



HANA KOA
BREWING CO.

CODE OF CONDUCT

CORE VALUES

WHAT IS HANA KOA BREWING ALL ABOUT?

HERE AT HANA KOA, WE BELIEVE IN 4 CORE VALUES: ADVENTURE, COMMUNITY, FUN, AND AUTHENTICITY.

ADVENTURE

WE BELIEVE IN THE THRILL AND LESSON OF ADVENTURE, WHETHER IT BE THROUGH EDUCATION, EXPLORING THE GREAT OUTDOORS, OR THROUGH CREATIVITY. ADVENTURE IS ALL ABOUT EMBRACING THE UNKNOWN TO FIND SOMETHING GREATER THAN WHAT WE HAVE BEEN BEFORE. WE ENCOURAGE THE QUEST TOWARDS DISCOVERY.

COMMUNITY

AT HANA KOA, WE BELIEVE THAT INCLUSION MAKES US STRONGER. WE LIKE TO RECOGNIZE AND CELEBRATE EVERYONE'S INDIVIDUAL TALENTS. WE HOPE TO BECOME A HAVEN WHERE PEOPLE CAN FIND COMPASSION AND END CULTURAL DIVISION. WE BELIEVE THAT THE BEER IN YOUR GLASS CAN BE GREATER THAN JUST A BEVERAGE, THAT IT CAN BE A CATALYST THAT BRINGS PEOPLE TOGETHER AND BUILD A BETTER COMMUNITY.

FUN

WE BELIEVE IN HAVING FUN AFTER OUR HARD WORK. WE BELIEVE IN SHIFT BEERS! WE BELIEVE IN LAUGHING WITH STRANGERS WHO TURN INTO FRIENDS. WE BELIEVE IN BUILDING EACH OTHER UP BECAUSE POSITIVITY IS MORE FUN. WE CHERISH TRADITIONS BUT LIKE TO TEST THE LIMITS AND GET WACKY WITH OUR RECIPES.

AUTHENTICITY

WE STRIVE TO BE FEARLESSLY AUTHENTIC. WE CHOOSE TO ALIGN OURSELVES WITH GOOD CAUSES, GOOD PEOPLE, AND DOING THE RIGHT THING. WE DON'T PROMISE OR PRETEND TO BE SOMETHING THAT DOESN'T INSPIRE US. THERE IS ALWAYS A GREATER MEANING TO WHAT WE DO.

AS PEOPLE PEEL BACK AND LEARN MORE ABOUT WHO WE ARE, WHAT WE DO, AND WHY WE DO IT WE BELIEVE THEY WILL KEEP DISCOVERING MORE REASONS TO JOIN OUR CAUSE.

CODE OF CONDUCT

HANA KOA AND ALTRES EXPECT ALL EMPLOYEES TO FOLLOW STANDARD RULES OF CONDUCT THAT PROMOTE SAFETY, PROFESSIONALISM, AND PRODUCTIVITY IN THE WORKPLACE. WE WROTE THESE WITH OUR CORE VALUES IN MIND, TO COMBINE OUR VISION FOR THE COMPANY WITH A SET OF EXPECTATIONS FOR BEHAVIOR AND PRACTICES IN A WORKPLACE. THESE RULES ARE INTENDED TO ASSIST YOU IN DIFFERENTIATING BETWEEN ACCEPTABLE AND UNACCEPTABLE CONDUCT IN THE WORKPLACE. FAILURE TO ADHERE TO THE CODE OF CONDUCT MAY RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING DISMISSAL. EXAMPLES OF UNACCEPTABLE CONDUCT ARE LISTED BELOW. THESE RULES OF CONDUCT ARE NOT INTENDED TO COVER EVERY POSSIBLE SITUATION AND ARE NOT INTENDED AS A COMPLETE AND EXHAUSTIVE LIST OF CONDUCT THAT MAY RESULT IN DISCIPLINE.

