

Switchyard Brewing Company – Code of Conduct

Introduction

Switchyard Brewing Company (“Switchyard”) is focused on being a positive member of the community and a welcoming environment for both employees and customers. To ensure such objectives are met, Switchyard adopted this Code of Conduct (the “Code”), which outlines the standards that are expected to be met by all management personnel and part-time employees of Switchyard (collectively, “Switchyard Personnel”). Any Switchyard Personnel who violates the legal or ethical responsibilities outlined herein will be subject to appropriate discipline, which may include termination of employment.

Honest and Ethical Conduct

All Switchyard Personnel must act with fundamental honesty and integrity in all dealings related to Switchyard and its business and comply with all laws that govern Switchyard and its business. Switchyard Personnel are required to treat customers, fellow employees and vendors with respect, dignity, honesty, fairness and integrity. Switchyard Personnel are trusted by Switchyard to exhibit professionalism in all matters pertaining to Switchyard’s business and affairs and not to partake in any activity that could negatively affect Switchyard’s business or impair Switchyard’s reputation.

Work Environment

Switchyard speaks out against any and all discrimination, sexual harassment or other harassment based on race, color, religion, age, gender, sexual orientation, gender identity and expression, national origin, disability, marital status, citizenship status, veteran status, military status or any other protected category under applicable law and works to correct these behaviors through appropriate measures, including and up to termination of the perpetrator. Harassment includes but is not limited to, racist, sexist or ethnic comments, jokes or gestures, or any conduct or statement creating an intimidating, hostile or offensive work environment.

Switchyard will not tolerate any threatening, hostile or abusive behavior by Switchyard Personnel against fellow employees, customers, or others, and will take immediate and appropriate action against offenders, up to and including termination of employment and referral for criminal prosecution.

Switchyard Personnel in a managerial or supervisory position are forbidden from entering into romantic or sexual relationships with reporting employees. Any Switchyard Personnel who becomes aware of or involved in such a relationship prohibited by this paragraph has the obligation to report such relationship to a manager or owner of Switchyard. Switchyard ownership shall coordinate with the Switchyard Personnel involved to review and take appropriate action or make reasonable adjustments as necessary based on the facts of the situation. Any Switchyard Personnel in a managerial or supervisory role who is found violating this policy will be subject to punishment, which may include demotion of responsibilities, modification of supervisory role, and/or termination of employment and/or involvement with the day-to-day operations of Switchyard.

Customers of Switchyard Brewing will be held to the same standard of conduct and all discrimination, sexual harassment or other harassment based on race, color, religion, age, gender, sexual orientation, gender identity and expression, national origin, disability, marital status, citizenship status, veteran status, military status or any other protected category under applicable law will be handled through appropriate measures, including and up to placing a no trespass order on the customer involved.

Responsible Drinking and Substance Abuse

As a brewing company, Switchyard is committed to promoting the responsible enjoyment of its products. As all Switchyard Personnel are ambassadors of Switchyard, all Switchyard Personnel are required to exercise personal responsibility whenever they consume alcohol. While Switchyard Personnel may enjoy the occasional beer while working the bar or serving customers, no level of impairment due to alcohol while on duty is tolerated. Under no circumstances may Switchyard Personnel be intoxicated over the legal limit or use any illegal drugs while conducting Switchyard business, or while engaging with customers, suppliers, or other Switchyard contacts. Moreover, under no circumstances shall Switchyard Personnel be legally intoxicated while operating a motor vehicle.

Misconduct off the Job

Switchyard Personnel must avoid conduct off the job that could impair work performance or affect Switchyard's reputation or business interests. In order for Switchyard to determine whether off the job conduct could impair work performance or affect Switchyard's reputation or business interests, Switchyard Personnel must promptly report to Switchyard: (1) any arrest pending final resolution or conviction for any felony (or state or local law felony equivalent); (2) any arrest pending final resolution or conviction for a crime involving dishonesty, assault or battery; (3) any arrest pending final resolution or conviction for a crime involving drugs or alcohol; or (4) any other arrest pending final resolution or conviction which may affect the Switchyard Personnel's ability to perform his or her job or which otherwise affects Switchyard's business interests or reputation. An arrest or conviction for any of the foregoing may result in the immediate termination of employment.

Workplace Monitoring and Surveillance

Switchyard reserves the right to monitor employee communication and retrieve stored data from company provided and facilitated communication tools such as e-Mail, telephones, Slack, terminals, printers and computers. The use of equipment or services for private use is prohibited. The company and its legal representative reserves and will exercise the right to review, audit, intercept, access and disclose all matters on the company's communication equipment and services at any time, with or without employee notice, and that such access may occur during or after working hours. I understand that the use of a password does not restrict company access.

Violations of this Code

Any Switchyard Personnel who violates this policy is subject to disciplinary action, including termination of employment. Switchyard Personnel who know of violations must immediately report the violations to their appropriate manager or they are also subject to disciplinary action.

Switchyard Personnel should bring any violations of this Code and other information related thereto to the attention of his or her manager or report immediately to #NotMe, our third-party misconduct reporting tool. If the information relates to the conduct of the Switchyard Personnel's manager, the violation should be reported to another manager or owner of Switchyard. Any Switchyard Personnel who reports a violation or a potential violation may, to the extent legally possible, remain anonymous. There will be no retaliation against Switchyard Personnel who report violations.

Acknowledgement

The below identified individual acknowledges the terms outlined herein and agrees that he or she will abide by such terms at all times during the course of his or her employment or other involvement with Switchyard.

Signature

Printed Name

Date