



## **Ziff Davis Workplace Safety Policy**

### **Workplace Security**

Ziff Davis is committed to providing and maintaining a safe, professional work environment for all employees. Ziff Davis strictly prohibits and will not tolerate any workplace violence (physical assault, threatening behavior, verbal abuse, intimidation or coercion) by or against employees.

Ziff Davis prohibits threatening and/or abusive conduct by any employee. The possession or use of weapons, explosives and/or unauthorized hazardous materials in Ziff Davis facilities, on work assignments or in Company vehicles is strictly prohibited.

The Human Resources department, along with Facilities and IT, maintain security procedures which regulate the control of our entrances, exits, restricted areas, documents, and record keeping. Specific regulations regarding the protection of Company property, traffic throughout the facilities, and designation of restricted areas are issued from time to time. Employees are expected to abide by these regulations.

### **In Case of an Emergency**

Your supervisor should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. In the absence of your supervisor, contact any manager.

Should an emergency result in the need to communicate information to team members outside of business hours, your supervisor will contact you. Therefore, it is important that team members keep their personal emergency contact information up to date. Notify your supervisor when this information changes, or if available to you, directly in ADP or the system used in your country.

When events warrant an evacuation of the building, you should follow the instructions of your supervisor or any other member of management. You should leave the building in a quick and orderly manner. You should assemble at the predetermined location as communicated to you by your supervisor to await further instructions or information.

### **Health and Safety**

Every employee is responsible for the safety of themselves as well as others in the workplace. To achieve our goal of maintaining a safe workplace, everyone must be safety conscious at all times.

Following are our safety regulations that must be complied with:

- All injuries, no matter how slight, must be reported immediately to your supervisor.
- All unsafe conditions or practices must be reported immediately to your supervisor.
- All work areas must be kept clean and free of hazards. Safety is no accident.



- Horseplay and practical jokes are prohibited, as they often lead to injury.
- Use proper tools and equipment for the job and use them correctly as specified by your supervisor. If you are not familiar with the tools or equipment, ask your supervisor for the correct procedures.
- When lifting, bend knees and keep the back straight. If the item is too heavy, get help before proceeding.
- Aisles shall be kept free of items and kept clean at all times.

Most accidents can be prevented. Rules themselves do not make a workplace safe; rather the constant and diligent awareness of all employees is necessary to provide a safe work environment.

All Workers Compensation and Government-regulated safety requirements must be complied with. These rules are specific. In the event that you are unsure of the rules or have taken on a new responsibility, contact your supervisor for additional training.

Employees must report all work-related injuries or illnesses immediately to their supervisor or the Human Resources Department. If an employee witnesses an injury they should immediately contact the Human Resources department so the situation can be evaluated. In compliance with applicable law, the Company will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

### **Substance Abuse**

The company has vital interests in ensuring a safe, healthy and efficient working environment for our team members, their co-workers and the customers we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with the company the following substance abuse policy.

In addition, team members are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal or unauthorized substances and alcohol in the workplace including: on company paid time, on company premises, in company vehicles, or while engaged in company activities. Our team members are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Team members are further prohibited from consuming alcohol during working hours, including meal and break periods. This does not include the authorized use of alcohol at company-sponsored functions or activities.

Your employment or continued employment with the company is conditioned upon your full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action, up to and including discharge. Furthermore, any team member who violates this policy who is subject to discharge, may be permitted in lieu of discharge, at the company's sole discretion, to participate in and successfully complete an appropriate treatment, counseling or rehabilitation program as recommended by a substance abuse professional as a condition of continued employment and in accordance with applicable federal, state, and local laws.



Consistent with its fair employment policy, the company maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage team members to seek assistance before their substance or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. The company will attempt to assist its team members through referrals to rehabilitation, appropriate leaves of absence and other measures consistent with the company's policies and applicable federal, state or local laws.

The company further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of company issued lockers, desks or other suspected areas of concealment, as well as a team member's personal property when the company has reasonable suspicion to believe that the team member has violated this substance abuse policy.

Although some states have legalized marijuana, the company is not required to allow the use of marijuana in the workplace. Use is strictly prohibited on company property and may result in discipline, up to and including immediate discharge.

### **Workplace Violence**

Ziff Davis is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Company and personal property.

We do not expect you to become an expert in psychology or to physically subdue a threatening or violent individual. Indeed, we specifically discourage you from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage you to exercise reasonable judgment in identifying potentially dangerous situations. Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Company policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or Supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; demonstrating a propensity to behave and react irrationally.

### **Weapons in the Workplace**

Possession, use or sale of weapons, firearms or explosives on work premises, while operating company machinery, equipment or vehicles for work-related purposes or while engaged in company business off premises is forbidden except where expressly authorized by the company and permitted by state and local laws. This policy applies to all team members, including but not limited to, those who have a valid permit to carry a firearm.



If you are aware of violations or threats of violations of this policy, you are required to report such violations or threats of violations to HR immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.

This policy encompasses all facilities and operations of Ziff Davis. Please direct any questions you may have about the company's Workplace Safety Policy to HR.