





## Memo

To: U.S. Employees and Subcontractors  
From: Mike Salvino   
Date: January 1, 2021   
Subject: Equal Employment Opportunity/Affirmative Action

DXC Technology is strongly committed to equal employment opportunity and affirmative action (EEO/AA). We consistently promote this commitment in our overall efforts to support diversity and an inclusive company culture. The more we value our individual differences and nurture our unique strengths, the more we can inspire, innovate and accomplish as a team. As an integral part of our business strategy, this commitment to EEO/AA and diversity promotes an open environment of tolerance, understanding and mutual respect. It also serves as both a catalyst and an essential advantage in the success of our global business. Please take a moment to review and familiarize yourself with the important information included below.

### **Equal Employment Opportunity**

DXC Technology is committed to maintaining a work environment that is free from any and all forms of unlawful discrimination and harassment. It is the company's policy to prohibit discrimination and harassment against any applicant, employee, vendor, contractor, customer, or client on the basis of race, ethnicity, color, religion, nationality, marital status, gender, sexual orientation, gender identity and expression, age, protected genetic information, disability, pregnancy, family responsibilities, medical conditions, covered veteran status, political affiliation or any other basis prohibited by law. It is also the company's policy to prohibit any and all forms of retaliation against any individual who has complained of harassing or discriminatory conduct, or participated in a company or agency investigation into such complaints.

DXC Technology does not discriminate because of a person's relationship or association with a protected veteran. This includes spouses and other family members. Also, DXC Technology will safeguard the fair and equitable treatment of protected veteran spouses and family members with regard to all employment actions and prohibit harassment of applicants and employees because of their relationship or association with a protected veteran.

### **Affirmative Action**

DXC Technology complies with Executive Order 11246, Section 4212, of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended ("Section 4212") and Section 503 of the Rehabilitation Act of 1973, as amended ("Section 503"). As such, DXC Technology is committed to taking positive steps to implement the employment-related aspects of the company's equal employment opportunity policy. Accordingly, it is DXC Technology's policy to take action to employ, advance in employment, and otherwise treat qualified individuals without regard to their race, ethnicity, color, religion, nationality, marital status, gender, sexual orientation, gender identity and expression, age, protected genetic information, disability, pregnancy, family responsibilities, medical conditions, covered veteran status, political affiliation or any other basis prohibited by law.

DXC Technology procedure includes developing and managing an Affirmative Action Program that is documented by an annual Affirmative Action Plan reviewed and approved by appropriate management officials in the U.S. business unit. The Affirmative Action Program sets forth the policies, practices, and procedures that require recruitment, selection, promotion, compensation, and other personnel actions be based on professional abilities and qualifications, and reflects our obligation to fill each and every position with the best talent available. Each U.S. business unit has an appointed EEO/AA compliance specialist. To review the non-confidential portions of the business unit Affirmative Action Plan, an applicant or employee should contact HRConnect\*.

Under this program, an applicant or employee is invited to identify himself/herself as an individual with a disability, as defined in Section 503, and/or as a protected veteran under the equal employment opportunity provisions of Section 4212. In addition, DXC Technology invites an applicant or employee to voluntarily self-identify his/her race/ethnicity and/or gender, in accordance with Title VII of the Civil Rights Act of 1964 and Executive Order 11246. Employees may voluntarily self-identify at any time by contacting HRConnect\* or a member of the Human Resources department. DXC Technology will provide reasonable accommodation to a qualified employee or applicant for employment with a disability, unless the accommodation would impose undue hardship on the operation of the company's business. To request assistance viewing this notice or request a workplace accommodation, including but not limited to disability and pregnancy-related requests, employees or applicants may contact HRConnect\* and ask for Employee Relations.

In addition, employees and applicants are prohibited from being subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in (1) filing a complaint; (2) assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of Section 503, Section 4212, or any other federal, state, or local law requiring equal employment opportunity for disabled persons or covered veterans; (3) opposing any act or practice made unlawful by Section 503 or Section 4212 and their implementing regulations, or any other federal, state, or local law requiring equal opportunity for disabled persons or covered veterans; or (4) exercising any other right protected by Section 503 or Section 4212 or their implementing regulations.

