

# Contingent Worker Code of Conduct Training



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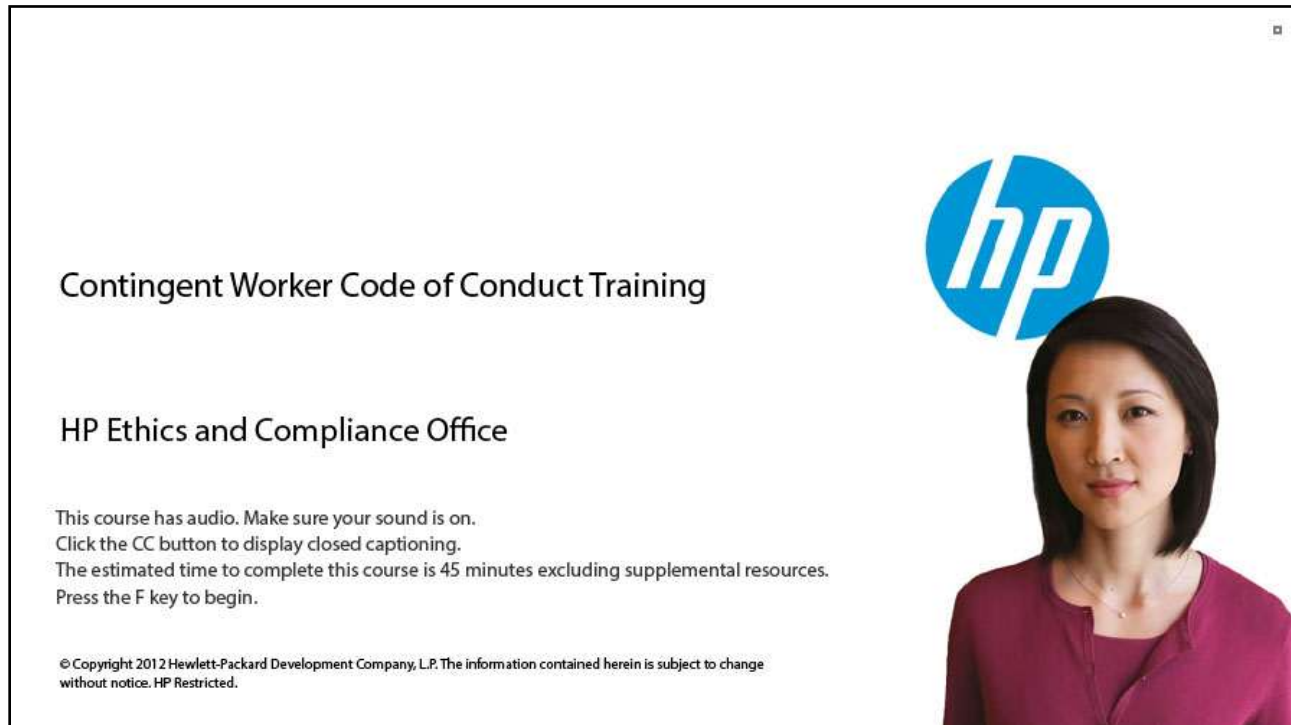
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# Contingent Worker Code of Conduct Training



The screenshot shows a video player interface for the 'Contingent Worker Code of Conduct Training'. On the right side, there is a portrait of a woman with dark hair wearing a maroon top. To her left, the HP logo is displayed in a blue circle. The main text area contains the following information:

Contingent Worker Code of Conduct Training

HP Ethics and Compliance Office

This course has audio. Make sure your sound is on.  
Click the CC button to display closed captioning.  
The estimated time to complete this course is 45 minutes excluding supplemental resources.  
Press the F key to begin.

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## Narration

Welcome to the Contingent Worker Code of Conduct Training.

HP is committed to the highest standards of business ethics and regulatory compliance.

We gain trust by treating others with integrity, respect, and fairness.

We must demonstrate these values every day and in all our interactions.

This course has audio. Make sure your sound is on.

When you are ready to begin, press F.

## Navigation

### Navigation

Please note that to press the keyboard keys for navigation, you must keep your mouse clicked on the slide area within the browser window.  
If you click outside the slide area, the course will not recognize the keyboard commands.  
To advance to the next page, click the Forward button or press F.

Print transcript:  
To download a printable copy of this course, click Print or press P.

Click Box

### Narration

Before we begin, let's review the navigation features within this course.

To go to a particular page, click the TOC (table of contents) button. Then select a page.

We do not recommend that you use the table of contents when first viewing this course because if you do, you may miss several pages.

To view the closed captions in this course, click the CC button.

Sometimes you may need to turn the closed captions off to view graphics under the closed captioning display. To do so, click the CC button again.

Please take a moment to review the Playback Control which is located at the top of the window.

Use these buttons to navigate the course.

The buttons you will use most in this course are the Pause, Play, Forward, and Back buttons.

To download a printable copy of this course, click the Print button at the bottom of the page or press P if you are using a screen reader.

This is the only page where the Print button is available, so we recommend that you print now if you choose to do so.

When you are ready to advance to the next page in this course, click the Forward button on the Playback Bar or press F.

## Legal notice

### Legal notice

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### Narration

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This is an HP copyrighted work that may not be reproduced without the written permission of HP.

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# Code of Conduct

## Code of Conduct

**Application**

The Contingent Worker Code of Conduct is applicable to all non-employees performing services for HP on a Hewlett Packard site or who are the face of HP or represent HP to HP customers.

Contingent workers must comply with the provisions set out in the Code of Conduct and with all laws, rules and government regulations applicable to HP in their location.

[Code of Conduct](#)



## Narration

At HP, we have built a culture of integrity and together with our employees we count on you, our contingent workers, to help us continue this culture.

This means all of us are committed to making ethical decisions.

We are open, honest, and ethical in all of our dealings—with our customers, partners, competitors, and with one another.

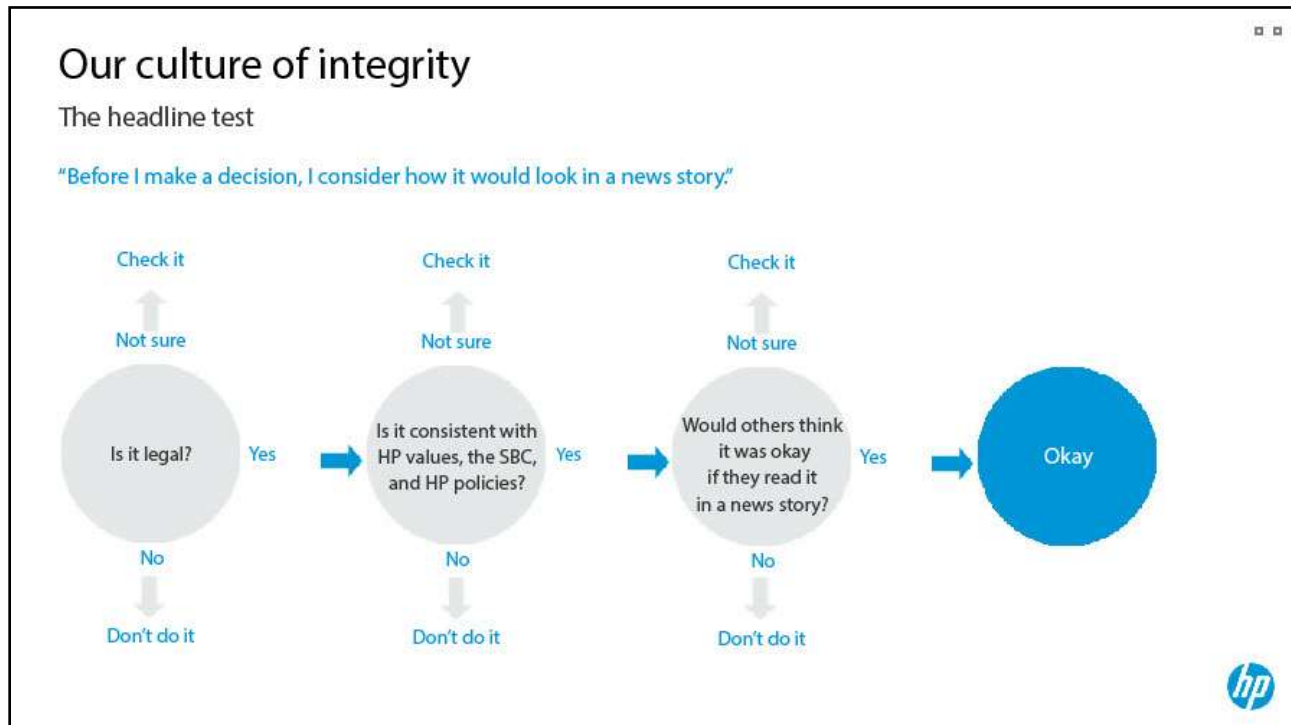
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Contingent workers must comply with the provisions set out in the Code of Conduct and with all laws, rules and government regulations applicable to HP in their location.