EXAMPLES OF UNACCEPTABLE CONDUCT:

- VIOLATION OF ANY WORKPLACE POLICIES, RULES, OR PROCEDURES
- INSUBORDINATION (REFUSAL TO OBEY JOB-RELATED INSTRUCTIONS FROM A SUPERVISOR)
- FAILURE TO PERFORM JOB-REQUIRED TASKS OR ASSIGNMENTS (WITHOUT COMMUNICATION OR REQUEST FOR ACCOMMODATION)

- WILLFUL SLOWDOWN
- FAILURE TO OBSERVE SAFETY RULES
- NEGLIGENCE, CARELESSNESS, MISCHIEF, OR ANY INTENTIONAL ACTION WHICH RESULTS OR COULD RESULT IN BODILY INJURY; FINANCIAL LOSS; OR DAMAGE TO, OR LOSS OR DESTRUCTION OF COMPANY PROPERTY
- FAILURE TO REPORT ACCIDENTS, INJURIES, AND/OR PROPERTY DAMAGE THAT OCCUR DURING WORK HOURS AND/OR AT THE WORKPLACE
- FAILURE OR REFUSAL TO COOPERATE, OR PROVIDING FALSE OR MISLEADING STATEMENTS OR TESTIMONY, IN ANY HANA KOA/ALTRES INVESTIGATION
- DISCRIMINATION AND/OR HARASSMENT IN VIOLATION OF HANA KOA/ALTRES' ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY OR THE LAW
- THEFT; CONCEALMENT; UNAUTHORIZED REMOVAL, POSSESSION, AND/OR USE OF WORKPLACE PROPERTY OR THE PROPERTY OF OTHERS
- FALSIFICATION OF APPLICATIONS FOR EMPLOYMENT AND/OR EMPLOYMENT BENEFITS, TIME CARDS, EMPLOYMENT RECORDS, AND/OR OTHER DOCUMENTS; PROVIDING FALSE OR MISLEADING INFORMATION DURING THE APPLICATION PROCESS OR AT ANY TIME DURING EMPLOYMENT; ANY ACT OF DISHONESTY, REGARDLESS OF WHEN DISCOVERED
- UNAUTHORIZED CHANGES IN WORK SCHEDULES OR SHIFTS
- UNEXCUSED OR EXCESSIVE TARDINESS AND/OR ABSENCE
- WORKPLACE VIOLENCE AND/OR THREATS OF WORKPLACE VIOLENCE
- CONDUCT WHICH VIOLATES COMMON DECENCY OR MORALITY
- UNLAWFUL AND/OR UNETHICAL CONDUCT AT ANY TIME OR PLACE WHICH ADVERSELY AFFECTS THE EMPLOYEE'S RELATIONSHIP WITH THEIR JOB, CUSTOMERS, FELLOW WORKERS, AND/OR MANAGERS, OR WHICH IS DETRIMENTAL TO THE COMPANY'S REPUTATION, INTERESTS, AND/OR GOODWILL WITHIN THE COMMUNITY AS DETERMINED BY YOUR WORKPLACE
- UNAUTHORIZED DISCLOSURE OF CONFIDENTIAL INFORMATION AS DEFINED IN HANA KOA'S CONFIDENTIALITY POLICY
- USE OR BEING UNDER THE INFLUENCE OF ALCOHOL OR DRUGS DURING WORK HOURS AND/OR AT THE WORKPLACE (POSSESSION, DISTRIBUTION, SALE, OR TRANSFER OF ANY OF THE ABOVE, OUTSIDE OF THE REQUIREMENTS OF YOUR POSITION, IS ALSO PROHIBITED)
- POSSESSION OR USE OF FIREARMS, EXPLOSIVES, OR WEAPONS DURING WORK HOURS AND/OR AT THE WORKPLACE
- GAMBLING DURING WORK HOURS AND/OR AT THE WORKPLACE
- THREATENING OR UNLAWFULLY HARASSING CONDUCT AT ANY TIME TOWARDS COWORKERS OR WHILE ACTING AS A REPRESENTATIVE OF HANA KOA

- SLEEPING, OR GIVING THE APPEARANCE OF SLEEPING, ON THE JOB
- SMOKING IN PROHIBITED AREAS
- LOITERING AT THE WORKPLACE WHEN YOU ARE NOT ON DUTY OR ON COMPANY BUSINESS IN A LOCATION WHICH INTERFERES WITH THE WORK OF OTHERS OR POSES A SAFETY HAZARD
- POSTING NOTICES OR OTHER MATERIAL ON COMPANY BULLETIN BOARDS OR ELSEWHERE ON COMPANY PREMISES AND/OR REMOVING THE SAME WITHOUT PERMISSION
- UNAUTHORIZED USE OF HANA KOA'S NAME, LOGO, FUNDS, COMPANY EQUIPMENT, VEHICLES, OR PROPERTY FOR COMMERCIAL PURPOSES

DISCIPLINARY ACTION

VIOLATIONS OF ANY POLICY CONTAINED IN THE EMPLOYEE HANDBOOK, FAILURE TO ABIDE BY WORK RULES, AND/OR UNSATISFACTORY PERFORMANCE OF JOB DUTIES MAY RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING DISMISSAL.

