

The Company will not tolerate discrimination or harassment.

All employees are encouraged to report suspected acts of discrimination or harassment set forth in this Policy to your Department Manager and/or the Human Resources Department as soon as possible. If you do not feel comfortable making a report to either one, then report the behavior to any member of management. Do not delay in reporting!

Drug-Free Workplace

The use of alcohol, illegal drugs and other controlled substances on the Premises or during work hours subjects fellow employees, visitors and guests to increased safety risks and undermines the Company's ability to operate the Premises effectively and efficiently. The Company strives to create a drug-free workplace.

Consequently, the manufacture, distribution, possession, sale or use of alcohol, illegal drugs or controlled substances on the Premises or while engaged in Company business, is strictly prohibited. Such conduct is also prohibited during non-work time to the extent that, in the opinion of the Company, it impairs an employee's ability to perform on the job, places other employees at risk, or threatens the reputation or integrity of the Company.

The Company has established the *Moody Gardens Drug-free Workplace Policy* which is provided to prospective employees during the onboarding process and access is available online at the employee web portal www.mghrinfo.com prior to pre-employment drug-screening. Accordingly, the actual terms and provisions of the *Drug-free Workplace Policy* will govern and control situations involving the manufacture, distribution, possession, sale or use of alcohol, illegal drugs or controlled substances by employees.

Smoke Free Workplace

Smoking, dipping, and vaping are prohibited by employees any where on Moody Gardens Property. This includes all offices, conference rooms, lobbies, hallways, restrooms, and elevators, employee break areas, kitchens, parking lot, parking garages, company vehicles or buildings of the Premises. Employees are not permitted to smoke, dip, vape or chew tobacco while walking from work-site to break.

Violence Free Workplace

The Company prohibits any acts or threats of violence by any employee, former employee, contract worker, or visitor against any person on the Premises. In addition, the Company does not permit any person to use or possess openly carried and/or concealed firearms or other weapons on the Premises, while in company vehicles, or while acting as a company representative at any work-related activities, meetings, or functions. This prohibition against the possession or carrying of firearms or other weapons applies even if the employee is licensed to carry a concealed handgun or to openly carry a handgun.

It is the intent of the Company

- ▲ to provide a safe work environment.
- ▲ to take prompt remedial action (up to and including immediate termination) against any employee who engages in threatening, violent, or abusive behavior;

- ▲ to take appropriate action when dealing with customers, guests, former employees, contract workers, or visitors to the Premises who engage in threatening, violent, or abusive behavior; and
- ▲ to take appropriate action against persons who use or possess firearms or other weapons on the Premises in violation of this policy.

Employees may not:

- ▲ Carry, keep or store weapons and ammunition in any company vehicle at any time,
- ▲ Carry weapons or ammunition onto any property where the possession of a firearm or ammunition is otherwise prohibited by state or federal law.

Employees have a duty to notify their supervisors or security personnel of any suspicious or prohibited conduct. This includes, for example,

- ▲ threats or acts of violence,
- ▲ aggressive behavior,
- ▲ threatening or offensive comments or remarks, offensive acts,
- ▲ the use or possession of openly carried and/or concealed firearms or other weapons on the Premises, unless otherwise allowed by law or this policy.

Employee reports made pursuant to this policy will be kept confidential to the extent possible. The Company will not condone any form of retaliation against any employee for making a good faith report under this policy.