This is the only page where the Code of Conduct link is available, so we recommend that you access it now or press C .

When you are ready to advance to the next page in this course, click the Forward button on the Playback Bar or press F.

## Our culture of integrity



### Narration

To help make ethical decisions at HP, we use a decision-making model called the "headline test."

This simple but powerful tool is designed to make sure we appropriately consider the soundness and impact of our business decisions.

Consider the headline test if you encounter an ethical dilemma.

For example, "Before I make a decision, I consider how it would look in a news story."

"Is it legal?"

"Is it consistent with HP values, the SBC, and HP policies?"

"Would others think it was okay if they read it in a news story?"

If you're not sure about your answer to any one of the three questions, speak with your employer, your HP engagement manager, or you may send an email to [corporate.compliance@hp.com](mailto:corporate.compliance@hp.com).



## Equal opportunity

### Equal opportunity

HP is committed to respecting everyone in the workplace.

Unlawful discrimination in the workplace is prohibited.

When conducting HP business contingent workers must not discriminate on the basis of:

*Age	*National origin
*Color	*Political affiliation
*Covered veteran status	*Pregnancy
*Disability	*Protected genetic information
*Ethnicity	*Race
*Gender	*Religion
*Gender identity and expression	*Sexual orientation
*Marital status	*Or any other characteristic protected by law



### Narration

HP is committed to respecting everyone in the workplace.

Unlawful discrimination in the workplace is prohibited.

Contingent workers must not discriminate against anyone on the basis of:

Age, color, covered veteran status, disability, ethnicity, gender, gender identity and expression, marital status, national origin, political affiliation, pregnancy, protected genetic information, race, religion, sexual orientation, or any other characteristic protected by law.

## Work environment, 1 of 3

Work environment, 1 of 3

Harassment in the workplace is prohibited.

When conducting HP business, contingent workers must not behave in a disrespectful, hostile, violent, intimidating, threatening or harassing manner.



### Narration

Here is an extract from the Contingent Worker Code of Conduct on the work environment.


As it states, when we are conducting HP business, contingent workers must not behave in a disrespectful, hostile, violent, intimidating, threatening or harassing manner.

## Work environment, 2 of 3

Work environment, 2 of 3

All forms of sexual harassment are unacceptable.

This includes unwelcome sexual advances, requests for sexual favors, the physical or computer image display of sexually-explicit posters, pictures, cartoons or drawings, or other unwelcome verbal or physical conduct of a sexual nature.



### Narration

All forms of sexual harassment are unacceptable.

This includes unwelcome sexual advances, requests for sexual favors, the physical or computer image display of sexually-explicit posters, pictures, cartoons or drawings, or other unwelcome verbal or physical conduct of a sexual nature.

## Work environment, 3 of 3

### Work environment, 3 of 3

#### Workplace violence is not tolerated.

Contingent workers must comply with safety, health and security policies and procedures, and correct or report any safety, health or security threats. Acts of workplace violence will not be tolerated. Workplace violence includes acts or threats of physical violence and any conduct that is sufficiently severe, offensive, or intimidating to result in other individuals becoming reasonably fearful or apprehensive about their safety or the safety of their family or property.



### **Narration**

Workplace violence is not tolerated.

Contingent workers must comply with safety, health and security policies and procedures, and correct or report any safety, health or security threats.

Acts of workplace violence will not be tolerated.

Workplace violence includes acts or threats of physical violence and any conduct that is sufficiently severe, offensive, or intimidating to result in other individuals becoming reasonably fearful or apprehensive about their safety or the safety of their family or property.

## Scenario: Equal opportunity and harassment


### Scenario: Equal opportunity and harassment

**Question: What should Marie do?**

Instructions: After listening to or reading the scenario in the closed captioning, select the best answer by clicking it or pressing the corresponding letter on your keyboard.

A) Marie should not be so sensitive. Click Box

B) Marie should talk to her XQ supervisor. Click Box



### Narration

In this scenario about equal opportunity and harassment, you will read or listen to the scenario, question, and choices to determine which choice is the most accurate.

Marie is working for XQ under a contract to HP.

Her job requires that she be present at the HP site in the late afternoon and evenings.

For several nights in the past week, Dave, a colleague of Marie's who also works for XQ, has been hovering around Marie's desk.

One evening, Dave made some comments to Marie about her appearance.

Marie has tried to avoid Dave, but it seems he is always around now.

At first she was flattered, but when it happened the second time, Marie felt uncomfortable and told Dave she needed to get to work.

What should Marie do?

Choice A) Marie should not be so sensitive.

Choice B) Marie should talk to her XQ supervisor.

## Scenario answer: Equal opportunity and harassment

### Scenario answer: Equal opportunity and harassment

**Question:** What should Marie do?

**Correct answer:** B) Marie should talk to her XQ supervisor.

**Reason:** Marie should talk to her XQ supervisor because all forms of sexual harassment are unacceptable, including unwelcome sexual advances, requests for sexual favors or the physical or computer image display of sexually-explicit posters, pictures, cartoons or drawings and other verbal or physical conduct of a sexual nature.



### **Narration**

The correct answer is B.

Marie should talk to her XQ supervisor because all forms of sexual harassment are unacceptable, including unwelcome sexual advances, requests for sexual favors or the physical or computer image display of sexually-explicit posters, pictures, cartoons or drawings and other verbal or physical conduct of a sexual nature.


## Weapons prohibited at work

### Weapons prohibited at work

HP strictly prohibits the possession of weapons of any kind in an HP workplace, including any property owned, leased, or occupied by HP.

Unless such prohibition is contrary to local law, HP parking areas are included. The prohibition also specifically includes weapons of any type for which the person has a permit and/or a permit to carry as a concealed weapon.

Examples of prohibited weapons in HP workplaces include, but are not limited to, guns, knives, bows and arrows, and similar devices that by their design or intended use are capable of inflicting serious bodily injury or lethal force.



### Narration

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Examples of prohibited weapons in HP workplaces include, but are not limited to, guns, knives, bows and arrows, and similar devices that by their design or intended use are capable of inflicting serious bodily injury or lethal force.

## Emergency preparedness

### Emergency preparedness

#### Be prepared before an emergency happens:

- \* Know the local procedures at your HP location or when you are working at a non-HP location such as a customer site.
- \* Tip: Go to the HP Emergency Preparedness & Response webpage and follow the steps to access emergency procedures at your HP location. Information such as evacuation maps and instructions are also typically posted in key corridors and common areas in your workplace.
- \* Inform contractors and visitors of site emergency procedures at the start of each visitor meeting. Be sure to include directions to the nearest exit and outside gathering place.

#### In the event of an emergency:

- \* Call the designated number if you witness or become aware of an emergency situation such as a fire or medical emergency.
- \* Follow the local emergency procedures and all instructions provided by Security or other emergency team personnel.
- \* If prompted to evacuate the building, do so quickly but safely. Proceed to designated assembly points.

Additional EHS required training varies by country. Your EHS country contact can direct you to the appropriate EHS training and other pertinent information.

A link to the HP EHS home page is available in the Resources section at the end of this course.



### Narration

#### Be prepared before an emergency happens:

- \* Know the local procedures at your HP location or when you are working at a non-HP location such as a customer site.
- \* Tip: Go to the HP Emergency Preparedness & Response webpage and follow the steps to access emergency procedures at your HP location. Information such as evacuation maps and instructions are also typically posted in key corridors and common areas in your workplace.
- \* Inform contractors and visitors of site emergency procedures at the start of each visitor meeting. Be sure to include directions to the nearest exit and outside gathering place.

#### In the event of an emergency:

- \* Call the designated number if you witness or become aware of an emergency situation such as a fire or medical emergency.
- \* Follow the local emergency procedures and all instructions provided by Security or other emergency team personnel.
- \* If prompted to evacuate the building, do so quickly but safely. Proceed to designated assembly points.



# Anti-corruption



## Anti-corruption

**The U.S. Foreign Corrupt Practices Act (FCPA) and the UK Bribery Act (UKBA)**

Prohibit any payment or gift to government officials, political parties, or candidates for public or political office for the purpose of winning or keeping business. The UKBA also prohibits any payment or gift to commercial entities for the purpose of winning or keeping business. The FCPA and the UKBA apply to the actions of all HP employees, subsidiaries, joint ventures, agents, and representatives.

Anti-corruption means no acceptance or payment of:

- \* Anything of value provided for the purpose of winning or keeping business
- \* Kickbacks
- \* Any form of bribe



## Narration

The U.S. Foreign Corrupt Practices Act (FCPA) and the UK Bribery Act (UKBA) prohibit any payment or gift to government officials, political parties, or candidates for public or political office for the purpose of winning or keeping business.

