

## How To Complete Your New Hire Packet

1. Complete all forms using Adobe Reader. If you do not have Adobe Reader, you may download it for free at <http://www.adobe.com/products/reader/>.
2. Print forms and sign in all applicable spaces.
3. Return paper forms (or scan and email them) to your HR/Recruiting Representative. Please be sure to return all of the pages to each document in the packet.

**PLEXUS CORP.**  
**New Hire**  
**Current Information Form**

| <b>EMPLOYEE INFORMATION</b>           |                               |  |   |
|---------------------------------------|-------------------------------|--|---|
| <b>Legal</b> Last Name*               | <b>Legal</b> First Name*      | Middle Initial   |   |
| <b>Preferred</b> Last Name**          | <b>Preferred</b> First Name** |  |   |
| <b>Home Address</b>                   |                               | <b>City/State/Zip</b>  |   |
| <b>Phone#</b><br>Home:<br>Mobile:     | <b>Birth Date (MM/DD/YR)</b>  | <b>Gender</b><br><input type="checkbox"/> Male <input type="checkbox"/> Female | <b>Marital Status</b> <input type="checkbox"/> Single<br><input type="checkbox"/> Married |
| <b>Date of Hire</b>                   | <b>E-mail Address</b>         |  | <b>Social Security #:</b>   |
| <b>EMERGENCY CONTACT INFORMATION</b>  |                               |  |   |
| <b>Name</b>                           | <b>Relationship</b>           | <b>Phone #</b>   |   |
|                                       |                               | Home:<br>Mobile:<br>Work:<br>Other:  |   |
| <b>Address</b>                        | <b>City/State/Zip</b>         |  |   |
| Employee Signature: _____ Date: _____ |                               |  |   |

\*Legal Last Name and First Name are the names that appear on your Social Security Card

\*\*Company email address and network log in will be created using Preferred First Name and Last Name if one is provided, otherwise will default to Legal First Name and Last Name



*The Product Realization Company*

**Employee's Agreement with Regard to Proprietary Information  
Including Inventions, Patents, Copyrights, Trade Secrets, and Confidential Information**

In consideration of, and as a condition of, employment and the continuation of employment by Plexus (defined below), and in consideration of the salary or wages paid in connection with such employment, and for other good and valuable considerations, the undersigned employee (the "Employee") hereby agrees as follows:

1. Definitions. The following terms have the following definitions throughout this Agreement:

- (a) "Confidential Information" means documents, materials, data and other information disclosed to Employee or known by Employee as a consequence of or through employment by Plexus, in tangible or intangible form, that directly or indirectly:
  - (i) pertains to Plexus' business, products, processes, practices and services, including, but not limited to, trade secrets, Inventions, research, development, manufacture, purchasing, accounting, financial, engineering, project management systems, marketing, merchandising, supplier and customer lists, pricing information, pricing models, sales information, revenues and costs; or
  - (ii) pertains to the business, products, processes, practices and services of Plexus' customers, suppliers or other third parties (collectively such customers, suppliers and third parties are the "Other Disclosers"), including, but not limited to, trade secrets, Inventions, research, development, manufacture, purchasing, accounting, financial, engineering, project management systems, marketing, merchandising, pricing information, pricing models, sales information, revenues and costs; or
  - (iii) other information that is marked or otherwise identified as confidential or proprietary, or that would otherwise appear to a reasonable person to be confidential or proprietary in the context and circumstances in which the information is known or used.

"Confidential Information" excludes any information that is generally available to the public, so long as it became publicly available without Employee's act or omission in violation of this Agreement.

- (b) "Inventions" means improvements, know-how, discoveries, concepts, and ideas, whether patentable or copyrightable or not, including, but not limited to, processes, methods, formulas, and techniques concerning any present or prospective activities of the Plexus or of the Other Disclosers or that relate to or arise from any Confidential Information.
- (c) "Plexus" means Plexus Corp. and its successors, assigns, nominees, present or future subsidiaries and organizations controlled by, controlling, or under common control or affiliated with it.

