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Global Citizenship Report 2008

HP employees

The success of our business begins with our employees. Their contributions are vital to fueling our continued growth, and to achieving our social and environmental goals. Recruiting and retaining the best people is a key competitive advantage, and we strive to create a work environment based on pride, trust and collaboration where exceptional people can flourish.

We are pleased to welcome the diversely talented individuals who joined us in 2008 through our acquisition of the technology company EDS. Their addition roughly doubled our number of employees to 321,000¹ and we plan to include data on our combined workforce in our Global Citizenship Report 2009.



Our employment policies apply globally and underscore our commitment to fair treatment of all employees wherever we operate. At a minimum, we comply with local laws, but our own policies often set a more demanding standard:

- **Best Work Environment Policy.** Defines the standards of personal conduct that we expect employees to meet to contribute to a positive, productive work environment
- **Open Door Policy.** Commits us to open communications and a workplace where each person's voice is heard
- **Human Rights and Labor Policy.** Commits us to fair treatment of all employees wherever we operate

We provide anonymous channels that can be used to report policy violations, and we fully investigate all issues raised.

In this section we describe our commitment to employees in the following areas:

- [Diversity](#)
- [Compensation and benefits](#)
- [Communications](#)
- [Learning and development](#)
- [Work-life programs](#)
- [Health, safety and wellness](#)
- [Employee giving and volunteerism](#)

¹ As of October 31, 2008.

Diversity

Our workforce is divided almost evenly among three regions: the Americas; Asia Pacific and Japan (APJ); and Europe, the Middle East and Africa (EMEA). A diverse workforce promotes creativity and innovation and helps us reflect the values and demographics of our customers.

We focus on increasing ethnic and gender diversity throughout our organization worldwide. We are also modifying our work arrangements in some countries to meet the needs of an aging workforce. We measure the representation of women at HP globally and the ethnic diversity of our U.S. workforce.

More information is available on our [Diversity and Inclusion](#) website.

Policies

Our [diversity policies](#) require that every employee is treated and treats others with dignity, respect and courtesy. We do not under any circumstances tolerate discrimination or harassment based on such factors as race, age, sex, national origin, disability, gender identity expression or sexual orientation.

We comply with diversity laws as basic minimum requirements, and our policies often set a higher standard.

We encourage employees to report suspected discrimination or harassment by contacting their local employee relations representative or through our confidential and anonymous 24-hour GuideLine. In the United States and Canada, the GuideLine number is 1-800-424-2965. We publish the numbers for countries outside North America on our intranet.

Our vice president for People Development and vice president of Global Talent Organization have overall responsibility for compliance with these policies. Our vice president and chief ethics and compliance officer has overall responsibility for the GuideLine service.

Our approach

We focus on:

- Recruiting a diverse range of people and developing them as leaders
- Building an inclusive work environment
- Reinforcing positive attitudes toward diversity by encouraging employee involvement in community activity

The table below includes examples of our approach and specific activities in 2008 that supported our areas of focus:

Focus areas Activity in 2008

Expand workforce diversity

Attract a wider range of recruits

- Partner with diversity organizations. For example, in the United States we provided funding and products for Management Leadership for Tomorrow (MLT), which addresses the underrepresentation of minorities in business leadership positions. We are working with MLT to recruit candidates for internships and full-time job opportunities.
- Offer the [HP Scholar program](#), which provides funding for underrepresented minority students in the United States to pursue university degrees in computer science and engineering. Scholars are eligible for three paid summer internships at HP during their undergraduate years. In the last ten years we have recruited an average of 28 percent of scholars who complete their education to full-time positions. Because of budget constraints, 20 scholars took part in the program in 2008, compared with 30 in 2007.
- Work with organizations that promote employment for people with disabilities through HP company programs such as SEED in Japan, ABLE in Brazil and INTEGRA in Spain. In 2008, HP ABLE was highlighted as a best practice program by Brazil's Special Secretariat for Human Rights.

Develop diverse talent

- Provide leadership development programs. Globally, 32 percent of participants in our Key Talent Programs are women. In the United States, 17 percent are nonwhite.
- Offer internal learning opportunities. In 2008, 138 female employees from 24 countries attended a three-day career development conference in Sofia, Bulgaria.
- Offer external learning opportunities. HP was the main sponsor of the Women International Network conference in Spain. Sixty HP employees from Europe, the Middle East and Africa attended the conference.

