

LUNDS&BYERLYS

Employee Handbook

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Welcome to Lunds & Byerlys.

Thank you for joining our amazing team – a team that is relentless in its passion to create a sensational working and shopping experience. For us, it's accomplished every day through our shared commitment to respect, teamwork and innovation.

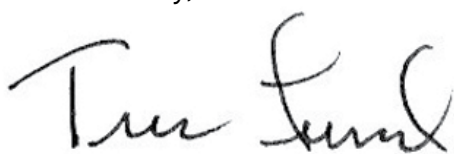
As we continue to grow and evolve, your passion, creativity and dedication will help to further drive our success.

This handbook is designed to highlight the many benefits available to you while also providing you with essential information about policies and procedures to help you navigate your journey with us. We want to ensure you have all the tools you need to thrive in your role.

We encourage you to take full advantage of the many opportunities we offer for personal growth and professional development. Your ideas and contributions are valued, and we believe that by working together, we can further elevate both our position as a Top Workplace for our team members and as the favorite place to shop for our customers.

Thank you again for choosing Lunds & Byerlys. We are excited to see what we can achieve together and look forward to supporting you in your career with us.

Sincerely,



Tres Lund
President & CEO



OUR VALUES

Respect, Teamwork & Innovation

OUR MISSION

Together, we create sensational shopping experiences for a lifetime.

Our History.

Lunds & Byerlys is built on a rich legacy of family tradition, values and innovation. Our story, which spans three generations, began with one corner grocery store that grew to become an iconic brand.

With a strong work ethic, Russell Lund, Sr. began his grocery career in 1922 at Hoves, a small corner grocery store located on the corner of Lake Street and Hennepin Avenue in Minneapolis. Within three months, he became a full-time employee and a 10 percent partner in the cheese and cracker department. An entrepreneur by nature, Lund experimented with pre-popped and packaged popcorn to sell in Hoves' cracker department. A short time later, Lund turned his experiment into a profitable business called the Red E Popt Popcorn Company and established the guarantee of customer satisfaction with the promise to "cheerfully refund your money" if you were not satisfied.

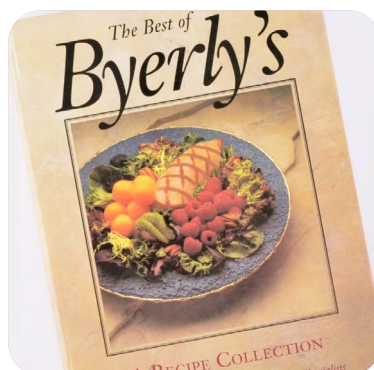
In 1939, Lund partnered with his former employers, becoming a full-partner in the Hoves' perishable department. Using profits from his popcorn business, Lund opened a new grocery store on Lake

Street under the Hove name, which was one of the first self-service grocery stores in the area. Three years later, he opened another store in Edina on 50th Street and France Avenue. The Hoves stores' lease expired in February 1964 and Hoves grocery stores were renamed Lunds.

We have continued to grow under the guidance of Russell T. Lund III (Tres), grandson of founder Russell T. Lund. In April 1997, Lunds acquired a local friendly competitor called Byerly's Inc., which was founded by Don Byerly in 1968. The marriage of the two companies is considered an industry success story as both entities maintained separate identities under one parent umbrella while successfully combining their service-oriented philosophies. In 2015, the separate "Lunds" and "Byerly's" store brands were combined under one unified name:

Lunds & Byerlys.

Together, we have continued to raise the bar for what a working and shopping experience can be through a commitment to extraordinary food, exceptional service and passionate expertise.



SCAN this QR code or visit LundsandByerlys.com for a deeper dive into the history of L&B.

Hospitality.



While selling groceries is **what** we do, having team members and customers leave our stores happier than when they arrived is **why** we do it. And it's a key differentiator for our company.

We refer to our commitment to hospitality as L&B Cares and that's because hospitality is all about extending genuine care and compassion to each other. We strive to foster a culture where we are everyone's favorite grocer. And it's accomplished through our shared focus on creating meaningful and memorable moments that always make our coworkers, customers and the community happier.

There are many ways you can become involved in our L&B Cares efforts. First, and foremost, it starts with each one of us expressing hospitality in all we do. We also have an L&B Cares Committee led by a member of our company's Executive Team with a focus on ensuring hospitality is top of mind in everything from our hiring process to training opportunities to serving our customers each and every day. And every location has an L&B Cares Champion who is helping to lead that location's hospitality focus.

We look forward to seeing your hospitality in action!

