

# HP Sustainable Impact and Human Rights Policy



## Purpose

In 1947, Dave Packard said, “The betterment of society is not a job to be left to a few. It’s a responsibility to be shared by all.” Today, trust and respect remains a core HP value, meaning that we work together to create a culture of inclusion built on trust, respect and dignity for all. With operations in more than 60 countries, our scale means we can positively impact critical issues affecting communities worldwide. Sustainable impact at HP expresses our corporate objective for citizenship and drives our other corporate objectives including meeting our customers’ needs, engaging and developing our people, and delivering profitable growth and business stability over the long-term.

## Sustainable Impact

Sustainable impact at HP represents our commitment of innovating for everyone. It embodies our corporate objective for citizenship including our commitment to society (suppliers, employees, and communities), environment (products and solutions, reuse and recycling, HP operations), and integrity (corporate ethics, human rights, privacy, diversity and inclusion, and government relations). Through our actions and investments, we strengthen our communities and enable the sustainable development of society at large; we minimize the environmental footprint of our customers, operations and supply chain; and we act with integrity and respect human rights around the world.

## Human Rights

Respecting human rights is embedded in the way we do business. Human rights are the fundamental rights, freedoms and standards of treatment to which all people are entitled. We focus on respecting labor rights, treating all people with dignity and respect, enabling healthy and safe work environments, promoting ethical behavior and respecting privacy. We believe respect for human rights is integral to advancing sustainability, and therefore we have chosen to express our policy commitment to respecting human rights in this Policy. HP strives to uphold the relevant fundamental rights and freedoms of all people across our business, in line with the

United Nations (UN) Universal Declaration of Human Rights (UDHR), the UN Guiding Principles on Business and Human Rights, the OECD Guidelines for Multinational Enterprises, and the UN Global Compact.

## Scope

HP's Sustainable Impact and Human Rights Policy broadly defines the principled commitments that guide the integration of sustainability into our supply chain, operations and products and solutions.

## Policy

Sustainable impact at HP is based on the following principled commitments:

- Comply with laws and regulations where HP does business and adopt and apply international standards where laws are less stringent
- Conduct due diligence to avoid complicity in human rights violations and cooperate in access to remediation for those impacted
- Promptly investigate allegations and pursue action to mitigate any adverse impacts
- Regularly assess our social, environmental and ethical performance and maintain effective management systems with appropriately established objectives and targets
- Provide access to independent grievance mechanisms for employees and other stakeholders to raise concerns
- Promote continual improvement terminating relationships only as a last resort
- Provide visibility of our sustainability performance and results to senior executives on regular basis.
- Report transparently on our performance through the [HP Sustainable Impact Report](#)

The following summarizes our commitments we make to our employees which are further outlined in [Integrity at HP](#):

### **Ethical Behavior and Anti-Corruption**

HP sets non-negotiable global expectations for employee behaviors and actions, and defines how employees are to embed integrity, respect, and fairness into business operations. HP does not tolerate bribery of any kind and we will not knowingly facilitate any other party's corrupt conduct.

### **Dignity and Respect**

HP is committed to maintain a work environment free from discrimination and harassment, one where employees are treated with dignity and respect. We refuse to accept or tolerate harassment or discrimination 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.

### **Environment, Health and Safety, and Security**

HP is committed to providing products and services that are safe to use and environmentally sound throughout their lifecycles, to conducting our operations in an environmentally responsible manner and to leading our business in a manner that ensures the health, safety, and security of our workforce, our workplaces, and the protection of our brand, products, reputation, and assets.

### **Anti-Human Trafficking**

HP is committed to taking action against human trafficking, child labor and forced labor in our operations and supply chain. HP employees are prohibited from engaging in trafficking in persons, which includes but is not limited to the illegal movement of people, trafficking in persons, sexual exploitation, and the use of forced or child labor of any form. Any employee believing he or she has been a victim of human trafficking, child labor or forced labor, or has knowledge of such offenses should exercise HP's Open Door Policy to report any such incident to his or her manager, the next level of management, Human Resources or the [Ethics and Compliance Office](#).

### **Fair Employment**

When recruiting HP employees, information provided to potential candidates about the prospective work is to be truthful and candidates are not to be charged applicant or recruiting fees. HP is committed to complying with applicable wage and hours laws and will generally pay employees regularly and at intervals not exceeding one month\*; HP will pay wages in accordance with local and national applicable wage statutes and not withhold deductions as a disciplinary measure; HP will not interfere with employees control of or access to their identity documents or passports; and HP employees are free to resign at any time.

\*All Local Country Legislation and Workers Council Agreements will apply.

### **Freedom of Association**

HP respects the right of employees to organize in labor unions and collectively bargain in accordance with local laws and established practices.

### **Privacy**

HP places a priority on the data privacy of current and former employees, customers, applicants, and current or former members of the Board of Directors. Our commitment to privacy reflects current global principles and standards on handling personal information. These principles include notice of data use, choice of data use, data access, data integrity, security, onward transfer, and enforcement/oversight. We abide by the privacy laws in the countries where we do business.

## Reporting a Concern

When questions or concerns arise, it is recommended that employees seek resolution at the local level if possible, either peer-to-peer or with their manager. When it is not possible to raise or resolve an issue with their immediate manager, use the next level of management, Human Resources, or the Ethics and Compliance Office. HP commits to promptly investigate reports of suspected violations and pursue action to mitigate any adverse impacts. Employees who report violations in good faith are protected from retaliation.

## Supply Chain Responsibility

HP's focus on sustainability is carried forward in the policies that we require of our suppliers when contracting with HP including the HP Supplier Code of Conduct (see references below). We expect HP suppliers to conduct their worldwide operations in a socially and environmentally responsible manner. We work collaboratively with our suppliers and require adherence with the following principles:

- Suppliers operate in compliance with legal and regulatory requirements and uphold the highest standards of ethics in their business operations.
- Suppliers minimize adverse effects on the community, environment and natural resources and employ programs that promote efficient use of energy and other resources, minimize the use of hazardous materials, promote reuse and recycling, and reduce emissions to air, soil and water.



- Suppliers are to ensure that all workers in their supply chains are treated fairly and with dignity and respect.
- Suppliers are to maintain effective management systems that integrate environmental, occupational health and safety, human rights and labor policies, and ethics into their business and decision-making processes.

## Partners and Contingent Workers

HP sets explicit expectations for HP partners and HP contingent workers in related policies, including the HP Partner Code of Conduct and the Contingent Worker Code of Conduct (see references below).

## Implementing Policies

The following additional policies further define implementation expectations of our sustainability commitments

[HP Integrity at HP](#)

[HP Contingent Worker Code of Conduct](#)

[HP Harassment-Free Work Environment Policy](#)

[HP Environment, Health, and Safety \(EHS\) Policy](#)

[HP Global Master Privacy Policy](#)

[HP Nondiscrimination Policy](#)

[HP Open Door Policy](#)

[HP Supplier Code of Conduct](#)

[HP Supply Chain Social and Environmental Responsibility Policy](#)

[HP Partner Code of Conduct](#)