Build an inclusive work environment

Expand dialogue and involvement

- Support Employee Resource Groups (ERGs) to bring together employees with common interests and backgrounds. HP has 91 ERGs worldwide, representing aspects of diversity including gender, ethnicity or national origin, sexual orientation, age, and disability. Our ERG Advisory Council, comprising corporate and business diversity directors and ERG representatives, serves as a communication channel to HP's senior

leadership.

- Provide equipment and services for employees with disabilities; for example, notebook PCs for single-handed operation and closed captioning for the hearing impaired.

Promote flexible work arrangements

- See [Work-life](#) programs

Extend employees' diversity experience

Support community activity

- Support outreach activities such as Disability Mentoring Day, when HP employees spend time with students with disabilities. In 2008, we held these events in nine countries in Europe and the Americas.

Performance

We track gender diversity globally and ethnic diversity in our U.S. workforce. The charts below detail our performance over the past four years. The data do not include new employees joining HP through the EDS acquisition. We plan to integrate that information into our 2009 Global Citizenship Report (to be published in 2010).

Worldwide workforce demographics, 2005–2008
[women as a percentage of total employees]

Region	2005	2006	2007	2008
Americas—employees	31.8%	31.4%	31.0%	30.8%
Americas—managers	26.6%	26.0%	25.3%	25.2%
Asia-Pacific and Japan—employees	29.6%	29.6%	30.0%	30.9%
Asia Pacific and Japan—managers	18.3%	18.4%	18.6%	>20.2%
Europe, the Middle East and Africa—employees	27.4%	27.7%	28.4%	28.1%
Europe, the Middle East and Africa—managers	16.5%	17.0%	17.6%	18.5%
Worldwide—employees	29.9%	29.9%	30.0%	30.1%
Worldwide—managers	21.7%	21.7%	21.5%	22.0%

2008 U.S. workforce demographics¹ [million \$U.S.]

Male	Female	White	All minorities	Black	Hispanic	Asian	Native American or Other Pacific Islander	Two or more races	Native American
Officials and managers									
73.14%	25.87%	83.57%	16.43%	2.84%	5.25%	8.00%	0.00%	0.01%	0.33%
Total:	12.80%								
Professionals									
69.68%	30.32%	75.50%	24.50%	4.56%	5.41%	14.11%	0.01%	0.06%	0.35%
Total:	71.75%								
Technicians									
89.41%	10.59%	74.57%	25.43%	9.52%	7.05%	8.13%	0.00%	0.02%	0.72%
Total:	8.14%								
Sales workers									

62.62%	37.38%	84.22%	15.78%	5.52%	6.41%	3.25%	0.00%	0.30%	0.30%
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Total: 1.85%

Office and clerical

12.45%	87.55%	75.97%	24.03%	7.76%	10.10%	5.84%	0.05%	0.00%	0.27%
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Total: 3.35%

Craftworkers (skilled)

93.33%	6.67%	86.67%	13.33%	6.67%	0.00%	0.00%	0.00%	0.00%	6.67%
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Total: 0.03%

Operatives (semi-skilled)

64.52%	35.48%	52.15%	47.85%	13.44%	15.05%	18.82%	0.00%	0.00%	0.54%
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Total: 0.34%

Laborers

54.26%	45.74%	57.51%	42.49%	9.95%	15.60%	16.46%	0.00%	0.00%	0.48%
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Total: 1.91%

Total

69.51%	30.49%	76.21%	23.79%	5.01%	5.92%	12.42%	0.01%	0.05%	0.38%
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Total: 100.00%

[View our 2005, 2006 and 2007 U.S. workforce demographics data.](#)

Global new hires, 2005–2008

[as a percentage of total]

	2005	2006	2007	2008
Female	32.2%	31.9%	31.8%	>34.9%
Male	67.8%	68.1%	68.2%	65.1%

U.S. new hires, 2005–2008 [as a percentage of total]

	2005	2006	2007	2008
Female	30.8%	27.7%	29.5%	28.8%
Male	69.2%	72.3%	70.5%	71.2%
White	62.5%	69.8%	69.0%	67.2%
All minorities	25.6%	28.4%	30.1%	32.4%
Black	5.5%	6.1%	6.8%	8.1%
Hispanic	6.1%	6.4%	6.3%	>6.9%
Asian	13.7%	15.6%	16.5%	15.7
Native American	0.3%	0.3%	0.5%	0.6%

Executive diversity

In 2008, 17.2 percent of our top executives (vice president level and above) were women compared with 16.1 percent in 2007. Minorities constituted 12.9 percent compared with 12.6 percent in 2007.