CORE COMPETENCIES OF HOSPITALITY

Action-Oriented	Urgency; Decisive; Opportunistic	Ensures Accountability	Responsibility; Feedback; Ownership
Customer Focused	Relationships; Others-Centric; Responsive	Instills Trust	Honesty; Integrity; Authenticity
Communicates Effectively	Clarity; Understanding; Adaptability	Values Differences	Curiosity; Advocacy; Empathy

Diversity, Equity, and Inclusion.



Lunds & Byerlys is committed to creating a work environment where we value the experiences, insights, and talents of our team members. We strive to foster a culture of belonging, teamwork, respect and physical and psychological safety that fully represents the different cultures, backgrounds and viewpoints of our workforce and the communities we serve. The **DEI Workplace Advisory Council** is an important part of L&B's overall commitment to advance our efforts within and beyond our company. The council's goals include:

- Build an even better Lunds & Byerlys
- Develop and implement initiatives
- Provide guidance and training to team members
- Recognize opportunities to align DEI approaches across functions and the organization

We are dedicated to fostering a safe and inclusive environment with equal opportunities for all. We proudly embrace the diversity of our team members. Learn more about our commitment to DEI [HERE](#).

Equal Opportunity Employer.

Lunds & Byerlys recognizes and values the benefits of having a diverse workforce. Accordingly, our company is committed to being an **equal opportunity employer** and providing a work environment free from all forms of discrimination and harassment, where individuals are treated with dignity and respect. This includes providing equal employment opportunity to all interested and qualified individuals without regard to race, color, religion, sex, pregnancy, national origin, age, (dis)ability, marital status, sexual orientation, gender identity, gender expression, genetic information, military and veteran status or any other characteristic protected by applicable law.

This commitment applies to all policies and procedures relating to all phases of employment including recruitment, selection, training, promotions, compensation, benefits and all other terms and conditions of employment. We are committed to ensuring that our workplace reflects the diversity of the communities we serve.

Community Commitment.

Our core values are deeply ingrained in our culture and guide our practices, actions and decisions. This includes our commitment to the communities we serve, sustainability, and responsibility. To learn more about these values, [visit our website](#).



COMMUNITY

Providing to area food banks and offering grant support to organizations focusing on healthy living, nutrition, disease prevention, children's education and medical and emergency assistance.



SUSTAINABILITY

We know sustainability is a never-ending journey, and we're focused on finding more and more ways to instill sustainable practices throughout every aspect of our daily operations. A powerful example of our commitment is reflected in our 45% energy reduction since 2007.



RESPONSIBILITY

Partnering with ranches and farmers that practice in animal well-being and environmental stewardship. Partnering with farmers offering homegrown produce. Offering a wide variety of wild-caught and farm-raised seafood from sustainable fisheries.

In addition to the commitment above, we focus on sustainability with our waste amongst team members and customers by making it easier to identify waste streams. This is accomplished through training our team members and including updated signage at our locations.

Compensation and Benefits Philosophy.

We pride ourselves on offering competitive market compensation for all positions at Lunds & Byerlys and engage in ongoing comprehensive market analyses to ensure you are fairly compensated for the work you do.

We are committed to offering a diverse range of benefits designed to enhance the overall wellbeing of our team members. Our compensation packages include robust health benefits aimed at supporting physical and mental health. We also emphasize recognition benefits to celebrate achievements and foster a culture of appreciation.

Additionally, we provide rewards to recognize individual contributions and team successes so our team members feel valued and motivated to excel. By investing in our team member's health, recognition and rewards, we aim to create a supportive environment where everyone can reach their full potential.

*Even if you are offered health coverage through your employment, you may have other coverage options through the **Health Insurance Marketplace** ("Marketplace")*

Physical & Mental Health Benefits.



We offer comprehensive benefit packages for both our union and non-union employees, designed to support overall well-being. These packages include physical and mental health benefits, with access to high-quality healthcare, and value-added services that promote a healthy work-life balance.

Recognition Benefits.



We take pride in fostering a culture of appreciation through everyday recognition and celebrations of key milestones. Our recognition benefits highlight the contributions of our employees, from acknowledging daily achievements to honoring years of service and significant career milestones.

Rewards Benefits.



We are proud to offer a range of rewards to our employees, including a generous employee and family discount. In addition, we partner with various discount programs to provide savings on everyday purchases, special events, and more. Team members also have the opportunity to earn rewards for completing training, further supporting both personal and professional growth.

Payday & On-Demand Pay.



We are committed to providing you flexible pay options. Under our weekly pay policy, you will be paid every Friday for the work completed in the previous week. As a new team member, you will receive your first paycheck the next Friday after your first week worked.

