

SUBSTANCE ABUSE POLICY

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Polar Dynamics Robotics, Inc.

Effective Date: January 1, 2024

Policy Number: HR-SAP-2024-01

1. PURPOSE AND SCOPE

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1. Polar Dynamics Robotics, Inc. ("Company") is committed to providing a s

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2. This policy applies to all employees, temporary workers, contractors, and

2. DEFINITIONS

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1. "Prohibited Substances" include:

- a) Illegal drugs and controlled substances
- b) Prescription medications used without valid prescription
- c) Legal substances used in an illegal or improper manner
- d) Alcoholic beverages during working hours
- e) Cannabis products, regardless of local legalization status

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2. "Company Premises" includes:

- a) All buildings, facilities, and land owned or leased by the Company
- b) Company vehicles and equipment
- c) Client locations where Company employees perform services
- d) Off-site locations during Company-sponsored events

3. PROHIBITED CONDUCT

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1. The following activities are strictly prohibited:
 - a) Possession, use, or distribution of prohibited substances on Company premises
 - b) Reporting to work under the influence of prohibited substances
 - c) Operating Company robotics equipment or vehicles while impaired
 - d) Testing positive for prohibited substances during drug screening
 - e) Refusing to submit to required drug or alcohol testing

f) Tampering with drug or alcohol test samples

4. DRUG AND ALCOHOL TESTING

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1. The Company conducts the following types of drug and alcohol testing:

- a) Pre-employment testing
- b) Random testing
- c) Reasonable suspicion testing
- d) Post-accident testing
- e) Return-to-duty testing
- f) Follow-up testing

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2. Testing Procedures:

- a) All testing will be conducted by certified laboratories
- b) Chain of custody procedures will be followed
- c) Confirmation testing will be performed on positive results
- d) Medical Review Officer will review all positive results

5. PRESCRIPTION MEDICATIONS

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1. Employees must report the use of prescription medications that may affect

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2. Documentation from a licensed healthcare provider may be required to ass

6. CONSEQUENCES OF POLICY VIOLATIONS

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1. Violations may result in:

- a) Immediate removal from duty
- b) Disciplinary action up to and including termination
- c) Mandatory referral to Employee Assistance Program
- d) Reporting to law enforcement authorities
- e) Disqualification from future employment

7. EMPLOYEE ASSISTANCE PROGRAM (EAP)

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1. The Company provides confidential EAP services to assist employees with

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2. Self-referral to EAP will not result in disciplinary action.

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3. Participation in EAP does not shield employees from consequences of pol

8. CONFIDENTIALITY

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1. All drug testing results and substance abuse-related information will be ma

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2. Information will be disclosed only on a need-to-know basis or as required

9. COMPLIANCE WITH LAWS

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1. This policy complies with applicable federal, state, and local laws, includi

a) Drug-Free Workplace Act

b) Department of Transportation regulations

c) State drug testing regulations

d) Americans with Disabilities Act

10. POLICY ADMINISTRATION

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1. Human Resources is responsible for policy administration.

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2. The Company reserves the right to modify this policy at any time.

11. ACKNOWLEDGMENT

I acknowledge that I have received, read, and understand the Substance Abuse

Policy.- 8 -

Employee Name: _

Employee Signature: _

Date: _

Approved by:

Victoria Wells

Chief Financial Officer

Polar Dynamics Robotics, Inc.

Sarah Nordstrom

Chief Operating Officer

Polar Dynamics Robotics, Inc.

Date: January 1, 2024

