MaKo Mechanical Inc.

1283 North State Route 130

Villa Grove, IL 61956

217-832-9744

Date: March 16, 2016

To: All Employees

From: Don Kopp and Ken Mattox

RE: Company Alcohol, Drug and Controlled Substance Policy

An employee who may be affected by the presence of drugs or alcohol in his or her system while on the job can be a serious safety risk to him/herself, other employees, and, in some cases, the general public. The possession, use, or sale of a drug or alcohol in the workplace is unacceptable from the standpoint of safety, job performance, and efficient operations. The Company intends to maintain a safe working environment for its employees and protect Company property, equipment, and operations. Therefore, this policy has been established with regard to use, possession, or sale of alcohol or drugs while at work or on Company property or on Company business.

MaKo Mechanical Inc. has a zero tolerance for the use, possession, or sale of alcohol or drugs while at work or on Company property or on Company business. The Company does not condone employees who have any improper drug or any alcohol in their system during work hours. The Company has implemented random and regular drug and alcohol testing. This will not be a choice, but a requirement for continued employment with the Company.

Don Kopp and Ken Mattox