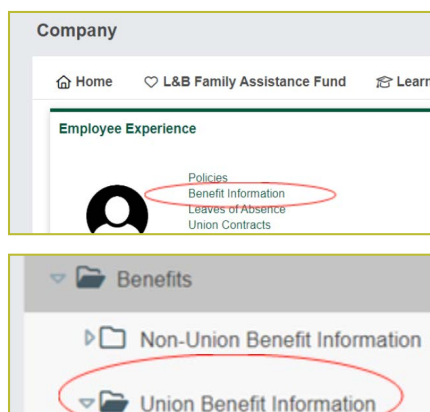
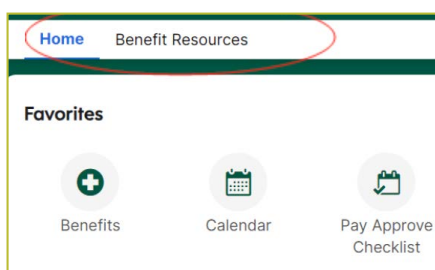
In addition, you can also set your own pay day. We offer on-demand pay via Dayforce Wallet. Dayforce Wallet allows you to access your pay as soon as you earn it, without the need to wait until payday. Learn more about Dayforce Wallet [HERE](#).

Health Insurance Plans & Benefits.

Comprehensive medical, dental and vision coverage are offered to full-time and certain classifications of part-time team members. In addition, we offer a variety of 401(k) programs including a generous employer contribution for eligible employees. These programs allow pre-tax or Roth contributions into your personal account, with investment options in various mutual funds tailored to your strategy.

Specific coverage varies between union and non-union plans.


Non-Union
Benefits – Dayforce
“Benefit Resources”




Union Benefits
– Mango “Union
Benefit Information”

Career Development.



We support you in every stage of your employment journey through ongoing training, career coaching, mock interviews, resume resources and more.

Our learning app, **GROW!**, provides your new hire learning, ongoing learning through daily questions, video modules and a variety of on-demand topics so you can Gain new knowledge, Retain key information, Optimize your productivity, and Wonder about next steps and new career opportunities.

Visit the **Learning & Development page on Mango** to explore succession planning, career coaching, tuition reimbursement and more.

On the **Career Resources page on Mango**, you can view and apply for internal job openings, request a transfer, and get resume, interview and career development support.

Job Postings.

We are committed to providing a work environment that supports and encourages team member growth and development. Our **job posting and selection practices** are designed to ensure all team members have access to learn about and apply for open positions.

This practice provides our team members the opportunity to pursue their career goals while ensuring all positions are filled with highly qualified people.

You can view job postings on our **careers website, the Career Resources page on Mango, or GROW!**

View internal job postings by clicking on the shortcut button on Mango.

Internal Job
Openings
and
Application



Quick Links



Internal Job Openings



Hospitality Survey

Access these quick link buttons on the GROW app!

Training Programs.

We invest in our team members and provide a variety of leadership and professional development opportunities to provide the knowledge and skills needed to create a career at L&B. Program enrollment varies. Look for more information and job postings on Mango.



Culinary Professionals are entry-level programs for anyone with a passion for food and hospitality mindset to gain well-rounded expertise in a dedicated department. One month of on-site training is followed by six months in store and prepares participants to pursue full-time, highly skilled career paths.



The Leadership Readiness Program

gives emerging leaders insight into leading themselves, leading others, and leading the business through 17 weeks of cohort-style sessions.



Communication.

We use a variety of mobile applications to give you just-in-time access to important information in the palm of your hand. Please be sure to speak with your manager if you need help downloading and signing in.



Dayforce is used for your timecards, scheduling, time off requests, direct-deposit, tax forms and more!



The **Lunds & Byerlys** app is used to place online orders, view Extras deals, clip coupons, shop the weekly ad, and more!



Mango is our intranet. Here you can locate important company news, phone lists, policies, forms, job postings, and other information.



Axonify is the app that we use for **GROW**, our learning management platform. This is where you will find training and elearning opportunities.



Employee Discount.

We are pleased to offer a generous employee discount to you and your immediate family members in your household. Our discount applies to everything from groceries purchased in store and online to catering for your personal events through Lunds & Byerlys Catering. For details refer to the [full policy](#).

Tuition Reimbursement and Scholarship Programs.

We have a long history of supporting our team members' education and career aspirations, and you are eligible to participate in any of these programs.

- ▶ **Tuition Reimbursement:** We applaud and support continuing education. Eligible full-time and part-time team members can utilize this program. For details, [please review our tuition reimbursement program brochure](#).
- ▶ **Russell T. Lund Scholarship Program:** Established by our founder's family, this program offers scholarships to selected team members and their immediate family members. [Learn about eligibility, the application process, and more in the Russell T. Lund Scholarship brochure](#).
- ▶ **Minnesota Grocers Association Foundation Scholarship:** Designed to support students connected to Minnesota's food industry, including their families. This program assists with college expenses and contributes positively to both students and their affiliated colleges. [More information is available in the General Information brochure found on Mango](#).