The UKBA also prohibits any payment or gift to commercial entities for the purpose of winning or keeping business.

The FCPA and the UKBA apply to the actions of all HP employees, subsidiaries, joint ventures, agents, and representatives.

Anti-corruption means no acceptance or payment of:

- \* Anything of value provided for the purpose of winning or keeping business
- \* Kickbacks
- \* Any form of bribe

Contingent workers may not enter any commission or fee arrangements, except under written agreements, with bona fide (legitimate) commercial distributors, sales representatives, agents, or consultants.

## Anti-Corruption at a glance



Anti-corruption at a glance

There are four areas of concern regarding anti-corruption.  
Click each button or press 1, 2, 3, and 4 to view the details.

1) Bribery    2) Payments    3) Finder's fees    4) Records



### Narration

We will consider the four areas of concern regarding anti-corruption. They are bribery, facilitation payments, finder's fees, and records.

Click each button to view the details or press:

1 for Bribery

2 for Facilitation payments

3 for Finder's fees, and

4 for Records

# Bribery

## Anti-corruption at a glance


Bribery

There are four areas of concern regarding anti-corruption.  
Click each button or press 1, 2, 3, and 4 to view the details.

1) Bribery    2) Payments    3) Kickbacks    4) Records

**Specifics**  
No offers or payments of bribes, kickbacks or gifts to win or retain business or to influence a business decision. Applies in all countries to offering or providing money or anything of value, either directly or indirectly, by contingent workers or through other parties, to representatives of commercial entities or to government officials for the purpose of obtaining or retaining business.

**Notes**  
The U.S. Foreign Corrupt Practices Act (FCPA) and the UK Bribery Act (UKBA) prohibit any payment to government officials, political parties or candidates for public or political office for the purpose of winning or keeping business.  
The UKBA also prohibits any payment to representatives of commercial entities for the purpose of winning or keeping business.



## Narration

First, let's consider bribery.

HP does not allow offers or payments of bribes, kickbacks or gifts to win or retain business or to influence a business decision.

This applies in all countries to offering or providing money or anything of value, either directly or indirectly, by contingent workers or through other parties, to representatives of commercial entities or to government officials for the purpose of obtaining or retaining business.

The U.S. Foreign Corrupt Practices Act (FCPA) and the UK Bribery Act (UKBA) prohibit any payment to government officials, political parties or candidates for public or political office for the purpose of winning or keeping business.

The UKBA also prohibits any payment to representatives of commercial entities for the purpose of winning or keeping business.

# Facilitation payments

## Anti-corruption at a glance

Facilitation payments

There are four areas of concern regarding anti-corruption.  
Click each button or press 1, 2, 3, and 4 to view the details.

1 Click Box    2) Payments    3 Click Box    4 Click Box


**Specifics**

May not offer or make facilitation payments unless subjected to duress or extortion. Duress or extortion occurs when one fears physical harm or imprisonment if the facilitation payment isn't made and there is no safe alternative to complying with the demand.

Any payment of a facilitation payment must be reported to HP Legal within 24 hours of the payment.

**Notes**

Applies to one-time payments of generally small value. Repeated facilitation payments, or facilitation payments of high value, are not permitted.



## Narration

Next let's consider facilitation payments.

We may not offer or make facilitation payments unless subjected to duress or extortion.

Duress or extortion occurs when one fears physical harm or imprisonment if the facilitation payment isn't made and there is no safe alternative to complying with the demand.

Any payment of a facilitation payment must be reported to HP Legal within 24 hours of the payment.

This applies to one-time payments of generally small value.

Repeated facilitation payments, or facilitation payments of high value, are not permitted.

## Finder's fees

### Anti-corruption at a glance


Finder's fees

There are four areas of concern regarding anti-corruption.  
Click each button or press 1, 2, 3, and 4 to view the details.

1) Gifts  
2) Payments  
3) Fees  
4) Records

**Specifics**  
We may not enter in any commission or fee arrangements except under written agreements with bona fide commercial distributors, sales representatives, agents or consultants unless in an approved written document.

**Notes**  
The entities must be bona fide distributors, sales reps agents, or consultants.



### Narration

The next area of concern is finder's fees.

We may not enter in any commission or fee arrangements except under written agreements with bona fide commercial distributors, sales representatives, agents or consultants unless in an approved written document.

The entities must be bona fide distributors, sales reps agents, or consultants.

## Records

### Anti-corruption at a glance


Records

There are four areas of concern regarding anti-corruption.  
Click each button or press 1, 2, 3, and 4 to view the details.

1) Policy    2) Payments    3) Gifts    4) Records

**Specifics**  
Must accurately document any payments made on behalf of HP.

**Notes**  
See your HP manager for proper documentation practices and records management policies and procedures.



### Narration

Lastly, let's consider records involving anti-corruption.

We must accurately document any payments or decisions made on behalf of HP.

See your HP manager for proper documentation and records management policies and procedures.

When you are ready to advance to the next page in this course, click the Forward button on the Playback Bar or press F.

## Scenario: Anti-corruption, 1 of 2


Scenario: Anti-corruption, 1 of 2

**Question: Should Horatio provide the printer to ensure HP gets the order?**

Instructions: After listening to or reading the scenario in the closed captioning, select the best answer by clicking it or pressing the corresponding letter on your keyboard.

A) Yes Click Box

B) No Click Box



### Narration

In this scenario about anti-corruption, you will read or listen to the scenario, question, and choices to determine which choice is the most accurate.

Horatio is a contingent worker in a sales role selling HP printers.

Horatio is about to close a large sale when Ana Lucia, the customer's representative, asks for a printer for herself.

She says she will use it to do work from home, and it will ensure the deal is awarded to HP.

Should Horatio provide the printer to ensure HP gets the order?

Choice A) Yes

Choice B) No

To check your answer, click your selection or press the corresponding letter on your keyboard.

## Scenario answer: Anti-corruption, 1 of 2

Scenario answer: Anti-corruption, 1 of 2

Question: Should Horatio provide the printer to ensure HP gets the order?

Correct answer: B) No.

Reason: This would be considered a bribe to win business.



### Narration

The correct answer is "No". Providing even one printer to close a deal constitutes a bribe.

The FCPA and the UKBA prohibit giving anything of value to win or keep business.

These laws apply all over the globe.



## Scenario: Anti-corruption, 2 of 2


Scenario: Anti-corruption, 2 of 2

**Question: Should Song pay the travel costs for Harry's family?**

Instructions: After listening to or reading the scenario in the closed captioning, select the best answer by clicking it or pressing the corresponding letter on your keyboard.

A) Yes Click Box

B) No Click Box



### Narration

In this additional scenario about anti-corruption, you will read or listen to the scenario, question, and choices to determine which choice is the most accurate.

Song is a contingent worker who wants to sell an HP IT solution worth \$30 million US to the Education Ministry, but he is having difficulty setting up a meeting with the Ministry.

Harry, an employee in the Ministry, told Song he can introduce him to the Ministry purchasing officer.

Harry has been invited to an upcoming HP conference, and asks Song to pay for his family to accompany him to the conference.

Should Song pay the travel costs for Harry's family?

Choice A) Yes

Choice B) No

To check your answer, click your selection or press the corresponding letter on your keyboard.

## Scenario answer: Anti-corruption, 2 of 2

### Scenario answer: Anti-corruption, 2 of 2

Question: Should Song pay the travel costs for Harry's family?

Correct answer: B) No.

Reason: Even though Harry is providing an introduction, and the travel costs are small compared to the value of the deal, it is prohibited to provide gifts, travel or entertainment in order to win business.



