

SUBJECT

Drug-Free Work Force

OBJECTIVE

To set forth the policy of Electronic Systems on maintaining a drug-free work force.

POLICY

The following is the Northrop Grumman Electronic Systems policy regarding the use of illegal drugs or abuse of other controlled substances and alcohol by applicants and employees on or off duty.

The use and possession of illegal drugs or abuse of other controlled substances and their effect on employee health, morale, discipline, behavior, and job performance is a serious matter which can severely impact efficiency, productivity, attendance, safety, and quality of performance. Drug abuse is a particularly sensitive issue considering that national security is an essential element of the Electronic Systems business and that there are increased risks of harm to public and military health and safety inherent in a work force which is not drug free. Furthermore, such activities can be a violation of federal, state, and local laws. It is, therefore, the purpose of this policy to: (A) express Electronic Systems position concerning identifying and dealing with such use, possession, or abuse by applicants and employees; (B) comply with applicable federal, state, and local laws and regulations; and (C) reaffirm existing methods of assisting employees to overcome their dependency, which is in their best interest and that of Electronic Systems.

The objective of this policy is to maintain and improve upon Total Quality and have a safe and healthy workplace by keeping drugs and their effects out of the work force.

Compliance with this policy is a condition of employment at Electronic Systems of the Northrop Grumman Corporation

To assist employees to understand and to avoid the perils of illegal drug use or abuse of other controlled substances, the Northrop Grumman Corporation has developed a drug-free awareness program. Electronic Systems management will use that program in an ongoing educational effort to prevent and eliminate drug abuse that may affect the work force. The drug-free awareness program will inform employees about: (A) the dangers of drug abuse; (B) the Electronic Systems Drug-Free Work Force Policy; (C) the availability of treatment and counseling for employees who seek such assistance; and (D) the discipline Electronic Systems will impose for violations of this policy.

Voluntary Counseling and Treatment

Early recognition and treatment of drug abuse is important for successful rehabilitation. Electronic Systems recognizes that substance abuse, as a medical problem, can be successfully treated and encourages the earliest possible diagnosis and treatment.

Whenever feasible, employee assistance programs will be available. However, the decision to seek diagnosis and accept treatment for drug abuse is the employee's responsibility. To assist in the effort toward early diagnosis and voluntary treatment, Electronic Systems provides an Employee and Family Assistance Program for counseling purposes, an insurance plan to help pay for treatment, and certain leave options for employees who require time off for treatment.

Employees may seek help without the approval or even knowledge of their supervisor, and assistance will be provided on a strictly confidential basis. The Employee and Family Assistance Program will refer the employee to the appropriate counseling and treatment services. Employees who voluntarily seek assistance may do so without jeopardy to their continued employment.

Employees who undergo voluntary counseling or treatment pursuant to this policy and who continue to work must meet all established standards of conduct and job performance and successfully complete the program.

Management Training

A management training program has been developed and will be administered consistent with this policy. Additional and refresher training will be administered on an ongoing basis as policy implementation requires. Areas of training will include: (A) procedures for identifying and documenting declining job performance and abnormal on-the-job behavior that may have been affected in any way by drugs; (B) procedures for referral to the Medical Department for related evaluation of employees suspected of violating the Electronic Systems Drug-Free Work Force Policy; (C) drug testing procedures and technology; and (D) procedures for encouraging voluntary referrals to the Employee and Family Assistance Program.

Mandatory Referral for Declining Job Performance or Abnormal On-the-Job Behavior

When a supervisor suspects that declining job performance or abnormal on-the-job behavior may have been affected in any way by drugs and the basis of this suspicion has been reviewed by another manager, the supervisor will refer the employee to the Medical Department for a confidential evaluation by trained medical personnel to determine whether a test for drug abuse should be conducted.

If an employee is mandatorily referred to the Medical Department because of declining job performance or abnormal on-the-job behavior and the Medical Department determines, after evaluation, that testing should not be conducted, the employee will be returned to work with the recommendation that the employee consult with his/her personal physician or the Employee and Family Assistance Program.