L&B Family Assistance Fund.



LUNDS & BYERLYS

FAMILY
ASSISTANCE FUND

Our Family Assistance Fund was established in 2014 by Tres Lund and his family to provide our team members with an additional layer of financial support in their time of need. From providing shelter after natural disaster strikes to helping with costs associated with an unexpected illness, our fund seeks to make a positive impact in the lives of our L&B family. For more information, visit the [L&B Family Assistance Fund Mango page](#).

Service Awards.

We deeply value your dedication to Lunds & Byerlys, and we want to celebrate your milestones with us. Starting from your five-year anniversary, and every five years after that, you'll receive a special gift as a token of our appreciation. For those reaching 15 years with us, you'll be honored at a special recognition luncheon hosted by one of our Executive Team members.

Employee Referral Program.

We often find our team members are our best source of potential new hires. We appreciate and encourage employee referrals! Our employee referral program provides you with the opportunity to earn a bonus for every new hire you refer to Lunds & Byerlys. See our full [Employee Referral Form](#) for more details!

Wage Disclosure Protection.

Lunds & Byerlys will not prohibit or discipline team members from talking about their own pay or discussing other team members’ pay.

You do not have to tell anyone your pay if you do not want to. This policy also does not allow sharing company proprietary information, private information, or anything protected by law without written permission from leadership. It also does not allow sharing protected information about other team members with competitors if it is against our rules or contracts.

The Company works hard to uphold all of its stated policies but should this policy be violated, there may be remedies under the law afforded to the employee should they pursue legal action.

Leaves of Absence.

We recognize our team members will need to take time away from work for personal and/or medical reasons.

We offer and comply with all applicable federal and state leaves to which a team member may be entitled to, including:

Our **Leaves Policy** details the various types of leaves that most commonly apply to our team members.

- | | |
|--------------------------------|--|
| Adoption Leave | Legislative Leave |
| Bereavement Leave | Medical Leave |
| Bone Marrow Donor Leave | Military Leave |
| Civil Air Patrol Leave | Personal Leave |
| Crime Victim and Witness Leave | Political Leave |
| Disability Leave | Pregnancy and Parenting Leave |
| Election Judge Leave | Quarantine Leave |
| Family and Medical Leave | School Activities Leave |
| Family Military Leave | Time Off to Obtain a Restraining Order |
| Jury Duty Leave | Time Off to Vote |

Managing Your Work Schedule & Availability.

Lunds & Byerlys operates seven days a week, so we have many different work schedules. In retail, office, and production areas, you will find part-time and full-time schedules that may be traditional or unique. Talk to your leadership about your schedule preferences. They can help you find a schedule that works for both you and the business.

In most retail and production facilities, work schedules will be posted in advance. If you want to change your work availability, you can submit a request to change your availability in Dayforce where it will be reviewed by your leadership. We will try to honor your request while also considering the needs of the business. You are responsible for your scheduled shifts. If you become unavailable to work a shift, coordinate with your location leadership to explore options such as posting your shift to unfilled shifts to swap with a co-worker or to transfer your shift to a co-worker who desires extra hours. Your shift remains your responsibility until a manager approves the shift transfer or swap.

For office positions, you will work with your manager to create a schedule that meets both the business needs as well as your personal needs. We operate parts of our business 24 hours a day, 7 days a week and on occasion, you may be asked to support the business outside of normal business hours. These schedules generally stay the same each week. If you want to change your schedule, talk to your manager as early as possible. We will consider your request along with the needs of the department.

Hours of Work, Overtime and Employment Classifications.

Hours of work, overtime, and employment classifications are explained in the non-union benefits summary or your union contract, if applicable. For overtime purposes, the work week is defined as Monday through Sunday or as detailed in your union contract. Store Leadership or Employee Experience can help answer any questions you may have.

Break & Lunch Periods.

All team members can take paid and unpaid breaks. Since team members work different shifts, either full-time or part-time, your specific break times will be shared by your location's leadership team. To ensure we're offering a sensational shopping experience for our customers, it's important for everyone to take their breaks at the scheduled times.

For those team members who are in a union, you can review your contract for further break information.

Paid Time Off For Team Members.

We offer paid time off (PTO) to all team members. Whether time away is needed for vacations, family time, school events, illness, injury or other personal needs, you can use your earned time to get paid while off work. Time is earned and accumulated throughout the year based on your classification.

Any banked holidays and floating/personal holidays must be used in the year they are earned. PTO benefits can be carried over into the next year if the total balance of unused PTO does not exceed twice your annual earning level.