Compensation and benefits

We offer our employees competitive compensation and benefits. We believe that recognizing and rewarding excellent performance is the best motivation.

Our pay and benefits philosophy, known as Total Rewards, states that:

- Company success depends on rewarding talented employees who can achieve exceptional results.
- HP uses variable pay programs to reward strong and consistent company and individual performance.
- We expect managers to differentiate rewards based on business unit results and individual performance.
- HP provides opportunities for employees to be shareowners (such as through stock purchase programs).
- Total Rewards is competitive within relevant markets and can be differentiated by business, function and job classification.



In addition to base and performance-related pay and stock ownership, we offer a number of benefits everywhere we operate. These may include:

- Health plans
- Income protection (insurance to protect income in case of injury or illness)
- Retirement and savings packages

For more information about our Total Rewards program and benefits by country, see [our website](#).

Workforce reductions and severance packages

Following our acquisition of EDS, we announced a plan to reduce our workforce by 24,600 within the next three years, representing about 7.5 percent of the two organizations' combined employees.

This program will better align the combined company's overall structure with the current HP operating model and is forecast to yield annual cost savings of \$1.8 billion.

We aim to provide alternative positions at HP for employees who have lost their jobs, and we also support employees as they look for alternative employment outside the company. In the United States, where we expect nearly half the reductions to occur, we provide employees four weeks' notice to enable them to look for another job at HP or elsewhere. After that period, they have access to support services, such as resumé writing assistance, for an additional four weeks. As a minimum, employees leaving HP as the result of workforce restructuring receive severance benefits of between one and 12 months' pay, depending on business group and length of service.

Communications

Effective communications and ongoing dialogue between management and employees are fundamental to HP's open and honest culture. Keeping employees informed about our business motivates them and demonstrates how their work contributes to HP's success.

We strive to provide a work environment where each person's voice is heard and where all issues raised are resolved promptly. We encourage employees to discuss any concerns directly with managers, human resources staff or the [Ethics and Compliance](#) Office.

Voice of the Workforce employee survey

We solicit formal feedback from our employees through the annual Voice of the Workforce global survey as well as regular "pulse surveys" on specific issues. Employees can also ask questions of HP business group and function leaders at any time through the Ask HP service.



The results help us gauge employee satisfaction and provide input to business decisions. Our CEO and Executive Council read employees' anonymous written comments and address many of them openly during employee communication sessions. Senior managers assess the data to gauge progress and identify issues requiring further attention. Targets are then set at the business group level. Results and next steps are shared with employees at the work group level.

In 2008, more than 143,000 employees (81 percent of active employees when the survey was administered) participated in the Voice of the Workforce. The survey was available online in 27 languages, and the confidentiality of respondents is strictly protected.

The table below includes representative questions to summarize areas of strength and opportunities for improvements identified in the 2005–2008 Voice of the Workforce surveys.

HP Voice of the Workforce survey highlights — how we are doing in living our shared values

Voice of the Workforce question	Percent favorable				Comments
	2005	2006	2007	2008	
Passion for Customers I understand how my work impacts the customer experience.	96%	96%	97%	97%	HP's commitment to the customer is apparent through these scores.
Results through Teamwork My work group cooperates with other workgroups to achieve business objectives.	87%	87%	87%	87%	HP remains a team-friendly environment.
Employee Engagement I am proud to work for HP.	77%	77%	81%	79%	HP has had to make tough decisions to remain competitive during difficult economic times. This may have affected employees' perceptions of the company.
Speed & Agility I am appropriately involved in decisions.	68%	68%	70%	70%	HP's more junior employees gave lower scores for this question than more senior colleagues. The current economic environment means that decisions are often made quickly and at a higher level. The size of the organization also makes it challenging to involve all employees in decisions.
Meaningful Innovation HP is making necessary changes to compete effectively.	50%	70%	73%	72%	HP's scores in this area have remained stable. Recent workforce reductions may have caused negative perceptions around change programs at the company.
Uncompromising Integrity I have felt no pressure to compromise HP's Standards of Business Conduct.	89%	89%	89%	90%	HP employee perceptions of standards of integrity at the company remain strong.
Achievement and Contribution I have had a career development conversation with my manager.	NOTE*	NOTE*	65%	71%	HP has made significant progress in this area due to our increased focus on Career Development Frameworks that help employees identify career roadmaps, and our increased focus on manager/employee career development conversations.

