

POLICY

Alcohol and Drugs

Trackita is dedicated to creating a work atmosphere where everyone can thrive—focused on safety, respect, and efficiency for all team members. Substance abuse, including alcohol and drug use, can compromise this mission by affecting an employee's job performance and the well-being of others.

We adhere to all legal safety requirements to ensure a risk-free workspace.

This guideline aims to create a secure and productive work setting. It directly addresses the negative impacts of substance abuse for everyone involved in the company.

While on duty or representing Trackita in any capacity, employees must refrain from using or being under the influence of alcohol or drugs. This includes offsite assignments or events related to work. If you show up impaired, you won't be allowed to work and could face disciplinary actions, potentially leading to job loss.

This document lays out roles and optional benefits but isn't a legally binding contract between Trackita and its employees. Your specific employment terms are detailed in your official contract.

Trackita can change or substitute these guidelines at its discretion without needing agreement from other parties, giving us flexibility to adapt our policies as needed.

Trackita.

USING USER SCIENCE. DATA-DRIVEN. THINKING BOLDLY.

Occasional Alcohol Consumption

At times, Trackita might allow moderate drinking during specific work situations, such as:

- 1. Company parties**
- 2. Team-building events**
- 3. Entertaining clients**
- 4. Promotional activities**

Managers will inform their teams when drinking is allowed at such events. However, overdoing it is unacceptable and could lead to disciplinary action.

Vehicle Usage

Driving a company vehicle under the influence is a strict no-go. Trackita won't cover any losses, damages, or injuries that occur due to policy or legal violations. Those breaking these rules are solely accountable for the fallout.

Consistency in Professional Behavior

Whether you're in the office or off-site representing Trackita, always adhere to company guidelines and maintain a professional attitude.

Prescription Medication

If you're taking prescribed medicines, check with your healthcare provider about how it could influence your job performance. If advised, get a formal note from your doctor and give it to your manager. Your safety and the safety of others should always be the priority.