Depending on whether you are a union or non-union team member, PTO accrual may look different, so it is best to reference your union contract in addition to our Paid Time Off and Attendance policies.

Calendar Holidays.

We recognize the following paid holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

We are not open on Easter Sunday, and you may elect to use accrued paid time off to receive pay for that day.

Our retail and production facilities may be operating during these holidays. Your location leadership team will provide further details about holiday pay and work schedules. For more information on this, you can look at our Holiday Pay policy and/or union contract, if applicable.

Earned Sick & Safe Time.

Lunds & Byerlys provides eligible team members with sick and safe time pursuant to the Minnesota Earned Sick and Safe Time (ESST) law. Team members are eligible for ESST as long as they work at least 80 hours in an anniversary year. There are several reasons that you can take time off, ranging from taking time away to take care of your own mental or physical illness or if there is a closure of a family member's school or care facility due to weather or a public emergency.

For more information, review the **Earned Sick and Safe Time policy**. The supplement section of this handbook also includes additional information outlining ESST for various jurisdictions throughout Minnesota.

Accommodation.

Lunds & Byerlys prohibits discrimination against people with disabilities. This means we treat all team members and job applicants fairly, no matter their disability, or perceived disability.

We will provide reasonable accommodation to help a person with a disability do their job, as long as it does not constitute an undue hardship and/or a direct threat to the health and/or safety of the individual or others.

Team members who need help with a disability may reach out to their leadership. Lunds & Byerlys will review their request and may ask for documents to support it. Sometimes, we may notice you need help even if you do not ask.

Your medical information is kept private and separate from other work records. We work hard to keep this information safe. Leadership and other team members must keep this information confidential. Anyone inappropriately disclosing such information is subject to disciplinary action up to and including termination of employment.

LACTATION ACCOMMODATION

In compliance with Minnesota's Nursing Mothers, Lactating Employees, and Pregnancy Accommodations law, Lunds & Byerlys will provide reasonable paid breaks for team members to express milk. Breaks can be taken during rest or meal times.

We will provide a clean, private and secure room with an electrical outlet for expressing milk. This room will not be a bathroom stall. Team members should talk to their location's leadership team or our Employee Experience department to identify the designated space to express and store milk.

Team members should provide advance notice if they plan to take breaks for expressing milk when they return to work.

We will not discipline or treat team members unfairly for requesting or using these breaks. If team members feel they have been denied a break or treated unfairly, it should be reported to the location's leadership team or Employee Experience.

For more help, team members can contact the Minnesota Department of Labor and Industry at dli.laborstandards@state.mn.us or **651-284-5075**. More information is available on the [MN DoL website](#).

PREGNANCY ACCOMMODATION

We provide reasonable accommodations for pregnancy and childbirth-related health conditions under the federal Pregnant Workers Fairness Act and Minnesota's Nursing Mothers, Lactating Employees, and Pregnancy Accommodations law.

Team members may request accommodations such as:

- Temporary transfer to a less strenuous or hazardous position
- Temporary leave of absence
- Modified work schedule or job assignments
- Seating
- More frequent or longer breaks
- Limits on heavy lifting

The following accommodations will be provided upon request without medical certification:

- More frequent or longer restroom, food and water breaks
- Seating
- Limits on lifting over 20 pounds

For other requests, team members must obtain advice from a licensed health care provider or certified doula. Requests may be denied if they impose undue hardship to our operations.

Lunds & Byerlys is not required to create new positions, terminate or transfer other team members, or promote any team member as part of the accommodation process.

If team members feel they have been denied an accommodation or break time, retaliated against, or otherwise treated in a manner that violates this policy, they should contact their location's leadership team or Employee Experience. Violations of the Minnesota law can be reported to the Minnesota Department of Labor and Industry's Labor Standards Division at dli.laborstandards@state.mn.us or **651-284-5075**. More information is available on the [MN DoL website](#).

Standards of Conduct.

It's important for team members to know their actions reflect Lunds & Byerlys. We expect everyone to act according to our values and always show integrity and trust. Below are some examples of conduct that can hurt our operations, safety and security. While we believe in giving chances to improve, these actions could lead to discipline, including losing your job. This list is not complete, but rather examples of what can impact your employment. For more information, talk to your location's leadership or your Employee Experience Business Partner.

APPROPRIATE WORKPLACE BEHAVIOR

We aim to create an environment where everyone feels safe and respected at work. Harassment of any kind is not tolerated. This means no bullying, teasing or making others feel uncomfortable. For more information, review our [Appropriate Workplace Behavior policy](#).

