



## **Sudwerk Brewing Company Code of Conduct**

**Co-Authors:** Ryan Fry, Trenton Yackzan, BizHaven: HR Consulting

**Date Last Updated:** 5/16/2022

**Last Updated By:** Trenton Yackzan

### **Overview**

The following Code of Conduct applies to all persons involved in the operations of Sudwerk Brewing Company, including managers, employees, and co-workers. Sudwerk will also enforce this policy with third parties such as vendors and customers.

The code of conduct is enforceable in all Sudwerk Brewing Company spaces, including, but not limited to: the taproom, production areas, onsite and offsite events, and online.

Sudwerk Brewing Company is committed to providing an environment free of discrimination, harassment, retaliation, and abusive conduct.

### **1. Values**

Sudwerk Brewing Company has the following Core Values:

- Take pride and ownership in the workplace.
- Build open and honest relationships with respect, communication, transparency, and teamwork.
- Communicate effectively and with precision.
- Lead by positive example.
- Innovate. Embrace and drive change. Strive for continuous improvement.
- Create a fun atmosphere for fellow employees and guests.
- Be adventurous, creative, and open-minded.
- Encourage idea sharing and collaboration. Embrace industry peers and the community.
- Actively pursue growth and learning. Foster employee education and share knowledge with your fellow coworkers and guests.
- Honor your commitments. Hold yourself and others accountable.
- Build a positive, team-oriented work environment. Support and promote coworker happiness and excellence.

- Actively pursue, grow, and foster sustainable practices throughout all brewery and business operations.
- Provide the highest degree of quality, solution, service, and endeavor in all actions taken at Sudwerk.
- Go Above and Beyond Expectations.

## **2. Non-Discrimination Policy**

Discrimination will not be tolerated in relation to: race, creed, color, sex, gender, gender identity, gender expression, pregnancy, pregnancy-related medical condition, perceived pregnancy, age, national origin, ancestry, religion, religious dress practices, religious grooming practices, physical or mental disability, sexual orientation, marital status, registered domestic partner status, genetic characteristics or genetic information, medical condition, military and/or veteran status, perceived membership in a category, association with an actual or perceived member of a category, and/or all other protected characteristics pursuant to applicable federal, state and local law.

This policy of non-discrimination pertains to all areas of employment, including, but not limited to, recruiting, hiring, pay, assignments, promotions, demotions, discipline, terminations, layoffs, working conditions, training, benefits, and all other privileges, terms, and conditions of employment.

Sudwerk Brewing Company is an equal opportunity employer, and strives to maintain a working environment where all employees feel comfortable and safe.

## **3. Unlawful/ Prohibited Harassment**

Sudwerk Brewing Company maintains a strict policy prohibiting harassment because of; race, creed, color, sex, gender, pregnancy, pregnancy-related medical condition, perceived pregnancy, age, national origin, ancestry, religion, religious dress practices, religious grooming practices, physical or mental disability, sexual orientation, gender identity, gender expression, marital status, registered domestic partner status, genetic characteristics or genetic information, medical condition, military and/or veteran status, perceived membership in a category, association with an actual or perceived member of a category, and/or all other protected characteristics pursuant to applicable federal, state and local law.

Prohibited harassment in any form, including verbal, physical and visual conduct, threats, demands, and retaliation, will not be tolerated. Similarly, harassment via any method such as verbal, non-verbal (gestures), email, text, written, fax or other will not be tolerated.

Sexual harassment may include one or more of the following, but is not limited to:

- Unwanted sexual advances;
- Sexual advances, propositions, requests or comments;

- Threats and demands to submit to sexual requests in order to keep your job or avoid some other loss, offers of job benefits in return for sexual favors;
- Visual conduct such as leering, sexually suggestive posters, photography, cartoons, drawings, or gestures;
- Verbal conduct such as epithets, derogatory comments, slurs, jokes, invitations, sexual advances or propositions, graphic verbal commentaries about an individual's body or sexually degrading words used to describe an individual;
- Sending or otherwise communicating sexually related messages, videos or pictures by any method;
- Physical conduct such as unwanted touching, impeding or blocking normal movement, or assault;
- Physical or verbal abuse concerning gender, gender identity or gender expression or;
- Verbal abuse concerning characteristics such as pitch of voice, facial hair, size or shape of a person's body.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. Hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Prohibited harassment is not just sexual harassment, but harassment based on any protected category. Other examples of prohibited harassment or discrimination may include, but are not limited to the below when concerning any protected class:

- Written, verbal or electronic jokes;
- Inappropriate verbal, graphic or physical conduct;
- Sending, posting or otherwise communicating harassing or discriminatory messages such as:
  - videos, text messages, instant messages or via social media;
- Racial or ethnic slurs, epithets or any other offensive remarks;
- Threats, intimidation or other menacing behavior or;
- Other harassing or discriminatory conduct based upon one or more of the protected classes identified in this policy or by federal, state or local regulation.

