

## LADYBIRD BREWING

# Code of Conduct

*Ladybird Brewing is committed to maintaining a safe place within our community for people of all genders, races, and backgrounds.*

***Everyone belongs at Ladybird Brewing. We expect staff and patrons to support our community and respect the unique characteristics and exceptional differences of our co-workers and neighbors. Any acts of abuse, homophobia, misogyny, racism, or sexism perpetrated toward our staff or our patrons will not be tolerated. Individuals or groups who are unable to respect and value the humanity and happiness of others will be asked to leave the brewery.***

Ladybird Brewing strictly prohibits acts of discrimination, harassment, and/or retaliation of or against our job applicants, contractors, customers, vendors, or employees by another employee, supervisor, vendor, contractor, or any third party based on race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, and related medical conditions), gender identity or gender expression (including transgender status), sexual orientation, marital status, military and veteran status, domestic violence victim status, physical or mental disability, protected medical condition as defined by applicable state or local law, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Ladybird Brewing is committed to a workplace free of discrimination, harassment, and retaliation.

Ladybird Brewing is dedicated to ensuring the fulfillment of this policy as it applies to all terms and conditions of employment, including recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment.

### **Definitions**

***Discrimination Defined.*** Discrimination under this policy means treating differently or denying or granting a benefit to an individual because of the individual's protected characteristic.

***Harassment Defined.*** Harassment is defined in this policy as unwelcome verbal, visual or physical conduct creating an intimidating, offensive, or hostile work environment that interferes with work performance. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic. Such conduct violates this policy. Because it is difficult to define harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

**Sexual Harassment Defined.** Sexual harassment includes harassment on the basis of sex or gender (including pregnancy, childbirth and related medical conditions), gender identity or gender expression (including transgender status), and/or sexual orientation. Sexual harassment includes unwelcome conduct which is either of a sexual nature or which is directed at an individual because of that individual's sex or gender (including pregnancy, childbirth and related medical conditions), gender identity or gender expression (including transgender status), and/or sexual orientation when:

- Submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- The conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment, even if the individual is not the intended target.
- Sexual harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another) that denigrates or shows hostility or aversion towards an individual on the basis of sex or gender (including pregnancy, childbirth and related medical conditions), gender identity or gender expression (including transgender status), and/or sexual orientation. Such conduct violates this policy, even if it is not unlawful. Because it is difficult to define unlawful sexual harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

**Examples of conduct that violates this policy include:**

unwelcome sexual advances, flirtations, advances, leering, whistling, touching, pinching, assault, blocking normal movement

requests for sexual favors or demands for sexual favors in exchange for favorable treatment

obscene or vulgar gestures, posters, or comments

sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies

propositions, or suggestive or insulting comments of a sexual nature

derogatory cartoons, posters, and drawings

sexually-explicit e-mails or voicemails

uninvited touching of a sexual nature

unwelcome sexually-related comments

conversation about one's own or someone else's sex life

forwarding emails, texts, or other electronic messages of a sexual nature

conduct or comments consistently targeted at only one gender, even if the content is not sexual

teasing or other conduct directed toward a person because of the person's gender

***Retaliation Defined.*** Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to: shunning and avoiding an individual who reports harassment, discrimination or retaliation; express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation; and denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process described below.

All acts of discrimination, harassment, and/or retaliation are unacceptable, whether engaged in by a supervisor, co-worker, customer, contractor, vendor or another third party. This is true regardless of whether discrimination, harassment, and retaliation occur in the workplace, in another work-related setting, such as a business trip or a business-related social function, or even off-premises or off-hours, where the alleged offender is a supervisor, coworker, or non-employee with whom you are involved, directly or indirectly, in a business or potential business relationship.

### ***Reporting Procedures***

The following steps have been put into place to ensure the work environment at Ladybird Brewing is respectful, professional, and free of discrimination, harassment and retaliation.

If an employee believes someone has violated this policy or our Equal Employment Opportunity policy, the employee should promptly bring the matter to their direct report. If the complaint is against this individual or if an employee has not received a satisfactory response within five (5) business days, the employee should immediately email [drink@ladybird.beer](mailto:drink@ladybird.beer) or contact Kaydee or Laura Riggs-Johnson, at 620-222-7558. Written complaints can be submitted internally via the email address provided, if the individual reporting the breach of conduct (complainant) would like to remain anonymous they may write out the complaint and leave it in the conduct folder found in the folder rack in the staff/dishwashing room.

Every employee who learns of any fellow employee's concern about conduct in violation of this policy, whether in a formal complaint or informally, has a responsibility to immediately report the issues raised to owners/brewers, Kaydee or Laura Riggs-Johnson.

### ***Investigation Procedures***

Upon receiving a complaint, Ladybird Brewing will promptly conduct a fair and thorough investigation into the facts and circumstances of any claim of a violation of this policy or our Equal Employment Opportunity policy. To the extent possible, Ladybird Brewing will endeavor to keep the reporting employee's concerns confidential. However, complete confidentiality may not be possible in all circumstances. Upon completion of the investigation, Ladybird Brewing will determine whether this policy, or the Equal Employment Opportunity policy, has been violated based upon its reasonable evaluation of the information gathered during the investigation. Ladybird Brewing will inform the Complainant of the results of the investigation.

Ladybird Brewing will take corrective measures against any person who it finds to have engaged in conduct in violation of this policy, if the Company determines such measures are necessary. These measures may include but are not limited to, counseling, suspension, or immediate termination. Anyone regardless of position or title, whom Ladybird Brewing determines has engaged in conduct that violates this policy will be subject to discipline, up to and including termination. This includes individuals engaging in sexual harassment and/or retaliation, as well as supervisors who fail to report violations of this policy or knowingly allow prohibited conduct to continue. Individuals who engage in conduct that rises to the level of a violation of the law can be held personally liable for such conduct.