RESPECTING CUSTOMERS

We always put our customers first. We are fully committed to providing exceptional service by treating every customer with respect, dignity and kindness. If you encounter a tough situation with a customer and need help, it is your responsibility to ask your location's leadership for assistance.

VIOLENT BEHAVIOR

All forms of violence are prohibited. This includes any verbal or physical threats or behavior meant to scare others. Fighting or actions harming others or damaging property are not allowed. If you see or hear about any threatening or violent behavior, you must tell leadership right away. Do not argue or engage in violent actions as it could lead to disciplinary action, including termination and possible criminal charges.

INSUBORDINATION

Teamwork is key to providing great service to our customers. When leadership asks you to do something, it is your responsibility to do it quickly and professionally. If you disagree with the instructions, still follow them if they are not illegal or against company policy. Later, you can talk to a higher level of leadership about your concerns.

ALCOHOL, DRUGS, AND OTHER INTOXICANTS

You may not have, use or be under the influence of alcohol, drugs or misuse medications while on the job. This is a serious safety risk and will not be tolerated. No team member should report to work or return to work under the influence of any intoxicants.

If you have an alcohol or drug problem, we encourage you to seek help before it affects your job. However, breaking this rule can still lead to discipline, even if you are in a treatment program.

If you are taking prescription drugs or other medication that could impact your ability to work safely, talk to your location's leadership before performing your job duties.

For more information, review our **Drug & Alcohol-Free Workplace** policy.

ATTENDANCE

If you miss a shift, arrive late or leave early, it affects the service we provide our customers. We expect you to be on time and reliable. If you cannot make it to work, you must contact your location's leadership as early as possible. Failing to do so, or leaving early without approval, can lead to disciplinary action. For more information, review our **Attendance policy**.

DRESS AND GROOMING

Our image makes us stand out by creating positive impressions for our customers and the communities we serve. We expect our team members to present themselves professionally by having standards around dress, grooming and personal hygiene. For more information, review our **Dress & Grooming policy**.

SOCIAL MEDIA

Social media includes many ways to share or post information online, like blogs, personal websites, social networks or chat rooms. The same rules of respect and professionalism apply online as they do in the workplace. You are responsible for what you post. Think carefully about the risks and rewards before posting. If your online actions negatively impact your job, coworkers or the company, it could lead to disciplinary action, including termination. For more information, review our **Social Media policy**.

SALE OF AGE-RESTRICTED PRODUCTS

We follow all laws for selling age-restricted products such as alcohol and THC-infused products. Team members must never sell these products to anyone under 21. It's important to know and follow these laws. Breaking these rules can lead to fines, legal fees and losing your job. Our registers and service counters have age check tools to assist you. For more information, review our **Sale of Alcohol policy**.

TOBACCO AND TOBACCO-RELATED PRODUCTS

We maintain a smoke-free and tobacco-free environment at all locations – this means all tobacco and tobacco-related products, including vaping. Tobacco use is only allowed in designated areas. Follow the expectations regarding where you can use tobacco to ensure we keep the workplace accessible for everyone. For more information, review our **Worksite Tobacco policy**.

TEAM MEMBER THEFT

Theft of money, products, supplies or any property that belongs to Lunds & Byerlys, customers or other team members will result in disciplinary action, up to and including termination and possible legal action. This includes:

- Removing, eating, or giving away product without payment
- Manipulation and or falsification of company policies, procedures and systems, that benefit the team member or others, will be considered theft

All team member purchases must be accompanied with a receipt, keep the receipt visible when eating or drinking in the store. Lunds & Byerlys reserves the right to investigate all incidents resulting in loss, injury, risk of loss or violation of company policy. Team Members who fail to cooperate and/or provide false or misleading information during an investigation could be subject to disciplinary action up to and include termination.

WORKING OFF THE CLOCK

We value your work and want to make sure you are paid for all the time you spend on the job. That is why we have given you tools to report your work hours accurately. Please use these tools correctly and consistently. Not reporting your work time could lead to termination. Also, if you record hours you did not actually work and get paid for that time, it is considered theft, and it could also lead to termination.

FIREARMS AND WEAPONS

To keep our workplace safe and free of violence, we do not allow firearms or other weapons during work, even if you have a license. However, if you have a valid permit to carry and possess a firearm, you can keep a firearm in your locked, personal vehicle in our parking facilities and it cannot be shown to others.

We reserve the right to search and inspect property, including purchases and lockers. We also reserve the right to search and inspect individuals who are on company property, operating company machinery, equipment or vehicles for work-related business, and conducting company business off premises.

INTENTIONAL MISUSE, DAMAGE OR DESTRUCTION OF PROPERTY

We understand accidents happen, but please handle all company property and equipment with care. Carelessness or intentional damage to company, team member or customer property will not be tolerated.