#### **Application of Equal Employment Opportunity and Affirmative Action**

This Statement applies whenever and wherever a company employee is performing a function of his/her job, including all DXC Technology locations, client worksites, and company-sponsored or client-sponsored business and social functions. Employment decisions must be based only on valid job requirements, and extend to all terms, conditions, and privileges of employment including, but not limited to, recruitment, selection, job assignment, transfer, education, compensation, benefits, training, promotion/demotion, layoff, and disciplinary actions including termination.

DXC Technology adheres to the requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA). This act provides rights and benefits to employees who are absent from the workplace to perform service in the uniformed services, including military training and voluntary and involuntary active duty.

#### **Workplace Abusive Conduct and Harassment, Including Sexual Harassment**

A key component of the company's commitment to equal employment opportunity is zero tolerance for workplace abusive conduct and harassment based on, or because of, an individual's race, ethnicity, color, religion, nationality, marital status, gender, sexual orientation, gender identity and expression, age, protected genetic information, disability, pregnancy, family responsibilities, medical conditions, covered veteran status, political affiliation or any other reason prohibited by law. Such harassment, whether committed by company personnel or by clients, customers, vendors, or other individuals doing business with DXC Technology, will not be tolerated.

Prohibited harassment occurs when a supervisor, coworker, or nonemployee behaves or acts in such a way that creates a hostile work environment for another employee, based on an individual's race, ethnicity, color, religion, nationality, marital status, gender, sexual orientation, gender identity and expression, age, protected genetic information, disability, pregnancy, family responsibilities, medical conditions, covered veteran status, political affiliation or other protected characteristic. DXC Technology management is responsible for ensuring compliance.

#### **Obligations of Company Personnel**

DXC Technology personnel have an obligation to contribute to a workplace free from harassment and discrimination. Any employee who suffers or observes harassment or any other violation of this policy is strongly encouraged to notify his/her supervisor, a department head, a member of the Human Resources department or contact HR Connect\*. DXC Technology will promptly and thoroughly investigate the

alleged misconduct and, if a violation of this policy is found, will take immediate and appropriate corrective action.

### **Pay Transparency Information**

DXC Technology also promotes equal opportunity through the support of pay transparency. DXC Technology will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c). Disclosure of pay information to meet contractor's legal duties should be in accordance with company guidelines, and must be approved by the Total Rewards department, the designated human resources business partner or by the Legal department or designee.

### **Zero Tolerance for Retaliation**

Every employee is encouraged to come forward without fear of reprisal if they experience or witness a violation of these provisions, as DXC Technology prohibits any and all forms of retaliation against anyone who, in good faith, complains that these provisions are not being followed, or who otherwise participates in a company or agency investigation into such complaints, even if sufficient evidence is not found to substantiate the complaint. If you believe that you have been subjected to retaliation, direct your complaint to Employee Relations at HRConnect\*, your supervisor, a department head, or a member of the Human Resources department.

After receiving a complaint alleging a violation of the company's provisions on Equal Employment Opportunity or Affirmative Action, the company will investigate and take corrective action, as appropriate. Complaints and investigations will be kept strictly confidential to the maximum extent possible. No one, regardless of position or length of service, is exempt from these policies.

### **Equal Employment Opportunity and Affirmative Action Responsibility**

While all employees must meet these regulatory requirements, DXC Technology's executive leadership is obligated to demonstrate leadership supporting these programs and policies. The chief human resources officer has responsibility for DXC Technology's EEO policy and for ensuring that our EEO/AA practices conform with federal, state, and local laws, guidelines, and regulations.

### **Questions?**

If you have questions, contact your designated human resources business partner or EEO/AA compliance specialist at HRConnect\* to arrange for a review of any company action you feel may not be in compliance with DXC Technology's EEO policy or with federal, state, or local law or regulation.

### **\* Contact Information**

#### **Employees**

Employees should contact [HRConnect](#) during regular business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. (EST).

#### **External Applicants**

External Applicants should contact [DXCHRConnect.DXC.com](https://dxchr.service-now.com/csp) at <https://dxchr.service-now.com/csp> and "Make a Request". First-time users will need to register.

DXC Technology is an EEO/AA employer. You can learn more about your rights by viewing the federal ["EEO is the Law" poster](#).