



VENDOR DRUG & ALCOHOL USE IN THE WORKPLACE POLICY

VERSION 1.0

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POLICY

- A. ALLY Construction Services and its direct and indirect subsidiaries (hereinafter “ALLY” or “the Company”) have been committed to providing an efficient, productive, and safe working environment for all ALLY Personnel as defined below. ALLY is furthering our commitment by adopting U.S. Policy 04.02.02 Drug and Alcohol Use in the Workplace. Because drug and alcohol use can have adverse effects on an individual’s health and wellbeing, performance at work and on the safety of themselves and others, all ALLY Personnel must report to work fit to perform their jobs in a safe manner and free from the influence of drugs and alcohol.
- B. This Policy applies to all premises where ALLY conducts business (including without limitation client sites) as well as locations where Company sponsored events take place (“Company Premises”) and while on an “on-call” status or conducting business for ALLY (collectively “Company Business”).
- C. Prohibited Conduct:
 - 1. Drugs: ALLY Personnel shall not use, possess, transfer, distribute, manufacture, dispense, or sell any illegal drug or controlled substance (collectively “Illegal Drugs”) while on Company’s Premises or conducting Company Business.
 - a. An “Illegal Drug” is any drug that either is not legally obtainable or is legally obtainable but has not been legally obtained or used (i.e. uses of legally prescribed drug by someone other than the person to whom it was prescribed).
 - b. A “Controlled Substance” includes all drugs and inhalants whose use, possession, distribution, transportation, sale, purchase or transfer is restricted or prohibited by law.
 - 2. Alcohol: Except as set forth in the Policy (i.e. see Section III C, below) or as dictated by local policy or law, ALLY Personnel shall not retain or consume alcoholic beverages (“Alcohol”) while on Company’s Premises or conducting Company Business.
- D. While the use of Illegal Drugs and Alcohol is nonetheless prohibited as set forth above, the Company encourages ALLY Employees to seek professional assistance whenever they recognize that they have a problem with Alcohol, Illegal Drugs or any other substance that may interfere with their ability to perform their job in a satisfactory manner.
- E. The provisions of the Policy are subject to and must comply with any applicable local law or regulation regarding the use of Drugs and Alcohol on ALLY Premises or while conducting Company Business.

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SCOPE

- A. This Policy applies to all ALLY Personnel in all of ALLY's Business Segments and its entire Operating Platform globally, including without limitation, all corporate office locations, Lines of Business, Functional Areas, and Operational Business Units, including without limitation, Real Estate Investments, Advisory Services and Energy and Infrastructure.
- B. The term "ALLY Employee" as used in the Policy shall include an individual who is classified or considered by ALLY as an employee and individuals and corporate entities performing services for ALLY.
- C. The term "ALLY Personnel" as used in the Policy shall include ALLY Employees as well as individuals which are outside, independent, or third-party contractors or employees of such contractors performing Company Business or while on Company Premises. This Policy does not apply to contractors or vendors, whose employees are expected to adhere to their company policies, local jurisdictional requirements, and ALLY requirements (i.e. as outlined in the Vendor Code of Conduct). Employees of contractors or vendors performing Company Business are not only expected to adhere to the Policy and any additional policies of their employer and other ALLY requirements as outline in the Vendor Code of Conduct.

PROVISIONS AND CONDITIONS

- A. No ALLY Personnel may report for work, perform services, or remain on-call or on-duty for ALLY while under the influence of, or if their normal faculties or job performance are impaired by Illegal Drugs, Alcohol or any other substance that can cause mental or physical impairment (i.e. prescription drugs and cannabis).
- B. ALLY Employees whose use, possession, sale, distribution of Illegal Drugs or Alcohol generates either publicity or other circumstances that adversely affect the Company, its good will, or its reputation may be subject to discipline set forth below.
- C. This Policy does not prohibit the moderate use of Alcohol at social or business functions sponsored by the Company where Alcohol is served, while entertaining clients or prospective clients of the Company, or at appropriate non-working times at office locations where Alcohol is available on-site, provided that:
 - 1. Professional conduct is maintained.

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2. The consumption of Alcohol does not materially impair judgement or professional performance.
 3. The behavior does not reflect adversely on reputation of the Company.
 4. The conduct does not violate any Company Policy, including without limitation policies prohibiting harassment and discrimination.
 5. The conduct does not violate any local laws, customs, or requirements, including but not limited to local drinking and driving legislation.
- D. The Policy does not prohibit the use of by ALLY Personnel of legally prescribed or permitted medications and other legal substances, but such use must not only comply with the prescription and applicable restrictions, (i.e. do not operate machinery) but it must not adversely affect the safety of others or the ability to perform the essential functions of the job. This Policy also does not prohibit lawful off-duty conduct.
- E. **CONDITION OF EMPLOYMENT & DISCIPLINE** | Compliance with the Policy is a condition of employment. Violation of the Policy may result in disciplinary action up to and including termination of employment.
- F. **INSPECTION** | Subject to compliance with the local laws or regulations, the Company reserves the right to inspect any articles and property in the possession of ALLY Personnel for items that violate the Policy. An inspection on property managed by ALLY will be conducted in accordance with client requirements, including the client's approval if so directed.
- G. **SCREENING & TESTING** | Subject to compliance with local laws or regulations, the Company reserves the right to conduct testing of ALLY Personnel to detect violations of the Policy.
- H. **NOTIFICATION** | Subject to compliance with local laws or regulations, employees must notify ALLY within five calendar days if they are convicted under a criminal drug law or regulation for a violation which occurred in the workplace.
- I. **DRUG & ALCOHOL AWARENESS** | The company may provide periodic programs and/or education about the dangers of Illegal Drug and Alcohol use in the workplace.