HANA KOA AND ALTRES MAY IMPOSE DISCIPLINARY ACTION AS THEY DEEM APPROPRIATE. DISCIPLINARY ACTION INCLUDES, BUT IS NOT LIMITED TO, COUNSELING, ORAL REPRIMAND, WRITTEN REPRIMAND, SUSPENSION (WITH OR WITHOUT PAY), AND DISMISSAL.

THIS POLICY DOES NOT PROMISE SPECIFIC TREATMENT IN SPECIFIC CIRCUMSTANCES AND DOES NOT CREATE ANY CONTRACTUAL RIGHT TO PROGRESSIVE DISCIPLINE, AND ANY EXPECTATION BY YOU OF PROGRESSIVE DISCIPLINE WOULD NOT BE REASONABLE.

ANTI-DISCRIMINATION AND ANTI-HARASSMENT

HANA KOA AND ALTRES ARE FIRMLY COMMITTED TO A ZERO-TOLERANCE POLICY REGARDING HARASSMENT AND DISCRIMINATION. WE BELIEVE IN THE RIGHT OF ALL EMPLOYEES TO WORK IN AN ENVIRONMENT FREE OF HARASSMENT AND DISCRIMINATION, ILLEGAL AND OTHERWISE. DISCRIMINATION AND/OR HARASSMENT OF ANY EMPLOYEE BASED ON THEIR MEMBERSHIP IN ANY LEGALLY PROTECTED CLASS IS ABSOLUTELY AND STRICTLY PROHIBITED, AS IS THE CREATION OF A HOSTILE WORK ENVIRONMENT DUE TO MEMBERSHIP IN A LEGALLY PROTECTED CLASS.

FURTHERMORE, UNWELCOME VERBAL, NONVERBAL, OR PHYSICAL CONDUCT OF A SEXUAL OR FLIRTATIOUS NATURE BY ANY EMPLOYEE TOWARD ANY OTHER EMPLOYEE IS A SERIOUS VIOLATION OF HANA KOA'S AND ALTRES' ZERO-TOLERANCE POLICY AGAINST SEXUAL HARASSMENT AND WILL NOT BE TOLERATED.

MENTAL HEALTH LEAVE

UNPAID MENTAL HEALTH LEAVE IS AVAILABLE TO FULL-TIME AND PART-TIME EMPLOYEES FOR ABSENCES FROM WORK DUE TO ANXIETY, STRESS, OR OTHER MENTAL HEALTH CONDITIONS. IF YOU WILL BE ABSENT FROM WORK, YOU MUST PERSONALLY CONTACT YOUR SUPERVISOR AT LEAST FOUR (4) HOURS PRIOR TO YOUR SCHEDULED STARTING TIME. IF YOU ARE UNABLE TO DO SO BECAUSE OF AN UNFORESEEN CIRCUMSTANCE, YOU MUST CONTACT YOUR SUPERVISOR AS SOON AS POSSIBLE. REPORTING YOUR ABSENCE TO A FELLOW EMPLOYEE INSTEAD OF A MANAGER IS UNACCEPTABLE AND WILL BE CONSIDERED A NO-CALL/NO-SHOW.

IF YOU WILL BE ABSENT FOR AN EXCESS OF 3 DAYS, YOU MUST MAKE ACCOMMODATIONS WITH YOUR SUPERVISOR. IF THE RETURN-TO-WORK DATE IS NOT EXPLICITLY STATED, SUPERVISORS MAY ASK MORE INFORMATION OR GIVE OPTIONS FOR AN OFFICIAL PROLONGED LEAVE FROM WORK.

