

## Drug and Alcohol Policy

ZTE is always committed to providing and maintaining a safe, healthy, positive and productive work environment for all employees, customers, partners and visitors, which is free from the adverse effect of alcohol, controlled substances and drugs.

It is strictly forbidden for anyone to drink alcohol, use controlled substances or drugs at ZTE's premises, in ZTE business or when operating ZTE's equipment. Besides, trading, illegal or unauthorized use or possession of alcohol, controlled substances or drugs it is strictly prohibited at ZTE's premises or when it comes to ZTE business.

This policy applies to all ZTE employees and also those of ZTE affiliates or partners.

### Exceptions

- Prescribed drugs are used without affecting the person's ability to perform his/her duties in a safe and productive manner and where a doctor has prescribed the medication;
- The moderate and responsible consumption of alcohol on non-operational premises, at corporate business or social functions, or in connection with business travel or entertainment shall follow local laws and customs. Alternative transport arrangements must be made when engaging in these social activities, and under no circumstance may a company or private vehicle be operated after consuming alcohol.

### Search and Tests

ZTE reserves the right to conduct, in the workplace or office in an appropriate manner and without prior announcement, searches of the personal effects, offices, cabins, sites, vehicles and quarters of any person under this policy. ZTE also reserves the right to conduct random alcohol testing on ZTE employees and those of partners.

Searches, tests or breathalyzer tests will be conducted and can even be asked for a blood test result from a certified doctor or nurse depending, but not limited to below circumstances:

- After an incident or accident;
- Reasonable suspicion;
- Compliance with laws or regulations;

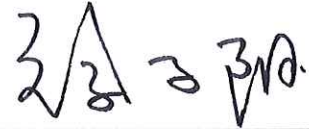
- Random testing without suspicion.

## **Disciplinary Action**

Anybody who refuses a search or test or is found in a violation of the policy shall be subject to an applicable lawful disciplinary action and/or removal from ZTE premises.

## **Laws and Regulations**

This policy must be administered and enforced in accordance with applicable laws. In the event of a conflict between any provisions of this policy and applicable laws, the laws shall apply.



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Xu Ziyang

CEO, ZTE Corporation

July 1, 2020

## 中兴通讯酒精及药品政策

中兴通讯致力于为所有员工、客户、合作伙伴以及访客提供和维护一个安全、高效、积极的工作环境，免于酒精、管制药品和毒品的不良影响。

中兴通讯严禁任何人在公司场所、从事公司业务或者操作公司设备期间服用酒精、管制药品或毒品。此外，在公司场所、从事或涉及公司业务时，严禁交易、非法或未经授权使用、持有酒精、管制药品和毒品。

此政策适用于中兴通讯全体员工、附属子公司及合作伙伴人员。

### 例外情况

- 在不影响个人安全及高效履职的情况下使用医生所开具的处方药物；
- 如果在非工作场所、企业商务社交、商旅、娱乐等情况下需要饮用酒精饮品时，需要遵守当地法律法规，根据个人情况适度饮用，同时必须安排好安全的出行方式，饮酒后不得驾驶公司或私人车辆。

### 搜查与测试

中兴通讯有权在没有事先通知的情况下、以适当的方式在工作场所或办公室搜查适用于此政策的个人物品、办公室、文件柜、车辆等，并有权对公司员工和合作伙伴人员进行随机的酒精测试。

根据以下情况,但不限于以下情况,将进行搜索、测试和呼吸测试,甚至会要求认证医生或护士提供血液测试结果:


- 事故/事件发生后;
- 合理怀疑的情况;
- 为遵守法律或者规定;
- 无怀疑情况下的随机测试。

### 处罚

任何人若拒绝接受搜查或测试,或被发现违反上述政策,可能受到法律法规的处罚,或根据中兴通讯相关管理要求给予处罚。

## 法律和规定

本政策的执行必须依据适用的法律法规。若本政策条款与适用法律法规有冲突，则以适用法律为准。



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徐子阳

中兴通讯股份有限公司 总裁

2020年7月1日