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REVISION HISTORY


REVISION LEVEL/DATE	DESCRIPTION
Rev. 0- 02/09/2023	Initial Release

Purpose and Scope

Workhorse is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any Workhorse employee illegally uses drugs or alcohol on the job, comes to work with these substances present in their body, or possesses, distributes, or sells drugs in the workplace. It is the intent of Workhorse to comply with all Federal and State laws and regulations that govern the establishment of a Drug-Free Workplace. Workhorse has established the following Policy:

General Terms

- (1) No employee may possess, buy, sell, trade, or offer for sale illegal drugs, or otherwise engage in the illegal use of drugs or alcohol on or off the job.
- (2) Under this Policy, provisions applying to illegal drugs expressly apply to the use, possession, or distribution of marijuana on or off the job. Such provisions apply to both recreational marijuana and medical marijuana, including where recommended by a physician.
- (3) No employee may report to work under the influence of illegal drugs or alcohol – that is, with illegal drugs or alcohol in their body.
- (4) No employee may possess, use, or abuse controlled substances. No employee shall have in their possession, in their vehicles, or stored in any manner on Workhorse property illegal drugs or unauthorized open container of alcoholic beverages. No employee shall exhibit evidence of the use of illegal drugs or the consumption of an alcoholic beverage about their person while in the performance of their duties.
- (5) No employee may report to work having consumed any substance that may adversely affect their performance or safety or the safety of others.
- (6) No employee may use prescription drugs illegally or in any manner other than as directed by the prescribing healthcare provider. Nothing in this policy precludes the appropriate use of legally-prescribed medication as directed by the prescribing healthcare provider and subject to the limitations in this policy.
- (7) Each employee is responsible for maintaining a safe work environment. This includes the employee's responsibility to use legally-prescribed medications as directed by the prescribing health care provider and to discuss such medications with his or her healthcare provider to determine whether the employee can safely perform all job functions while using the prescribed medication. In the event that a legally-prescribed

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medication prevents an employee from safely performing any or all job functions, the employee must not perform such job functions and must notify their supervisor regarding the specific restrictions.

(8) Any employee violating this Policy is subject to disciplinary action up to and including termination.

(9) Workhorse expects anyone working at or visiting a Workhorse location regardless of their employment status to comply with the expectations of this policy, anyone suspected to be in violation will be asked to leave the premise.

Drug and Alcohol Testing

(1) All employees who, by the nature of their employment, are subject to state, local, or federal laws or regulations requiring drug and alcohol testing will be subject to drug and alcohol testing in accordance with such laws or regulations. This includes but is not limited to safety-sensitive employees subject to Department of Transportation (“DOT”) regulations.

(2) An employee will be subject to drug and/or alcohol testing when there is reasonable suspicion to believe that the employee is under the influence of alcohol or illegal drugs.

(3) When an employee is involved in on-the-job accidents where there is reasonable suspicion to believe that drug or alcohol use could have contributed to the accident, the employee will be subject to drug and/or alcohol testing.


(4) Where required as follow-up to a treatment or other program, an employee will be subject to drug and/or alcohol testing.

(5) Workhorse will select third-party vendors to administer drug and alcohol tests, and such vendors will maintain testing procedures, including collection, laboratory analysis, and medical review, that are consistent with Federal and State standards.

(6) No employee shall refuse to submit to a medical examination or a drug/alcohol test or attempt to manipulate the testing process. A refusal to test or attempt to manipulate a test will be considered a violation of this policy and is subject to disciplinary action, up to and including termination.

Company Sponsored Events

From time to time, the Company may sponsor or attend social or business-related events at which alcohol is served. This policy does not prohibit the use or consumption of alcohol at such events. However, if employees choose to consume alcohol at such events, they must do so responsibly and maintain their obligation to always conduct themselves properly and professionally with colleagues and/or current or prospective clients.

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Employee Assistance Program

If you feel you may have an issue with Drug or Alcohol abuse, Workhorse suggests you seek support in addressing your concerns. One resource available to you is the Company provided Employee Assistance Program (EAP). The EAP is designed to help individuals manage personal problems that can impact their well-being and work performance. Treatment is confidential (unless an EAP counselor is required by law to disclose information) and will not become a part of an employee's personnel records. For more information about the EAP, contact Human Resources.