GENDER EQUITY

HANA KOA AND ALTRES ARE COMMITTED TO PROVIDING EMPLOYMENT THAT IS FREE FROM DISCRIMINATION BASED ON GENDER IDENTITIES OR EXPECTATIONS OF GENDER ROLES. ANY FAVORITISM, DISCRIMINATION, OR OTHER ALTERED TREATMENT BASED ON GENDER IDENTITY OR EXPRESSION ARE VIOLATIONS OF THE CODE OF CONDUCT AND SHOULD BE BROUGHT UP TO A SUPERVISOR IMMEDIATELY. THESE INCLUDE COMMENTS, HARASSMENTS, OR TREATMENTS STEMMING FROM MISOGYNY, MISANDRY, HOMOPHOBIA, TRANSPHOBIA, AND GENDER-BASED VIOLENCE.

EXAMPLES OF UNACCEPTABLE BEHAVIOR:

- UNWELCOME OR OFFENSIVE COMMENTS RELATED TO GENDER, SEXUALITY, BODY IMAGE OR SIZE, NEURO(A)TYPICALITY, PARENTING, OR APPEARANCE
- ANY FORM OF NONCONSENSUAL PHYSICAL CONTACT (HUGS, BRUSHING OR HOLDING HANDS, BACK RUBS, ETC.)
- DELIBERATE USE OF OR PERSISTENT USE OF ONE'S "DEAD NAME" OR REFUSAL TO REFER TO AN INDIVIDUAL BY THEIR CHOSEN NAME
- DELIBERATE USE OF OR PERSISTENT USE OF INCORRECT PRONOUNS OR ANY PRONOUNS BESIDES AN INDIVIDUAL'S CHOSEN PRONOUNS
- DELIBERATE "OUTING" OF ANY DETAILS OF A PERSON'S IDENTITY WITHOUT THEIR CONSENT
- CONTINUED ATTEMPTS TO COMMUNICATE AFTER REQUESTS FOR CESSATION

PROHIBITED CONDUCT

UNWELCOME VERBAL, NONVERBAL, OR PHYSICAL CONDUCT THAT IS BASED ON ANY LEGALLY PROTECTED CATEGORY (E.G., RACE, COLOR, ETHNICITY, CULTURE, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, GENETIC INFORMATION, GENDER IDENTITY OR EXPRESSION, SEXUAL ORIENTATION, ANCESTRY, MARITAL STATUS, ARREST AND COURT RECORD, DOMESTIC OR SEXUAL VIOLENCE VICTIM STATUS OR ANY OTHER LEGALLY PROTECTED STATUS) CONSTITUTES INAPPROPRIATE CONDUCT, WHICH IS PROHIBITED. INAPPROPRIATE CONDUCT INCLUDES:

- PHYSICAL ASSAULTS (E.G., SLAPPING, PUNCHING, PUSHING, ETC.)
- UNWELCOME OR UNWANTED SEXUAL ADVANCES (E.G., DISCUSSION OF SEXUAL INTERCOURSE)
- REQUESTS AND/OR DEMANDS FOR SEXUAL FAVORS
- UNNECESSARY OR UNWANTED PHYSICAL CONTACT (E.G., STROKING, PATTING, PINCHING, HUGGING, OR INTENTIONAL BRUSHING UP AGAINST ANOTHER'S BODY)
- VERBAL CONDUCT (E.G., OFFENSIVE SEXUAL FLIRTATIONS, ADVANCES, PROPOSITIONS, REPEATED REQUESTS FOR PERSONAL INFORMATION, REPEATED REQUESTS FOR DATES/PLANS/OUTINGS, VERBAL ABUSE BASED ON A PROTECTED CATEGORY, RACIAL EPITHETS, GRAPHIC VERBAL COMMENTARIES ABOUT AN INDIVIDUAL'S BODY, DEGRADING WORDS RELATED TO A PROTECTED CATEGORY THAT ARE USED TO DESCRIBE AN INDIVIDUAL, OR THE TELLING OF JOKES BASED ON A PROTECTED CATEGORY)
- NONVERBAL CONDUCT (E.G., THE DISPLAY IN THE WORKPLACE OF SEXUALLY SUGGESTIVE OBJECTS, DEROGATORY OR OFFENSIVE PICTURES IN THE WORKPLACE THAT RELATE TO A PROTECTED CATEGORY, WINKING, LINGERING

GLANCES, WOLF WHISTLES, SEXUAL GESTURES, ANY WRITTEN CORRESPONDENCE, INCLUDING EMAIL, CONTAINING OFFENSIVE, HARASSING, OR DISCRIMINATORY CONTENT)

