



Policy: Use of Company Assets Policy

Revision Level /Date: Rev. 0- 02/03/2023

Department: Internal Audit

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REVISION HISTORY

| REVISION LEVEL/DATE | DESCRIPTION |
|---------------------|-----------------|
| Rev. 0- 02/03/2023 | Initial Release |

I. Purpose and Scope

All property of Workhorse Group Inc. and its subsidiaries (collectively, the “Company”) must be used properly and maintained in good working order. Employees and contractors who lose, steal, or misuse Company property may be personally liable for replacing or repairing the item, and are subject to additional discipline, including termination of employment.

The Company reserves the right to inspect, at any time, and search all Company property for the purpose of determining whether this policy or any other policy of the Company has been violated, or when an inspection and investigation is necessary for purposes of promoting safety in the workplace or compliance with state and federal laws. These inspections may be conducted during or outside of business hours and in the presence or absence of the affected employee or contractor.

To protect the Company’s legitimate business interests, the Company reserves the right to question and inspect or search any employee or other individual entering or leaving Company premises, with or without notice. The inspection or search may include any packages or items that the individual may be carrying, including briefcases, handbags, backpacks, etc.

II. Computer Use

For further details on computer use and internet, refer to the Company’s Computer User Policy.

Whether information is entered or sent during or outside of working time, employees and contractors have no right of privacy as to any information or file maintained in or on Company property or transmitted or stored through Company computer systems, voice mail, e-mail, or other technical resources. If, during your employment, you perform or transmit work on Company computer systems or other technical resources, your work may be subject to the investigation, search, and review of others in accordance with this policy. In addition, any electronically stored communications that you either send to or receive from others may be retrieved and reviewed when doing so serves the legitimate business interests and obligations of the Company.

Employees and contractors should use the Company’s computer systems only for business purposes. Using e-mail or the Internet for personal, non-business, purposes is prohibited during working time. Employees and contractors may access only electronic files or programs that they have permission to enter. Unauthorized copying or use of computer software exposes both the Company and the individual to substantial fines and/or imprisonment. Therefore, employees and contractors may not load personal software onto the Company’s computer system and may not copy software from the Company for personal use. All employees and contractors must contact the IT Department to install any software on the Company’s computer system.



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Duplication, dissemination, removal, installation, damage or alteration of files, passwords, computer systems or programs, or other property of the Company, or improper use of information obtained by unauthorized means, will not be tolerated.

Messages stored and/or transmitted by voice mail or e-mail must not contain content that may reasonably be considered offensive or disruptive. Offensive content would include, but not be limited to, sexual comments or images, racial slurs, gender-specific comments or any comments or images that would offend someone based on his or her age, sexual orientation, religious or political beliefs, national origin, or disability.

III. Use of the Internet

Use of the Internet must not disrupt the operation of the Company network or the networks of other users and must not interfere with productivity. Copyrighted materials belonging to entities other than this Company may not be transmitted on the Internet. Employees and contractors are not permitted to copy, transfer, rename, add, or delete information or programs belonging to other users unless given express permission to do so by the owner of such information or programs.

Employees and contractors should be aware that harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's age, disability, gender, race, religion, national origin, physical attributes, sexual preference, or any other classification protected by federal, state, or local law will be transmitted.

IV. Computer and System Security


All computers and the data stored on them are and remain at all times the property of the Company. As such, all messages created, sent, or retrieved over the Internet or the Company's electronic mail system are the property of the Company, and should be considered public information. The Company reserves the right to retrieve and read any message composed, sent, or received on the Company's computer equipment and electronic mail system. Employees and contractors should be aware that, even when a message is deleted or erased, it is still possible to recreate the message; therefore, ultimate privacy of a message cannot be ensured to anyone. Accordingly, Internet and electronic mail messages are public communication and are not private. Furthermore, all communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of, or notice to, the sender or the receiver.

V. Intellectual Property

Intellectual Property is a broad description for a set of intangible assets (patents, copyrights, trademarks, etc.) owned and legally protected by the Company. For further details, refer to the Company's separate policies related to Intellectual Property.

VI. Safeguard Company Property

It is the responsibility of every employee and contractor of the Company to safeguard all company assets, systems, property, intellectual property, at all times. When an employee or contractor leaves the Company, for any reason, all Company property must be returned to the Company on that person's last day.

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VII. Failure to Comply

All individual users are required to adhere to this Policy. Failure to comply may result in disciplinary action up to and including termination from employment for cause, termination of contract, and civil penalties and/or criminal sanctions, depending on the circumstances.