Prohibited harassment which impairs an employee's working ability or emotional well-being at work violates this policy and will not be tolerated. While such conduct is generally unlawful only if it is severe and pervasive, the Company's policy is a "no tolerance" policy which prohibits all such unlawful harassment even though the harassment may not be sufficiently severe or pervasive to constitute a violation of law.

#### **4. Reporting Discrimination, Harassment, and Retaliation**

Sudwerk takes all complaints and concerns of discrimination, harassment, and retaliation very seriously. Any employee, manager, or third party which believes they have been discriminated against, harassed, experienced retaliation, or has observed discrimination, harassment, or

retaliation based on a protected class mentioned previously in this policy, should immediately follow these steps:

**Employees:**

- Submit a report, orally or in writing, any complaints or concerns of discrimination, harassment, or retaliation to their immediate supervisor, or any other manager at Sudwerk Brewing Company.
- If the supervisor or manager does not respond in a timely manner, or if there are continued violations of the above policies, the employee must report complaints or concerns to the Operations Manager/Owner of the company.

**Third Parties:**

- Submit a report, orally or in writing, any complaints or concerns of discrimination, harassment, or retaliation to the relevant Manager or Supervisor:
  - Office Manager: Megan Feeney
    - [megan@sudwerkbrew.com](mailto:megan@sudwerkbrew.com)
  - Operations Director: Trent Yackzan
    - [trent@sudwerkbrew.com](mailto:trent@sudwerkbrew.com)
  - Sales & Marketing Director: Ryan Fry
    - [ryan@sudwerkbrew.com](mailto:ryan@sudwerkbrew.com)
  - Hospitality General Manager: Joseph Halton
    - [jhalton@sudwerkbrew.com](mailto:jhalton@sudwerkbrew.com)
  - Head Brewer: Thomas Stull
    - [tom@sudwerkbrew.com](mailto:tom@sudwerkbrew.com)
  - Safety Manager: Adam Cooperman
    - [adam@sudwerkbrew.com](mailto:adam@sudwerkbrew.com)

Sudwerk will also provide an option for anonymous reporting of complaints or concerns of discrimination, harassment, or retaliation ([Form Linked Here](#)). All submissions will be anonymous, reviewed by multiple managers, and investigated in the same manner as non-anonymous reports.

Reports should include details of the incident or incidents such as; the names of the individuals involved, the names of any witnesses, details of the incident, date, time, and location.

Managers receiving complaints or concerns of discrimination or harassment must immediately report them to the Operations Director to allow for consistent resolution throughout Sudwerk.

Sudwerk Brewing Company will take various steps to resolve a complaint or concern such as; timely response and impartial and timely interviews or investigations involving all parties and conducted by qualified personnel; investigations will be documented and tracked for reasonable progress; and investigations will be closed in a timely manner.

Employees and third parties will participate in such interviews or investigations to assure accurate evaluation and determine whether the Company's Non-Discrimination, Unlawful/Prohibited Harassment or retaliation policies have been violated. If the Company determines that a policy has been violated, the Company will take timely, remedial action commensurate with the severity of the offense. Action will also be taken to deter any future violation of Sudwerk policy.

All information obtained regarding complaints or concerns of discrimination, harassment or retaliation and throughout any interview or investigation process will be kept confidential to the extent possible. Only individuals with legitimate business need to know in order to allow for proper resolution may receive necessary information related to the complaint or concern.

Sudwerk Brewing Company will not retaliate against any employee for filing a complaint or participating in any investigation and will not knowingly permit retaliation by management or co-workers.

Any retaliation must immediately be reported using the process above.

The U.S. Equal Employment Opportunity Commission and the Department of Fair Employment and Housing of the State of California have the authority to investigate complaints of discrimination, harassment and retaliation. The nearest office can be found by visiting [www.eeoc.gov](http://www.eeoc.gov) and [www.dfeh.ca.gov](http://www.dfeh.ca.gov).

## **5. Abusive Conduct**

Sudwerk Brewing Company recognizes the detrimental consequences of abusive conduct in the workplace. Abusive conduct is defined as conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests.

Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. A single act shall not constitute abusive conduct, unless especially severe and egregious. Sudwerk management will review all complaints of abusive conduct in the same manner as that of harassment, discrimination, and retaliation.