

**LAM RESEARCH  
ARIZONA STATE SUPPLEMENT  
TO GLOBAL HUMAN RESOURCE POLICIES**

Effective 2013

This Supplement, along with the policies contained in the Global Human Resource Policies, applies to employees who work in the State of Arizona. Neither the Main Global Human Resource Policies nor the Arizona Supplement is intended to create a contract of continued employment or alter the at-will employment relationship. If you have any questions about these policies, please contact Human Resources.

## **EQUAL EMPLOYMENT OPPORTUNITY (HARASSMENT AND DISCRIMINATION)**

As set forth in the Global Human Resource Policies, the Company is committed to equal employment opportunity. In addition to the categories listed in the Global Human Resource Policies, Arizona employees and applicants are also protected from discrimination or harassment based on the following legally protected characteristics: genetic test results and AIDS/HIV status. Discrimination and harassment are unlawful and will not be tolerated.

## **EMPLOYMENT ELIGIBILITY VERIFICATION**

The Company complies with Arizona and federal law with regard to the use of the federal Employment Eligibility Verification Program (“E-Verify”) to confirm the work authorization of newly hired employees.

If you have any questions regarding the E-Verify process, please contact the Human Resources Department.

## **OPEN DOOR POLICY**

All employees are encouraged to communicate with the Company whenever they believe working conditions may become intolerable and may cause them to resign. Pursuant to section 23-1502 of the Arizona Revised Statutes, all employees are required to notify Human Resources in writing that a working condition exists that an employee believes is intolerable, that will compel the employee to resign or that constitutes a constructive discharge, if the employee wants to preserve the right to bring a claim against the employer alleging that the working condition forced the employee to resign.

Employees must wait 15 calendar days after providing written notice before they may resign if the employees desire to preserve the right to bring a constructive discharge claim against the employer. Depending upon the circumstances, an employee may be entitled to a paid or unpaid leave of absence of up to 15 calendar days while waiting for the employer to respond to the employee’s written communication about the employee’s working condition.

## **LEAVE FOR VICTIMS OF CRIME**

An eligible employee may take time off from work to be present at criminal proceedings. An eligible employee is one who: (1) is a victim of the crime at issue in the proceedings,

or (2) is the spouse, parent, child, sibling, grandparent, other relative to the second degree of affinity, or other lawful representative of a victim that was killed or incapacitated. In addition, an eligible employee may take time off from work to obtain or attempt to obtain an order of protection, an injunction against harassment, or any other injunctive relief to help ensure the health, safety, or welfare of the victim or the victim's child. An employee who is accused of the crime or is in custody for the crime is not eligible for time off.

Before an employee may be absent from work for this purpose, the employee must provide his or her supervisor with a copy of the notice of each scheduled proceeding that is provided to the victim by the agency responsible for providing notice, a court order to which the employee is subject, or any other proper documentation, unless advance notice is not feasible. If advance notice is not feasible, you must provide appropriate documentation within a reasonable time after the absence. Confidentiality of the situation, including the employee's request for the time off, will be maintained to the greatest extent possible if an employee requests time off for these reasons.

Employees may use accrued benefits, such as existing PTO, or other accrued paid time off, in order to receive compensation during the time taken off from work.

The Company will not refuse to hire, discharge, or otherwise discriminate against an employee or prospective employee for exercising any right to leave work in these circumstances under Arizona law.

## **DRUG-FREE WORKPLACE**

The Company will not tolerate the unlawful manufacture, distribution, dispensing, possession, sale or use of a controlled substance in the workplace. Reporting to work or working under the influence of alcohol or a controlled substance without a medical prescription is strictly prohibited. The Company complies with federal law, and where not inconsistent, with state laws relating to drug use and drug testing.

## **POSSESSION OF WEAPONS IN THE WORKPLACE**

Except as otherwise provided by federal and/or Arizona state law, possession of weapons of any type, including firearms is strictly prohibited, whether licensed or not, on company worksites, including the worksites of Company customers, vendors or suppliers.

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