

## Employee Drug and Alcohol Policy

The One Energy Employee Drug and Alcohol Policy will apply to all current and future Employees of One Energy Enterprises LLC and/or its affiliates. “Employees” include interns, part-time employees, and full-time employees of One Energy. It is One Energy’s intention to maintain a safe and drug free work environment.

Any violation of the One Energy Drug and Alcohol Policy may result in discipline and/or termination of employment at One Energy.

### Definitions

Safety-Critical Employees are Employees whose primary job responsibilities include Safety-Critical Activities. Safety-Critical Employees do not include Employees who may incidentally perform Safety-Critical Activities during their employment at One Energy. All Safety-Critical Employees will be informed of their status in writing and their job descriptions will indicate such status.

Safety-Critical Activities include those activities that directly affect the safety or quality of work performed at a project site. Some examples include: operating heavy equipment; climbing tall structures or assisting others in the climbing of tall structures; confined space entry; electrical operations; and engaging in or assisting with rigging or critical lifts.

Illegal Drugs include a medicine or other substance whose consumption is illegal under the laws of the State of Ohio or the United States. Illegal drugs include prescription drugs that are taken or possessed without a valid prescription.

Unauthorized Substance means any Illegal Drug, alcohol and any other substance that could affect or does affect the Employee’s ability to engage in Safety-Critical Activities. Unauthorized Substances can include Prescribed Drugs and over-the-counter drugs, regardless of whether an Employee has valid prescription or is using the substance as set forth in the directions for use.

Prescribed Drug means a pharmaceutical drug that legally requires a medical prescription and for which the Employee has a valid medical prescription.

### Policy of the Company

#### **Screening**

1. Safety-Critical Employees and potential Safety-Critical Employees are subject to pre-employment, scheduled and unscheduled drug screening. Employment at the Company for Safety-Critical Employees is contingent on clearing a pre-employment drug screening. Any potential Safety-Critical Employee that tests positive for Illegal Drugs that could affect his or her ability to engage in Safety-Critical Activities will not be permitted to commence employment at One Energy.
2. All Employees are subject to mandatory drug screening if (i) they are suspected of being under the influence of an Unauthorized Substance that could affect his or her ability to engage in Safety-Critical Activities while on Company-owned or project property during work hours, or operating any Company vehicle or equipment or (ii) they are involved in any accident resulting in serious injury or property damage.
3. If the results of any type of Employee screening indicates a positive result for an Unauthorized Substance that affect his or her ability to engage in Safety-Critical Activities, the Employee will be disciplined and subject to possible termination.

#### **Drug Use During Employment at One Energy**

1. One Energy maintains a zero-tolerance policy regarding drug-use for Safety-Critical Employees. Any Safety-Critical Employee who is under the influence of Unauthorized Substances that could affect his or her ability to engage in Safety-Critical Activities during his or her employment at One Energy will be subject to termination. Safety-Critical Employees may take Prescribed Drugs. However, if such Prescribed Drugs affect his or her ability to engage in Safety-Critical Activities, the Employee must inform their manager, and may not engage in Safety-Critical Activities during such use.
2. No Company Employee is permitted to engage in Illegal Drug use on or in Company property or possess Illegal Drugs on Company property. The possession of Illegal Drugs on or in Company or project property is grounds for termination for all employees.
3. It is recognized that some social activities related to Employees’ work at the Company may involve the incidental consumption of alcohol. Such use is permitted, but should be done responsibly and in accordance with applicable laws. Under no circumstances should an employee engage in Safety-Critical Activities following any consumption of alcohol.

#### **Effective Date**

The effective date of this One Energy Drug and Alcohol Policy is October 31, 2017. It replaces all current and former Company drug policies.