

PLANTRONICS, INC. (dba “POLY”)

ACCESS TO BOARD OF DIRECTORS POLICY

Revision Date: November 11, 2019

Policy Statement

As a stockholder of Plantronics, Inc. (dba “Poly” or the “Company”), or other interested party you may contact any of our directors by writing to them by mail or express mail c/o Plantronics, Inc., 345 Encinal Street, Santa Cruz, California 95060, or by email at general.counsel@poly.com. Stockholders or other interested parties who wish to contact the Company’s Audit Committee to report questionable accounting or auditing matters may also contact our directors by using the aforementioned contact information.

WhistleBlower Hotline

Stockholders or other interested parties may also report matters on a confidential (and, at your choice, anonymous) basis through Ethicspoint/Navex Global, a third-party whistleblower service provider, by going to their website <https://secure.ethicspoint.com/domain/media/en/gui/2687/index.html> or by calling Ethicspoint toll-free at 1(800) 499-8621 from the United States. If you are calling from outside the United States, local, toll-free phone numbers for other countries are listed on the website listed above .

Internal Procedure for Stockholder or other Interested Party Access to Board of Directors

1. Any stockholder or other interested party communications directed to the Board of Directors via mail or email as provided above will first go to the Chief Legal and Compliance Officer, who will log the date of receipt of the communication as well as (for non-confidential communications) the identity of the correspondent in the Company’s stockholder or other interested party communications log.
2. Unless the communication is marked “confidential,” the Chief Legal and Compliance Officer will review, summarize and, if appropriate, draft a response to the communication in a timely manner. The summary and response will be in the form of a memo, which will become part of the stockholder communications log that the Chief Legal and Compliance Officer maintains with respect to all stockholder or other interested party communications.

3. At least quarterly, or more frequently as the Chief Legal and Compliance Officer deems appropriate, the Chief Legal and Compliance Officer will forward all such original stockholder or other interested party communications along with the related memos to the Board of Directors for review.
4. Any stockholder or other interested party communication marked “confidential” will be logged by the Chief Legal and Compliance Officer as “received” but will not be reviewed, opened or otherwise held by the Chief Legal and Compliance Officer. Such confidential correspondence will be immediately forwarded to the addressee(s) without a memo or any other comment by the Chief Legal and Compliance Officer.
5. Any stockholder or other interested party communications directed to the Board of Directors via Ethicspoint/Navex Global, a third party whistleblower service which allows Poly Stockholders, Employees and the general public to report suspected violations on an anonymous and confidential basis, are handled as outlined in the Poly Ethics Reporting and Non-Retaliation Policy.
6. Any stockholder or other interested party communications with regards to investor relations are handled through investor relations. Investor relations communication is defined as communications by employees of Poly with securities analysts, fund managers, reporters, shareholders and others who are not bound by a duty of confidentiality to the Company (generally referred to here as “analysts”), whether direct, at investor oriented conferences, on conference calls, or otherwise.