This policy applies to:

☑ Employees represented by a CBA
☑ Regular Full Time Employees
☑ Regular Part Time Employees
☑ Salaried Non-Exempt Employees
☑ Hourly Employees
☑ Exempt Employees
☑ Interns
☑ Temporary Employees/Consultants
☑ Visitors and Vendors

POLICY

It is the policy of Darigold to create, provide and maintain a professional, productive and safe work environment which is free from harassment, discrimination and misconduct. Certain rules and policies regarding conduct and behavior are necessary for efficient business operations and for the safety of all employees. Conduct that interferes with operations, discredits Darigold, or is offensive to customers or co-workers will not be tolerated and will be addressed as Darigold deems appropriate.

GUIDELINES

1. All employees are responsible for knowing the general conduct and behavior guidelines and policies in place at Darigold and for abiding by them in the workplace and at any time or place when and where they have identified themselves as a Darigold employee or are representing Darigold, including at offsite functions, business trips and community events.

2. Employees may not engage in, directly or indirectly either on or off the job, any conduct which is disloyal, disruptive, competitive, or damaging to Darigold.

3. All employees have the responsibility to work cooperatively and treat co-workers, vendors, contractors and customers with respect and dignity, and are expected at all times to conduct themselves in a positive, productive manner and promote the best interests of Darigold including:
   a. Treating all customers, suppliers, vendors, contractors, guests, and co-workers in a courteous manner
   b. Refraining from behavior or conduct that is offensive or undesirable, or which is contrary to Darigold’s best interests
   c. Reporting to management suspicious, unethical, or illegal conduct by co-workers, guests, customers, suppliers, vendors or contractors
   d. Cooperating with company investigations
   e. Complying with all company safety and security regulations
   f. Wearing clothing appropriate for the work being performed
   g. Performing assigned tasks efficiently and in accord with established quality standards
h. Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the applicable assigned starting time

i. Giving proper advance notice whenever unable to work or report on time

j. Maintaining cleanliness and order in the workplace and work areas

k. Being courteous of others and respectful of property when using common areas such as break rooms, parking areas, conference rooms, hallways and lobbies

l. Properly using and protecting company assets and resources, including the company’s e-mail and Internal systems

4. Prohibited conduct includes, but is not limited to, the following:

   a. Possessing firearms or other weapons on company property, in a readily-accessible off-property location (for instance, in a vehicle driven to work), or while representing Darigold

   b. Physically fighting with or assaulting a coworker, supplier, vendor, contractor or customer

   c. Threatening or intimidating co-workers, employees of our suppliers, vendors, contractors or customers, or any other guests

   d. Engaging in any form of sexual or other harassment of co-workers, employees of our suppliers, vendors, contractors or customers, or any other guests

   e. Reporting to work under the influence of alcohol or illegal drugs or narcotics or using, selling, dispensing, or possessing alcohol or illegal drugs or narcotics on company premises

   f. Disclosing trade secrets or other confidential company information to unauthorized individuals

   g. Falsifying or altering any company record or report, such as an application for employment, a medical report, a production record, a time record, an expense account, an absentee report, or shipping and receiving records

   h. Stealing, destroying, defacing, or misusing company property or another employee’s or customer’s or guest’s property

   i. Refusing to follow management’s instructions concerning a job-related matter or other forms of insubordination

   j. Failing to wear prescribed safety equipment or failing to abide by safety rules and policies

   k. Soliciting or distributing non-company goods or services in violation of company policies

   l. Smoking where prohibited by local ordinance, safety codes, good safety practices, or specific company rules

   m. Using profanity or abusive language
n. Not speaking in loud tones or shouting at any time to anyone in any work location

o. Sleeping on the job

p. Gambling on company property

q. Playing pranks, practical jokes, or engaging in horseplay

r. Wearing improper attire or having an inappropriate personal appearance

5. Employees are expected to follow Good Manufacturing Practices and Darigold safety rules and to practice behavior calculated to maintain and promote their physical and mental well being, and to prudently seek professional care when necessary.

6. All employees are expected to discharge their financial obligations promptly so that creditors will not have to ask for Darigold’s assistance in collecting amounts owed to them. The failure of an employee to meet his or her financial obligations can be harmful to Darigold’s reputation in the community, may have an adverse effect on the employee’s job performance, and may impose an administrative and financial burden on the organization in terms of extra bookkeeping and the necessity of responding to and complying with court processes.

7. Employees, temporary staff and vendor representatives are expected to conduct themselves in a manner that is at all times professional, respectful and considerate of each other. Consensual intimate relationships in the workplace can distract the involved parties and other individuals from being productive in the workplace. To that extent, public displays of affection are discouraged while on work property or at Darigold-sponsored offsite events.

8. As an employee of Darigold, employees may not undertake activities designed to influence the decisions or actions of government officials in a manner that require them or Darigold to register as a lobbyist, or employer of a lobbyist, without the prior written authorization of the Legal department.

9. Darigold generally discourages its employees to hold a second job, but outside employment may be allowed in some cases. Employees may not engage in outside work (paid or unpaid) that does any one of the following:

   a. Adversely affects the quality of work performed for Darigold
   b. Competes with Darigold
   c. Requires the use of Darigold’s resources or facilities
   d. Affirms or implies that Darigold endorses or sponsors the outside employment
   e. Damages Darigold’s reputation
   f. Creates a conflict of interest. Refer to the Conflicts of Interest Policy for more information

10. As a condition of being hired by Darigold, employees agree that during the course of their employment and for twelve (12) months thereafter, they will not directly or indirectly: (1) solicit, recruit, attempt to employ or induce the employment of any Darigold employee or independent contractor doing business with, or assigned to, Darigold, to work for them or for any business, person or entity; and/or (2) solicit, contact for the purpose of soliciting and/or encourage or in any manner attempt to cause any customer with whom employees had
contact while employed by Darigold to enter into a business relationship with any competitor of Darigold.

11. Darigold’s “open door” practice encourages employees, past or current, to express suggestions, concerns and questions to management including, but not limited to, working conditions, performance reviews, harassment, discipline or termination action, and another employee’s, vendor’s or contractor’s violation of company policy. Refer to the Employee Hotline Policy more information.

12. Darigold does not permit retaliation against any employee who, in good faith, reports through the proper channels, a practice that is in violation of state and federal law or company policy. Should an employee feel they have been retaliated against, they are required to report their concern following the procedures outlined in the Reporting Harassment Policy.

ADDITIONAL INFORMATION

As with all Darigold policies and guidelines, this policy can be revoked or modified at any time, with or without advance notice.

If you have questions about this policy, talk to your supervisor or contact your local Human Resources representative.

To report a specific complaint about this policy or to report a potential policy violation, talk to your supervisor, contact Human Resources or call the Employee Hotline at 877-204-2775.