Job Aid.

Best Buy Pre-Employment Drug Test Policy

Let's talk about what's possible.

Summary

Candidates who receive a conditional offer of employment for positions that require a pre-employment drug test are required to submit to the drug test and receive a negative (pass) result as a condition of employment, in accordance with this policy. Candidates are required to schedule an appointment for drug testing within two (2) business days of accepting a conditional offer of employment. If after receiving a conditional offer of employment, a candidate fails to comply with this policy, the offer of employment may be rescinded.

Substance Included in Testing Panel

Candidates will be tested for use of opiates, amphetamines, cocaine, phencyclidine (PCP), and metabolites of these substances, as allowed under applicable law.

Testing Methods & Procedures

All testing is conducted by licensed medical laboratories which are either certified by the U.S. Department of Health and Human Services (a "DHHS certified laboratory") or are otherwise required to be used under applicable state laws. Testing is conducted on a urine sample provided by the candidate under testing procedures that ensure the integrity, confidentiality, and reliability of the testing process; safeguard the validity of the test results; and ensure the privacy of the candidate. If a candidate is not able to provide a urine sample due to a medical reason other testing options are available.

The Company will pay for all pre-employment drug tests required by the Company, which includes confirmation testing performed on the candidate's primary urine specimen. The testing laboratory will retain samples of the specimen as required by state law, so that a candidate may request retesting of the urine specimen, at their own expense, if the candidate disagrees with

Confirmation of Test Results

A. All positive drug test results undergo confirmatory testing by gas chromatography and mass spectrometry ("GC/MS") and are reviewed by a Medical Review Officer (MRO) to determine if the positive test result has a legitimate medical explanation. This review may include a medical interview, review of any other relevant medical factors, and review of any/all medical records (including prescription information) made available by the candidate during the review.

B. Use of medications may cause a positive test result. Candidates will be given the opportunity to discuss any legitimate medical explanation for the positive test result with the MRO. If the MRO determines the confirmed positive test result has a legitimate medical explanation, the MRO will report the test result as negative. If the MRO determines that there is no legitimate medical explanation for the confirmed positive test result, the result will be verified by the MRO as a confirmed positive test.

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C. If a candidate refuses or fails to make themselves available to speak with the MRO, the MRO may verify a test as positive without having communicated directly with the candidate.

D. All confirmed adulterated or substituted test results will be reviewed by the MRO to determine whether there is any legitimate medical explanation for the laboratory findings. It is the candidates' burden of proof to provide a legitimate medical explanation.

E. In the state of Vermont, therapeutic levels of medically prescribed drugs tested will not be reported by the MRO.

Notification of Positive Results

Candidates who receive positive results will be notified of the positive result and that they are no longer in consideration for employment. Additional notification may be provided, as required by applicable law.

Policy Violations

The following circumstances are considered a violation of the Pre-Employment Drug Testing Policy and will result in the candidate being removed from consideration for employment.

Positive Test Results: If a candidate receives a confirmed positive drug test result, the conditional offer of employment will be rescinded.

Refusal to Test: Although candidates have the right to refuse to submit to a drug test, the conditional offer of employment will be withdrawn for any candidate who refuses to submit to a required drug test.

The following conduct may be considered Refusal to Test:

A. Refusing or failing to schedule an appointment for a drug test within two (2) business days of accepting the conditional offer of employment, as directed by the Company.

B. Failing to provide a urine specimen for collection without adequate medical explanation.

C. Failing or declining to take a second drug test as directed by the Company or the collector.

D. Attempting to and/or adulterating or substituting a urine sample.

E. Failing to cooperate with any part of the testing process, such as

- Delaying the collection, testing, and/or verification process.
- Otherwise engaging in conduct that clearly obstructs or manipulates or attempts to obstruct or manipulate the testing process.

Confidentiality of Test Results

Unless the applicable state or local law requires or otherwise provides, the laboratory may disclose a candidate's drug test results only to the MRO. Unless an applicable law requires or otherwise provides, the MRO may disclose test results only to (1) the candidate; (2) designated Company representatives; (3) a treatment program; and/or (4) courts of law and administrative

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tribunals to the extent permitted or required by law. Beyond that, test results shall not be released to any other person without the candidate's written consent.

The Company will maintain records of drug test results in a secure location with controlled access. These records are confidential and will be disclosed in accordance with applicable law.

Right to Reanalysis of Specimen

Candidates who receive a verified positive drug test result have the right to request a reanalysis of the specimen for the presence of the detected drug(s) by a different DHHS certified laboratory (or other laboratory as required by applicable state law) at their own expense. Requests for reanalysis must be made by the candidate, in writing, to the MRO.

If the reanalysis fails to reconfirm the presence of the drug(s) found in the primary specimen, or if the specimen is unavailable, or inadequate for testing, or is untestable, the MRO will cancel the test and report the cancellation and the reasons for it to the Company and the candidate. However, if the reanalysis reconfirms the presence of the drug(s) or drug metabolite(s), the MRO will notify the Company and the candidate that the test result was verified positive.

Reservation of Rights

This policy is not intended to be a contract of employment. Best Buy reserves the right in its sole discretion to interpret the provisions of this policy, vary from them, change them, or rescind them, unless prohibited by applicable law.

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