



## Code of Conduct

### Company Values

You are expected to uphold the following values:

1. Reliable on-time arrival to work each day
2. Open and honest communication with fellow employees, customers, and partners
3. The highest quality of work
4. Treating fellow employees, customers, and partners, with the utmost respect in management, communication, sexual conduct, decision making, and all other actions.
5. Accountability to fellow employees and customers

Our company is committed to a harassment-free experience for everyone, regardless of gender, sexual orientation, disability, physical appearance, body size, race, or religion. We do not tolerate harassment of employees, customers, or partners in any form.

### Unacceptable Behaviors

- Belittling, or subtle expressions of bias
- Verbal, physical, or written abuse or assault
- Bullying, intimidation, or victimization
- Discrimination
- Inappropriate use of company property or assets
- Theft
- Failure to comply with company values
- Illegal activity
- Harassment including:
  - Offensive comments related to gender, gender identity and expression, sexual orientation, disability, mental illness, neuro(a)typicality, physical appearance, body size, age, race, or religion.
  - Unwelcome comments regarding a person's lifestyle choices and practices, including those related to: food, health, parenting, drugs, and employment.
  - Deliberate misgendering or use of 'dead' or rejected names.



- Gratuitous or off-topic sexual images or behavior in spaces where they're not appropriate.
- Physical contact and simulated physical contact (eg, textual descriptions like “\*hug\*” or “\*backrub\*”) without consent or after a request to stop.
- Threats of violence.
- Incitement of violence towards any individual, including encouraging a person to commit suicide or to engage in self-harm.
- Deliberate intimidation.
- Stalking or following.
- Harassing photography or recording, including logging online activity for harassment purposes.
- Sustained disruption of discussion.
- Unwelcome sexual attention.
- Pattern of inappropriate social contact, such as requesting/assuming inappropriate levels of intimacy with others
- Continued one-on-one communication after requests to cease.
- Deliberate “outing” of any aspect of a person’s identity without their consent except as necessary to protect vulnerable people from intentional abuse.
- Publication of non-harassing private communication.

## **Work Relationships**

Fellow employees, and third-party partners, are professional colleagues first, friends second if a natural relationship forms.

### Romantic Relationships:

You may ask a fellow employee, or third-party partner, out once, and if they decline, you're not permitted to ask them again.

## **Customer Relationships**

Customers are patrons first, friends second – if a natural relationship forms.

### Romantic Relationships:

It is discouraged to ask customers out.



## **Violations**

### Reporting

Witnessed or experienced violations should be reported to Management (Ben Butler and/or Lauren Hughes) immediately via Slack, email, telephone, or in-person meeting.

### Pledge to Safety

Management welcomes all reporting and is committed to a safe, confidential, and open environment built on Due Process.

### Due Process

When a report is received, management will undergo the following process:

1. Investigation and interviewing of the parties involved
2. Action, which may include, but is not limited to:
  - a. Mediation and de-escalation
  - b. Written warning
  - c. Suspension
  - d. Termination
  - e. A police report
3. Communication with the reporter
4. Documentation

Multiple written warnings and/or suspensions will result in Termination.