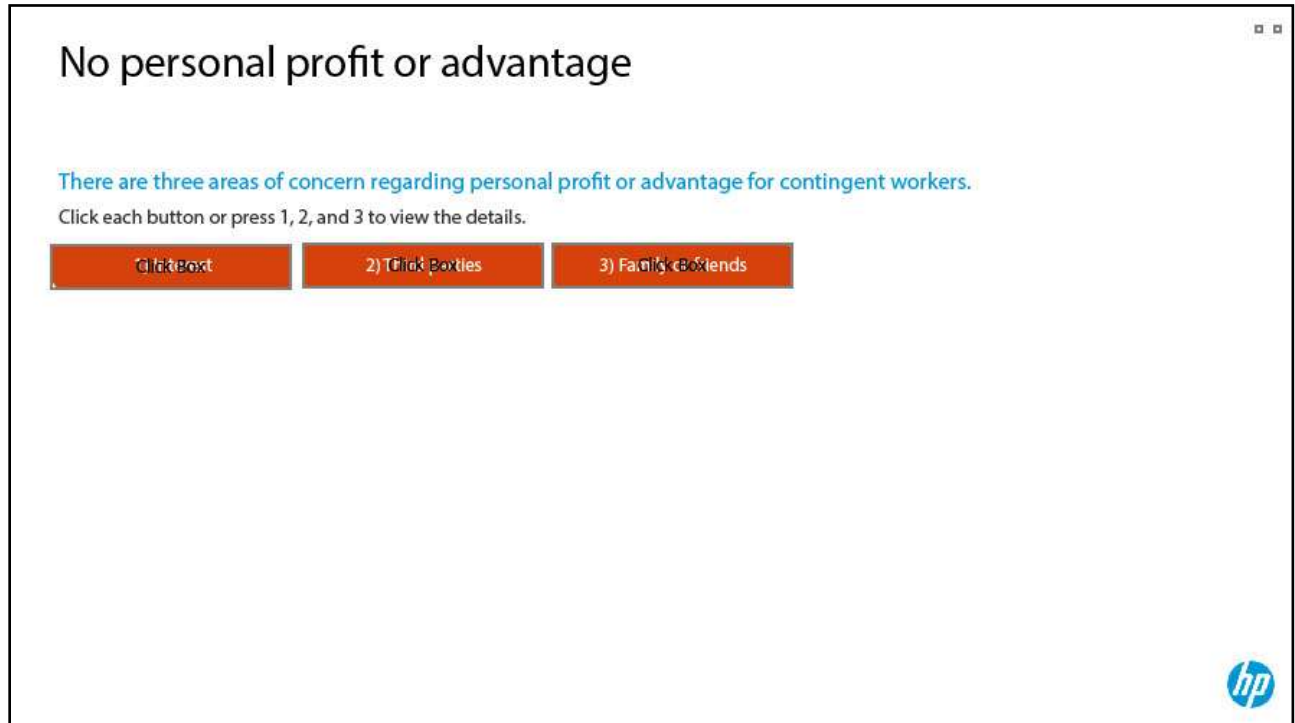
### Narration

The correct answer is "No."

Even though Harry is providing an introduction, and the travel costs are small compared to the value of the deal, it is prohibited to provide gifts, travel or entertainment in order to win business.

There is no legitimate business purpose to ever pay for the travel costs of family members or relatives.

## No personal profit or advantage



The screenshot shows a presentation slide with the title "No personal profit or advantage" at the top. Below the title, there is a blue heading: "There are three areas of concern regarding personal profit or advantage for contingent workers." followed by the instruction "Click each button or press 1, 2, and 3 to view the details." At the bottom of the slide, there are three orange buttons labeled "1) Conflicts of Interest", "2) Third Parties", and "3) Family or Friends". The HP logo is visible in the bottom right corner of the slide.

### Narration

There are three areas of concern regarding personal profit or advantage for contingent workers.

Click each button or press the corresponding number on your keyboard to view each of them.

1 for Conflicts of Interest

2 for Third parties, and

3 for Family or friends

## Conflicts of interest

### No personal profit or advantage

Conflicts of interest

There are three areas of concern regarding personal profit or advantage for contingent workers.


Click each button or press 1, 2, and 3 to view the details.

1) Interest    2) Third Parties    3) Family & Friends

Contingent workers must always make decisions in the best interest of HP when conducting HP business. Contingent workers may not receive any personal profit or advantage, other than their compensation from their employer, in connection with any transaction involving HP.

Contingent workers must not engage in:

- \* Any activity that would present a conflict of interest related to their employer and/or HP



### Narration

Contingent workers must always make decisions in the best interest of HP when conducting HP business.

Contingent workers may not receive any personal profit or other advantage besides their compensation (pay) involving any HP transaction.

Contingent workers must not engage in:

- \* Any activity that would present a conflict of interest related to their employer and/or HP
- \* Any activity that could be perceived as a potential conflict of interest related to their employer and/or HP

## Work with third parties

### No personal profit or advantage

Work with third parties

There are three areas of concern regarding personal profit or advantage for contingent workers.


Click each button or press 1, 2, and 3 to view the details.

1) Click text    2) Third parties    3) Family & friends

#### Work with Third Parties

Contingent workers may not work for any third parties while on assignment at HP if this is specified or covered in the contract with the their employer.

The HP contract with the supplier must specify the rules for the relationship with any other third parties, such as channel partners, competitors and customers not defined in the contract.



### Narration

Contingent workers may not work for any third parties while on assignment at HP if this is specified or covered in the contract with the their employer.

The HP contract with the supplier must specify the rules for the relationship with any other third parties, such as channel partners, competitors and customers not defined in the contract.

Contingent workers may not work for HP end-user customers in the purchase or support of any HP products or services during their HP assignment.

## Business with family or friends

### No personal profit or advantage


Business with family or friends

There are three areas of concern regarding personal profit or advantage for contingent workers.

Click each button or press 1, 2, and 3 to view the details.

1) Click Box 1    2) Click Box 2    3) Family or friends

During their HP assignment, contingent workers must disclose to their employer and HP all situations where they may be conducting business with members of their family, friends, or others with whom they have a close personal relationship.



### Narration

Consider the third area, business with family or friends:

During their HP assignment, contingent workers must disclose to their employer and HP all situations where they may be conducting business with members of their family, friends, or others with whom they have a close personal relationship.

When you are ready to advance to the next page in this course, click the Forward button on the Playback Bar or press F.

## Scenario: Conflict of interest, 2 of 2

Scenario: Conflict of interest, 2 of 2


**Question:** What must Kye do about this situation?

Instructions: After listening to or reading the scenario in the closed captioning, select the best answer by clicking it or pressing the corresponding letter on your keyboard.

A) Disclose this relationship to her employer Click Box

B) Disclose this relationship to her employer and her HP manager Click Box

C) No action is necessary Click Box



### Narration

In this conflict of interest scenario, you will read or listen to the scenario, question, and choices to determine which choice is the most accurate.

Kye is on a temporary contract as a buyer for the HP server manufacturing organization.

One of the suppliers she buys from is owned by her brother.

What must Kye do about this situation?

Choice A) Disclose this relationship to her employer

Choice B) Disclose this relationship to her employer and her HP manager

Choice C) No action is necessary

To check your answer, click your selection or press the corresponding letter on your keyboard.

## Scenario answer: Conflict of interest, 2 of 2

### Scenario answer: Conflict of interest, 2 of 2

Question: What must Kye do about this situation?

Correct answer: B) Disclose this relationship to her employer and her HP manager

Reason: Kye should alert her employer and her HP manager who can determine if there is a conflict of interest and make arrangements if necessary to avoid the conflict or the appearance of conflict.



### Narration

The correct answer is B.

Kye should alert her employer and her HP manager who can determine if there is a conflict of interest and make arrangements if necessary to avoid the conflict or the appearance of conflict.



## Use of HP resources


### Use of HP resources

**HP resources include:**

- \* HP computers
- \* Servers and systems
- \* Telephones and voicemail
- \* Email systems
- \* Desks, lockers and cabinets
- \* Vehicles and other equipment belonging to HP

**Some important points to remember:**

- \* Computers are solely for HP business purposes
- \* HP may access and inspect all HP resources
- \* You shouldn't have any expectation of personal privacy in any messages or records created



### Narration

There are many HP resources including:

- \* HP computers
- \* Servers and systems
- \* Telephones and voicemail
- \* Email systems
- \* Desks, lockers and cabinets
- \* Vehicles and other equipment belonging to HP

Remember, HP resources are solely for HP business purposes.

HP may access and inspect all HP resources; you shouldn't have any expectation of personal privacy in any message or records created utilizing HP resources.

# Information security

## Information security

### Why is it important?

HP has an obligation to our customers, our shareholders, and our employees to protect the information assets that are entrusted to us.

Our customers trust us to provide secure products and services.

Cyber security attacks which attempt to exploit enterprise vulnerabilities are becoming increasingly more sophisticated.

Security breaches and compromised information can impact HP's competitive advantage, damage our brand, and be costly both for HP and our customers.



### Narration

HP has an obligation to our customers, our shareholders, and our employees to protect the information assets that are entrusted to us.

Our customers trust us to provide secure products and services.

Cyber security attacks which attempt to exploit enterprise vulnerabilities are becoming increasingly more sophisticated.

Security breaches and compromised information can impact HP's competitive advantage, damage our brand, and be costly both for HP and our customers.

## Information security: Your role

### Information security: Your role

You play an important role in the mitigation of information security and cyber security risks.

Click each button or press 1, 2, and 3 to view the details.

1) [Click here](#)    2) [Click here](#)    3) [Click here](#)



### Narration

You play an important role in the mitigation of information security risks.

Click each button to view the three roles you play in the mitigation of information security or cyber security risks or press:

1 for Computing

2 for Behavior, and

3 for Education

# Computing

## Information security: Your role


Computing

You play an important role in the mitigation of information security and cyber security risks.

Click each button or press 1, 2, and 3 to view the details.

