



# Global Non-Discrimination Policy

## Philosophy

HP has demonstrated an on-going 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 to innovate and win in the marketplace. Recognizing and developing the talents of each individual brings new ideas to HP. The company benefits from the creativity and innovation that results when HP people who have different experiences, perspectives and cultures work together. This is what drives invention and high performance at HP. We believe a well-managed diverse workforce, aware of biases, expands HP's base of knowledge, skills and cross-cultural understanding. This allows us to create technology for everyone, everywhere making diversity and inclusion a vital part of who we are.

## Scope

This policy applies to all employees, clients, visitors, suppliers, contractors, or other third party agents or representatives of the company (as applicable).

The policy applies to all personnel actions, such as recruiting, hiring, transferring, promoting, training, compensation and benefits, benefits administration, disciplinary actions, and terminations of employment. However, the level and type of benefits may vary based on location and other lawful factors.

## Policy

### 1.0 Compliance, Equal Opportunity and U.S. Affirmative Action

Consistent with our Best Work Environment Policy, our policy and practice at HP is to maintain a culture and work environment free from discrimination, one where employees are treated with dignity and respect.

All employees share in the responsibility for fulfilling HP's commitment to equal employment opportunity. To that end, HP's Global Non-Discrimination Policy provides that we do not discriminate against any employee or applicant for employment because of gender, color, race, ethnicity, religion, national origin, age, marital status, sexual orientation, gender identity and expression, disability, pregnancy, covered veteran status, protected genetic information and political affiliation.

We also comply with all applicable national and local laws pertaining to non-discrimination and equal opportunity.

### 2.0 Manager responsibilities

At HP, every manager has basic leadership responsibilities for diversity and inclusion, including creating the best work environment for our customers, employees, suppliers, business partners, and shareowners. Additionally, managers are charged with the following specific diversity and inclusion responsibilities and for results achieved as part of their job performance:

**2.1 Developing a diverse workforce.** Attracting, developing, promoting and retaining a diverse workforce to serve our increasingly diverse customers and to win in the global marketplaces, workplaces and communities across the world.

**2.2. Fostering an inclusive culture.** Fostering an inclusive, flexible culture for high-achieving, multi-talented teams — one that puts differences to work across HP's businesses, encouraging and motivating every employee to contribute to their full potential and to bring their whole self to work.

**2.3 Adhering to company and local policies and practices in your business/region.** Becoming familiar with and leading, implementing, supporting, participating in, and integrating diversity, inclusion, equal opportunity, and U.S. affirmative action policies and practices into their mainstream day-to-day business management responsibilities. This includes understanding, owning, and communicating key concepts in messages delivered to employees.

**2.4 Contributing to HP's company-wide diversity goals and metrics.** Becoming knowledgeable and being involved with their organization's efforts to contribute to HP's company-wide diversity goals and the implementation of U.S. affirmative action. This includes familiarity with issues/goals outlined and involvement with diversity and inclusion action plans to support programs and accomplish goals.

**2.5 Acting with personal leadership and accountability.** Carrying out the company's commitment to diversity and inclusion, equal opportunity and U.S. affirmative action by the following proactive behaviors and actions:

Take an active role in developing, mentoring and promoting a diverse team – including women, people of color, minorities, covered veteran status and people with disabilities.

Maintain an inclusive work environment that promotes dignity, courtesy, and respect for the individual.

Provide reasonable accommodations to qualified individuals with disabilities.

Support the company's commitment to small businesses owned and operated by women, people of color, veterans and people with disabilities.

### **3.0 Reporting concerns**

Employees are expected to report suspected violations of HP's Non-Discrimination Policy promptly to their manager, the next level of management, Human Resources, or the Ethics and Compliance Office.

HP prohibits retaliation against any employee who makes a good faith complaint regarding a violation or suspected violation of those policies, or who participates in an investigation of such a complaint.

HP will conduct a prompt investigation into such complaints, and if discrimination, harassment, retaliation, or other inappropriate behavior is substantiated, appropriate disciplinary action will be taken, up to and including termination of employment.

Because of the serious nature of these matters, any employee who deliberately makes false statements of fact during an investigation, or fails to fully cooperate with an investigation, is subject to disciplinary action, up to and including termination of employment.

#### **Grievance Policy:**

If you have a question or wish to discuss a possible violation, you should first discuss it with those in your management chain. If you are not comfortable with that approach for any reason, or if no action is taken, please contact the Ethics and Compliance Office at [Corporate.compliance@hp.com](mailto:Corporate.compliance@hp.com).