

### When should I contact the DRP?

As soon as an issue arises! If you need guidance or just a sounding board to help you work through any doubts or concerns, or if you're just not sure what the best path forward is, reach out to an ombuds for help.

### Does speaking with an ombuds compel Halliburton to act on an issue?

No. The ombuds is not an agent for Halliburton; in order to officially notify the company about an issue or concern, you need to report it to a supervisor, administrator, or other formal channel. The ombuds will not report or reveal names of those who use the Program or the specific cause of concern, except in rare cases when there is a risk of imminent harm or violation of the Code of Business Conduct. Even then, a reporting would only occur after all reasonable steps had been taken to protect your confidentiality.

### Who was the DRP established for?

Any and all Halliburton employees and applicants. The program has assisted trainees, administrative assistants, clerical workers, professionals, technicians, managers and senior executives alike. The DRP was established for employees of all levels, to allow them to resolve concerns about any work-related issues. The only exceptions include:

- Those working outside the United States and not governed by U.S. laws; and
- Those who are covered by a collective bargaining agreement that does not include the DRP.

However, employees are still welcome to discuss options with an ombuds.

### What kinds of Issues can I raise with the HOO?

Anything and everything! The ombuds are a resource to address anything from a disagreement with a peer to a potential violation of your legal rights. Especially when you want to keep an issue confidential, the ombuds is the best option. Anything you raise with the ombuds, remains with the ombuds.

### What should I expect when speaking with an ombuds?

Talking to an ombuds early on gives you the most options to address your situation and does not limit your other options or resources. You don't need to file a request, tell your manager or go through any formal process before you contact the HOO. The ombuds is available to employees at all levels and will respond promptly and impartially to concerns arising from your work environment.

### Will I still be able to go to the Equal Employment Opportunity Commission (EEOC) or the National Labor Relations Board (NLRB)?

Yes. The DRP applies to relief you may seek personally through the courts for a workplace dispute. However, you are still free to consult the appropriate state Human Rights Commission, the EEOC, the NLRB or any other government regulatory agency regarding your workplace problem.

## HALLIBURTON

### Halliburton Ombuds Office Mission

The Halliburton Ombuds Office strives to actively promote peacemaking by advocating collaborative and fair processes. We endeavor to address disputes quickly and fairly, repair damaged relationships and foster a better working environment. We practice in accordance to the Code of Ethics and Standards of Practice of the International Ombuds Association, which dictate confidentiality, independence, informality, and neutrality. To those who seek our services, we promise honesty, dignity, and privacy.

