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REVISION HISTORY

REVISION LEVEL/DATE	DESCRIPTION
Rev. 0- 02/10/2023	Initial Release

Purpose and Scope

As part of Workhorse Group Inc's (together with its subsidiaries, the "Company") commitment to maintaining a safe workplace, the Company has implemented a number of safety rules and procedures. You are required to comply with all the Company's rules and guidelines, as well as any applicable federal, state, and local laws regarding workplace safety. In addition, you must keep your work area organized and free of any potential hazards. Failure to follow the Company's safety policies and guidelines may result in discipline, up to and including termination of employment.

Procedure for Reporting Safety Concerns

If you witness any unsafe conditions or potential hazards, you must report them to your direct supervisor or another member of the leadership team immediately. For more information on confidential reporting, see the Company's Whistleblower Policy.

Procedure for Reporting Workplace Injuries and Illnesses

You must promptly and accurately report all workplace injuries, accidents, or illnesses to your immediate supervisor, regardless of the severity.

General Safety and Health Rules

The following general safety rules apply to all employees. Employees must:

- Report any workplace injury, illness, or near miss, as well as any unsafe conditions, potential hazards, or other safety concerns' to an immediate supervisor.
- Keep their work area clean, organized, and free from clutter or tripping hazards.
- Ensure that all aisles and exits are kept clear. Employees must not let cords, boxes, or other items obstruct or interfere with aisles or exits.
- Wear all required safety equipment and personal protective equipment ("PPE") applicable to their work or work area.
- Properly care for and maintain any PPE assigned to them or which they use. Employees must report any worn, damaged, or defective PPE to their direct supervisor immediately, or if their direct supervisor is unavailable, another member of leadership as soon as possible.



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- Use the tools and equipment designated for the work to be performed and ensure that those tools are kept in good condition.
- Not bring or use their own personal tools.
- Not operate any machinery, equipment, or tools they have not been trained and authorized to safely operate.
- Not operate any machinery, equipment, or tools that are damaged, not working properly, or which have had guards or other safety devices removed or disabled. Employees must report any damaged or non-working machinery, equipment, or tools to their direct supervisor immediately, or if their direct supervisor is unavailable, another member of leadership as soon as possible.
- Not perform any maintenance or service work on machinery, equipment, or tools unless they have been properly trained to perform this maintenance and are an authorized employee pursuant to the Company's lockout/tagout policies and procedures.
- Refrain from lifting any excessively heavy loads without assistance from another employee or a mechanical lifting device.
- Not perform work, enter company premises (either on or off duty), or operate any employer-provided vehicle while under the influence of alcohol, unlawful drugs as classified under local, state, or federal laws, or over-the-counter or prescription medication that could impair your ability to perform your role safely unless your ability to perform your role while on such medication is approved in writing by a doctor with additional approval from Human Resources.
- Not engage in any act of workplace violence, including assaulting, fighting, making threatening remarks to, engaging in aggressive or hostile acts toward, bullying, intimidating, or harassing another employee or person. For more information, see the Company's Workplace Violence Prevention Policy.

These general safety rules are not exclusive and are intended to supplement more detailed safety rules and procedures applicable to employees' specific job duties, worksite, or work area.


Failure to follow all safety rules and procedures applicable to your worksite, work area, and work duties may result in discipline, up to and including termination of employment.

First Aid and Medical Emergencies

The Company has first aid kits and supplies available for employee use. Employees should identify the first aid station closest to their work area and throughout their worksite.

Employees who suffer an injury or illness that requires first aid or other immediate medical attention should immediately contact their supervisor or another member of leadership. **In the event of a serious injury or other medical emergency, call 911.**

Injured employees in need of medical or first aid may receive prompt medical or first aid services at the occupational health clinic or emergency room identified by local EHS or HR. Employees should not attempt to administer first aid to an injured employee unless they have been designated and properly trained to do so.

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Fire Safety

Employees who encounter a fire or who are alerted to a fire at the workplace should take the following steps:

- Alert others in the area that may be at risk.
- Move towards the nearest designated emergency exit not blocked by fire, smoke, or other hazards.
- If the alarm has not already been sounded, initiate the alarm system by pulling the nearest fire alarm as you move toward the exit.
- After exiting the facility, proceed to the designated fire evacuation location for an accounting of personnel to ensure complete evacuation of the facility.
- Call 911 to report the fire.
- Do not delay evacuation or reenter a hazardous area to retrieve personal possessions.
- Do not attempt to use a portable fire extinguisher to fight any fire unless you have been designated and trained to do so.

Other Emergencies

In the event of an emergency other than a fire, such as severe weather, a natural disaster, or the release of a hazardous chemical or substance, employees should follow applicable emergency response procedures established by the Company from time to time.

No Retaliation

The Company prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a health and safety concern or a violation of this policy or for cooperating in related investigations.

Employees have the right to report work-related injuries and illnesses, and the Company will not discharge, discriminate, or otherwise retaliate against employees for reporting work-related injuries or illnesses.

Administration of this Policy

The Human Resources Department is responsible for the administration of this policy. If you have any questions regarding this policy, or if you have questions about health and safety that are not addressed in this policy, please contact the Human Resources Department.