

# Whitestone Brewery Code of Conduct

At Whitestone Brewery, our employee Code of Conduct outlines our expectations regarding the behavior of our employees towards each other, our customers, and all of society. Our company stands for the core values of quality, diversity, integrity, teamwork, and community. As such, we expect all organization members regardless of rank or employment type to be directed by the same values in their judgment and behavior. Open communication and expression should be guided by the desire for a respectful, safe, and collaborative working environment.

## CORE VALUES

### Quality

From the beverages we produce to our customer experience, we are dedicated to providing and serving to the highest quality. We are constantly striving to create beers that we are proud of, and to perfect the ones that we've already crafted. Not only is a high quality product important to us, but we feel that with the best possible customer service, a thoughtfully arranged atmosphere, and entertaining and interactive activities and events, we can create a great experience in our taproom.

### Diversity, Equity, & Inclusion

We at Whitestone Brewery strive to foster a diverse, equitable, and inclusive culture within not only our company but our community. We do not discriminate against anyone, for any reason, which includes but is not limited to, age, race, gender, sexual orientation, religion, etc. We believe that by doing this, we are creating and maintaining a successful workplace founded on the principle that all people can thrive personally and professionally.

### Integrity

At Whitestone Brewery all employees are expected to fulfill their work with integrity and respect toward each other, our customers, our community, and the company as a whole.

### Teamwork

At Whitestone Brewery we expect all employees to work cooperatively and efficiently toward our collective goals and to assist in creating a positive, safe, and collaborative work environment. Through promoting teamwork, our intent is to:

- **Align team members:** As team members learn about one another, they form supportive bonds of friendship that align their goals and influence them to work harder to support each other.
- **Presenting different perspectives:** Multiple perspectives at one time enable teams to use problem-solving skills and consider different angles to make more informed decisions.
- **Providing prompt feedback:** Team members can share ideas, inform each other's actions, benefit from differing skills, and work off of the knowledge of others to adjust

actions and provide more consistent output.

- **Improving productivity:** A team can increase the rate of productivity because it lessens the overall shared workload, pressure, and accountability on an individual.
- **Supporting professional development:** As team members work together, they learn from one another. They value each other's contributions and can practice their already powerful skills while improving upon their underdeveloped skills with the support of others.

## **Community**

We believe in the power of the communities we create and serve, our community of team members, and in giving back to the communities we live in. We strive to be as important to our community as our community is to us.

## **SAFETY**

In order to provide a safe work environment, we require all team members to practice proper methods and precautions. Proper procedures are taught during training and are expected to be reinforced daily in the workplace. To help provide a safe environment for our guests, our servers are trained how to serve safely and responsibly and reserve the right to refuse service when necessary.

## **BEHAVIOR**

All employees should respect their colleagues, supervisors, and guests of Whitestone Brewery. Guests should respect each other as well as those employed by Whitestone Brewery. Any discriminatory or disrespectful behavior or harassment will not be tolerated. Examples of positive behavior include collaboration between team members, open communication, respect and encouragement for others. Inappropriate and unethical behavior includes but is not limited to any behavior that goes against the company's core values, acts of violence or aggression, and any type of verbal or physical misconduct or harassment.

## **REPORTING MISCONDUCT**

All employees and guests of Whitestone Brewery are encouraged to report to management and/or ownership immediately upon learning of any violations of Whitestone Brewery's Code of Conduct policy. Whitestone Brewery holds an open door policy for any and all perceived violations and will address them accordingly.

## **DISCIPLINARY ACTIONS**

Employees or guests who repeatedly or deliberately fail to follow our code of conduct will meet an appropriate disciplinary action. Following a clear warning, employees who persistently show indecorous behavior may face demotion, reprimand, detraction of benefits, suspension, or termination. Legal actions may be taken in cases of theft, corruption, and other unlawful actions.