*Question not included in 2005 and 2006.

Employee engagement on global citizenship

It is vital that our employees understand and support our global citizenship programs. We frequently communicate progress, issues and opportunities in areas such as environmental sustainability and social investment, and provide training in areas such as ethics and privacy. In addition, we offer employees resources and tips on subjects such as saving energy and helping local schools apply for HP educational grants. HP has more than 50 active site councils around the world, which support local implementation of corporate initiatives, including related to global citizenship.

We encourage employees to participate in global citizenship events. For example, HP celebrates Earth Day in the United States and Canada and the United Nations World Environment Day in other countries. In 2008, 31 offices in 14 countries in the Americas, Europe, Middle East and Africa, and Asia Pacific and Japan organized local events for employees to recognize these days. Activities ranged from green fairs to cycle-to-work activities.

Our Live Green campaign educates employees about the environment and encourages them to reduce their impact at work and at home. We held awareness events and published online environmental tips throughout the year. In 2008, a number of U.S. sites eliminated disposable foam cups, and more are planning to.

In 2008, more than 60 employees in California bought solar panels for their homes at a reduced-rate from the solar energy provider supplying our San Diego facility. See [Climate and energy—Operations](#).

We also encourage employees to support local communities through [giving and volunteerism](#).

In December 2007, HP launched its third global citizenship employee survey in its Europe, Middle East and Africa (EMEA) region. Seventy-two percent of respondents said that HP's activities supporting social, environmental, and economic development are either 'very important' or 'extremely important' to them personally. Fifty-four percent considered global citizenship as extremely or very important for customers, partners and other stakeholders. Forty-six percent rated the effect of global citizenship on their work motivation as very high or high.

Retiree engagement

Retirees are important ambassadors for HP, and we strive to keep them engaged and up to date about the company. We host a website offering access to information as well as benefits and services such as product discounts, enjoyed by current employees. We also organize and sponsor events and encourage retirees to continue to represent HP through community volunteerism. For more information, see [Employee giving and volunteerism](#).

Learning and development

We want our employees to reach their full potential, and we're committed to providing training and development opportunities to help them advance in their careers and deliver on HP's business objectives.

Our global training program aligns individual learning with business group and function needs in support of HP's overall business strategy. Each employee creates a development plan with their manager as part of their annual performance review. We are committed to helping employees find new opportunities to grow within HP, and we aim to fill vacancies with internal candidates before we advertise the position externally.

Our Grow@hp Resource Center enables employees to enroll in a variety of classroom and e-learning solutions. Offerings range from project management and professional business skills to technical and sales training.

We continue to explore ways to deliver more effective training at lower costs than classroom-based training. Our strategy is to emphasize on-the-job training and e-learning that uses the latest technology. For example, we offer courses via Training Studio, where instructors can deliver technical training via video link to multiple sites. This approach reduces travel time and associated environmental impacts while enabling more people to access training.

Our Career Development Frameworks provide employees with a summary of key roles within HP to help them map their career. The frameworks are organized around a common set of skills, knowledge and



experience and are listed by career function. They help employees most benefit from career development discussions with their managers and provide information on how to set effective personal objectives. The framework includes:

- Core learning that clarifies the values we expect from our leaders and how they contribute to company strategy
- Personal learning that focuses on individual effectiveness and leadership
- Group learning that equips managers with the skills needed to get the best from their team

We also support employees in pursuing external educational opportunities such as conferences, seminars and technical certifications, as well as training at accredited institutions.

Our mandatory Standards of Excellence training helps employees implement company policies, meet high standards of conduct, and ensure their behavior reflects company values and policies. Topics include data privacy; environment, health and safety; information security; and Standards of Business Conduct (SBC).

In 2008, the completion rate for the training course Our New SBC—Building Trust Together exceeded 97 percent. The average time spent per enrolled learner in these web-based training solutions was about two hours.

Leadership development

We offer innovative training programs to develop and support new managers at HP. In 2008, we introduced two new leadership development roadmaps to quickly bring new managers to full productivity:

- **New Manager Excellence @ hp.** Helps new managers make the transition from individual contributor, and reached over 1,400 new managers in 2008.
- **Managing @ hp.** Assists experienced managers new to HP to quickly adapt to their role at the company.

