

Drug and Alcohol-Free Workplace

Statement

In support of a safe and productive work environment, applicants are subject to drug and alcohol testing (post offer/pre-employment) in accordance with local law.

Policy

BNY (“the Company”) complies with the requirements of the Drug Free Workplace Act and local law in the jurisdictions it operates. It is the policy of the Company to maintain a drug-free workplace and to prohibit the unlawful use, possession, solicitation, manufacture, distribution, dispensation, transfer or sale of controlled substances (illegal drugs, medications and substances that can cause physical and mental dependence, and for which the manufacturing, possession and is regulated by law, including marijuana and prescription drugs), as well as the unauthorized consumption or possession of alcoholic beverages and abuse of controlled substances on Company premises or on Company business. Further, no employee is to report to work or conduct Company business (regardless of the location) while impaired or under the influence of controlled substances or alcohol. Employees must notify their managers or a People Team Advisor if they are convicted of or plead guilty to or to any violation occurring in the workplace of any state or federal controlled substance law no later than five (5) calendar days after such conviction or plea. If an employee is convicted of any violation occurring in the workplace, employees must provide written notification to the employer within 5 calendar days of the conviction.

Drug and Alcohol Testing Search for Drugs and Alcohol

Abiding by the terms of this policy is a condition of employment. Employees who violate this policy will be subject to Corrective Action up to and including immediate termination of employment.

Failing to pass a drug or alcohol test or a refusing to submit to testing will be considered a withdrawal of application for employment by an applicant and may subject current employees to Corrective Action. When, in the Company’s discretion, there is reason to believe that an employee or group of employees of the Company may be in possession of illegal drugs or have unauthorized possession of alcohol in the workplace, the employee or group of employees are required to permit searches of their desks, workstations, work areas, lockers and company vehicles assigned to them and may be required to permit searches of their clothing, purses or briefcases, or other containers. The Company reserves the right to retain any substances that it believes are prohibited and to deliver them to the appropriate law enforcement authorities. If a search reveals the presence of illegal drugs or unauthorized alcohol, the employee or group of employees may be subject to disciplinary action, including immediate termination. Refusing to submit to a search may also result in disciplinary action, including immediate termination. Except in emergency situations, searches require the approval of the appropriate security officer and the Global Head of Employee Relations or a designee.

Violations

Violations of this policy should be reported to Employee Relations, a People Team Advisor or Corporate Security.

Wellbeing Support Program

The Wellbeing Support Program is designed to provide confidential assistance to employees seeking rehabilitation for alcohol or drug abuse or other problems, and to provide consultation to managers on these issues.

Questions

This is a summary of the policies. For detailed information, refer to the full policies posted on the BNY Intranet site. Alternatively, employees may contact The People Team through the People Solutions Center at <https://mysource2.bny.net/hris/myhr-help>.