1) Computing    2) Behavior    3) Education

Physically secure your PCs, laptop, USB memory devices, credentials, smartphones, etc.  
Encrypt your PC  
Use strong passwords, and never share or disclose your passwords



### Narration

You play an important role in the mitigation of information security or cyber security risks.

Information security is everyone's responsibility.

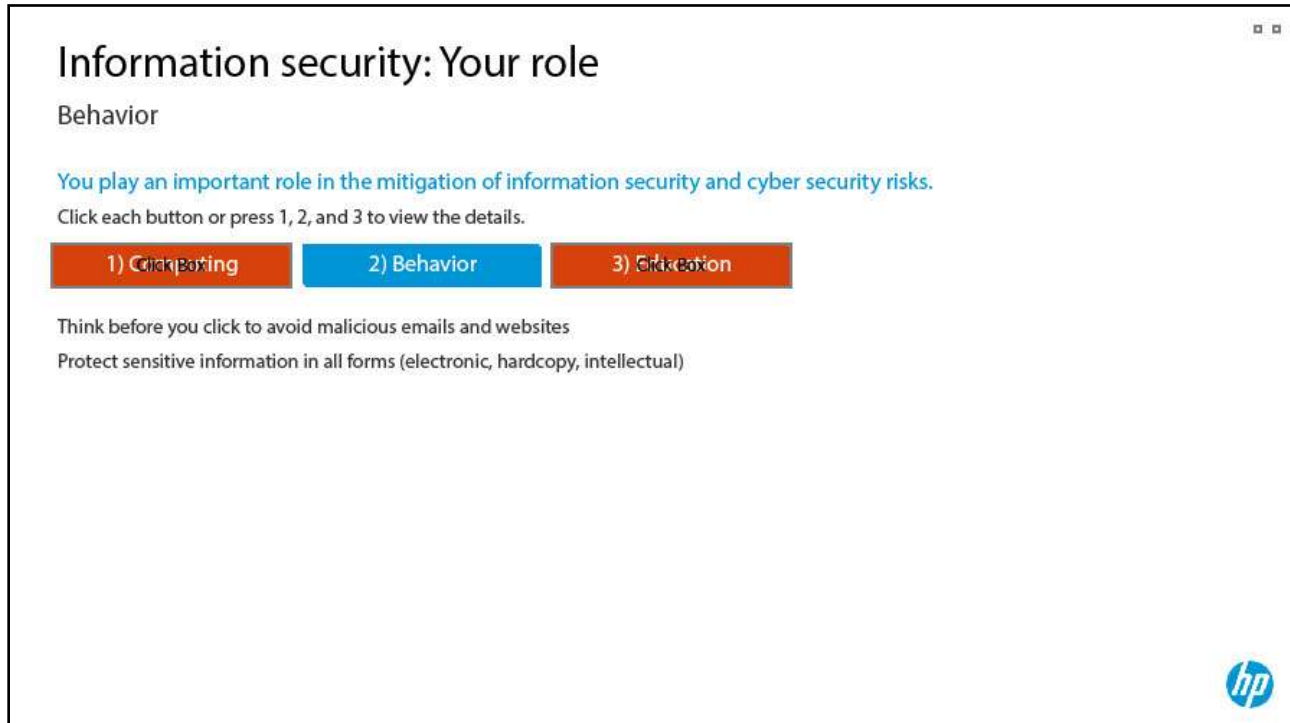
Security diligence is necessary when using computers.

Physically secure your PCs, laptop, USB memory devices, credentials, smartphones, and so on.

Encrypt your PC.

Use strong passwords, and never share or disclose your passwords.

# Behavior



The screenshot shows a training slide with the following content:

- Title:** Information security: Your role
- Section:** Behavior
- Text:** You play an important role in the mitigation of information security and cyber security risks.
- Text:** Click each button or press 1, 2, and 3 to view the details.
- Buttons:** Three buttons labeled "1) Computing", "2) Behavior", and "3) Education". The "2) Behavior" button is highlighted in blue.
- Text:** Think before you click to avoid malicious emails and websites
- Text:** Protect sensitive information in all forms (electronic, hardcopy, intellectual)
- Logo:** HP logo in the bottom right corner.

## Narration

Your behavior is another area which may expose HP to security risks.

Think before you click to avoid malicious emails and websites.

Protect sensitive information in all forms (electronic, hardcopy, and intellectual).

## On-screen text

Information security: Your role

Behavior

You play an important role in the mitigation of information security and cyber security risks.

Click each button or press 1, 2, and 3 to view the details.

1) Computing

2) Behavior

3) Education

Think before you click to avoid malicious emails and websites

Protect sensitive information in all forms (electronic, hardcopy, intellectual)

## Education

### Information security: Your role

Education

You play an important role in the mitigation of information security and cyber security risks.

Click each button or press 1, 2, and 3 to view the details.

1) Computing    2) Behavior    3) Education

Complete the “Information Security at HP for Contingent Workers” training (Course ID 00324674) within 30 days of starting your engagement with HP.

Understand HP’s security policies and standards.

For additional guidance and resources about information security, refer to the Information Security website at <http://infosec.hp.com>. This link is available in the Resources section of the course.



### Narration

Becoming aware of information security and cyber security is your responsibility as a contingent worker.

Complete the “Information Security at HP for Contingent Workers” training (Course ID 00324674) within 30 days of starting your engagement with HP.

Understand HP’s security policies and standards.

For additional guidance and resources about information security, refer to the Information Security website at <http://infosec.hp.com>.

When you are ready to advance to the next page in this course, click the Forward button on the Playback Bar or press F.

## Scenario: Use of HP resources, 1 of 2


Scenario: Use of HP resources, 1 of 2

**Question:** Can Marcus load billing software on the HP laptop to use in his repair business?

Instructions: After listening to or reading the scenario in the closed captioning, select the best answer by clicking it or pressing the corresponding letter on your keyboard.

A) Clock repair is not an HP business. Marcus can load the software.  
Click Box

B) No, as the software is not for HP's use.  
Click Box



### Narration

In this first scenario regarding the use of HP assets, you will read or listen to the scenario, question, and choices to determine which choice is the most accurate.

During his assignment in the HP Finance Department, Marcus has use of an HP laptop.

Besides Marcus' assignment with HP, he owns a business repairing clocks.

Can he load billing software on the HP laptop to use in his repair business?

Choice A) Clock repair is not an HP business. Marcus can load the software.

Choice B) No, as the software is not for HP's use.

To check your answer, click your selection or press the corresponding letter on your keyboard.

## Scenario answer: Use of HP resources, 1 of 2

### Scenario answer: Use of HP resources, 1 of 2

**Question:** Can Marcus load billing software on the HP laptop to use in his repair business?

**Correct answer:** B) No, as the software is not for HP's use.

**Reason:** Marcus can't use HP equipment for personal use. Downloading or installing unauthorized software on equipment used for HP business purposes could put the HP Finance Department and other HP groups at risk of malicious software and computer viruses with serious consequences to HP's brand and reputation. Loading the software in this manner may also violate the software license.



### **Narration**

The correct answer is "No", as the software is not for HP's use.

Marcus can't use HP equipment for personal use.

Downloading or installing unauthorized software on equipment used for HP business purposes could put the HP Finance Department and other HP groups at risk of malicious software and computer viruses with serious consequences to HP's brand and reputation.

Loading the software in this manner may also violate the software license.



## Scenario: Use of HP resources, 2 of 2


Scenario: Use of HP resources, 2 of 2

**Question: Are any of Eric's actions a violation the Code?**

Instructions: After listening to or reading the scenario in the closed captioning, select the best answer by clicking it or pressing the corresponding letter on your keyboard.

A) Yes Click Box

B) No Click Box



### Narration

In this second scenario regarding the use of HP assets, you will read or listen to the scenario, question, and choices to determine which choice is the most accurate.

Eric is working at HP on an assignment from his employer inputting contract information into a computer database.

On his breaks, he surfs the web where he places orders and occasionally visits adult entertainment sites.

Are any of Eric's actions a violation of the Code?

Choice A) Yes

Choice B) No

To check your answer, click your selection or press the corresponding letter on your keyboard.

## Scenario answer: Use of HP resources, 2 of 2

### Scenario answer: Use of HP resources, 2 of 2

Question: Are any of Eric's actions a violation the Code?

Correct answer: A) Yes

Reason: Eric's personal use of the computer would be considered excessive, and viewing this sexually explicit material is not allowed. In addition, accessing such websites puts workers and HP at risk of harm to HP computer systems and leakage of sensitive information.



### Narration

The correct answer is Yes."

Eric's personal use of the computer would be considered excessive, and viewing this sexually explicit material is not allowed.

In addition, accessing such websites puts workers and HP at risk of harm to HP computer systems and leakage of sensitive information.

