



Drug and Alcohol-Free Workplace Policy

1.0 Purpose:

This Drug and Alcohol-Free Workplace Policy is intended to be interpreted and applied so it fully complies with any applicable federal and state laws. Plexus Worldwide, L.L.C. (Plexus or “Company”) is committed to maintaining a safe working environment for all team members, promoting the highest standards of team member health and productivity, while protecting the professional reputation of the Company; therefore, Plexus is committed to the elimination of drug and alcohol use and abuse in the workplace.

2.0 Scope:

This policy applies to all US team members of Plexus, including management, administration, office, and temporary team members, and all applicants who have received conditional offers of employment with Plexus.

Depending upon their specific job duties, certain team members may be subject to additional requirements under state or federal regulations, including additional restrictions on drug or alcohol use and testing.¹

3.0 Policy:

- 3.1 Team members are expected and required to report to work in a suitable mental and physical condition for work. Complying with this policy is a condition of employment. Plexus Worldwide reserves the right to request and conduct drug and/or alcohol testing.
- 3.2 The presence of any detectable amount of any illegal drug or illegal controlled substance in a team member’s body system, while performing Company business, using Company equipment (including vehicles) or while on Company premises, is strictly prohibited. The following behavior by team members while on or off Company property or while performing Plexus Worldwide business, will result in corrective or disciplinary action:
 1. Use or possession of drugs that are considered illegal under federal or state law (“illegal drugs.”)
 2. Use of prescription drugs obtained illegally or used against the directions of a licensed professional. Prescription drugs obtained illegally or used against the directions of a licensed professional are considered by Plexus to be illegal drugs.

¹ It is the Company’s intent that this policy complies with all federal, state and local laws and regulations, and that it should be enforced consistent with such laws and regulations. The Company will not enforce any portion of this policy to the extent it conflicts with any federal, state or local laws or regulations. The Company may, at any time, and in its sole discretion, change, modify or vary from anything stated in this procedure, with or without notice. Nothing contained in any policy shall negate, as applicable, the at-will status of any team member.



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3. Using alcohol on the job or being at work with an alcohol concentration of .02% or greater or smelling of alcoholic beverages while on the job.
 4. The sale, purchase, trade, giving or receiving, manufacture or any exchange of alcohol or illegal drugs to another team member while on duty or in the work place.
 5. The sale, purchase, trade, giving or receiving, possession or use of medical marijuana, or products containing medical marijuana, even by a person who has been issued a registration card for use of medical marijuana by a state authority or any other authority.
 6. Being at work under the influence, or impaired², by alcohol, illegal drugs, legal drugs, medical marijuana or any other substance while on Company property, performing Company business, driving or riding in a Company-supplied vehicle, or during any Company-sponsored events.
 7. Having the residue of any illegal drug in your system when drug tested, subject to state law.
 8. Violation of any criminal drug or alcohol ordinances or statutes during work hours, while on Plexus premises, using Plexus equipment (including vehicles) or performing Plexus business at any time or location.
- 3.3 Team members who are either impaired by alcohol or are convicted of Driving under the influence (DUI) while operating a Company vehicle are subject to termination. Due to the driver restriction requirements of Plexus' insurance company, any team member who operates a Company vehicle and is arrested for a DUI at any time, whether in a company vehicle or off duty in a non-company owned vehicle, must immediately report such arrest to his or her supervisor.
- 3.4 "Safety-Sensitive" Positions
Plexus may take actions to exclude a team member from performing a job that has been designated by the Company as safety sensitive or which includes tasks or duties that the Company, in good faith, believes could affect the safety or health of the team member performing the task, or other safety-sensitive positions if the Company has a good faith basis to believe that the team member is engaged in the current use of any drug, prescribed by a physician or otherwise, if the drug could

² The term "impairment" or "impaired" refer to symptoms evidencing that an applicant or team member may be under the influence of drugs or alcohol such that it may decrease or lessen the team member's performance of the duties or tasks of the team member's job position. Symptoms include, but are not limited to, may be reflected by the team member's speech, walking, standing, physical dexterity, agility, coordination, actions, movement, demeanor, appearance, clothing, odor, irrational, or unusual behavior, negligence or carelessness in operating equipment, machinery or production or manufacturing processes, disregard for the safety of the team member or others, involvement in an accident that results in serious damage to equipment, machinery or property, disruption of a production or manufacturing process, any injury to the team member or others or other indicators that cause a reasonable suspicion of the use of drugs or alcohol.

