



# BNY MELLON

## Drug and Alcohol Free Workplace

<b>Statement</b>	In support of a safe and productive work environment, applicants are subject to drug and alcohol testing (post offer/pre-employment) and employees may be subject to drug and alcohol testing.
<b>Policy</b>	<p>BNY Mellon (“the Company”) complies with the requirements of the Drug Free Workplace Act. It is the policy of the Company to maintain a drug-free workplace and to prohibit the use, possession, solicitation, manufacture, distribution, dispensation, transfer or sale of controlled substances (illegal drugs, including marijuana), or as well as the unauthorized consumption or possession of alcoholic beverages and abuse of prescription drugs on Company premises or on Company business. Further, no employee is to report to work or conduct Company business while impaired or under the influence of controlled substances or alcohol.</p> <p>Employees must notify their managers or a Human Resources Advisor if they are convicted of or plead guilty to or <i>nolo contendere</i> to any violation occurring in the workplace of any state or federal controlled substance law no later than five (5) days after such conviction or plea.</p> <p>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.</p>
<b>Drug and Alcohol Testing</b>	Failing to pass a drug or alcohol test or a refusing to submit to testing will result in immediate termination of employment and will be considered a withdrawal of application for employment by an applicant.
<b>Searches for Drugs And Alcohol</b>	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 Employee Relations Manager, Americas or a designee.
<b>Violations</b>	Violations of this policy should be reported to Employee Relations, a Human Resources Advisor or Corporate Security.
<b>Responsibility</b>	The Global Head of HR Governance and Employee Relations is responsible for this policy.
<b>Employee Assistance Program (EAP)</b>	The Employee Assistance 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.
<b>Questions</b>	This is a summary of the policies. For detailed information, refer to the full policies posted on the BNY Mellon Intranet site. Alternatively, employees may contact The HR Contact Center at 1-800-947-4748 (HR4U) or <a href="mailto:HR_Help@bnymellon.com">HR_Help@bnymellon.com</a> .