2. Use of Confidential Information. During the Employee's employment by Plexus and for two (2) years after such employment ends, the Employee will not disclose to others or use, except for the direct and immediate benefit of Plexus, any Confidential Information. Notwithstanding the foregoing, the duration of the restriction on use and disclosure described in this paragraph shall be extended as follows:

- (a) For any Confidential Information that Plexus specifically identifies as a trade secret, the restriction on use and disclosure described in this paragraph shall apply for as long as the information remains a trade secret.
- (b) If Plexus notifies the Employee that certain Confidential Information is subject to unique legal or contractual

restrictions on use or disclosure, the restriction on use and disclosure of such information shall apply for the period of time that Plexus communicates to the Employee.

All Confidential Information is and remains the property of Plexus or the Other Disclosers, as applicable. All Confidential Information will be available to Plexus at all times.

3. Inventions. During Employee's employment, Employee will communicate to Plexus promptly and fully all Inventions made or conceived by Employee, either solely or jointly with others.
  - (a) The Inventions are and will remain the sole and exclusive property of Plexus. Any Inventions disclosed by Employee to any third parties within one (1) year following the termination of employment with Plexus will be deemed to be Plexus' property, unless proved by Employee to have been made or conceived following the termination of Employee's employment with Plexus without use of Confidential Information or unless otherwise agreed by Plexus in writing.
  - (b) Any Inventions protected by copyright that Employee creates are "Works Made for Hire" under 17 U.S.C. §101 and §201(b), and Plexus is deemed the author and copyright owner. To the extent the Inventions are not Works Made for Hire, Employee hereby assigns and transfers to Plexus all right, title and interest in and to any Inventions Employee makes or conceives during employment by Plexus and waives any moral rights related thereto. Employee will, during and after employment at no cost to Employee, execute any documents necessary or desirable, and otherwise assist Plexus in securing, verifying, and recording title to any Inventions and any patents and copyrights in all countries.
4. Records. Unless Plexus instructs otherwise, Employee will keep and maintain adequate and current written records of all Inventions created by Employee, at all stages thereof. Such records will be in the form of, but not limited to, notes, sketches, drawings, and reports. Such records are deemed Confidential Information and are Plexus' property. The records will be available to Plexus at all times.
5. No Removal. Unless specifically authorized or instructed in writing by Plexus, Employee will not remove or cause to be removed any Confidential Information from any premises of Plexus.
6. Remedies. Employee acknowledges that the Confidential Information and Plexus' ability to reserve it for Plexus' exclusive knowledge and use is of great competitive importance and commercial value to Plexus, and that improper use or disclosure of the Confidential Information by Employee will cause irreparable harm to Plexus, for which remedies at law will not be adequate. In the event of a breach or threatened breach by the Employee of any of the provisions of this Agreement, Employee hereby consents and agrees that Plexus shall be entitled to seek, in addition to other available remedies, a temporary or permanent injunction or other equitable relief against such breach or threatened breach from any court of competent jurisdiction, without the necessity of showing any actual damages or that monetary damages would not afford an adequate remedy, and without the necessity of posting any bond or other security. The aforementioned equitable relief shall be in addition to, not in lieu of, legal remedies, monetary damages, or other forms of relief.
7. Events upon Termination. Upon termination of employment, Employee will return all Confidential Information to Plexus without making or retaining any copies thereof, including, but not limited to, any records, drawings, prints, manuals, specifications, costing, pricing, customer and supplier information or anything containing, embodying or disclosing any concepts, discoveries, Inventions, product information, technical data, or financial data.
8. No Limit on General Knowledge. Nothing in this Agreement limits or will be construed to limit Employee's post-termination use of Employee's general skills and general knowledge, not of a trade secret or confidential nature, Employee gained prior to or during employment by Plexus.