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cause an impairment or otherwise decrease or lessen the team member's job performance or ability to perform the team member's job duties. Please see HR for a list of the Safety-Sensitive positions.

3.5 Prescription Medications

This policy does not prohibit team members from the lawful use and possession of prescribed medications. Team members must, however, consult with their doctor or medical provider about the potential side-effects of prescribed medications and their ability to return to work safely and they must promptly disclose any work restrictions to their supervisor. Team members should not, however, disclose to Plexus underlying medical conditions or non-work restrictions unless directed to do so.

Use of prescription drugs, in their original container and as prescribed by a licensed physician as medication for use by the person possessing the medication is allowed. Any team member taking a legal drug or medication (over-the-counter or by prescription) which may adversely affect judgment, coordination or the ability to perform assigned job duties, must notify his/her supervisor before starting work that his or her judgment or coordination may be impaired. Supervisors should contact HR, if this situation occurs. After review, the supervisor and HR will decide whether to allow the team member to remain at work or to make other suitable arrangements as allowed by law.

4.0 Testing Procedure

4.1 Applicants for employment will be required to submit a drug test prior to being hired.

4.2 Plexus reserves the right to require any team member to go to a testing facility for a breath or blood test and/or urinalysis to determine the presence of alcohol or illegal drugs in the team member's system. This testing is mandatory. Any bodily fluids collected and forwarded by the facility will be done so in a sanitary, secure and confidential manner and specimens will be appropriately labeled, sealed, stored and transported to a certified laboratory for scientific analysis. Under no circumstances should team members drive themselves to the testing facility. Plexus will pay for all testing costs, including time away from work to test, as well as transportation costs to and from the testing facility, if deemed appropriate. Plexus may assist with arrangements for the team member to be transported home. The team member will be required to sign a consent form for testing and a consent form which allows the facility to notify Plexus of the test results. Failure to consent to testing or the release of test results to Plexus, may result in disciplinary action, up to and including termination of employment.

4.3 Tests may screen for the following substances or their metabolites:

- alcohol
- amphetamines
- barbiturates
- methadone
- opiates
- propoxyphene
- "look-alike" substances
- designer and synthetic drugs



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- benzodiazepines
- cannabinoids
- cocaine
- methaqualone
- phencyclidine
- mood or mind-altering substances
- certain inhalants
- unauthorized prescription or registered drugs

- 4.4 Any alteration, adulteration, or contamination of a test sample or its identification, or tampering with such sample or its identification will result in termination of the team member's employment or denial of employment.
- 4.5 All testing will be conducted consistent with state law and scientifically accepted analytic testing methods and procedures will be followed by the facility or any certified laboratory involved in the analysis. Test results of the Company-designated laboratory are considered final.
- 4.6 Positive Test Results
Any positive drug test result will be confirmed by a second and different chemical analysis of the original specimen. A Medical Review Officer will review any positive drug test and will contact the team member. The team member will have the right to explain, in a confidential setting, a positive test result. The Medical Review Officer will determine whether the team member has a reasonable explanation for the positive test, such as proof of a valid prescription from a licensed medical provider or a state issued registration card for the use of medical marijuana.
- 4.7 Plexus will act on a confirmed positive test result only after receiving a report from its designated testing site or laboratory. Detection of illegal drugs or alcohol may result in the following:
1. A requirement that the team member enroll in an employer approved rehabilitation, treatment or counseling program, which may include additional drug testing or alcohol impairment testing, participation in which may be a condition of continued employment and the costs of which may or may not be covered by the employer's health plan policies.
 2. Suspension, with or without pay, for a designated period.
 3. Termination of employment.
 4. In the case of drug testing, refusal to hire an applicant.
 5. Other adverse employment action.
- 4.8 Any corrective or disciplinary decision will be communicated in writing to the team member and will be accompanied by a copy of the test results.