RETURN OF COMPANY PROPERTY

You are responsible for any company property, materials, equipment or information given to you. All company property must be returned by your last day of work. If not, the cost may be taken from your paycheck, and the company may take legal action to recover its property.

INTEGRITY & TRUST

We strive to provide extraordinary products and exceptional service. Every team member must act with honesty and integrity, avoiding actions that could harm Lunds & Byerlys' reputation. While our business goals are important and demanding, ethical behavior is even more vital. We support fair business practices and follow all laws against unfair or unethical actions.

Team members must follow all relevant laws and rules. They cannot use consultants or brokers to do things they are not allowed to do themselves. Ignorance of the law, business demands or peer influence are not excuses for breaking the law.

USE OF TECHNOLOGY & ACCESS TO INFORMATION

We expect you will use company technology responsibly. Do not use it to look at or share inappropriate things. You must keep company information private as it can only be shared with permission. For more information, review our **Business Technology – Acceptable Use policy**.

DISCLOSURE OF CONFIDENTIAL INFORMATION

Sharing confidential information about a team member, customer or the company is not allowed. You should only discuss financial, proprietary or any other private information with people who are authorized and have a need to know. Discussing with anyone else is strictly prohibited. Some jobs require special training in keeping this information private.

FALSIFICATION OF RECORDS

Your honesty is crucial. Always record and share accurate information in your work. Be truthful with your manager, customers, coworkers and business partners. Dishonesty, including falsifying company records and transactions, is not allowed and can lead to serious consequences, including termination.

EMPLOYMENT OF RELATIVES, SIGNIFICANT OTHERS, AND ROOMMATES

Your relatives, significant others and roommates can also work at Lunds & Byerlys, but they cannot be in positions where one supervises the other. This helps ensure fair and professional treatment of all team members. For more information, review our **Employment of Relatives and Significant Others policy**.

NON-SOLICITATION

Solicitation, posting or distribution of material, handbills, printed or written literature of any kind, including internet or phone communications, by a team member to another team member is prohibited during work time and in work areas. Work time does not include breaks or time before and after shifts. Non-team members cannot ask, post or distribute anything on company property at any time.

Commitment to Safety & Security.

At Lunds and Byerlys, team members are our most valuable asset. We strongly believe each of you is entitled to a safe and healthy working environment. The things that matter most – your health, your family, play time and work – can all be compromised in an instant. Your personal safety cannot be taken for granted – it's something you need to work at, and we hope you will.

Our Safety Program is designed specifically for the protection of our team members, customers and visitors. Our team members must always focus on safety and prevention. We will never ask you to commit an unsafe act or violate a safety rule.

Safe working habits and knowing our safety rules and policies are a condition of your employment. These rules and policies will be enforced and failure to comply will result in discipline, up to and including termination.

All team members are encouraged to make suggestions that will help maintain safe working conditions and should notify their location's leadership of any unsafe working conditions. It is only through our joint efforts that accidents can be prevented. It's crucial that you make safe work practices a habit. Any unsafe or hazardous condition and any injury or illness, regardless of how minor it may seem, must immediately be reported directly to your location's leadership.

Regardless of our job titles, we all have the same three job responsibilities:

- Keep the environment safe and clean.
- Create exceptional service for our customers.
- Do the job you were hired to do.

*Safety is not the practice of one person but rather the **practice of many people**. As one of our company values that guides our business practices, we are all responsible for safety. Every time we go to work, we make **a commitment to provide a safe working environment for our customers, business partners and each other.***



President & CEO

Food Safety.

We are committed to providing only the safest and highest quality food to our customers. Every team member carries a responsibility to ensure our food products are handled in strict adherence to our food safety and quality standards.



HANDWASHING

The single most important thing you can do to protect our food is to wash your hands well and often. You will see signage at all handsinks – from the restrooms at our Corporate Support Office to our production facilities to our retail departments – reminding every team member of the proper handwashing techniques.

You can make a difference by ensuring you wash your hands before leaving any restroom. If you work in a perishable department, you will be given additional training about handwashing, including when and how to wash your hands.

FOOD HANDLING

Food helps unite people for many important gatherings and events. It nourishes not only the body but the mind, and we take great care to meet or exceed food safety rules to ensure food is served in the safest possible condition. This includes:

- Hot food stays hot above 135° F

- Cold food stays cold below 41° F

- Food rotated with FIFO (first in and first out)

- All food utensils and containers are washed, rinsed and sanitized

- Raw and ready to eat foods handled correctly

- Food cooked and cooled to the required temperatures

- Cleaning and sanitation procedures followed

- Food stored in packages or in employee monitored areas

- Chemicals kept out of our food

- Preventing allergen cross contact

ILLNESS

It is important all team members know and understand our employee illness policy. Many illnesses are contagious from person to person, and some can be transmitted through food. To prevent an ill team member from accidentally getting their coworkers sick, it is imperative that you do not come to work if you have been diagnosed with a contagious illness.

