



Substance Abuse Policy

WHAT IS THIS POLICY FOR?

This policy is designed to inform associates of Belden's stance on alcohol and drug abuse.

WHO IS THIS POLICY FOR?

This policy applies to all Belden associates, subsidiaries and affiliates in all business platforms in the United States.

Overview

Belden strives to operate and maintain its facilities in a safe and efficient manner and to provide its employees with an environment free from recognized hazards. Possession or use of alcohol or other controlled substances is detrimental to this environment and poses a threat to the safety and health of the substance abuser and his/her co-workers. Therefore, the misuse or improper possession of alcohol or controlled substances is prohibited at the Company. The Company will use appropriate drug and alcohol testing methods and procedures to ensure the effectiveness of this policy. All applicants offered employment must pass a drug screen test. Belden reserves the right to test employees any time it concludes there is reason to believe that an employee on Company property or on Company business is using or is under the influence of alcohol or controlled substances.

Conduct Prohibited

Performing job duties while under the influence of illegal drugs, alcoholic beverages, narcotics, or other controlled substances is strictly prohibited. Under the influence means the presence of an illegal drug or substance in the body fluids at levels of detection above the lowest cutoff levels established by the analytical methods of the Company's testing laboratory. Maximum alcohol level is established at 0.02% blood alcohol. Manufacturing, distributing, dispensing, selling, using or possessing hallucinogenic drugs, alcoholic beverages, intoxicants, narcotics, or other controlled substances (or paraphernalia related to the use of such substances) is also prohibited during work hours or at any time on Company property.

Compliance with this policy is a condition of employment, and violation of this policy may result in immediate termination.

Employee use, sale, possession, manufacture or distribution of illicit drugs resulting in a criminal conviction will result in disciplinary action up to and including termination.



Employees required to use prescription drugs are responsible for being aware of any effect such drugs may have on the safe performance of their duties. Accordingly, the employee is responsible for asking his/her physician whether the prescribed drug may impair the employee's ability to perform his or her job in a safe manner. If the prescribed drug may have such an impact, then the employee must report the use of such substances to his/her supervisor or their HR Representative prior to reporting for work. When an employee fails to comply with this requirement, a physician's prescription will not be an acceptable excuse for the use or possession of an intoxicant, and the employee will be subject to disciplinary action up to and including termination.

The substances covered by this policy include, but are not limited to ethanol (alcohol), amphetamines, barbiturates and other hypnotics, cocaine, narcotics (opiates such as heroin, morphine and codeine, methadone), PCP and other hallucinogens, marijuana and other cannabinoid (hashish). The term "intoxicant" also includes any other substance that alters one's senses or perceptions or could affect one's ability to function safely in his/her job.

Procedure

All applicants offered employment and all employees returning from a layoff will be tested as provided below. All employees returning from a leave of absence of thirty (30) days or more are required to complete drug testing prior to returning to work except in cases where the leave of absence is due to the birth and care of the newborn child of that employee, or for the placement with the employee of a child for adoption or foster care. In such cases of parental leave the employee shall be exempt from the Company's return-to-work drug screening requirement. The Company reserves the right to test employees any time it concludes there is a reasonable suspicion that an employee's use of alcohol or controlled substances has a potential impact on the safe and productive conduct of its business or the employee's ability to perform the essential functions of his/her job. Additionally, random testing may be conducted for all substances except alcohol.

The circumstances under which reasonable suspicion will exist and testing will be required include, by way of example:

- When an employee is involved in an accident or an incident, including in-plant operations and Company vehicles, in which the supervisor and human resources manager determine safety precautions were violated or careless acts were performed.
- When an employee exhibits unusual behavior (unsafe or negligent operation of machinery or equipment, change in personality, change in speech patterns, disoriented behavior, lack of physical coordination, odor of alcohol on the employee's breath, or other characteristics or behavior indicating the possible influence of alcohol or controlled substances).



- When an employee is found in possession of suspected controlled substances, alcohol, paraphernalia related to controlled substances or when suspected illegal drugs or alcohol are found in an area controlled or used exclusively by the employee, such as an employee's locker, desk or workspace.
- As part of a routine testing program instituted as part of a rehabilitation program related to the use of drugs or alcohol.

The form of testing required will be determined at the sole discretion of management. Examples of tests to be used for "reasonable cause" testing include alcohol Breathalyzer, blood alcohol, urine, and hair.

The employee or applicant will be required to sign consent and release forms (after reading the policy) to permit sample collection and testing and to allow test results to be provided to the Company. Refusing to sign the consent and release forms, refusing to cooperate with or submit to test procedures, tampering with or substituting samples to be tested, or any other acts or conditions that interfere with or preclude compliance with or application of this policy will result in termination of employment, or in the case of an applicant, will disqualify the applicant from further consideration for employment.

Any employee tested due to exhibiting unusual behavior giving rise to reasonable suspicion that the employee is under the influence of drugs or controlled or illegal substances will be suspended from work without pay until test results are received by the Company. Drug/alcohol screening or Breathalyzer tests will be conducted at Company expense during working hours at a collection site designated by the Company. Transportation of employees to and from the collection site will be provided, also at Company expense. Test results of the Company-designated laboratory are considered final.

In keeping with Company philosophy and at the Company's discretion, efforts may be made to help the employee deal with a drug or alcohol problem. However, if this effort fails or is inappropriate under the circumstances, the appropriate disciplinary action will be instituted. The Company reserves the right to impose discipline, including termination, on any employee who violates this policy.

If the results of an employee's initial test(s) are negative, the Company will evaluate the circumstances to determine whether disciplinary action is appropriate in light of any violation of work rules or Company policy. If no discipline is taken, the employee will be returned to work and paid for scheduled work missed

Alcohol Consumption at Work Events

Belden permits employees who are at least 21 years old to consume alcoholic beverages in moderation while: (a) attending company-hosted social functions, provided the employee is not



performing work for the organization at the time of the alcohol consumption; or (b) attending events where customers or prospects are involved. For the purposes of this policy, a company-hosted social function is any event catered or approved by a company officer at which employee attendance is voluntary and which is held for a social purpose.

In all situations, employees should avoid consuming alcohol to the point of being intoxicated. All employees are ultimately responsible for their choices and behavior and individuals should be aware that they may be held liable for incidents resulting from the illegal or uncontrolled use of alcohol. It is the purpose of this policy, however, to help ensure that federal, state and local laws along with this policy are followed.

Inappropriate behaviors and associated negative consequences of alcohol abuse or misuse will not be tolerated. All persons must adhere to the alcohol policies herein while employed at Belden. Employees who violate this policy may be subject to disciplinary action up to, and including, termination of employment.

Treatment

If you think you may have a problem with drugs or alcohol, we encourage you to share your concerns with Human Resources, who will assist you in the process of obtaining an evaluation. No employee coming forward voluntarily for such help will be subject to disciplinary action solely as a result of seeking assistance.