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- 4.9 Medical Marijuana –If a team member or applicant tests positive for marijuana in a state (s) with medical marijuana laws that include employment protections the individual must promptly produce a valid medical marijuana card issued pursuant to state law. Subject to state law requirements, team members or applicants who test positive for marijuana and who can provide a valid registration card for the lawful use of medical marijuana will not be discriminated against based solely on a positive test result. Nothing in this policy will allow for a team member to be impaired by, or in possession of, marijuana while performing Company business, using Company equipment (including vehicles) or while in a Company premises, as noted in section 3.2. In making its employment decision, the Company will consider all relevant factors, including any exceptions or exclusions created by applicable law, including whether the team member’s or applicant’s position is a safety-sensitive one.

5.0 Conditions of Testing

- 5.1 Plexus conducts drug and/or alcohol testing in the following situations:

1. Pre-employment – Applicants who have contingently been offered employment will be required to complete a drug test prior to beginning work with Plexus. Failure to successfully pass a drug test or refusal to submit to testing will result in disqualification from employment. *Subject to State law, an applicant who tests positive for marijuana and who can provide a current and valid registration card for the use of medical marijuana, will not be denied employment based solely on a positive test result.*
2. Reasonable Suspicion –Reasonable suspicion means information sufficient to justify a reasonable belief that this policy may have been violated. Circumstances which constitute a “reasonable suspicion” may include, but are not limited to:
 - Direct observation of use, sale, purchase or possession of illegal drugs or alcohol while on company property or performing company business.
 - Statements by the team member.
 - Reliable statements by others.
 - Presence of the physical symptoms consistent with the use of illegal drugs or alcohol or the illegal use of drugs.
 - A work-related accident or “near miss” situation.
 - Conviction for an illegal-drug or alcohol-related offense.
3. Random Testing – Plexus may require team members to participate in random drug and/or alcohol testing at any time during employment.
4. Follow-up – Depending on the circumstances and the team member’s work history/record, Plexus may offer a team member who violates this policy or tests positive for illegal drugs or alcohol, the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms. These terms could include follow-up drug testing at times and frequencies determined by

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Plexus. If the team member does not complete a rehabilitation program or tests positive after completing a rehabilitation program, the team member may be subject to immediate termination from employment.

5. Transferring Team Members – When a team member is transferring into a safety-sensitive position, Plexus requires the team member to notify HR if they have been issued a registration card for use of medical marijuana by the state authority or any other authority. Prior to transferring, Plexus may require the team member to be tested for drugs and/or alcohol.
6. Other Situations – Team members also may be drug or alcohol tested in the following situations:
 - When testing is required by law or by agreement with a third-party
 - When necessary to the maintenance of safety for team members, customers, clients or the public at large
 - When necessary to maintain productivity, quality of products or services or security of property or information
 - As part of a routine testing program instituted as a result of prior disciplinary action against the team member or as part of a rehabilitation program related to the use of drugs or alcohol
7. Test Refusal

Team members and applicants have the right to refuse a drug test. If a team member refuses to submit to a drug or alcohol test, does not cooperate in the testing procedure, tampers with the test to affect the results, is unable to provide a measurable sample without a verifiable medical reason, or is intentionally uncooperative in complying with this policy, the team member will be immediately suspended from work, without pay, and given an opportunity to speak to a company representative as soon as reasonably possible and to offer an explanation for his or her actions. Refusal to submit to a drug test may result in discipline, including termination of employment. An applicant who engages in similar conduct as to, or refuses to consent to, substance abuse testing may not receive further consideration for employment.

5.2 Confidentiality and Access to Test Results

Medical Review Officer will receive all reports of test results. Medical Review Officer will notify only those team members or agents who have a need to know about the test results. Plexus will not release any information regarding the test results to a third party without the written consent of the individual tested, except as required or permitted by law. A team member has the right, upon request, to obtain a copy of the written tests results.

