

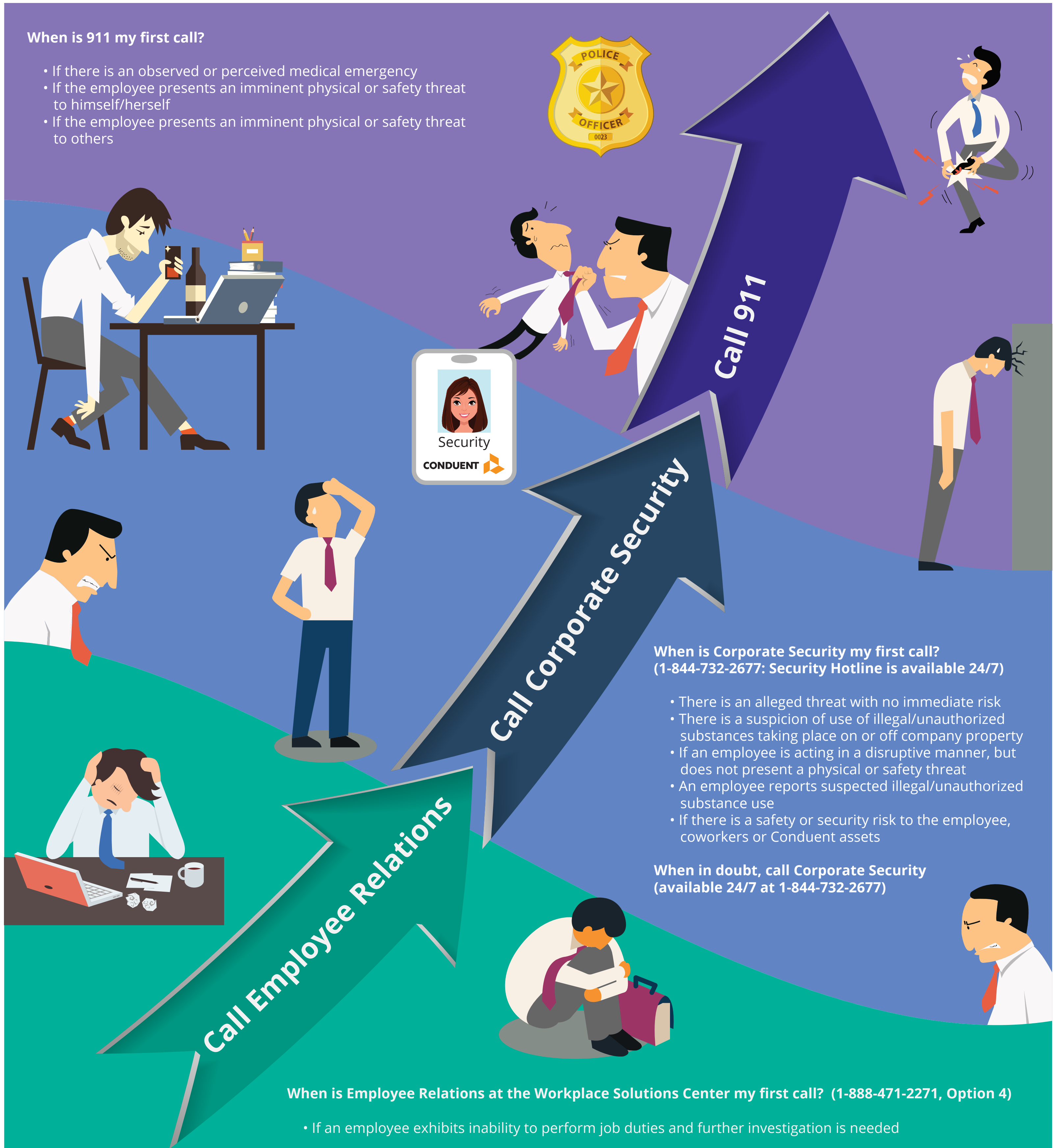
Employee Wellness

Recognizing Substance Use or Abuse in the Workplace

Conduent prohibits the illegal use, possession, distribution, dispensation, manufacture, transfer or being under the influence of controlled substances or alcohol on Conduent property and in company owned or leased vehicles. This prohibition also applies to any other work site where employees may be assigned or elsewhere during work hours. Compliance with this rule is a condition of continuing employment.

When is 911 my first call?

- If there is an observed or perceived medical emergency
- If the employee presents an imminent physical or safety threat to himself/herself
- If the employee presents an imminent physical or safety threat to others



When is Corporate Security my first call? (1-844-732-2677: Security Hotline is available 24/7)

- There is an alleged threat with no immediate risk
- There is a suspicion of use of illegal/unauthorized substances taking place on or off company property
- If an employee is acting in a disruptive manner, but does not present a physical or safety threat
- An employee reports suspected illegal/unauthorized substance use
- If there is a safety or security risk to the employee, coworkers or Conduent assets

When in doubt, call Corporate Security (available 24/7 at 1-844-732-2677)

When is Employee Relations at the Workplace Solutions Center my first call? (1-888-471-2271, Option 4)

- If an employee exhibits inability to perform job duties and further investigation is needed