Leading for Results, our leadership program for all HP managers, has 10 modules based on HP's operating framework. It focuses on improving manager performance and promoting best practices. In 2007 and 2008, more than 15,000 managers participated in the program, meeting our goal to reach 100 percent of the number of managers at HP when we launched the program. Participants gave the program an overall satisfaction score of 92 percent.

In addition to programs for all employees, we offer Key Talent programs for high-performing vice presidents, directors and managers who are nominated by their business leaders. These programs are designed to quickly develop key skills in a number of leadership areas. More than 270 HP leaders took part in our Key Talent @hp programs in 2008. Participants gave the programs an overall program satisfaction score of 90 percent and cited the strong peer networks it created as particularly valuable.

HP also offers a two-year job rotation program for leaders. The Director Rotation Program—sponsored by CEO Mark Hurd and the HP Executive Council—exposes high potential directors to development experiences across businesses, functions and geographies. These experiences help leaders prepare for future general management roles. In 2008, 15 directors began the two-year program, short of our goal of 25 directors. This year we also launched the China Executive in Residence Program. This will allow executives and their families to visit China for three weeks at a time, to spend time with important clients and regional leaders and gain a better understanding of local business requirements and cultural differences to help HP succeed in this important emerging market.

Other leadership training in 2008 included the Leadership Master Class, which reached more than 15,500 leaders and received an overall program satisfaction score of 84 percent.

See more on our [Training and Development](#) site.

Work-life programs

We offer flexible work options to help our employees balance work and personal commitments. This increases their productivity, improves morale and helps HP attract and retain a high-caliber, diverse workforce.

We offer the following:

- **Flex time** Working a normal eight-hour work day, but adjusting start and departure times to accommodate personal schedules and needs. Approximately 80 percent of our workforce takes advantage of this option.
- **Part time** Working reduced hours on an ongoing or temporary basis. Almost two percent of employees work part time. This program helps us meet the needs of an aging workforce. For example, in Denmark employees over 55 can move to 80 percent working hours, enabling us to hire more young graduates without increasing our costs.
- **Telework** Working full-time from home rather than at an HP site. About 28 percent of employees are teleworkers.
- **Flexwork** Occasionally working from home but primarily based on HP premises.



Because of the reduced requirements for office space, we estimate that real estate-related costs associated with a teleworker are 87 percent lower compared with a full-time onsite worker. Flexible work arrangements have also helped us improve productivity, enabling employees to work when and where is best for their work and home life.

We have a range of other programs that vary by country to help employees achieve work-life balance. These include:

- Dependent care resources
- Education resources
- Adoption resources and assistance
- New parent leave
- Family and medical leave

Health, safety and wellness

Protecting our employees' health, safety and wellness (HSW) is a natural extension of our commitment to make HP a great place to work. We have a responsibility to provide a safe working environment for our people, and we recognize that employees are most productive when they are healthy.

We work to prevent work-related injuries and illnesses. Our wellness programs raise awareness of health issues and encourage employees to adopt healthy lifestyles. Our safety programs aim to minimize hazards and are tailored to specific work environments.

We implement our HSW programs as part of a comprehensive [environmental, health and safety \(EHS\) management system](#) that meets or exceeds applicable regulatory requirements globally. The system is aligned with the internationally recognized Occupational Health and Safety Assessment Series standard OHSAS 18001 as well as the ANSI Z10 (American National Standard), OSHA VPP (U.S. Department of Labor) and ILO-OSH 2001 standards. Four HP sites in Ireland, Scotland, Singapore and the United States are registered to OHSAS 18001.



Health and wellness

We promote health and wellness through online educational materials, travel health advice and health-awareness activities. In the United States, we provide on-site fitness centers at no charge to employees at many large locations.

We offer U.S. employees health assessments with follow-up by a personal health advisor, and we reward participation with a \$300 credit toward health insurance premiums. About 82 percent of U.S. employees took part in 2008.

Our Employee Assistance Programs offer counseling and referrals to counselors or MD psychiatrists for employees and their dependents who are experiencing personal problems. These programs are available in 18 countries worldwide.