5.3 Voluntary Reporting of Drug Abuse or Alcohol Misuse

Any team member who voluntarily admits a problem and requests Plexus referral to an alcohol or drug rehabilitation program prior to Plexus requiring a drug or alcohol test or identifying an alcohol or drug problem on the job, will be considered for a

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leave of absence (without pay, if earned PTO and sick time hours are used up) to participate in a rehabilitation program. Such leave of absence will be available to a team member-one time only and will be conditional upon the team member's full compliance with the term of the rehabilitation program and the conditions of the leave of absence, including periodic drug and/or alcohol testing both before and after returning to work.

- 5.4 Usually, no corrective action will be taken in cases where the team member comes forward prior to Plexus requiring a drug or alcohol test or identifying an alcohol or drug problem on the job. The cost of any rehabilitation program will be the team member's responsibility as is determining the availability of any applicable insurance benefits. However, Plexus reserves the right to terminate any team member who has violated this policy, even when the team member has turned himself or herself in before being identified as a person who has violated this policy, particularly if the team member has significant work-related performance, safety, or attendance issues, which causes Plexus to determine that the team member should be terminated, rather than placed on a leave of absence.

6.0 Search

- 6.1 Entry onto Plexus property, or reporting for duty off Plexus property, constitutes consent to an inspection of person, vehicle and/or personal property. Plexus property includes Plexus parking lots or parking spaces, or areas designated for Plexus' use.
- 6.2 To protect the safety and security of Plexus, its team members and property, Plexus reserves the right to question team members and inspect or search desks, lockers, the team member's pockets, handbags, briefcases, automobiles, etc., while on Plexus property or while on duty. Team members, therefore, have no reasonable expectation of privacy in these areas. Failure to submit to or cooperate in these procedures may be grounds for corrective action up to and including termination.
- 6.3 In the event a team member on duty or at any Plexus workplace possesses alcohol or an illegal drug, that team member, upon review by management, will be subject to discharge. The illegal drug will be turned over to the appropriate law enforcement agency.

7.0 Use of Alcohol Responsibly at Plexus Sponsored or Business-Related Events

Responsible alcohol use in these circumstances is permitted provided the team member consumes alcohol lawfully and responsibly. When representing Plexus at events where alcohol consumption is allowed, team members who consume alcohol must act professionally and responsibly. Team members who consume alcohol at such events are encouraged to find alternate travel arrangements when leaving such events, such as obtaining a ride from a friend, coworker or a commercial service (i.e., Uber, Lyft, etc.). If cost is an issue, the team member can request reimbursement from Plexus for reasonable expenses. Plexus' other policies concerning team member conduct apply at any Plexus event or at events at which



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team members may be representing Plexus.

8.0 Team Member Assistance

Information about the Drug Free Workplace and adverse effects of illegal drug use and alcohol misuse and sources of help for these issues are available from Human Resources. Plexus has invested in resources, such as an Employee Assistance Program (EAP), that are available and can be utilized. In addition, team members may be allowed to use available paid time off (e.g., personal and/or sick time), placed on a leave of absence, referred to treatment providers, or accommodated in other ways, if necessary.

9.0 No Contract Rights in Favor of Team members

This policy is not meant to be a contract. Plexus may amend, change or discontinue this policy at any time. Employment at Plexus is at-will and may be terminated by the team member or by Plexus at any time, with or without cause.

10.0 Compliance

Any team member who believes that he or she was tested in violation of this policy or state law should contact Human Resources.

This policy is intended to comply with the requirements of Arizona Revised Statutes §§ 23-493 (as amended), 23-619.01 and 36-2900, et. seq., and should be construed so as to ensure compliance with these statutes.



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I acknowledge that I have read, understand, and will adhere to this Drug and Alcohol-Free Workplace Policy.

Team member printed name

Team member signature

Date: _____

APPROVED BY:	SIGNATURE:	DATE:
Mary Beth Reisinger, Chief Human Resources Officer		
Will Franks, Director of Human Resources		