9. No Conflicting Obligations. Employee warrants to Plexus that Employee has not previously assumed any obligations inconsistent with those of this Agreement.
10. "At Will" Status. NOTHING IN THIS AGREEMENT AFFECTS EMPLOYEE'S STATUS AS AN "AT WILL" EMPLOYEE OF PLEXUS. EMPLOYEE UNDERSTANDS THAT EMPLOYEE'S OBLIGATIONS AND COMMITMENTS RELATING TO THE CONFIDENTIAL INFORMATION OF PLEXUS AND OF THE OTHER DISCLOSERS WILL CONTINUE BEYOND THE PERIOD OF EMPLOYMENT.
11. Preservation of Rights. Nothing in this Agreement shall preclude the Employee from exercising rights under Section 7 of the National Labor Relations Act, the Economic Espionage Act of 1996, as amended by the Defend Trade Secrets Act of 2016, or rights under applicable law to report possible legal violations to the Securities and Exchange Commission, the Financial Industry Regulatory Authority or other self-regulatory authority or federal or state government authorities.
12. Miscellaneous. This Agreement is binding upon Employee's heirs, executors, administrators, other legal representatives, and assigns, and inures to the benefit of any successors, assigns or nominees of Plexus. This Agreement supersedes all previous agreements, written or oral, relating to the above subject matter and may not be terminated, changed or modified except in writing signed by an officer of Plexus. If any provision of this Agreement is adjudged to be unenforceable in whole or in part, such adjudication shall not affect the validity of the remainder of this Agreement. Each provision of this Agreement is severable from every other provision and constitutes a separate, distinct and binding covenant. The laws of the State of Wisconsin will govern this Agreement without regard to the conflict of laws principles thereof.

BY SIGNING BELOW, THE EMPLOYEE ACKNOWLEDGES READING AND UNDERSTANDING THIS AGREEMENT AND RECEIVING THE UNDERSIGNED EMPLOYEE HAS ONE (1) COPY OF THIS AGREEMENT.

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Date

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Signature of Employee

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Printed Name of Employee



*The Product Realization Company*

**ELECTRONIC SIGNATURE CERTIFICATION**

The employee or temporary worker listed below understands that, from time-to-time, he or she may be asked to use an electronic signature in place of the employee's or temporary worker's handwritten signature. By signing below, the employee or temporary worker certifies that any electronic signature he or she uses while working for Plexus is intended to be the legally binding equivalent of a traditional handwritten signature.

This certification shall apply only where electronic signatures are permitted under applicable laws.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Six Digit Employee ID Number: \_\_\_\_\_

Date Signed: \_\_\_\_\_



The Product Realization Company

### Citizenship Form

As Plexus performs services for the United States government, we are obligated to conform to **ITAR** (*International Traffic in Arms Regulations*) and **EAR** (*Export Administration Regulations*). Please provide all Countries of Citizenship, review the citizenship choices listed below, and check the box that pertains to your status.

**If U.S. Citizen:**

- Native, U.S.** – Any person born in the United States.
- Naturalized, U.S.** – Any person not born in the United States who has been granted citizenship under federal law.
- Dual Citizen** – List Country(s) of citizenship: \_\_\_\_\_

**If Non-U.S. Citizen:**

Country(s) of Citizenship: \_\_\_\_\_

(Please include all that apply)

- Permanent Resident, U.S.** – Any person not a citizen of the United States who is permanently residing in the U.S. under legally recognized and lawfully recorded permanent residence as an immigrant. Also know as “Permanent Resident Alien,” “Lawful Permanent Resident,” “Resident Alien Permit Holder,” and “Green Card Holder.”

Permanent Resident Identification Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

- Temporary Resident with Employment Visa** – Any person not a citizen of the United States, who legally enters the United States for a temporary amount of time for employment purposes. **Not eligible for performing work in ITAR-restricted areas.**

- Other – (Please explain)** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I certify the information given above is true and complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



## Employee's Voluntary Disclosure Form

In an effort to implement our voluntary government affirmative action program recordkeeping and reporting requirements, we ask that you complete this data survey. Your cooperation is appreciated. Providing this information is STRICTLY VOLUNTARY. Failure to provide it will not subject you to any negative personnel action. Information provided will be kept confidential in accordance with applicable regulations.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Location of Position (e.g., Neenah, WI): \_\_\_\_\_

**Gender** (please select one):  Male  Female  Decline to Identify

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**RACE/ETHNIC CLASSIFICATION** (please select):

**Decline to Identify**

**Are you Hispanic or Latino?**  Yes  No If no, choose from the following (check all that apply):

**White (Not Hispanic or Latino)**

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black or African American (Not Hispanic or Latino)**

A person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)**

A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Asian (Not Hispanic or Latino)**

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaska Native (Not Hispanic or Latino)**

A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

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TO BE COMPLETED BY EMPLOYEE – TO BE FILED SEPARATELY FROM PERSONNEL FILE – RETURN TO HUMAN RESOURCES