Health, safety and wellness training and communications

We emphasize the importance of health, safety and wellness from the moment people join HP. Our HSW training programs include:

- General training such as employee orientation that provides an overview of our policies and advice on preventing and responding to workplace injuries. Employees take a required online refresher course annually.
- Job-specific training that covers hazards relating to specific jobs at HP.
- Ergonomics training such as our online Safety and Comfort Guide to reduce the risk of injuries and illnesses related to handling materials and day-to-day office work.

All training is provided in multiple languages to meet the needs of our diverse population.

Our EHS intranet site includes resources and key information for employees, including:

- Self-audits that help sites assess how well employees are managing health and safety risks.
- Chemical management system that enables employees to search for information about how to handle chemicals safely.
- Emergency preparedness information on emergency and disaster planning, prevention, response and recovery.

Infectious diseases

Infectious diseases present a serious risk to our employees in some countries. We provide medical benefits so that our employees have access to appropriate immunizations, and we raise awareness about precautions such as travel health advice, proper hand-washing techniques or other measures to prevent illness. For example, our intranet advisory about hepatitis B addresses modes of transmission, preventive measures and vaccination recommendations. We respond to reports of specific infection risks by providing affected groups of employees with fact-based information and access to a health professional to have questions addressed in a confidential manner. We give immunization advice to employees traveling to high-risk countries.

Pandemic flu preparedness

Since 2005, we have conducted simulations to assess how an outbreak of flu or other infectious diseases could affect HP, and we have developed and regularly assessed contingency plans to protect our employees and minimize business disruption. We provide online training on pandemic flu preparedness in eight languages. We do not stockpile flu vaccines, because doing so would withdraw vaccines from the public supply and because we would not be able to provide sufficient quantities for all our employees.

Performance

Health, safety and wellness training and communications

EHS training was updated in 2008 and will be deployed in 2009 with two new EHS online courses for new and ongoing employees. These are part of HP's companywide Ethics and Compliance training and awareness program.

We conduct quarterly global employee surveys to measure HSW program effectiveness. In 2008, 80 percent of employees surveyed indicated that ease of finding information on HP health and wellness programs met or exceeded their expectations, with 25 percent indicating these services are of high importance or impact their ability to do their job. Ninety-four percent rated workplace and job safety as meeting or exceeding expectations, with 68 percent indicating this is of high importance.

In September 2008, we launched a health and safety training course for customer engineers in our Technology Solutions Group (TSG). The TSG organization made the course mandatory for all managers and customer engineers in the Americas region, where they represent the majority of employees. We are evaluating next steps for the Asia Pacific and Japan and the Europe, Middle East and Africa regions.

For ergonomics, our [HP Safety and Comfort Guide](#) is available to all employees and customers. Posted on the EHS website, the guide is available in 34 languages and offers assessment strategies and recommendations to reduce ergonomic risk factors.

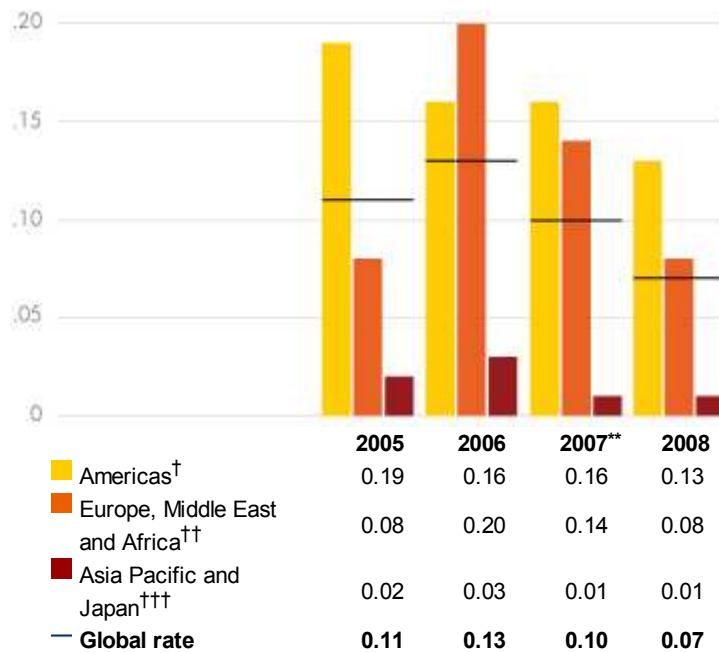
Health and safety metrics

We record and investigate work-related injuries and illnesses to identify and eliminate their root causes and to assess the effectiveness of our management systems. Our primary metric is the lost workday case rate (the number of work-related injuries that result in time away from work per 100 employees working a full year).

