



Affirmative Action & Equal Employment Opportunity Policy Statement

A Notice and Invitation to All Team Members and Applicants

Statement

Hilton has been and will continue to be an equal opportunity employer. To assure full implementation of this equal employment policy, we will take steps to assure that:

- Persons are recruited, hired, assigned, and promoted without regard to race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, or protected veteran status, or any other characteristic protected by local, state, or federal laws, rules, or regulations.
- All other personnel actions, such as compensation, benefits, transfers, layoffs and recall from layoffs, access to training, education, tuition assistance and social recreation programs are administered without regard to race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, or protected veteran status, or any other characteristic protected by local, state, or federal laws, rules, or regulations.
- Team Members and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have: (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity, or (4) exercised any other right protected by federal, state or local law requiring equal opportunity.

Overall responsibility for the implementation of this policy is delegated to the Head of HR Compliance within HRX, who is hereby designated as the EEO Coordinator. The EEO Coordinator will be responsible for the day-to-day implementation and monitoring of our Affirmative Action Program. As part of that responsibility, the EEO Coordinator will periodically analyze our personnel actions and their effects to ensure compliance with our equal employment policy and administer the audit and reporting system.

If you, as one of our Team Members or as an applicant for employment, have any questions about this policy or would like to view portions of the Affirmative Action Program, please contact HRX (HRX@hilton.com or 1-877- RING-HRX), during regular business hours. This is also a reminder that Team Members may update their disability status at any time within TMX or by contacting HRX.

I have reviewed and fully endorse our Affirmative Action and Equal Employment Opportunity program. In closing, I ask for your continued support so that we can attain our goal of equal employment opportunity for all.

Sincerely,

Christopher J. Nassetta