## Third-party confidential information

### Third-party confidential information

Contingent workers must never induce anyone to violate any obligation of confidentiality.

**Former employers:** Contingent workers are expected to honor any valid disclosure or use restrictions on confidential information of their current or former employers. Such information in any tangible or readable form must not be brought onto HP premises without the prior written consent of such former employers.

**Competitors:** Contingent workers must not request, accept, use, or share confidential information of HP's competitors.

**Other third parties:** Contingent workers must not disclose confidential information of customers, business partners, or suppliers, including non-public pricing information.



### Narration

Just as you can't share HP confidential information, do not share the confidential information of your former employers, competitors, or any other third parties.

Such information may not be brought onto HP premises without the prior written consent of the employer.

If the information acquired while working for HP is "non-public", it may not be shared or used in any way.

Let's consider three groups:

**Former employers:** Contingent workers are expected to honor any valid disclosure or use restrictions on confidential information of their current or former employers.

Such information in any tangible or readable form must not be brought onto HP premises without the prior written consent of such former employers.

**Competitors:** Contingent workers must not request, accept, use, or share confidential information of HP's competitors.

**Other third parties:** Contingent workers must not disclose confidential information of customers, business partners, or suppliers, including non-public pricing information.

The other side of this coin is that contingent workers must never induce anyone to violate any obligation of confidentiality they have.

## Scenario: Confidentiality

### Scenario: Confidentiality


**Question: Can Anna disclose the price HP pays to Peter?**

Instructions: After listening to or reading the scenario in the closed captioning, select the best answer by clicking it or pressing the corresponding letter on your keyboard.

A) Anna can disclose the price to Peter because there is a chance the LCDs are not the same model. Click Box

B) Anna can't disclose HP's price to Peter because the price is confidential information. Click Box

C) Anna can disclose the price to Peter because HP's lower price is probably because HP buys in higher volumes than Peter's company. Click Box



### Narration

In this scenario regarding confidentiality, you will read or listen to the scenario, question, and choices to determine which choice is the most accurate.

Anna is working for HP as an agency contractor.

In her assignment as a procurement specialist, she regularly purchases parts from suppliers to build notebook computers.

Anna's friend Peter is a purchasing agent for an HP competitor in the notebook computer space.

Peter tells Anna about his excellent negotiations with Display Tech and that he has been able to get a great price of €132 Euros for a 17 inch LCD.

Anna knows that HP is currently paying Display Tech €120 Euros for a similar LCD.

Can Anna disclose the price HP pays to Peter?

Choice A) Anna can disclose the price to Peter because there is a chance the LCDs are not the same model.

Choice B) Anna can't disclose HP's price to Peter because the price is confidential information.

Choice C) Anna can disclose the price to Peter because HP's lower price is probably because HP buys in higher volumes than Peter's company.

To check your answer, click your selection or press the corresponding letter on your keyboard.

## Scenario answer: Conflict of interest, 2 of 2

### Scenario answer: Confidentiality

**Question:** Can Anna disclose the price HP pays to Peter?

**Correct answer:** B) Anna can't disclose HP's price to Peter because the price is confidential information.

**Reason:** The price HP pays for LCDs is confidential information, which may only be used or disclosed as necessary and appropriate to perform assigned duties on behalf of HP.



### Narration

The correct answer is B.

The price HP pays for LCDs is confidential information, which may only be used or disclosed as necessary and appropriate to perform assigned duties on behalf of HP.

# Records

## Records

All records created in conducting HP business must be complete and accurate, and must be retained, protected and disposed of according to HP policy.

All payments made on behalf of HP must be properly documented. Contingent workers must not enter into any side letters or side agreements, or establish any undisclosed or unrecorded HP fund or asset for any purpose.

Records include email and other communications, and contingent workers should avoid exaggeration, derogatory language, and other expressions that could be taken out of context. Remember that records include email, payments made on behalf of HP, source code, product pricing, and other information that documents a final decision or transaction.



### Narration

All records created in conducting HP business must be complete and accurate, and must be retained, protected and disposed of according to HP policy.

Managing your records is important so that you can help HP comply.

Work with your manager to understand the records typically created by your position and your team and identify the Records Coordinator for your organization.

Work with your Records Coordinator to identify, classify, preserve, and archive records you deal with in your role.

## Managing records

### Managing records

All records created in conducting HP business must be complete and accurate, and must be retained, protected and disposed of according to HP policy.

Managing your records is important so that you can help HP comply with HP Records policies. Work with your manager to understand the records typically created by your position and your team and identify the Records Coordinator for your organization.

Work with your Records Coordinator to identify, classify, preserve, and archive records you deal with in your role.

Review the HP Records Management Policy, <http://standards.corp.hp.com/policy/docs/hp010-02.htm>. This link is available in the Resources section of the course.



### Narration

All records including all payments made on behalf of HP created in conducting HP business must be professional, complete and accurate, and must be retained, protected and disposed of according to HP policy.

Remember that records include email and other communications.

Contingent workers must not enter into any side letters or side agreements, or establish any undisclosed or unrecorded HP fund or asset for any purpose.

## Scenario: Maintaining records


### Scenario: Maintaining records

**Question: Is it okay for Pilar to do this?**

Instructions: After listening to or reading the scenario in the closed captioning, select the best answer by clicking it or pressing the corresponding letter on your keyboard.

A) Yes Click Box

B) No Click Box



### Narration

In this scenario regarding records, you will read or listen to the scenario, question, and choices to determine which choice is the most accurate.

A large HP customer asked Pilar, an HP contingent worker, to reverse an invoice for product costing \$50,000 US.

The product has already been delivered.

They asked her to split the invoice into two, and date one for the last day of the current quarter and date the other in the future for the first day of the following quarter.

The customer explained that this would help them balance their spending budget and implied that if she didn't do this they might place their next order with a competitor.

Is it okay for Pilar to do this?

Choice A) Yes

Choice B) No

To check your answer, click your selection or press the corresponding letter on your keyboard.



## Scenario answer: Maintaining records

### Scenario answer: Maintaining records

Question: Is it okay for Pilar to do this?

Correct answer: B) No.

Reason: Records must be accurate and reflect the underlying transaction.



### Narration

The correct answer is "No."

Even though maintaining this business is important and the customer explains that splitting payments across quarters is common practice for them, this is not right.

The product was delivered in the current quarter, and therefore the invoice should be dated to reflect that.

Remember, records must be accurate and reflect the underlying transaction.

# Gray marketing


## Gray marketing

**What is gray marketing?**  
Defined as the diversion of authentic, HP branded products outside the normal authorized or approved distribution model.

**Example**  
A channel partner orders more product than it can use at substantially discounted price and it sells the product to unauthorized customers. Discounts on HP products are obtained through misrepresentation of facts and sold in violation of HP contracts or programs.

**Contingent workers' responsibility**  
Must use due diligence in preventing situations that may lead to the gray marketing of HP products.  
Should promptly report any suspected gray marketing activity to their employer, as well as to the HP Ethics and Compliance Office. If you are in sales, you need to understand gray marketing, which, in general, is the diversion of authentic, HP branded products from the normal approved distribution model. Additionally, you must complete the Gray Market training. See the Resources page at the end of this course.

**Our response**  
HP's Brand Protection Team responds to gray marketing issues.



## Narration

Gray marketing is defined as the diversion of authentic, HP branded products outside the normal authorized or approved distribution model.

For example, a channel partner orders more product than it can use at substantially discounted price and it sells the product to unauthorized customers.

Discounts on HP products are obtained through misrepresentation of facts and sold in violation of HP contracts or programs.

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Additionally, you must complete the Gray Market training. See the Resources page at the end of this course.

HP's Brand Protection Team responds to gray marketing issues.

Contingent workers must report any suspected gray marketing activities to your employer and the HP Ethics and Compliance Office.

## Scenario: Gray marketing


### Scenario: Gray marketing

**Question: What should Michelle do to verify the order?**

Instructions: After listening to or reading the scenario in the closed captioning, select the best answer by clicking it or pressing the corresponding letter on your keyboard.

A) Find out if the affiliate is a real company, and investigate to confirm that the affiliate company is eligible for the discount. Click Box

B) Trust the caller and grant the discount because the order will help her country meet their quota. Click Box



### Narration

In this scenario regarding gray marketing, you will read or listen to the scenario, question, and choices to determine which choice is the most accurate.

Michelle is a contingent worker helping HP process orders for servers.

BIG, a global partner, qualifies for a large volume discount.

A person claiming to be the employee of a company affiliated with BIG has placed a product order under BIG's discount schedule.

What should Michelle do to verify the order?

Choice A) Find out if the affiliate is a real company, and investigate to confirm that the affiliate company is eligible for the discount.

Choice B) Trust the caller and grant the discount because the order will help her country meet their quota.

To check your answer, click your selection or press the corresponding letter on your keyboard.

