



Policy: Harassment Policy

Revision Level /Date: Rev. 0- 02/13/23

Department: Human Resources

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REVISION HISTORY

REVISION LEVEL/DATE	DESCRIPTION
Rev. 0- 02/13/23	Initial Release

I. Purpose and Scope

Workhorse Group Inc. and its subsidiaries (collectively, the “Company”) strive to provide a work environment that ensures that each & every employee is treated with equity, respect, and dignity.

The Company commits to encourage a professional work atmosphere that encourages the professional growth of its staff and promotes equality of opportunity.

The Company will not bear any kind of harassment and will take all required steps to make sure that employees are not subject to harassment.

State and federal law assures employees the right to employment in a place of work that is free from harassment and prejudice. This policy ensures that Workhorse meets its standards and complies with its legal obligations.

II. The Range of the Workplace

This policy applies to all the employees who work for the Company and includes management, manufacturing employees, office staff, contractors and part-time staff. We will not tolerate sexual harassment whether it is by employees, administrators, executive leadership, clients, or contractors.

The workplace includes:


- All offices or other premises where Company business is conducted.
- All Company-related activities performed at any other location away from Company facilities, including business trips on behalf of the Company.
- Any social, business, or other functions where the behavior or remarks may have an affect on the place of work or workplace relations.

III. Sexual Harassment Defined

“Sexual Harassment” may refer to one or a sequence of incidents that involve unsolicited and unwanted sexual advances, requests for sexual favors, or other oral or physical manner of a sexual nature, and includes any definition of “Sexual Harassment” under applicable local, state or federal law.

Sexual harassment at the workplace includes:

- unwanted sexual advances (verbal, written or physical).
- requests or demands for sexual favors.
- any other form of sexually oriented conduct.
- verbal abuse, unwanted commentary or “locker room talk” that is sex oriented.

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When:

- the behavior has the reason or the effect to interfere with the performance of an individual or creating a frightening, unreceptive, or unpleasant work environment; and/or
- surrender to such behavior is either an open or understood term or, condition of employment; and/or
- submission to or rejection of the behavior is used as a base for making employment decisions.

IV. Responsibilities Regarding Sexual Harassment

All employees are personally accountability to make sure that their conduct does not violate this policy.

All employees are expected to contribute to a work environment free from sexual harassment.

Executive staff, senior leadership, and supervisors are responsible for:


- discouraging and preventing employment-related sexual harassment, including investigating and reporting credible sexual harassment allegations.
- examining official written complaints of sexual harassment and cooperating with Company harassment investigations.
- taking proper corrective measures to react to any substantiated allegations of sexual harassment at the Company.
- ensuring that all employees of the Company are aware of the sexual harassment problem and their responsibilities with respect to stopping sexual harassment.

V. What To Do When Harassment Occurs

The Company is committed to taking sexual harassment claims seriously and investigating and resolving sexual harassment claims.

Complaints:

1. Any employee of the Company who witnesses or experiences harassment may report incidences of sexual harassment to their supervisor. Any employee who does not wish to report an incident to their supervisor, or if the harassment involves a supervisor, may bring an official complaint to the Director of Human Resources or the Chief Human Resources Officer. Alternatively, an employee may report sexual harassment to the Whistleblower hotline by phone at 833-942-0765 or online at <http://workhorse.ethicspoint.com>. All such reports shall remain confidential unless required to aid in an investigation. For more information, see the Company's Whistleblower Policy. All complaints received by the Company will be investigated promptly.
2. After investigating the matter, if it is confirmed that a harassment allegation is valid, suitable remedial actions will be taken.

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3. Corrective action may include any of the following:

- a. Formal admission of guilt.
- b. Counseling.
- c. Written warning in the employee's file.
- d. Work assignment change.
- e. Suspension or discharge of the offending employee

VI. Confidentiality

The Company understands that it is not easy to come forward with a sexual harassment complaint and recognizes the complainant's interest by keeping the subject confidential.

To protect the interests of the accuser, the accused individual, and any others that may be involved, privacy will be maintained throughout any investigation unless necessary for the purpose of the investigation.

All records of complaints and investigations, including meetings, communications, reports, results, and other materials will be kept confidential, except where disclosure is required by law, or for disciplinary or other remedial purposes.

VII. No Retaliation

The Company is committed to ensuring that no employee who brings forward a harassment complaint is subject to any kind of reprisal. Any retaliation in response to a harassment complaint will be subject to discipline.