INAPPROPRIATE CONDUCT MAY BECOME UNLAWFUL HARASSMENT WHEN ANY OF THE FOLLOWING OCCUR:

- SUBMISSION TO SUCH CONDUCT IS MADE A TERM OR CONDITION OF AN INDIVIDUAL'S EMPLOYMENT
- SUBMISSION TO OR REJECTION OF SUCH CONDUCT IS USED AS BASIS FOR EMPLOYMENT DECISIONS AFFECTING THE INDIVIDUAL
- SUCH CONDUCT HAS THE PURPOSE OR EFFECT OF INTERFERING WITH AN INDIVIDUAL'S WORK PERFORMANCE OR CREATING AN INTIMIDATION, HOSTILE, OR OFFENSIVE WORKING ENVIRONMENT

ALL EMPLOYEES ARE RESPONSIBLE FOR COMPLIANCE WITH THIS POLICY. EMPLOYEES WHO VIOLATE ANY POLICIES REGARDING DISCRIMINATION AND HARASSMENT WILL BE SUBJECT TO PROMPT AND APPROPRIATE REMEDIAL ACTION, UP TO AND INCLUDING DISMISSAL.

THIS POLICY COVERS DISCRIMINATION AND HARASSMENT BY ANYONE IN THE WORKPLACE, INCLUDING SUPERVISORS, COWORKERS, CUSTOMERS, VENDORS, AND/OR THIRD PARTIES. THESE LISTS DO NOT OUTLINE ALL BEHAVIORS THAT COULD BE CATEGORIZED AS HARASSMENT OR DISCRIMINATION. OTHER BEHAVIORS AND INCIDENTS THAT FALL OUTSIDE OF THE ABOVE LISTED SCENARIOS MAY ALSO WARRANT DISCIPLINARY ACTION, UP TO AND INCLUDING DISMISSAL.

ASSURANCE OF NON-RETALIATION

RETALIATION IN ANY FORM AGAINST AN INDIVIDUAL WHO HAS MADE A COMPLAINT OF DISCRIMINATION OR HARASSMENT, HAS PROVIDED INFORMATION RELATED TO SUCH A COMPLAINT, HAS BEEN IDENTIFIED AS A WITNESS TO ALLEGED HARASSMENT AND/OR DISCRIMINATION, OR HAS OTHERWISE PARTICIPATED IN ANY PRESENTATION OF AND/OR INVESTIGATION INTO A COMPLAINT OF HARASSMENT AND OR DISCRIMINATION IS ABSOLUTELY PROHIBITED, WILL NOT BE TOLERATED, AND WILL BE DEALT WITH SEVERELY, UP TO AND INCLUDING DISMISSAL. THIS STRICT PROHIBITION APPLIES TO ANY PERSON(S) ENGAGED IN RETALIATORY ACTS, AS WELL AS ANY PERSON WHO UNLAWFULLY ATTEMPTS TO SOLICIT INFORMATION FROM ANOTHER EMPLOYEE REGARDING SUCH INVESTIGATION, AND/OR ANY PERSON WHO KNOWS OF ONE OR MORE OCCURRENCES OF RETALIATION AND EITHER FAILS TO STOP SUCH ACTS OR FAILS TO REPORT SUCH ACTS TO THE EXECUTIVE CHEF, THE DIRECTOR OF OPERATIONS, OR THE TAPROOM MANAGER AT YOUR WORKPLACE AND YOUR ALTRES HUMAN RESOURCE SPECIALIST.

COMPLAINT PROCESS AND ACCESSIBLE AVENUES OF COMPLAINT

HANA KOA AND ALTRES ENCOURAGE EMPLOYEES TO REPORT DISCRIMINATION, HARASSMENT, AND/OR THE CREATION OF A HOSTILE WORK ENVIRONMENT BEFORE IT BECOMES SEVERE OR PERVASIVE, SO THAT MANAGEMENT CAN STOP THE OFFENDING BEHAVIOR BEFORE IT RISES TO THE LEVEL OF AN ASSAULT OR A VIOLATION OF LAW.

