






workiva

Smoke-Free & Drug-Free Workplace



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As part of Workiva's ongoing commitment to a safe and healthy workplace, we maintain a smoke- and drug-free workplace policy. Workiva has no tolerance for any employee who reports to work while under the influence of drugs or alcohol or who becomes impaired by the use of drugs or alcohol at work. Smoking and vaping (the use of electronic nicotine delivery systems) is prohibited inside all Workiva workplaces.

Consumption of hard liquor is not allowed inside Workiva offices, and open bottles of beer or wine are allowed only during organized social events. We expect employees to use good judgment and never drink in a way that leads to impaired performance or inappropriate behavior, endangers the safety of others or violates the law.

If you are in a Workiva office or conducting business on behalf of Workiva, regardless of location, you may not:

- Use, have in your possession, purchase, sell, manufacture, distribute, transport, or dispense any controlled substance.
- Report to work, or become at work, impaired by the use of alcohol or any drug whenever such impairment might substantially interfere with job performance or pose a threat to the employee's safety or the safety of others, integrity of Workiva services to customers or risk damage to Workiva property.

An employee who is arrested and convicted for any offense related to drugs or alcohol is subject to disciplinary action that may include termination of employment.