

Frequently Asked Questions

What is the aim of the Dispute Resolution Program (DRP)?

Given the likelihood of workplace conflict, the objective of the DRP is simple: to have a program already in place to address disputes should they arise. Left unresolved, workplace conflict can erode self-confidence and team morale, lead to distraction that compromises safety and productivity, and even adversely impact family life.

Rather than costly and adversarial litigation, the DRP provides responsive, cost-effective avenues of dispute resolution, and promotes a healthy, harmonious work environment — it is a win-win for employees and the Company.

The DRP also helps Halliburton comply with the highest standards of corporate governance and federal laws like the Sarbanes-Oxley Act and the Federal Sentencing Guidelines.

Who can use the Dispute Resolution Program?

All current and past employees at any level, as well as job applicants, may use the DRP. The HOO has provided its services to employees in a multitude of positions, including administrative assistants, managers, technical and professional personnel, and senior executives.

Who is not covered by the Dispute Resolution Program?

Employees working outside the United States and not governed by U.S. laws as well as those covered by collective bargaining agreements are not covered by the DRP. However, those who fall outside the scope of the DRP are welcome to contact the HOO and explore their options for resolution.

Am I obligated to use the Dispute Resolution Program?

Yes, Halliburton adopted the DRP as the exclusive means to resolve workplace disputes. By accepting employment with Halliburton, you agree to resolve all work-related disputes within the rules of the DRP. This agreement is binding on both the Company and its employees, and constitutes a waiver of the right to jury trial. Workplace disputes not resolved by mutual agreement must be arbitrated under the rules of the DRP.

Frequently Asked Questions (continued)

What types of problems can the Halliburton Ombuds Office help me with?

Employees may contact the HOO with any issue of concern, big or small. The staff can help resolve misunderstandings between peers or about policy issues, and provide guidance on how to resolve conflict on your own or address working conditions with a supervisor. Among the issues the HOO staff can provide guidance on are unfair treatment, morale, safety, racial discrimination, sexual harassment, disciplinary or supervisory actions, retaliation for raising a concern or lodging a complaint, and termination.

When should I contact the Halliburton Ombuds Office?

We recommend discussing your concerns with an ombudsperson in the HOO before speaking with anyone else in the Company, as soon as you feel a conflict merits attention. Bringing your issue to the HOO first can help you avoid damage to professional relationships or your work environment.

What does an ombuds do?

The ombuds will listen carefully to your concerns, provide helpful information about Halliburton policies and procedures, and present a range of options to pursue resolution of the issue. With your authorization, the ombuds may conduct an informal and impartial review of the situation, facilitate communication, use diplomacy or mediate a dispute. He or she, however, does not judge, reward or discipline parties, nor arbitrate, adjudicate or testify in a formal judicial or administrative hearing, unless compelled to do so by legal processes. An ombuds is a valuable resource for the Company, and, when appropriate, may stimulate discussion about or propose changes to existing practices to help address problem areas.

Does an ombuds function as an advocate for me?

The ombuds does not take sides. The role of the HOO and the DRP is to remain neutral and consider the interests and rights of all parties involved in a conflict or dispute, with the aim to achieve a fair and civil outcome.

Frequently Asked Questions (continued)

Does going to the HOO compel Halliburton to formally act?

No, the HOO is not a formal channel at Halliburton. You do not need to file a request, tell your manager or go through any type of formal process.

The HOO staff does not reveal the names of those who request their assistance or share information about issues or disputes with the Company. The only exception to this policy is in rare cases when there is concern of imminent harm, and in such cases the staff takes reasonable steps to ensure confidentiality.

Can I lose my job if I contact the HOO?

Halliburton prohibits retaliation of any kind against anyone who contacts the HOO or uses the DRP. Standing behind the “No-Retaliation” policy, Company leadership seeks to ensure every employee has access to a dispute resolution program built on trust and confidentiality.

Because Halliburton funds the HOO and DRP, how can the staff and program be truly impartial?

Although the Company does fund the DRP and pay the salaries of the HOO staff, the office and program operate independently to provide a neutral and confidential avenue for employees to raise their concerns and resolve workplace disputes. To ensure impartiality, ombuds hold no other positions within the Company. Additionally, the HOO abides by the strict code of ethics and standards of practice of the International Ombudsman Association, which dictate independence, neutrality and impartiality, confidentiality, and informality.

Ultimately, it’s in Halliburton’s interest to ensure the DRP provides independent and confidential dispute resolution, otherwise employees would not use the service and disputes could lead to escalating problems and costs.

What if my supervisor makes work difficult for me after I bring my dispute to the HOO?

Halliburton prohibits retaliation for using the DRP or consulting with the HOO. If you feel that someone is retaliating against you for using these services, then contact an ombud, your HR manager or an employee relations representative.

Frequently Asked Questions (continued)

Are disputes with customers, clients, contractors or vendors covered by the DRP?

Yes, customers, clients, contractors and vendors, as well as other business partners of Halliburton, may contact the HOO and use the DRP. Legal disputes with these entities are typically referred to an arbitrator.

Does the DRP apply to employees in organized bargaining units?

No, not necessarily. Employees in bargaining units are typically covered by the dispute resolution and grievance procedures of their collective bargaining agreements, which may vary from unit to unit. However, some employees within such arrangements have been covered by the DRP.

What is the difference between mediation, arbitration and court?

Mediation is the process by which a neutral third-party mediator facilitates negotiations between two parties, allowing both parties to provide input and agree on the outcome.

Arbitration is the process by which a neutral arbitrator listens to both sides of a dispute and renders a final and binding decision, which, except in very limited circumstances, may not be reversed by subsequent proceedings. You can always contact the HOO to understand the process before you file for arbitration or mediation.

Court is the most formal means of resolution, occurs in public courthouses, and allows both parties to file lengthy and costly appeals. Because mediation and arbitration are faster and less formal, they are more cost-effective and deliver results quicker than court trials.

What if I believe my legally protected rights have been violated?

Your first step should be to contact an ombuds in the HOO to discuss your options, one of which is the Legal Consultation Plan (LCP). Through this plan, you may request financial assistance to retain an attorney of your choice. An ombuds can guide you through the filing process and explain the applicable fees associated with LCP and other external options.



DRP

Dispute RESOLUTION Program

DRP

Frequently Asked Questions (continued)

What is the Legal Consultation Plan?

In circumstances where you are unsure whether you have a legal claim and wish to seek professional legal advice, Halliburton's Legal Consultation Plan (LCP) will cover a portion of your consultation fee with an attorney or an expert working under the supervision of an attorney, such as an associate attorney, a paralegal, a law clerk or an investigator.

The LCP is administered like a medical benefit, with a deductible and copayment. Halliburton will cover a maximum of \$2,500 for legal fees, upon approval by the plan administrator. For details about the LCP, contact the HOO.

What happens with disputes not resolved by mutual agreement?

Disputes not resolved by mutual agreement must be arbitrated under the rules of the DRP. In the case of arbitration, the arbitrator shall apply the substantive laws applicable to the dispute, and shall not abridge or enlarge legal rights, remedies or defenses of the parties. The decision of the arbitrator shall be final and binding on the employee and the Company, and may be confirmed in, and judgment upon the award entered by, any court of competent jurisdiction.

What happens in the event I file a lawsuit against Halliburton?

If you're covered by the DRP and you file a lawsuit against Halliburton, Company attorneys will go before the judge, inform him or her of the DRP, and request the case be dismissed and referred back to the DRP. Filing a lawsuit only delays the resolution that could be reached more quickly and equitably through avenues of the DRP.