IF YOU BELIEVE YOU HAVE BEEN SUBJECTED TO CONDUCT THAT VIOLATES THIS POLICY, YOU MUST CALL THE EXECUTIVE CHEF, THE DIRECTOR OF OPERATIONS, OR THE TAPROOM MANAGER AT YOUR WORKPLACE AND YOUR ALTRES HUMAN RESOURCE SPECIALIST TO REPORT THE PROBLEM. IN ADDITION TO YOUR HUMAN RESOURCE SPECIALIST, YOU MAY ALSO CALL THE EMPLOYEE SUPPORT HOTLINE ON OAHU AT (808) 591-4992 OR TOLL FREE FOR NEIGHBOR ISLANDS AT (877) 590-4992, TO REPORT THE PROBLEM TO ANOTHER ALTRES HUMAN RESOURCE SPECIALIST.

IF YOU PREFER TO COMMUNICATE YOUR CONCERNS IN WRITING, PLEASE EMAIL HR@ALTRES.COM OR SEND TO ALTRES, ATTN: HUMAN RESOURCE DEPARTMENT, 967 KAPIOLANI BLVD., HONOLULU, HI 96814.

HANA KOA AND ALTRES WILL MAKE EVERY EFFORT TO RESOLVE YOUR COMPLAINT PROMPTLY. PLEASE NOTE THAT YOU HAVE A LIMITED NUMBER OF DAYS FROM THE DATE OF THE LAST ALLEGED UNLAWFUL DISCRIMINATORY OR HARASSING ACT (NOT

FROM THE DATE THAT YOUR INTERNAL COMPLAINT IS RESOLVED) TO FILE ANY CHARGES WITH THE APPROPRIATE STATE AND/OR FEDERAL AGENCIES, SHOULD THAT BE AN OPTION THAT YOU CHOOSE, AND YOU NEED NOT WAIT UNTIL THE CONCLUSION OF THE INTERNAL PROCESS TO DO SO.

OPEN DOOR POLICY

HANA KOA AND ALTRES BELIEVE A WORKING ENVIRONMENT SHOULD BE SAFE, ETHICAL, INCLUSIVE, AND PRODUCTIVE. THEREFORE, THE DOOR IS ALWAYS OPEN TO YOUR SUGGESTIONS, QUESTIONS, AND GOOD FAITH COMPLAINTS ABOUT YOUR WORK ENVIRONMENT AND HANA KOA OR ALTRES OPERATIONS, WITHOUT FEAR OF RETALIATION.

IF YOU HAVE A SUGGESTION, QUESTION, OR COMPLAINT, YOU SHOULD GO TO YOUR SUPERVISOR AS SOON AS POSSIBLE. THIS POLICY ALSO APPLIES FOR SITUATIONS THAT MAY NEED SUPPORT FOR PROCESSING, WITHOUT NEED OR WANT FOR FURTHER ACTION TO BE TAKEN. YOUR SUPERVISOR WILL LISTEN, AND THEN DECIDE HOW TO PROCEED (INVESTIGATE, OFFER EXPLANATION OR SOLUTION TO THE SITUATION).

IF YOUR SUPERVISOR IS UNABLE TO ASSIST YOU OR IF YOU FEEL UNCOMFORTABLE DISCUSSING THE MATTER WITH THEM FOR ANY REASON, CONTACT YOUR ALTRES HUMAN RESOURCE SPECIALIST.

REPORTING OPTIONS:

- DIRECTOR OF OPERATIONS (CHRISSIE)
- HEAD BREWER (JOSH)
- MANAGERS (NICK, CAROLYNN, AND NATE)
- SUPERVISORS (AMANDA AND KAWIKA)
- DIRECTOR OF DIVERSITY, EQUITY, AND INCLUSION (TIGGER)
- ALTRES HUMAN RESOURCE SPECIALISTS

ASSURANCE OF CONFIDENTIALITY

TO THE EXTENT POSSIBLE, ANY AND ALL COMPLAINTS OF HARASSMENT AND/OR DISCRIMINATION WILL BE INVESTIGATED IN A CONFIDENTIAL MANNER. WHILE HANA KOA AND ALTRES WILL STRIVE TO PRESERVE CONFIDENTIALITY, WE CANNOT GUARANTEE COMPLETE CONFIDENTIALITY SINCE WE CANNOT CONDUCT AN EFFECTIVE INVESTIGATION WITHOUT REVEALING CERTAIN INFORMATION TO THE ALLEGED HARASSER/DISCRIMINATOR AND POTENTIAL WITNESSES. HOWEVER, INFORMATION ABOUT THE ALLEGATION OF HARASSMENT/DISCRIMINATION WILL BE SHARED ONLY WITH THOSE WHO HAVE A NEED TO KNOW ABOUT IT. RECORDS RELATING TO HARASSMENT AND DISCRIMINATION COMPLAINTS WILL BE KEPT CONFIDENTIAL ON THE SAME BASIS.