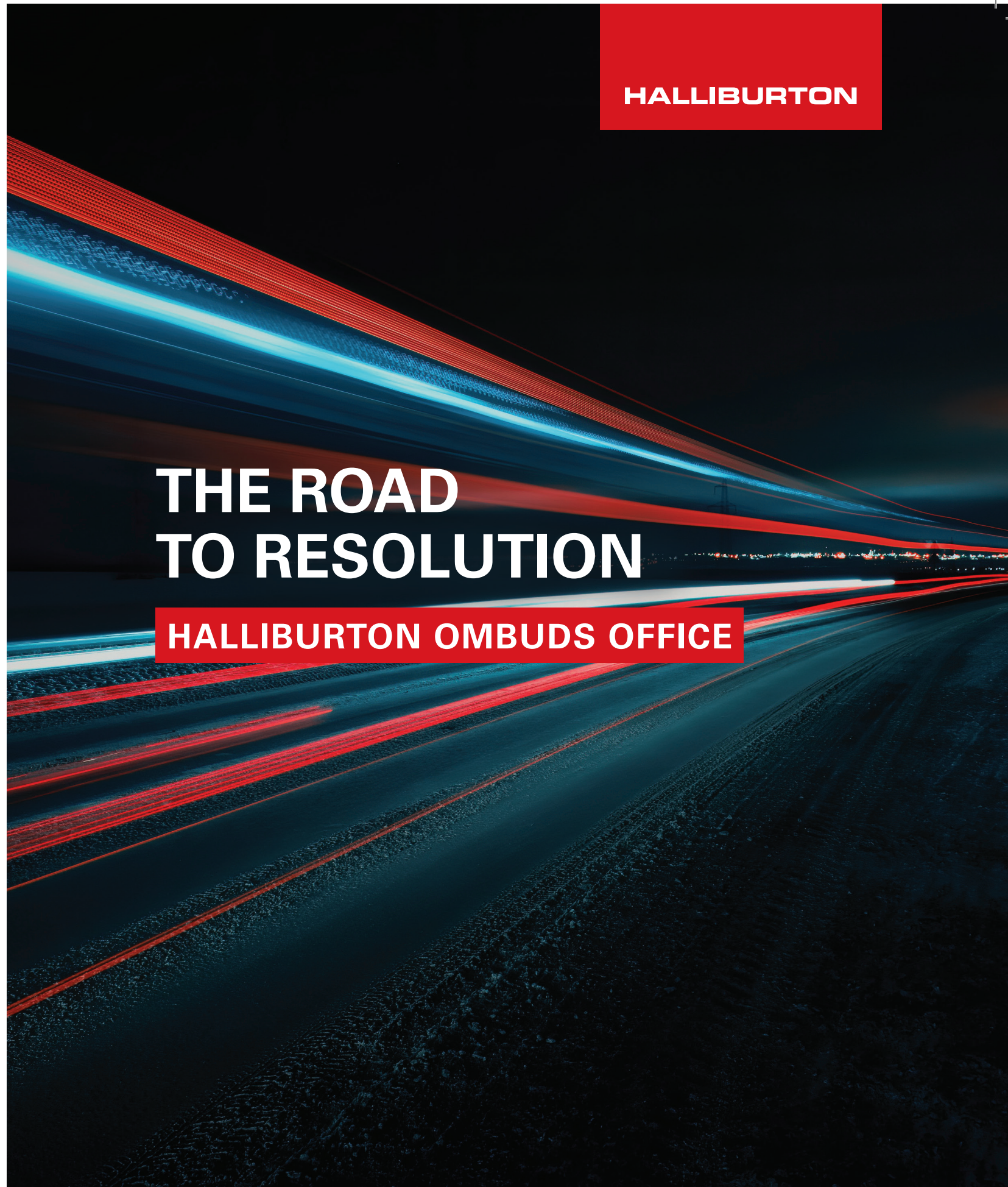
### "No Retaliation" Policy

Halliburton strictly prohibits retaliation against those using the DRP and the HOO. You have every right to be heard and to expect your dispute will be addressed, hopefully using internal resources. Senior management stands behind the "No Retaliation" policy and it's part of management's job to respect your rights to use all the options provided through DRP.

### Your Obligations

By accepting employment with Halliburton, you agree to resolve all work-related disputes with your employer by arbitration under the Halliburton Dispute Resolution Program ("DRP") (except as otherwise required by law). A copy of the DRP Plan and Rules may be accessed online at <https://halworld.corp.halliburton.com/en/support-services/hr/dispute-resolution-program>. Under the DRP, all employment disputes that are not otherwise resolved by mutual agreement must be arbitrated under the DRP rules. This agreement is binding on both you and the company and constitutes a waiver of your right to a jury trial. The arbitrator shall apply the substantive law applicable to the dispute and shall not abridge or enlarge the legal rights, remedies or defenses of the parties. The decision of the arbitrator shall be final and binding on you and the company and may be confirmed in, and judgment upon the award entered by, any court of competent jurisdiction. Certain work-related disputes may be excluded from the arbitration requirement in accordance with law, as further described in the DRP.

For more information, call the toll-free, confidential line  
1-866-99RESOLVE





**When faced with difficult situations at work, you may feel there is no place you can go to address them. How can you go to your supervisor if you think your supervisor is the problem? Where can you take your issue without jeopardizing your job?**

**The DRP Helps You Take Control**

The Dispute Resolution Program (DRP) provides options to address and resolve nearly all types of workplace conflicts as soon as they arise. When dealt with appropriately, addressing conflicts can increase understanding among those involved, reduce workplace tension, improve communications, and enhance teamwork. The DRP empowers you to choose how to resolve disputes. These benefits collectively contribute to a more productive and healthier workplace. Adherence to ethical principles is key to the success of the DRP and ombuds in the program follow the International Ombuds Association’s principles of neutrality, confidentiality, informality, and independence.

**The Road That’s Right for You**

The DRP offers several roads to resolution that you can use in any order, depending on the nature of your situation. With some guidance from an ombuds, you decide which route is best for you; whether that is to use internal resources, which generally gives you more control over the issue, or external methods, you will be on the road to resolution.

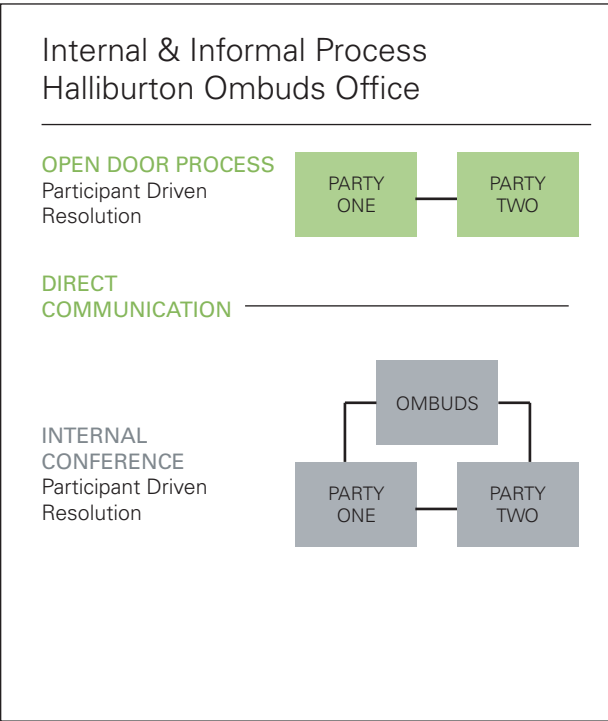
**Free, Confidential Consultation**

A good first route to resolve workplace issues is to speak with an ombuds to help you find answers to your questions or concerns and discuss the different options available to address your dispute. Simply call the confidential line at 1.866.99RESOLVE to get started.

