



**Policy:** Charitable Contributions Policy

**Revision Level /Date:** Rev. 0- 01/17/2023

**Department:** Legal

**Page 1 of 6**

### REVISION HISTORY

REVISION LEVEL/DATE	DESCRIPTION
Rev. 0- 01/17/2023	Initial Release

#### **I. Purpose and Scope**

Workhorse Group Inc. and all of its subsidiaries (collectively, “the Company”) proudly support the Greater Cincinnati, Metro Detroit, and Union City communities in which its employees live and work. One of the best ways the Company demonstrates its commitment to these communities is by making contributions to qualified charitable organizations that benefit each of these communities.

This Charitable Contributions Policy (herein the “Policy”) sets out the conditions and criteria by which the Company approves contributions to qualified charitable and educational organizations.

The Company may make charitable contributions either in cash or in kind, including donations of the Company's:

- Goods
- Services
- Property

This policy applies to all of the Company’s charitable contributions and to all operating units and subsidiaries in which the Company has a majority interest or over which the Company exercises management control. It should be read together with the Company's Foreign Corrupt Practices Act (FCPA) Policy, Anti-Corruption Policy, and Conflict of Interest Policy.

Commercial sponsorship requests and cause-related marketing activities are marketing expenses which are not covered by this policy.

This policy does not affect charitable contributions made by employees in their personal capacity.

#### **II. Criteria for Eligibility**

The Company makes charitable contributions only for charitable purposes and to tax-exempt 501(c)(3) organizations as recognized by the Internal Revenue Service (IRS). The Company makes all donations in compliance with the FCPA and other anti-bribery and local laws.



**Policy:** Charitable Contributions Policy

**Revision Level /Date:** Rev. 0- 01/17/2023

**Department:** Legal

**Page 2 of 6**

The Company does not make charitable contributions to:

- Religious organizations.
- Political causes, organizations, campaigns, or events (such activities would fall under our Political Activities Policy and would not be considered charitable contributions).
- Labor organizations.
- Organizations or programs that:
  - discriminate based on age, gender, race, national origin, religion, sexual orientation, gender identity, veteran status, marital status, disability, or any other protected category under federal, state, or local law;
  - Fund terrorist groups or activities; or
  - Otherwise pose a conflict to the Company.

The Company does not make any charitable contributions in exchange for products, services, favors, or to generate direct business. Any goods or services received from charitable organizations that receive contributions from the Company must be minimal and not exceed \$100 in value unless approved by the Company's General Counsel.

The Company prioritizes the disbursement of charitable contributions to eligible organizations that:

- Are located in communities where the Company's employees live and work.
- Have the Company's employees committing their time and service as volunteers.
- Support initiatives concerning educational, charitable, scientific, or literary purposes.

### **III. Charitable Contribution Request Procedures**

Although it is not possible for the Company to contribute to every worthy cause given its limited resources, all full-time employees of the Company may request financial or in-kind support on behalf of eligible non-profit organizations from the Company by submitting a written request to the General Counsel, Chief Human Resources Officer, and Director of Internal Audit.

The request should include the following information to enable the Company to perform due diligence on the organization and ensure that any charitable contribution aligns with the Company's corporate goals:

- The organization's name, tax identification number, address, telephone number, website address, mission statement, and geographic territory served.
- The name, title, telephone number, and email address for the organization's contact person.
- Proof of the organization's Section 501(c)(3) tax-exempt status, such as a copy of its IRS determination letter.
- The amount of the requested contribution and whether it is a cash or in-kind contribution.



**Policy:** Charitable Contributions Policy

**Revision Level /Date:** Rev. 0- 01/17/2023

**Department:** Legal

**Page 3 of 6**

- The purpose of the requested contribution and the number of persons that will benefit from it.
- The amount of the employee match, if any.
- Whether the Company has previously made any charitable contributions to the organization and, if so, the contribution's (1) date, (2) amount, (3) purpose, and (4) impact.
- Any additional information requested by the Company, which may include a personal interview with one or more representatives from the organization.

A sample Charitable Contribution Request Form is included in **Appendix A** to this policy.

If the Company approves an organization's request for support, it will send notification within thirty (30) days after receipt of the written request. If the organization does not receive a notification from the Company within thirty (30) days after sending its request for support, the request will be deemed denied by the Company.

If the Company denies an organization's request for support, that organization may not submit a new request for at least six (6) months after the date of the initial request.

The Company does not respond to mass mailings or unsigned requests. Incomplete proposals may not be considered.

All charitable contributions are made at the discretion of the Company. The Company reserves the right to deny any request for support for any (or no) reason.

#### **IV. Administration of This Policy**

The Legal Department is responsible for the administration of this policy. If you have any questions regarding this policy or questions about how the Company makes charitable contributions that are not addressed in this policy, please contact the General Counsel.



**Policy:** Charitable Contributions Policy

**Revision Level /Date:** Rev. 0- 01/17/2023

**Department:** Legal

**Page 4 of 6**

**APPENDIX A**

**CHARITABLE CONTRIBUTION**

**REQUEST FORM**

[Attached.]



**Policy:** Charitable Contributions Policy

**Revision Level /Date:** Rev. 0- 01/17/2023

**Department:** Legal

**Page 5 of 6**

### **Non-Profit Organization Request for Charitable Contribution**

Workhorse Group Inc. and all of its subsidiaries (collectively, “the Company”) proudly support the Greater Cincinnati, Metro Detroit, and Union City communities in which its employees live and work. One of the best ways the Company demonstrates its commitment to these communities is by making contributions to qualified charitable organizations that benefit each of these communities.

The Company makes charitable contributions only for charitable purposes and to tax-exempt 501(c)(3) organizations as recognized by the Internal Revenue Service (IRS). The Company makes all donations in compliance with the FCPA and other anti-bribery and local laws.

The Company does not make charitable contributions to:

- Religious organizations.
- Political causes, organizations, campaigns, or events.
- Labor organizations.
- Organizations or programs that:
  - discriminate based on age, gender, race, national origin, religion, sexual orientation, gender identity, veteran status, marital status, disability, or any other protected category under federal, state, or local law;
  - fund terrorist groups or activities; or
  - otherwise pose a conflict to the Company

The Company does not make any charitable contributions in exchange for products, services, favors, or to generate direct business. Any goods or services received from charitable organizations that receive contributions from the Company must be minimal and not exceed \$100 in value unless approved by the Company’s General Counsel.

The Company prioritizes the disbursement of charitable contributions to eligible organizations that:

- Are located in communities where the Company's employees live and work.
- Have the Company's employees committing their time and service as volunteers.
- Support initiatives concerning educational, charitable, scientific, or literary purposes.

**Proof of 501(c)(3) tax-exempt status is required. Please attach to this request.**



**Policy:** Charitable Contributions Policy

**Revision Level /Date:** Rev. 0- 01/17/2023

**Department:** Legal

**Page 6 of 6**

**Organization Information**

Name of Organization:	
Tax ID:	
Address:	
Telephone Number:	
Website:	
Geographic Territory Served:	
Donation Amount Requested:	
Nature of Donation (cash or in kind):	

Mission Statement:

**Contact Person at Organization**

Name	Title
Email Address	Telephone Number

Tell us about contribution (What is the purpose? How many will benefit from it?):

Has Workhorse previously made any charitable contributions to this organization? (If so, please provide the date, amount, purpose, and impact of that contribution):

**Please attach any other information that might be helpful to this application (Optional).**