EMPLOYEES MAY SHARE ACCOUNTS WITH SUPERVISORS, MANAGERS, OR HR THAT DO NOT CONSTITUTE ALLEGATIONS OR INVESTIGATIONS OF HARASSMENT OR DISCRIMINATION. THE DETAILS OF THESE ACCOUNTS WILL BE KEPT CONFIDENTIAL BY THE DESIGNATED PARTY, UNLESS THERE IS A POTENTIAL THREAT OF IMMINENT HARM TO ONE OR MORE PERSON(S).

PROCESS OF INVESTIGATIONS

ANY AND ALL COMPLAINTS OF HARASSMENT AND/OR DISCRIMINATION WILL BE INVESTIGATED IN A PROMPT, THOROUGH, AND IMPARTIAL MANNER. IN MOST INSTANCES, THIS PROCESS WILL INVOLVE AN OBJECTIVE GATHERING AND CONSIDERATION OF RELEVANT FACTS. DURING THE INVESTIGATIVE PROCESS, ALLEGED HARASSERS OR DISCRIMINATORS WILL NOT HAVE SUPERVISORY AUTHORITY OVER THE PERSON(S) CONDUCTING THE INVESTIGATION AND WILL NOT HAVE ANY DIRECT OR INDIRECT CONTROL OVER THE INVESTIGATION. DURING THE COURSE OF THE INVESTIGATION, MEASURES WILL BE TAKEN TO ENSURE THAT FURTHER HARASSMENT AND/OR RETALIATION DOES NOT OCCUR. IN NO INSTANCE WILL THE COMPLAINANT BE INVOLUNTARILY TRANSFERRED OR OTHERWISE UNDULY BURDENED.

FROM THE DATE THAT YOUR INTERNAL COMPLAINT IS RESOLVED) TO FILE ANY CHARGES WITH THE APPROPRIATE STATE AND/OR FEDERAL AGENCIES, SHOULD THAT BE AN OPTION THAT YOU CHOOSE, AND YOU NEED NOT WAIT UNTIL THE CONCLUSION OF THE INTERNAL PROCESS TO DO SO.

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IF YOU HAVE A SUGGESTION, QUESTION, OR COMPLAINT, YOU SHOULD GO TO YOUR SUPERVISOR AS SOON AS POSSIBLE. THIS POLICY ALSO APPLIES FOR SITUATIONS THAT MAY NEED SUPPORT FOR PROCESSING, WITHOUT NEED OR WANT FOR FURTHER ACTION TO BE TAKEN. YOUR SUPERVISOR WILL LISTEN, AND THEN DECIDE HOW TO PROCEED (INVESTIGATE, OFFER EXPLANATION OR SOLUTION TO THE SITUATION).

IF YOUR SUPERVISOR IS UNABLE TO ASSIST YOU OR IF YOU FEEL UNCOMFORTABLE DISCUSSING THE MATTER WITH THEM FOR ANY REASON, CONTACT YOUR ALTRES HUMAN RESOURCE SPECIALIST.

REPORTING OPTIONS:

- DIRECTOR OF OPERATIONS (CHRISSIE)
- HEAD BREWER (JOSH)
- MANAGERS (NICK, CAROLYNN, AND NATE)
- SUPERVISORS (AMANDA AND KAWIKA)
- DIRECTOR OF DIVERSITY, EQUITY, AND INCLUSION (TIGGER)
- ALTRES HUMAN RESOURCE SPECIALISTS

ASSURANCE OF CONFIDENTIALITY

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EMPLOYEES MAY SHARE ACCOUNTS WITH SUPERVISORS, MANAGERS, OR HR THAT DO NOT CONSTITUTE ALLEGATIONS OR INVESTIGATIONS OF HARASSMENT OR DISCRIMINATION. THE DETAILS OF THESE ACCOUNTS WILL BE KEPT CONFIDENTIAL BY THE DESIGNATED PARTY, UNLESS THERE IS A POTENTIAL THREAT OF IMMINENT HARM TO ONE OR MORE PERSON(S).

