



Open Door Policy

Philosophy

HP is committed to creating the best work environment—a place where everyone’s voice is heard, issues are promptly raised and resolved, and communication flows across all levels of the company. Openness is essential to quickly resolve customer concerns, recognize business issues as they arise, and address the changing needs of our diverse and global workforce.

Scope

This policy applies to all employees.

Policy

The essence of HP’s Open-Door Policy is open communication in an environment of trust and mutual respect that creates a solid foundation for collaboration, growth, high performance, and success across the company.

It provides for a work environment where:

- Open, honest communication between managers and employees is a daily business practice.
- Employees may seek counsel, provide or solicit feedback, or raise good faith concerns within the company.
- Managers hold the responsibility for creating a work environment where employees’ input is welcome, advice is freely given, and issues are raised early and candidly without fear of retaliation when shared in good faith.

Any attempt to block access, threaten, or retaliate against an employee who, in good faith, is trying to communicate a concern or provide input is a violation of the Open-Door Policy, and is subject to disciplinary action, up to and including possible termination.

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 for any reason you are not comfortable discussing issues with those in your management chain or human resources, or if no action is taken when you raise a concern, please contact the Ethics and Compliance Office at Corporate.compliance@hp.com.