>
<td>120 hours (15 days)</td>
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<td>6</td>
<td>128 hours (16 days)</td>
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<td>7</td>
<td>136 hours (17 days)</td>
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<tr>
<td>8</td>
<td>144 hours (18 days)</td>
</tr>
<tr>
<td>9</td>
<td>152 hours (19 days)</td>
</tr>
<tr>
<td>10 to 19</td>
<td>160 hours (20 days)</td>
</tr>
<tr>
<td>20+</td>
<td>200 hours (25 days)</td>
</tr>
</tbody>
</table>

* Vacation amounts are determined using a prorated schedule if you’re scheduled to work part-time from 20 to 39 hours per week. Annual accruals may vary slightly due to system rounding.

Although vacation time is earned on a pro rata basis throughout the year, all of your time is available to use at any time during the calendar year. You don’t have to wait until you’ve earned your time before you can use it. Please note that if you’re an hourly, nonexempt employee joining HP Enterprise Services, vacation is provided under a separate Paid Time Off program.
Sick time and Paid Time Off
Employees are eligible for paid sick time under a Paid Time Off (PTO) policy for managing any time off from work. The PTO covers occasional illness or until short-term disability is approved.

For longer absences, HP provides Short-Term and Long-Term Disability benefits at no cost to you. Paid sick time benefits may vary based on state or local laws in effect where you work.

Leaves of absence
HP offers several leave opportunities to provide additional time when you need it, including Family and Medical (FMLA) Leave, Military Leave, parental leave, personal leave, bereavement leave, and jury duty leave.

Other HP benefits…
build the future you want
Caring for an older relative? Adopting a child? Want the latest HP products at a special price? HP offers a wide range of special benefits and discounts that provide opportunities to help you shape your life.

Adoption Assistance Program
The Adoption Assistance Program offers financial support for eligible expenses if you’re adopting a child.

Employee Assistance Program
Through the Employee Assistance Program, you and eligible members of your household can receive up to eight confidential counseling sessions per individual per year on marital, family, and alcohol- and drug-related issues, as well as emotional and work-related concerns.

Employee Programs
HP offers a variety of additional Employee Programs to help make the most out of your HP experience. Programs vary by location, but may include:

• **Credit Unions.** Depending on where you live and work, you may be eligible to join a Credit Union. Credit Unions offer a variety of banking and financial services, including checking/savings accounts and attractive loan programs. Once you join, in most cases, you can also open accounts for your family members.

• **Employee discounts.** Employees have access to a wide range of discounted items, from theme park tickets to hotels.

• **Employee purchase programs.** You’ll also be able to take advantage of discounts on many HP products.

• **Insurance discounts.** Eligible employees can apply for a variety of personal insurance coverages. You’ll be eligible for special group rates (available in most states), and you can take advantage of paying for coverage through payroll deductions. Several types of insurance policies are available, including:
  - Automobile
  - Boat owner
  - Homeowner
  - Recreational vehicles
  - Condominium
  - Excess liability coverage
  - Renter
Long-Term Care insurance
HP offers Long-Term Care insurance to help pay for costs like nursing home expenses for you and your family members. Even your parents and your spouse’s parents may be eligible to participate!

Travel assistance programs
Traveling for business or pleasure? HP’s travel assistance programs provide support and resources. Benefits include automatic Business Travel Accident insurance coverage, plus an international 24-hour telephone “help line” to assist you when you travel anywhere in the world. Worldwide assistance programs provide services like medical consultation and evaluation, emergency evacuation, emergency message transmissions, legal referrals, and more.

Work/Life employee resource and referral services
HP offers 24/7 access to a Work/Life program for employees and family members, where you can find information to help you balance your work and family life. Topics include everyday issues such as child and elder care referral services, and workplace matters such as stress and managing change.
Commitment to diversity
Since its founding, HP has demonstrated an ongoing commitment to people and to fair employment practices. As HP has grown and expanded throughout the world, its workforce has become more diverse. HP believes that this diverse workforce helps the Company realize its full potential. Recognizing and developing the talents of each individual brings new ideas to HP. The Company benefits from the innovation that results when HP people who have differing experiences, perspectives, and cultures work together. In this way, a well-managed, diverse workforce expands the Company’s base of knowledge, skills, and understanding. It also enables HP to be more responsive to the needs of its customers.

Equal opportunity/nondiscrimination
HP’s human resources policies and practices are built upon a set of core values that include a strong belief in treating all employees with dignity and respect. In accordance with this belief, it is HP’s policy to comply with and support all national and local laws pertaining to nondiscrimination and equal opportunity around the world. The following guidelines, although tailored to the United States, serve as a model for HP organizations worldwide:

HP does not discriminate against any employee or applicant for employment because of race, creed, color, religion, gender, national origin, sexual orientation, age, disability, or Vietnam-era or other veteran status. All personnel actions are administered in accordance with this policy.

Affirmative action
Affirmative action at HP means that the Company extends its commitment beyond equal opportunity to proactively recruit, hire, develop, and promote qualified women, minorities, people with disabilities, and Vietnam-era or other veterans. In addition, HP has a commitment to supporting external educational and community organizations that honor and support these objectives.

Benefits subject to change
This brochure contains some information about certain ERISA and non-ERISA benefits plans and programs offered by HP. Please refer to the summary plan descriptions for more details about these plans and programs. In the event of any inconsistency between this brochure, the summary plan descriptions, and the terms of the plans or programs, the terms of the plans or programs will control.

Hewlett-Packard Company reserves the right to amend or terminate any of the plans and programs described in this brochure at any time. Also, nothing in this brochure creates a contract of employment between employees and Hewlett-Packard Company.

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