Drug Testing

Applicant Testing

Electronic Systems management requires that all newly hired employees be drug free. Therefore, all applicants for employment will be subject to testing for drugs and each offer of employment is conditioned upon passing a drug test.

Applicants must sign a form consenting to testing and release of the test results to the Medical Department. Applicants who refuse to sign the consent form will not be hired.

Employee Testing

Whenever it is suspected that an employee's declining job performance or abnormal on-the-job behavior may have been affected in any way by drugs, or that an employee has otherwise violated this policy, the employee may be required to submit to drug testing.

Whenever it is determined that an employee may have contributed to an accident involving a fatality, serious bodily injury, or substantial damage to property, the employee may be required to submit to drug testing.

Employees will be afforded the opportunity, prior to testing, to list all prescription and non-prescription drugs they have used in the last thirty days and to explain the circumstances surrounding the use of such drugs. This information will be kept in the employee's confidential medical file.

Prior to testing, employees will be requested to sign a form consenting to the testing and release of the test results to the Medical Department. Refusing to sign the consent form or refusing to take a drug test may subject an employee to discipline up to and including discharge.

Upon request, individuals to be tested will also be given the name and address of the laboratory where their sample will be tested and may arrange to have a portion of their sample sent for testing to a Health and Human Services certified laboratory of their choice at their expense.

If an employee is mandatorily referred to the Medical Department because of declining job performance or abnormal on-the-job behavior and tests negative for drugs, the employee may be required to obtain a fit-for-duty slip from a licensed medical doctor before being permitted to return to work.

Drug Testing Method

Qualified Medical Department personnel shall be responsible for obtaining all samples for testing.

The testing to be performed under this policy to determine the presence of illegal drugs or other controlled substances shall be urinalysis, and shall be conducted by a certified laboratory.

Results of a Positive Drug Test

A positive test is defined as an illegal drug or other unauthorized controlled substance urine content at NG/ML levels designated in the Federal Department of Health and Human Services Drug Testing Guidelines in force at the time the test is conducted.

Applicants who test positive for illegal drug use or abuse of other controlled substances will not be hired.

Employees who test positive for illegal drug use or abuse of other controlled substances will be in violation of this policy and subject to: (A) further tests and/or evaluations, (B) referral for counseling and treatment to the Employee and Family Assistance Program, or (C) discharge from employment. The action taken will be at the discretion of Electronic Systems management.

Prior to taking any action, all employees who test positive for drugs will be given the opportunity to provide an explanation for the test results to the Medical Department.

Information on positive test results obtained from a drug testing laboratory will be initially received and assessed by the Medical Department. Such information will then be relayed to designated Human Resources management to determine, in joint effort with the individual's appropriate management personnel, what disciplinary action, if any, will occur. Human Resources management will also report all positive drug tests to the Security Department when appropriate to meet government reporting requirements.

Employees referred to the Employee and Family Assistance Program as a result of a positive test for drugs must immediately cease any drug abuse, must subject themselves to periodic unannounced testing for a period of twelve months, and must comply with all other conditions of the treatment and counseling program recommended by the Employee and Family Assistance Program. Employees who undergo counseling and treatment for substance abuse and who continue to work must meet all established standards of conduct and job performance.

Electronic Systems management will discharge any employee who tests positive for drugs while undergoing company-required counseling and treatment for drug abuse or who tests positive on a periodic unannounced test for drugs.

Authorized Use of Prescribed Medication

Employees undergoing prescribed medical treatment with any drug which they know or believe may alter their behavior or physical or mental ability must report this treatment to the Medical Department, which will determine whether the employee's job assignment should be temporarily changed during the period of treatment. Employees must keep all prescribed medicine in its original container, which identifies the drug, date of prescription, and prescribing doctor, or be able to provide, upon request, acceptable proof of such information.