We use an electronic incident management system that reflects the International Labour Organization Code of Practice on Recording and Notification of Occupational Accidents and Diseases. We also measure recordable injuries and illnesses—incidents requiring medical attention beyond first aid. These include incidents both with and without lost time.

In 2009, we will change our data collection systems to align with companywide efforts to simplify processes and reduce applications. This new system will track injury trends at the site and corporate levels. To prepare for the rollout of the new system, we conducted training for all three regions in 2008.

Lost workday case rate, 2005–2008*



* Lost workday case rate is the number of work-related injuries that result in time away from work per 100 employees working a full year.

** U.S. industry average in 2007: 0.5 (latest data available).

† Includes data from Canada, Costa Rica, Puerto Rico and the United States.

†† Includes data from France, Germany, Ireland, Israel, Spain and the United Kingdom.

††† Includes data from Singapore.

Leading causes of lost workdays in 2008

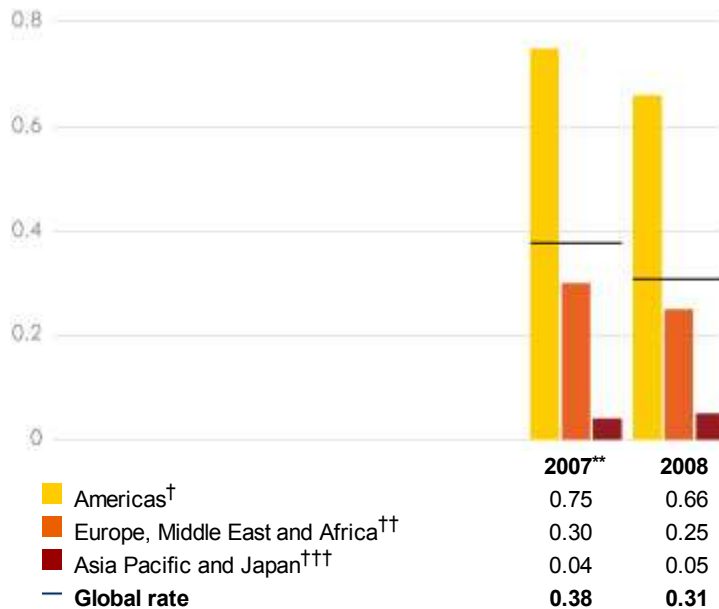
Slips, trips and falls	31 %
Ergonomics—materials handling	27 %
Automobile accidents	12 %
Struck by/against	9 %
Caught in/between	6 %
Ergonomics—office environment	3 %
Ergonomics—manufacturing	2 %

Other

10 %

In 2008, the proportion of lost workdays caused by materials handling increased from 19 percent in 2007 to 27 percent. We attribute this to more work being conducted at non-HP business locations. In fact, 50 percent of the lost time materials-handling cases occurred at these locations when moving servers, printers, monitors and other equipment.

HP recordable incident rate, 2007–2008*



* Recordable incident rate is the number of lost-time and no-lost-time cases requiring more than first aid per 100 employees working a full year.

** U.S. industry average in 2007: 2.0 (latest data available).

† Includes data from Canada, Costa Rica, Mexico, Puerto Rico, the United States and Venezuela.

†† Includes data from Czech Republic, Denmark, France, Germany, Ireland, Israel, Italy, Netherlands, Russia, South Africa, Spain and the United Kingdom.

††† Includes data from Australia, Japan, New Zealand and Singapore.

Leading causes of recordable cases without lost time in 2008

Ergonomics—office environment	30 %
Slips, trips and falls	21 %
Ergonomics—materials handling	11 %
Struck by/against	11 %
Automobile accidents	8 %

Slips, trips and falls

In 2007, we conducted an in-depth analysis of the causes of slips, trips and falls. In 2008, we used the results to target our awareness and prevention activities. We published an online health advisory for slips, trips and falls that raised awareness of the most common types of injuries and how to avoid them. It includes practical tips for keeping safe in office and manufacturing areas and advice on avoiding accidents in icy conditions.

We also conduct regular inspections to identify potential hazards and use preventative measures in day-to-day housekeeping, such as cleaning up spills and displaying signage when washing floors.