



To: Employees of Plantronics, Inc. ("Poly") and Applicants for Employment  
From: Joe Burton, President and Chief Executive Officer  
Date: August 22, 2019  
Re: Equal Employment Opportunities and Affirmative Action Program

### **Equal Employment Opportunities (Global)**

It is the ongoing commitment of Poly to provide equal employment opportunity to qualified job applicants and employees in compliance with all local, country, region, state, federal or other applicable equal employment opportunity laws ("EEO Laws"). Employment decisions are made without regard to any qualified individual's sex, gender identity or expression, race, age, religious creed, national origin, physical or mental disability, ancestry, color, marital status, sexual orientation, military or veteran status, status as a victim of domestic violence, sexual assault or stalking, medical condition, genetic information, or any other protected class or category recognized by applicable EEO Laws (collectively, "Protected Characteristics"). Poly prohibits discrimination or harassment in its workplace and in all employment related policies, practices, and actions against employees, contract workers, job applicants, and other covered individuals because they have, or are perceived to have, or because they associate with someone who has, or is perceived to have, a Protected Characteristic.

Poly's policy is to comply fully with the Americans with Disabilities Act ("ADA") and the California Fair Employment and Housing Act (FEHA), where applicable, as well as other applicable local, country, region, state, federal laws to ensure equal opportunity in employment for qualified persons with disabilities. Poly will attempt to reasonably accommodate qualified persons with a disability unless doing so would create an undue hardship on Poly. As part of its commitment to make reasonable accommodations, the Company also wishes to participate in a timely, good faith, interactive process with the qualified disabled applicant or employee to determine effective reasonable accommodations. Any qualified applicant or employee with a disability who requires an accommodation to perform the essential functions of the job should contact the Human Resources Department to participate in a timely interactive process. Poly will also, where appropriate, provide reasonable accommodation for a sincerely held religious belief or practice.

Management is responsible for implementing Poly's equal employment opportunity policies, but we all share in the responsibility of having our personal actions reflect Company policies and apply them properly to everyone. If you believe you have been subject to any form of discrimination, you should immediately notify a manager and/or Human Resources. Poly will investigate all complaints of discrimination promptly and confidentially to the extent possible. Remedial action will be taken where the facts and circumstances indicate it is warranted. Poly will not permit retaliation against an employee for filing a reasonable good faith complaint or cooperating in an investigation.

### **Affirmative Action Program (US Only)**

As a US Federal Contractor and in compliance with Executive Order 11246 (1965), Poly has established an Affirmative Action Plan (AAP) to promote affirmative action and provide equal employment opportunity in order to create and maintain a diverse workforce. This program is designed to provide guidance to management with respect to continuing to provide equal employment opportunity to all qualified persons, and to continue to recruit, hire, promote, train, and compensate without regard to race, color, sex, religion, sexual orientation, gender identity, national origin, disability or veteran status. In addition, employment decisions, personnel actions, and benefits plan designs are made on the basis of furthering the objectives of equal employment. In addition, Poly will take affirmative action to employ individuals covered in our Affirmative Action Plans, where applicable.

I personally endorse Poly's Equal Employment Opportunity Policy. I ask your continued assistance and support in maintaining an environment that reflects Poly's commitment to equal employment and affirmative action.

  
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Joe Burton  
President and Chief Executive Officer

*Poly has an Equal Employment Opportunity Policy (WW-HR025) that can be viewed by employees in the Policy Library. This statement is a part of our Affirmative Action Plan. Information on the Individuals with Disabilities and Veterans Programs are available for review by employees and applicants in the office of our EEO Official, Jessica Kennedy, People Solutions Manager, Projects and Compliance. Any questions you have in this area should be addressed to her at (831) 458-4454, during our regular business hours of 9:00am to 5:00pm.*

