

Alternate Ride Home Policy

As noted in the Company's Drug and Alcohol Policy, Maddenpreprint Media, Inc. maintains a flexible attitude towards alcohol consumption at work and work events. As the policy states, being intoxicated during working hours is not permitted and is grounds for disciplinary action. However, at times, employees may choose to voluntarily continue socializing after work hours, and may not be able safely or legally drive their own vehicle home at the end of the evening.

In the case where an employee is unable to drive home, they are strongly encouraged to take the ridesharing service of their choice, this could include but is not limited to public transportation such as the metro, or apps like Uber. If the employee chooses to use the Company-sponsored Uber account no further receipts will need to be provided. If the employee chooses another ridesharing option, the Company will reimburse the employee for the cost of the trip home.

Additionally, the company may sponsor events in which alcohol is consumed and an employee or their guest may not be able to safely or legally drive their own vehicle home. In these circumstances, the Company may require employees to arrive and depart from the event through a ridesharing service and the Company will reimburse for travel both ways. If not required to arrive by a ridesharing service, the Company will still reimburse for the cost of the trip home.

In addition to the above, employees are permitted to use the ridesharing option to get to/from work in unexpected circumstances such as if having car trouble, or feeling as though rideshare is a safer option than their normal transportation method.

Employees should be responsible for their ridesharing use, and abuse of the policy will not be tolerated and may lead to disciplinary action.