

### ***CostQuest Associates Drug & Alcohol Policy***

The Drug & Alcohol Policy is in place to promote the safety of all employees, customers and the general public, and to comply with the requirements of the Drug-Free Workplace Act of 1988 and applicable federal, state, and local law.

We expect that our employees act responsibly with regard to legal drug use and alcohol use. CostQuest Associates has a Zero Tolerance policy for employees who report to work or perform job duties under the influence of drugs and alcohol.

We understand that in some limited settings, employees may participate in events at the workplace or with co-workers and/or clients or customers, which include alcohol. However, we trust that employees will be responsible when consuming alcohol, exercise good judgment and remain professional. Alcohol is not permitted on Company property or in Company vehicles unless prior written authorization is received from an officer of CostQuest Associates. Employees may not operate or use Company property, including but not limited to Company vehicles, while under the influence of drugs and alcohol.

As a federal contractor, CostQuest Associates maintains a Drug-Free Workplace. Unlawful manufacture, distribution, dispensation, possession, purchase, transportation, sale or use of a controlled substance at work or on Company property is strictly prohibited. A drug is considered a “controlled substance” if it is defined as such by any applicable federal, state or local law. CostQuest Associates understands that certain drugs, such as marijuana, may be legal under state law but not federal law. However, CostQuest Associates will not tolerate use, possession of or distribution of marijuana or any controlled substance while at work or while on company property. This does not include the lawful use of a prescription medication in the method and manner prescribed by a state licensed physician, so long as that the medication does not impair the employee’s judgment or ability to perform his or her job duties. The Company will not tolerate drug use or alcohol use which is severe enough to affect an employee’s judgment or work performance, or which results in inappropriate conduct towards co-workers, customers, clients, or any third-party individuals.

CostQuest Associates recognizes that employees may, from time to time, be prescribed legal drugs that, when taken as prescribed or according to the manufacturer’s instructions, may result in impairment. Employees may not work while impaired by the use of legal drugs if the impairment might endanger the employee or someone else, pose a risk of significant damage to Company property, or substantially interfere with the employee’s job performance. If an employee is so impaired by the appropriate use of legal drugs, he or she may not report to work and should contact Human Resources to discuss a leave of absence or accommodation.

Drug and alcohol abuse is a serious issue that can result in serious and permanent personal and professional losses, as well as health issues. CostQuest Associates is committed to assisting any employees who are struggling with drug or alcohol abuse. If an employee is struggling with drug abuse or addiction, he or she should reach out to Human Resources to discuss available support options, including drug counseling, rehabilitation programs, employee assistance programs, and, if necessary, a leave of absence or other accommodation.

Any employee who is assigned to or works on a qualifying federal contract (“federal contract employees”), must agree to abide by the Drug & Alcohol Policy and must notify Human Resources of any criminal drug

conviction for a violation occurring in the workplace no later than five (5) days after the conviction. If you are unsure whether or not you are a federal contract employee, please contact Human Resources. Federal contract employees who are convicted of a drug violation occurring in the workplace will be subject to appropriate sanctions and/or may be required to participate in a drug abuse assistance or rehabilitation program.

Any employee who violates the Drug and Alcohol Policy may be subject to disciplinary action up to and including termination. If an employee suspects that a co-worker may be impaired by or under the influence of drugs or alcohol, while at work, performing job duties, or on call, the employee should report the situation immediately to Human Resources.

As permitted by law, CostQuest Associates may require post-offer, pre-employment drug testing, reasonable suspicion testing, post-accident testing, and testing upon return from a leave of absence. Employees who are found to have a confirmed positive drug or alcohol test will be immediately taken off safety-sensitive duties and may be subject to discipline, up to and including termination, consistent with applicable law. When permitted by law, employees working on certain contracts or accounts may be required to undergo drug testing and employees who present a positive drug test results may be removed from the contract or account.

If CostQuest Associates acquires a good-faith belief that an employee is impaired by or under the influence of drugs or alcohol, while at work, performing job duties, or on call, CostQuest Associates may take appropriate remedial action and may require the employee to submit to drug/alcohol testing. Failure to submit to a drug test at the request of the Company may result in disciplinary action up to and including termination. CostQuest Associates may obtain a good-faith belief that an employee is impaired by or under the influence of drugs and alcohol based on statements from the employee, law enforcement, or security officials, or by observation of the employee's behavior, such as the employee's manner, disposition, muscular movement, appearance, behavior, speech or breath odor.

If a drug test is required, it will be performed by a state-approved or DHHS-approved laboratory. Employees will be provided the name of the company and testing laboratory at the time of testing. All testing sites and personnel will act in a manner that is consistent with industry standards for collection, security, storing, handling, shipping, chain of custody, testing, and privacy. If the test is returned as positive, the employee will be notified of the test results, the employee may request a copy of the test results, and the employee may request information regarding the right to request an independent retest and the ability to challenge the test results.

If an adverse action is taken against an employee based on a good-faith belief that the employee was impaired or under the influence of drugs or alcohol, the employee may appeal the decision to Human Resources. The employee must request an appeal in writing via email and must attach a statement explaining the reasons for the appeal. CostQuest Associates will then review the relevant information and provide the employee an opportunity to contest the belief that he/she was impaired or under the influence of drugs and/or alcohol. In some circumstances, documentation may be requested. The appeal must be filed within 7 days of the adverse action.

Certain states and localities may provide more generous protections. If federal, state or local law provides for a greater benefit to you than described herein, CostQuest Associates will comply with the applicable federal, state or local law.