Internal & Informal

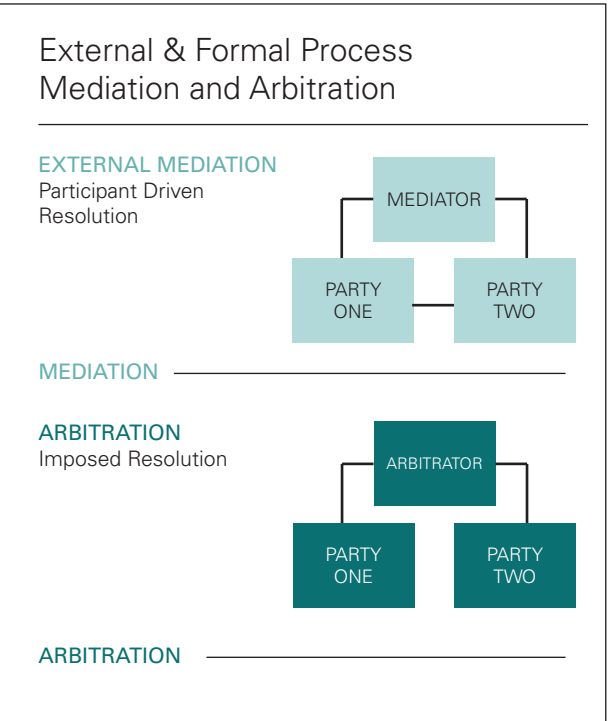
**What is HOO?**

The Halliburton Ombuds Office (HOO) is the internal and informal resource the Company has established to help resolve workplace conflict with the assistance of an ombuds. An ombuds is someone who can offer guidance regarding any work-related questions or concerns in confidence. They are an independent, neutral, informal, and confidential resource for current and former Halliburton employees and applicants. An ombuds will listen to learn about your concerns and then work with you to determine how to best move forward. Sometimes that means simply allowing you to vent and doing nothing else. Regardless of what you decide, the ombuds can be a sounding board, a coach, a facilitator or just a guide to the right resource. Halliburton ombuds are not part of the formal channels, but they can discuss those processes with you and walk you through how they work. The HOO has access to work with anyone within Halliburton, regardless of their position or level. The members of the HOO abide by the Standards of Practice and Code of Ethics of the International Ombuds Association. Their purpose is to address disagreements between you and the company, without representing either party. A discussion with a Halliburton ombuds can save you time, energy, and resources. You can ask questions anonymously, discuss your situation in detail and be coached through the processes.



External & Informal

Although a majority of the issues brought to the HOO are addressed internally, there are some disputes that cannot be resolved utilizing internal resources. The DRP offers external options for those situations. If your dispute involves legally protected rights and you need to seek legal advice, Halliburton will pay for a portion of your legal consultation fees directly to your attorney through the Legal Consultation Plan (LCP) benefit. Contact the DRP for details about this benefit.



**External Mediation**

The External Mediation option provides a route to resolving disputes based on legally protected rights. In mediation, a neutral third party, called a mediator, assists in resolving the dispute. By separating emotions from fact, the mediator helps you and the Company come to an agreement based on the needs and interests of all concerned. In mediation, both sides get the opportunity to share their views and there is no resolution unless all parties are in agreement. The mediator can make suggestions, but you and the other party are responsible for choosing the actual, final outcome.

**Arbitration**

If your dispute involves legally protected rights such as protection against harassment or age, race or sexual discrimination and has not been resolved using the other processes, you or the Company may request this option. In arbitration, you and the Company present your dispute to an arbitrator for a final and binding decision. The arbitrator can award any remedy you might receive in a court of law. Because arbitration is final and binding, you are encouraged to contact an attorney before filing.

**How to Request External Mediation or Arbitration**

All external resolution processes in the Dispute Resolution Program are conducted by neutral third parties. These impartial professionals are provided through the American Arbitration Association (AAA) or Judicial Arbitration and Mediation Services (JAMS). To request external mediation or arbitration, simply contact AAA or JAMS directly. You will be required to submit a brief written description of your dispute and submit a personal check or money order in the amount of \$50 made payable to AAA or JAMS to cover the filing fee. All other administrative fees are paid by Halliburton. Please refer to the DRP Plan and Rules for additional information about these organizations or call the DRP at 1.866.99RESOLVE and an ombuds will provide this information to you.