

Mandatory fields are marked with a red indicator.

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Western Digital.

Drug Free Workplace Act of 1988

Federal and State legislation requires employers to provide a drug-free workplace and notify employee of the following:

- The unlawful manufacture, sale, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the workplace or on HGST, a Western Digital company premises (including parking lots and recreation areas). Employees who violate such prohibition will be subject to discipline, including dismissal.
- As a Condition of Employment, you must abide by the anti-drug statement above and notify your manager of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction.

In addition to these federal and state law requirements, you should know the ("HGST") is committed to providing its employees with a safe, healthy, and productive work environment. Toward that end, ("HGST") has established a comprehensive policy which expressly prohibits the use and /or abuse of illegal drugs, other controlled substances (except for approved medical purposes), or alcohol on ("HGST") premises (other than alcohol provided by and /or approved by management at management sponsored functions or events). Your manager will be happy to discuss the details of this policy with you.

("HGST") recognizes the health implications of drug/alcohol abuse by its employees and considers these conditions as treatable illnesses. If you feel your job performance, or personal well-being is being affected by the use of such substances, ("HGST") encourages you to seek help by contacting your manager or HGST Occupational Health Services.

Right-to-Know

Federal law requires that any employee who works with chemicals, or regularly enters an area where chemicals are present and you have not attended a foundation chemical safety class, see your manager and make sure he/she is aware the you have not been trained before starting work in your area.

HGST Substance Abuse Policy and Testing Program

A drug free environment is vital to ("HGST"), the safety of its workplace, the quality of its product, the productivity of its employees, the interest of its customers, and the general public. In order to achieve a drug free environment, ("HGST") has adopted the following substance abuse policy:

The manufacture, use, dispensation, distribution, sale or possession of illegal drugs and/or non- medically prescribed controlled substances on ("HGST") premises or any other ("HGST") work environment, including but not limited to any customer site, ("HGST") owned or leased vehicle, or other locations where ("HGST") business is being conducted is prohibited. Employees who violate this policy are subject to disciplinary action.

I acknowledge that I have read the above drug policy statement and have received a copy of the ("HGST") drug and alcohol testing policy.

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Please enter your **system password** as your electronic signature.