Conviction Under Criminal Drug Statute

Employees must notify Human Resources within five calendar days of any conviction for a violation of a federal, state, or local drug statute. Failure to provide notification may result in discharge.

Violations

Under the Electronic Systems Drug-Free Work Force Policy, all of the following are considered policy violations:

- 1) Use, possession, manufacture, distribution, dispensation, or sale of illegal drugs or drug paraphernalia on company premises or on company business, or in company supplied vehicles.
- 2) Unauthorized use and/or unauthorized possession of a controlled substance or any manufacture, distribution, dispensation, or sale of a controlled substance on company premises or on company business, or in company supplied vehicles.
- 3) Storing in a locker, desk, vehicle, or other repository on company premises any illegal drug, drug paraphernalia, or any other controlled substance whose use is unauthorized.
- 4) Being impaired by the use of an illegal drug, or abuse of other controlled substances. Being "impaired" by the use of an illegal drug or abuse of other controlled substances is defined as testing positive at NG/ML levels designated in the Federal Department of Health and Human Services Drug Testing Guidelines in force at the time the test is conducted.
- 5) Possession, use, manufacture, distribution, dispensation, or sale of illegal drugs or drug paraphernalia off company premises that adversely affects the employee's work performance, his/her own or others' safety at work, or Northrop Grumman's regard or reputation in the community.
- 6) Switching or adulterating any urine sample submitted for testing.
- 7) Refusing to consent to testing or to submit to testing when requested by the Medical Department.
- 8) Refusing to submit to an inspection of personal property or company property under the employee's control on company premises when requested by management.
- 9) Failing to adhere to the requirements of any drug treatment or counseling program in which the employee is enrolled.
- 10) Conviction under any criminal drug statute for a violation occurring in the workplace.
- 11) Conviction under any drug an criminal drug statute under circumstances which adversely affect Northrop Grumman's regard or reputation in the community.
- 12) Failing to notify Human Resources of any conviction under any criminal drug statute within five calendar days of the conviction.
- 13) Failing to keep prescribed medicine in its original container or otherwise being unable to provide acceptable proof which identifies the drug, date of prescription, and prescribing doctor.

Right to Inspect

Consistent with its past practice of inspecting, whenever it is suspected that an employee's declining work performance or abnormal on-the-job behavior may be affected in any way by drugs, Electronic Systems management may inspect or search the employee's locker, desk, parcels, packages, purses, lunch boxes, briefcases, work stations, or other company property under the control of the employee, as well as the employee's personal effects or vehicle on company property.

Whenever it deems appropriate, the Electronic Systems management will use trained dogs to detect illegal drugs in personal and company property on company premises.

Employees In Sensitive Jobs

Electronic Systems management is particularly concerned about drug abuse by employees in jobs involving access to classified information and other jobs involving security or special risks to public or employee health and safety. Electronic Systems management will maintain a list of such sensitive jobs and will notify employees who hold such positions that they are subject to drug testing in compliance with applicable laws and regulations in addition to those circumstances which are set out in this policy.

Electronic systems management will promptly remove from a sensitive job any employee who violates this policy.

Consequences for Violation of This Policy

Employees who violate the Electronic Systems Drug-Free Work Force Policy will be subject to severe disciplinary action, up to and including discharge for a first offense, at the sole discretion of the Electronic Systems management.

Addenda to Policy

Because of governmental requirements or for other business purposes, it may be necessary for individual Electronic Systems organizations or locations to establish requirements which differ from or go beyond the provisions of this policy. Such requirements will be established in addenda to this policy which will apply to specific locations. Such addenda will be approved by the cognizant Vice President and the Electronic Systems Vice President, Human Resources and Administration.



James F. Pitts
Corporate Vice President and President,
Northrop Grumman Electronic Systems

ACKNOWLEDGEMENT

I have carefully and thoroughly read the Northrop Grumman Electronic Systems Drug-Free Work Force Policy and have received a copy.

Date

Employee Number

Name (Print)

Signature

Please sign and return this page to your immediate supervisor or Human Resources.