



Drug-Free Workplace and Alcohol Policies

MetLife is committed to providing a safe, healthy, and productive work environment for all employees.

These policies apply to all employees working in the United States whenever representing or conducting business for the Company.

Drug-Free Workplace Policy:

MetLife prohibits employees from unlawfully manufacturing, distributing, selling or offering to sell, trading, possessing, or using controlled substances in the workplace or wherever the employee is representing or conducting business for the Company, to the extent permitted by law. Substance abuse can negatively impact the safety, health, security, and welfare of users and other employees, as well as MetLife's reputation for integrity and for providing quality products and services. MetLife recognizes that illegal drug use can be very disruptive, adversely affect employees' work quality and job performance, pose serious health risks to users and others, and have a negative impact on productivity and morale.

If an employee or anyone else on Company premises or while using a Company vehicle at any time violates this policy with respect to a controlled substance, MetLife will bring the matter to the attention of the appropriate law enforcement authorities.

Any employee who is convicted (including a plea of no contest) of a criminal drug violation in the workplace must notify Employee Relations at EmployeeRelations@metlife.com in writing no later than five (5) calendar days of the conviction. This notification requirement does not apply to any drug-related arrest or to a conviction for a drug offense occurring outside of the workplace. If required by law, MetLife will notify any third party within ten (10) days after receiving this notice from the employee or otherwise receiving actual notice of such conviction.

Alcohol Policy:

Except as otherwise noted below, MetLife prohibits employees from consuming alcoholic beverages in the workplace and/or working while using and/or under the influence of alcohol.

This prohibition does not include the moderate consumption of alcoholic beverages by employees of legal drinking age at functions sponsored by the Company and where the serving of alcoholic beverages has been pre-approved by a department head.

Additional Information:

These policies are intended to comply with applicable laws, including, but not limited to, laws governing drug testing, the provision of a drug-free workplace, and workplace accommodations. These policies are designed to safeguard employee privacy rights to the fullest extent of the law.

Failure to comply with these policies may result in disciplinary action, up to and including termination of employment.