## Scenario answer: Gray marketing

### Scenario answer: Gray marketing

**Question:** What should Michelle do to verify the order?

**Correct answer:** A) Find out if the affiliate is a real company, and investigate to confirm that the affiliate company is eligible for the discount.

**Reason:** Discount authorization must be verified. HP loses money when it gives unauthorized discounts.

Contingent workers must report any situation that could lead to the diversion of HP products, such as:

- \* Noncompliance with permitted territorial assignments or
- \* Abuse of pricing and promotional programs.



### **Narration**

The correct answer is A.

Discount authorization must be verified.

HP loses money when it gives unauthorized discounts.

Contingent workers must report any situation that could lead to the diversion of HP products, such as:

- \* Noncompliance with permitted territorial assignments or
- \* Abuse of pricing and promotional programs.

# Insider trading

## Insider trading

### Contingent workers' responsibility

Contingent workers may, at times, have access to material non-public information, which is information concerning HP's business that a reasonable investor would consider important in deciding whether to buy, sell, or hold securities—and that information has not been released to the public.

Trading stock, or causing stock to be traded, on the basis of material non-public information, regardless of the size of the trade or where the trader is located, is a violation of U.S. securities laws and, depending on the circumstances, the laws of other countries.

Anyone who violates these laws may be subject to severe civil and criminal sanctions.



### Narration

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Anyone who violates these laws may be subject to severe civil and criminal sanctions.

## Scenario: Insider trading


### Scenario: Insider trading

**Question:** Can Jake buy HP stock, or have a friend or family member buy HP stock for him?

**Instructions:** After listening to or reading the scenario in the closed captioning, select the best answer by clicking it or pressing the corresponding letter on your keyboard.

A) Yes Click Box

B) No Click Box



### Narration

In this scenario regarding insider trading, you will read or listen to the scenario, question, and choices to determine which choice is the most accurate.

Jake works for Axis Co, which is providing consulting services to HP for an acquisition of a software company, Radar.

It is expected that HP's stock prices will increase when the acquisition is announced, so Jake would like to buy HP stock.

Can Jake buy HP stock, or have a friend or family member buy HP stock for him?

Choice A) Yes

Choice B) No

To check your answer, click your selection or press the corresponding letter on your keyboard.

## Scenario answer: Insider trading

### Scenario answer: Insider trading

Question: Can Jake buy HP stock, or have a friend or family member buy HP stock for him?

Correct answer: B) No.

Reason: The information that HP is acquiring Radar is material, non-public information that Jake obtained from his work at HP. Jake may not use this information as a basis to make a decision to purchase HP stock, or have someone else purchase HP stock for him.



### Narration

The correct answer is "No."

Jake may not disclose the information to anyone outside HP.

The information that HP is acquiring Radar is material, non-public information that Jake obtained from his work at HP.

Jake may not use this information as a basis to make a decision to purchase HP stock, or have someone else purchase HP stock for him.

## Working in other countries

### Working in other countries

#### Contingent workers' responsibility

When a contingent worker is conducting HP business outside his or her resident country, the contingent worker must ensure compliance with immigration laws, and obtain proper authorizations (including work permits and visas), in each country in which they conduct business or perform work.

Contact your employer if you have questions or concerns regarding work outside your country of origin. If that is not feasible, you may contact



### Narration

When a contingent worker is conducting HP business outside his or her resident country, the contingent worker must ensure compliance with immigration laws and obtain proper authorizations (including work permits and visas) in each country in which they conduct business or perform work.

Contact your employer if you have questions or concerns regarding work outside your country of origin.

If that is not feasible, you may contact the Ethics and Compliance Office.



## Discussions with press and media

### Discussions with press and media

#### Contingent workers' responsibility

You are not authorized to speak to the media on behalf of HP. All communications with investors, analysts, and the media regarding HP business must first be approved by HP Investor Relations, Corporate Communications, or the appropriate HP communications specialists. If you are contacted by a member of the news media, refer them directly to HP Public Relations: 866-266-7272\* or email to [pr@hp.com](mailto:pr@hp.com).

\*When dialing from outside the U.S. or Canada, access the AT&T Access Codes page to find the applicable country AT&T number, and when prompted enter 866-266-7272.



#### **Narration**

You are not authorized to speak to the media on behalf of HP.

All communications with investors, analysts, and the media regarding HP business must first be approved by HP Investor Relations, Corporate Communications, or the appropriate HP communications specialists.

If you are contacted by a member of the news media, refer them directly to HP Public Relations: 866-266-7272\* or email to [pr@hp.com](mailto:pr@hp.com).

\* When dialing from outside the U.S. or Canada, access the AT&T Access Codes page to find the applicable country AT&T number, and when prompted enter 866-266-7272.


## Privacy, 1 of 2

### Privacy, 1 of 2

At HP we respect privacy and appropriately manage the personal information of every individual whose personal data we handle.

Contingent workers must follow HP privacy policies and data protection practices when conducting HP business and in using online and offline systems, processes, products and services that involve the use, storage or transmission of any personally identifiable data from HP customers, business partners, employees and other individuals.

Personal information includes data related to a person who can be identified or located by that data.



### Narration

At HP we respect privacy and appropriately manage the personal information of every individual whose personal data we handle.



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Personal information includes data related to a person who can be identified or located by that data.

## Privacy, 2 of 2

### Privacy, 2 of 2

- Personal data**
  - \* Customers
  - \* Outsourcing clients
  - \* Current and former employees
  - \* Contingent workers
  - \* Business partners
  - \* Board members
  - \* Online users
  - \* Job applicants-everyone
- Personal information**
  - \* Email addresses
  - \* Home phone numbers
  - \* Home addresses
  - \* Credit card numbers
  - \* Medical reports
  - \* Social security or national ID numbers
  - \* Data on Facebook, Twitter, or any other information that may identify an individual



### Narration

Personal information includes data related to a person who can be identified or located by that data.

This includes customers, outsourcing clients, current and former employees, contingent workers, business partners, board members, online users, job applicants -- everyone.

Personal information includes: email addresses, home phone numbers, home addresses, credit card numbers, medical reports, social security or national ID numbers, data on Facebook, Twitter, or any other information that may identify an individual.

## Scenario: Privacy


### Scenario: Privacy

**Question: Should Roberta give the manager this information?**

Instructions: After listening to or reading the scenario in the closed captioning, select the best answer by clicking it or pressing the corresponding letter on your keyboard.

A) Yes Click Box

B) No Click Box



### Narration

In this scenario regarding privacy, you will read or listen to the scenario, question, and choices to determine which choice is the most accurate.

Under a contract to provide IT support to HP, Roberta is working on a new employee information database containing the government identification numbers for all HP employees.

An HP manager has called Roberta and asked for a file that contains the names, salaries and social security numbers of all his employees in the United States.

Should Roberta give the manager this information?

Choice A) Yes

Choice B) No

To check your answer, click your selection or press the corresponding letter on your keyboard.

## Scenario answer: Privacy

### Scenario answer: Privacy

Question: Should Roberta give the manager this information?

Correct answer: B) No.

Reason: Roberta should not give this information to the manager. Only people who work in authorized roles like payroll and some HR functions should have access to social security numbers. The manager may request the social security numbers directly from his employees if there is a justified business need to do so, but Roberta cannot provide the manager with a report containing this information.



### Narration

The correct answer is "No."

Roberta should not give this information to the manager.

Only people who work in authorized roles like payroll and some HR functions should have access to social security numbers.

The manager may request the social security numbers directly from his employees if there is a justified business need to do so, but Roberta cannot provide the manager with a report containing this information.

## Non-solicitation

### Non-solicitation

**Contingent workers may not:**

- \* Solicit any HP employee during the HP employee's working time for purposes not related to their HP engagement
- \* Distribute literature or other materials in HP working areas, or solicit or hand out materials for any reason not related to their HP engagement, including for charitable purposes



### Narration

Contingent workers may not:

- \* Solicit any HP employee during the HP employee's working time for purposes not related to their HP engagement
- \* Distribute literature or other materials in HP working areas, or solicit or hand out materials for any reason not related to their HP engagement, including for charitable purposes

## Cooperation with investigations or audits

### Cooperation with investigations or audits

**Contingent workers must:**

- \* Cooperate with all HP internal investigations and audits, and must tell the whole truth and provide all applicable documents when responding to an investigation or audit.
- \* Not destroy or alter any records, and should not discuss an internal investigation with anyone, inside or outside HP, unless instructed to do so by the internal investigators or in communicating with government agencies in compliance with local law.



### Narration

Contingent workers must cooperate with all HP internal investigations and audits, and must tell the whole truth and provide all applicable documents when responding to an investigation or audit.

Contingent workers must not destroy or alter any records, and should not discuss an internal investigation with anyone, inside or outside HP, unless instructed to do so by the internal investigators or in communicating with government agencies in compliance with local law.