PROCESS OF INVESTIGATIONS

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CORRECTIVE ACTION

IF IT IS DETERMINED THAT A VIOLATION OF THIS POLICY HAS OCCURRED, PROMPT AND EFFECTIVE REMEDIAL ACTION, INCLUDING DISCIPLINE, WILL BE TAKEN. REMEDIAL MEASURES WILL NOT ADVERSELY AFFECT THE COMPLAINANT. REMEDIAL AND CORRECTIVE MEASURES WILL BE DESIGNED TO ENSURE THAT THE OFFENDING BEHAVIOR STOPS. THERE IS NOT A GUARANTEE OF PROGRESSIVE DISCIPLINE AND IMMEDIATE DISMISSAL WILL BE A POTENTIAL OUTCOME TO ANY FOUNDED ALLEGATIONS OF HARASSMENT OR DISCRIMINATION.

REQUEST FOR EMPLOYEE INPUT

WE ENCOURAGE ALL EMPLOYEES TO ASSIST US IN CONTINUOUSLY IMPROVING OUR HARASSMENT AND DISCRIMINATION POLICIES, AND COMPLAINT PROCEDURES. THEREFORE, WE REQUEST THAT IF YOU EVER FIND THAT OUR COMPLAINT MECHANISMS ARE INEFFECTIVE IN ANY WAY, PLEASE INFORM THE EXECUTIVE CHEF, THE DIRECTOR OF OPERATIONS, OR THE TAPROOM MANAGER AT YOUR WORKPLACE AND YOUR ALTRES HUMAN RESOURCE SPECIALIST. WITH YOUR HELP, WE CAN MAKE SURE THAT OUR COMPLAINT PROCEDURES REMAIN ETHICAL, INCLUSIVE, AND FUNCTIONAL TO PROVIDE YOU WITH EFFECTIVE AVENUES OF RECOURSE SHOULD YOU EVER HAVE A COMPLAINT.

SOCIAL MEDIA POLICIES

OUR COMPANY SOCIAL MEDIA ACCOUNTS ARE AN ESSENTIAL TOOL FOR OUR BRANDING AND MARKETING. WE WOULD LOVE TO FEATURE OUR EMPLOYEES ON OUR VARIOUS PLATFORMS. WE WILL REQUEST PERMISSION VIA THE COMPANY'S MEDIA RELEASE WAIVER. EMPLOYEE'S MAY DENY OR RETRACT THEIR PERMISSION AT ANY TIME WITHOUT FEAR OF RETALIATION. RETRACTION WILL REQUIRE A SIGNATURE FROM THE INDIVIDUAL EMPLOYEE AND WILL TAKE EFFECT IMMEDIATELY.

IF AN EMPLOYEE IS BEING HARASSED, STALKED OR THREATENED ON ANY OF OUR BUSINESS SOCIAL MEDIA ACCOUNTS, WE RESERVE THE RIGHT TO BLOCK THE ACCOUNT HARASSING ANY EMPLOYEE OR FEATURED INDIVIDUAL. DEPENDING ON THE SEVERITY OF THE HARASSMENT AND THREATS, HANA KOA RESERVES ITS RIGHT TO REFUSE SERVICE TO ANY INDIVIDUAL(S).

IF AN EMPLOYEE IS BEING HARASSED, STALKED, OR THREATENED ON THEIR PERSONAL ACCOUNT AND EXPRESSES CONCERN OVER CONNECTIONS TO HANA KOA'S SOCIAL MEDIA, WE WILL DO EVERYTHING WITHIN OUR POWER TO ENSURE THE SAFETY, COMFORT, AND WELLBEING OF OUR EMPLOYEE.

REPORTING OPTIONS:

- DIRECTOR OF MARKETING (KATY)
- GRAPHIC DESIGN (RILEY)
- DIRECTOR OF DIVERSITY, EQUITY, AND INCLUSION (TIGGER)
- DIRECTOR OF OPERATIONS (CHRISSIE)
- MANAGERS (NICK, CAROLYNN, AND NATE)
- HR (ALTRES)

ANY AND ALL OF THE ABOVE OPTIONS ARE AT THE DISPOSABLE OF ALL HANA KOA EMPLOYEES. EMPLOYEES MAY REPORT SAFETY AND PRIVACY CONCERNS SURROUNDING THE HANA KOA SOCIAL MEDIA TO ANY OF THE ABOVE PARTIES.