

DRUG- AND ALCOHOL-FREE WORKPLACE

You are not allowed to be under the influence of alcohol or illegal drugs when you report to work, while you are at work, or while you are representing the Company. This policy applies to all associates, including associates who are covered by the U.S. Department of Transportation (DOT) regulations and subject to the Company's DOT policies (DOT-covered associates). If there are any inconsistencies between this policy and the Company's DOT policies, the Company will defer to Company DOT policies for DOT-covered associates.

Before we get into the details of this policy, there are a few definitions you should know:

- "Illegal drugs" include all controlled substances, designer drugs, synthetic drugs, prescription medications that have not been prescribed to you or are being misused, and other drugs whose use or possession is unlawful under the federal Controlled Substances Act. This includes recreational and medical marijuana that is legal under state law and in the District of Columbia.
- "Under the influence" means to test positive for illegal drugs or alcohol (a concentration of 0.02% or greater), or means when an associate's actions, appearance, speech or bodily odors reasonably cause the Company to conclude that the associate is impaired because of illegal drug use or alcohol or inhalant misuse, regardless of whether testing is conducted.
- "At work" means while performing services for the Company or while present at a Company location whether or not you are performing services for the Company.
- "Representing the Company" means engaging with potential or established customers, vendors or the general public while at work, being present at a Company, customer or vendor event, or holding yourself out as a US Foods associate.

Prohibited and Required Conduct

You are not allowed to:

- Use, possess, consume, distribute, dispense, sell, purchase, manufacture, or transport or attempt to use, possess, consume, distribute, dispense, sell, purchase, manufacture, or transport alcohol, inhalants or illegal drugs while at work or representing the Company.

The only exceptions are for consuming alcohol during a Company, customer or vendor event when your Location Manager has allowed such consumption, or, for associates who do not serve as drivers for the Company and to the extent allowable under applicable law, for possessing and/or transporting factory-sealed alcohol products (e.g., wine, beer, or other spirits) a third party has provided as a gift. The gift must not be prohibited by the Company's Gifts, Entertainment & Travel Policy or other Company policy. All alcohol products must remain sealed and transported in a manner that complies with applicable law.

- Be under the influence of alcohol, inhalants, or an illegal drug when you report to work, or while at work or representing the Company.
- Refuse to cooperate with testing for alcohol or illegal drugs, including refusing to take a drug and/or alcohol test.

You need to:

- Let your supervisor know right away of any work restrictions if you are taking an over-the-counter or prescription drug (including medical marijuana) that is likely to impact your performance on the job, including the safe performance of your job.
- Consider informing Human Resources if you are using a prescription drug (including medical marijuana) that is likely to impact your drug test results. The Company may attempt to engage you in a reasonable accommodation dialogue in accordance with the requirements of any applicable law. You will also have the opportunity to discuss a positive drug test result with the Company or the Company's MRO.
- Consume alcohol responsibly at any Company, customer or vendor event where alcohol consumption is allowed by your Location Manager, if you choose to consume alcohol at such an event.

If there is reasonable suspicion that you are in violation of these policies:

- You may be suspended while the Company investigates. You may also face discipline, including termination.
- The Company may conduct a search of an associate's personal property or other property that the associate has brought onto Company premises or used for a work-related purpose. See the [Company Security Inspections](#) section of this Handbook for more information

Reporting Drug-Related Offenses

You must report felony convictions, or any crime that may impact your performance, threaten safety, or undermine public confidence in the Company, as described in the [Workplace Violence Prevention Policy](#). Under the Federal Drug Free Workplace Act, if you are convicted of a drug-related offense in the workplace, you must inform your direct supervisor or manager, in writing, within five days of such conviction. A conviction means any finding of guilt, including a plea of no contest or any sentence handed down.

Within 30 days after being notified of an associate's conviction and consistent with its obligations under the Drug Free Workplace Act, the Company may take disciplinary action against the associate, which may include termination. The Company may also require the associate to participate and successfully complete a drug evaluation, counseling, treatment, and/or rehabilitation programs. Federal and state contracting agencies will be notified of the conviction when appropriate.

Consequences of Prohibited Conduct

Reporting to work, being at work, or representing the Company while "under the influence" constitutes a violation of this policy, and may result in disciplinary action, including termination of employment, depending on the circumstances. While the Company is not required to test associates suspected of being impaired or under the influence of alcohol or illegal drugs, a positive alcohol test result, or a positive drug test result depending on the type of drug and other factors, is conclusive proof that the tested associate reported to work or performed work under the influence.

Associates with substance abuse problems should get help before they become subject to discipline for violating this or other Company policies. For more information on getting help, see the [Rehabilitation Options](#) section. If an associate commits a violation, getting professional treatment will not necessarily have an impact on any discipline.

Grounds for Testing

The Company may require drug and/or alcohol testing in the following situations. State laws may differ, so not all types of drug and/or alcohol testing are conducted at all Company locations.

- Post-Offer/Pre-Employment, including Rehires: Prior to and as a condition of employment, you are required to sign a release indicating that if you are offered employment, you are willing to take a drug test. You might need to take this test within 24 hours of receiving a job offer. If you do not get a negative result on the test, the offer may be rescinded.
- Reasonable Suspicion Testing: You may be required to submit samples for drug and/or alcohol testing if, while at work or representing the Company:
 - A supervisor or member of management notices something unusual in your actions, speech or behavior.
 - You do something unsafe, like operating a machine too quickly or too close to people.
 - You are otherwise suspected of having violated the policy.
- Post-Accident Testing: If you are involved in an accident at work or during work-related activities, you may need to take a drug and/or alcohol test if the accident results in an injury to someone or damage to property.

Testing Procedures and Safeguards

The specimen collection and testing procedures described below are designed to ensure reliability and accuracy of test results.

- Strict chain of custody procedures will be followed.
- Where required by law, only certified laboratories will be used to conduct the testing.
- If you are tested, you will be informed about the results of the test(s) and given the chance to explain the results. In some places, you will be notified of your results in writing.

Rehabilitation Options

We believe that early treatment is important for associates with a substance abuse problem. That's why we strongly encourage any associate who believes he or she may have a substance abuse problem to seek assistance.

Associates can get help through the Associate Assistance Program or by talking to their local Human Resources Representative. Eligible associates may be granted, in accordance with the Company's leave policies and procedures, a paid or unpaid leave while they undergo treatment or a rehabilitation program. For more information, talk to your local Human Resources Representative.