## Scenario: Solicitation


### Scenario: Solicitation

**Question: May Ravi post the coupons?**

Instructions: After listening to or reading the scenario in the closed captioning, select the best answer by clicking it or pressing the corresponding letter on your keyboard.

A) Yes Click Box

B) No Click Box



### Narration

In this scenario regarding solicitation, you will read or listen to the scenario, question, and choices to determine which choice is the most accurate.

Ravi is a contingent worker, and his father-in-law has a local sandwich shop.

Ravi's father-in-law wants to provide discounts to HP staff, and has asked Ravi to post discount coupons in the employee lounge areas at an HP site.

May Ravi post the coupons?

Choice A) Yes

Choice B) No

To check your answer, click your selection or press the corresponding letter on your keyboard.



## Scenario answer: Solicitation

### Scenario answer: Solicitation

Question: May Ravi post the coupons?

Correct answer: B) No.

Reason: Even though it is for the benefit of HP staff, this is considered to be solicitation, and because it is not for HP purposes, the coupons cannot be posted in HP's site.



### Narration

The correct answer is "No."

Even though it is for the benefit of HP staff, this is considered to be solicitation, and because it is not for HP purposes, the coupons cannot be posted in HP's site.

## Final considerations

### Final considerations

#### Additional principles

This Contingent Worker Code of Conduct must be read and adhered to in conjunction with the applicable code of conduct and policies (if any) of the contingent worker's employer.

In addition, the requirements set out above are not all-inclusive. Any conduct that could raise questions about HP's commitment to the highest standards of business ethics and compliance is prohibited.

Contingent workers with questions concerning this Contingent Worker Code of Conduct should contact their employer and a member of HP management or HP's Ethics and Compliance Office.

#### Reporting violations

Contingent workers have an obligation to report any alleged misconduct immediately, including misconduct by partners or suppliers. Contingent workers should always act in good faith and in a respectful manner when raising concerns related to or otherwise using this Contingent Worker Code of Conduct.

Reports should be made to their employer, and a member of HP management or HP's Ethics and Compliance Office.

HP does not tolerate retaliation against anyone who raises a concern in good faith.



### Narration

This Contingent Worker Code of Conduct must be read and adhered to in conjunction with the applicable code of conduct and policies (if any) of the contingent worker's employer.

In addition, the requirements set out above are not all-inclusive.

Any conduct that could raise questions about HP's commitment to the highest standards of business ethics and compliance is prohibited.

Contingent workers with questions concerning this Contingent Worker Code of Conduct should contact their employer and a member of HP management or HP's Ethics and Compliance Office.

Contingent workers have an obligation to report any alleged misconduct immediately, including misconduct by partners or suppliers.

Contingent workers should always act in good faith and in a respectful manner when raising concerns related to or otherwise using this Contingent Worker Code of Conduct.


Reports should be made to their employer, and a member of HP management or HP's Ethics and Compliance Office.

HP does not tolerate retaliation against anyone who raises a concern in good faith.

## Summary

### Summary

HP expects all Contingent Workers to perform services on behalf of their employers in a manner that is consistent with this Code of Conduct. Contingent Workers must report potential violations of this Code to their employers, their HP engagement manager, or to the HP Ethics and Compliance Office.



### Narration

HP expects all Contingent Workers to perform services on behalf of their employers in a manner that is consistent with this Code of Conduct.

Contingent Workers must report potential violations of this Code to their employers, their HP engagement manager, or to the HP Ethics and Compliance Office.

# Reporting concerns

## Reporting concerns

**HP's Open Door policy**

- \* Your employer
- \* Your HP engagement manager
- \* Any other HP manager



**HP Ethics & Compliance Office**

5400 Legacy Drive  
Plano, TX 75024, USA  
corporate.compliance@hp.com  
The Guide Line at 1-800-424-2956 (outside US, first dial AT&T Access Number)

**HP Public Relations**

pr@hp.com  
1-866-266-7272 (outside US, first dial AT&T Access Number)

Hewlett-Packard  
Plano, Texas, USA



## Narration

To report any concerns, use HP's Open Door policy by contacting your employer, your HP engagement manager, or any other HP manager.

The HP Ethics & Compliance Office is located at 5400 Legacy Drive, Plano, Texas 75024 in the United States.

You can send an email to the HP Ethics & Compliance Office at [corporate.compliance@hp.com](mailto:corporate.compliance@hp.com).

The phone number for HP Ethics & Compliance Office's toll-free helpline, "The GuideLine" is 1-800-424-2956. If you are outside the United States, you must dial the AT&T Access Number first.

You may contact the HP Public Relations department by email at [pr@hp.com](mailto:pr@hp.com) or call them toll free at 1-866-266-7272. If you are outside the United States, you must dial the AT&T Access Number first.

Please continue to the following two pages for additional resources and how to obtain credit for this course.


## Resources

### Resources

Click the link or press the number or letter:

1) Ethics concerns and questions <a href="http://legal.hp.com/legal/pages/ethicsconcernsquestions.aspx">http://legal.hp.com/legal/pages/ethicsconcernsquestions.aspx</a>	7) HP Records Management policy <a href="http://standards.corp.hp.com/policy/docs/hp010-02.htm">http://standards.corp.hp.com/policy/docs/hp010-02.htm</a>
2) HP's Standards of Business Conduct <a href="http://www.hp.com/hpinfo/globalcitizenship/csr/sbcbrochure.pdf">http://www.hp.com/hpinfo/globalcitizenship/csr/sbcbrochure.pdf</a>	8) Global Records Management website <a href="http://legal.hp.com/legal/pages/records/index.aspx">http://legal.hp.com/legal/pages/records/index.aspx</a>
3) Contingent Worker Code of Conduct <a href="https://h20168.www2.hp.com/supplierextranet/cw_codeofconduct.do">https://h20168.www2.hp.com/supplierextranet/cw_codeofconduct.do</a>	9) Information Security at HP for Contingent Workers training <a href="http://grow.hp.com/Saba/loginAsUser.jsp?deepLinkName=CourseDetail&amp;deepLinkParams=courseId=00324674">http://grow.hp.com/Saba/loginAsUser.jsp?deepLinkName=CourseDetail&amp;deepLinkParams=courseId=00324674</a>
4) Partner Code of Conduct <a href="http://www.hp.com/hpinfo/globalcitizenship/society/codes_conduct.htm">http://www.hp.com/hpinfo/globalcitizenship/society/codes_conduct.htm</a>	A) Additional Gray Marketing training <a href="http://intranet.hp.com/cass/VO/WWPC/WWPCTraining/Pages/feeuv.aspx">http://intranet.hp.com/cass/VO/WWPC/WWPCTraining/Pages/feeuv.aspx</a>
5) Supplier Code of Conduct <a href="http://www.hp.com/hpinfo/globalcitizenship/environment/pdf/supcode.pdf">http://www.hp.com/hpinfo/globalcitizenship/environment/pdf/supcode.pdf</a>	B) Global Citizenship policy <a href="http://standards.corp.hp.com/policy/docs/HP001-01.htm">http://standards.corp.hp.com/policy/docs/HP001-01.htm</a>
6) Information Security website <a href="http://infosec.hp.com">http://infosec.hp.com</a>	

After you have bookmarked these websites and are ready for instructions on how to receive credit for this course, press F.



### Narration

To visit any of the resources on this page and bookmark the website in your browser's favorites, click its link or press:

- 1 for Ethics concerns and questions
- 2 for HP's Standards of Business Conduct
- 3 for the Contingent Worker Code of Conduct
- 4 for the Partner Code of Conduct
- 5 for the Supplier Code of Conduct
- 6 for the Information Security website
- 7 for the HP Records Management policy
- 8 for the Global Records Management website
- 9 for the Information Security at HP for Contingent Workers training

Press the letter A for additional Gray Marketing training

Press the letter B for the Global Citizenship policy, which focuses on the social and environmental areas which have been identified as priorities for our industry and broadly defines how HP integrates global citizenship in our operations.

After you have bookmarked these websites and are ready for instructions on how to receive credit for this course, press F.

## Receiving credit for this course

### Receiving credit for this course

#### Agreement required

To receive completion credit for this course, you must agree to the following:

- \* I have completed the Contingent Worker Code of Conduct Training.
- \* I understand that this course was an overview and that I am responsible for reviewing the Contingent Worker Code of Conduct. I may have to complete additional training depending on my job functions.
- \* I acknowledge my responsibility to comply with the Contingent Worker Code of Conduct and to seek appropriate resources should I have a question or need to report a violation.

#### Receiving credit

If you agree to these statements, close this browser window and advance to the next page in the main course window, where you will be instructed how to get transcript credit and print a certificate for the "Contingent Worker Code of Conduct Training" training.

Thank you for your time and attention.



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