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| Policy: | Workplace Searches | Policy Reference and Revision Number: | HR 015 Rev 000 |
| Department: | Human Resources | Effective Date: | 08/01/2021 |
| Authorized By: | SVP Human Resources | Page: | Page 1 of 1 |

PURPOSE

To conduct workplace searches and inspections of persons, property, and vehicles on Company-owned or leased property and surrounding areas under the Company's ownership or control.

POLICY

BWC Terminals (the "**Company**") may, without notice, take the following actions, from time to time, without prior notice, for the purposes of promoting security or safety in the workplace, investigating alleged misconduct, determining compliance with applicable law or when, in the Company's judgment, there is reason to believe a Company policy or applicable law has been violated:

- (i) conduct workplace searches;
- (ii) inspect employee's person, individually assigned work offices or areas and personal possessions while on Company-owned or leased property or on surrounding areas such as sidewalks, walkways, driveways and parking lots under the Company's ownership or control ("**Company Premises**"); and
- (iii) inspect Company-owned, Company-leased, and third-party vehicles on Company Premises.

REFUSAL TO COOPERATE

Refusal to cooperate in a search, inspection, or investigation may result in disciplinary action up to and including termination.

CONFLICTS

To the extent that this policy conflicts with federal, state, and local laws, regulations or collective bargaining agreements, this policy shall, for application within the relevant jurisdiction, be deemed to be amended to comply with local laws, regulations, or collective bargaining agreements.