Perishable department team members must understand the additional illness requirements:

You cannot come to work in a perishable department and must report to your manager if you experience:

- Diarrhea or vomiting in the past 24 hours
- Sore throat with a fever
- Visible jaundice
- An open, infected wound

In addition, you are required to report to your manager if you are diagnosed with:

- Norovirus
- Salmonella
- Shigella
- Hepatitis A
- E. coli

QUALITY ASSURANCE

Beyond food safety, we are known for our extraordinary food, exceptional service and passionate expertise. We have built a reputation of trust and excellence in the communities we serve. We strive to renew that promise to our customers with every food item and every shopping experience. It is important to understand the high expectations the company has of our team members and our food.

How do we live up to these high standards?

We follow the standards for Safe, Quality Food:

“Say What We Do and Do What We Say” and **“If You See Something, Say Something”**

It is our privilege to serve the communities who trust and value our products and service. And it's also our privilege to work alongside our amazing team members every day.

Age Restricted Work Activities & Hours.

Certain work tasks and hours are restricted based on age. Team members must be at least 16 or 18 years old to perform specific duties or work during certain hours. For detailed information, please refer to our [Minor Employment policy](#).

Access to Employment File.

Team members may view or get a copy of their employment file once every six months by sending a written request to our Employee Experience department. You can review your file at work or a nearby place during regular business hours with a company representative present. After leaving the company, you may get a copy of your file once a year for as long as the personnel record is maintained.

The following documents are not a part of the employment file and cannot be viewed:

- Letters of recommendation
- Certain criminal or civil investigation information
- Certain protected educational records
- Employer test results (except for final scores)
- Medical records
- Company salary and staff planning information
- Information about other team members
- Certain privileged information

If you disagree with something in your file, you may reach out to Employee Experience. If you and the company cannot agree on changes, you can write a statement (up to five pages) explaining your position. This statement will be added to your file and shared with anyone who sees your file.

Employment-At-Will.

All team members are employees-at-will except as otherwise provided through a union contract or an employment agreement signed by an officer of the company. This means the employment relationship is non-contractual, for no fixed period of time, and is terminable at any time by either you or the company at any time, for any reason, with or without cause, and with or without notice. No manager or any representative of the company, other than an officer of the company, has the authority to enter into any agreement with you for employment for any specified period, or to make any promises or commitments contrary to the employment-at-will policy. Any such agreements entered into by an officer of the company must be in writing and signed by the officer.

Corrective Action & Dispute Resolution Process.

We are committed to creating a positive and supportive work environment for all our team members. At times, there may be situations where someone conducts themselves inappropriately, breaks the rules, or performs poorly. We look to take corrective steps to help get them back on the right track to support their growth and development. Following these steps, or choosing not to, does not change the fact that employment is at-will, meaning either the company or the employee can end it at any time. The company can also discharge an employee without warning, if necessary. Each case is handled individually, considering the specific circumstances.

We understand that some situations requiring discipline can be complicated and may involve special circumstances. We also know that some employees might need certain accommodations based on their personal situations. Because of this, we offer employees the chance to challenge a final written warning or termination. A Dispute Resolution Process (DRP) panel will review the case to see if the discipline given matches the severity of the issue or behavior.

For more information, you can reference the [Dispute Resolution Process policy](#).

Thank You.

Thank you for choosing Lunds & Byerlys as your employer and for your commitment to maintaining a safe, productive and fun work environment. We appreciate and value every team member as we work together to create sensational working and shopping experiences for a lifetime!

Welcome to the team. We are excited you are here!



Earned sick and safe time employee notice

Per state law, employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. At Lunds & Byerlys you earn paid time off at a rate that exceeds the state accrual for earned sick and safe time. As a result, you can designate up to at least 48 hours of your paid time off balance as earned sick and safe time within your anniversary year.

At the end of each pay period, Lunds & Byerlys provides employees with their current paid time off balances and accruals on their earnings statement. Earned sick and safe time must be paid at the same base rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.
- to make arrangements for or attend funeral services or a memorial or address financial or legal matters that arise after the death of a family member.

Notifying employer, documentation

An employer can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than three consecutive scheduled workdays.

If an employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, inform your leadership as far in advance as possible. In situations where an employee cannot provide advance notice, the employee should contact leadership as soon as they know they will be unable to work.

Spanish/Español	Este documento contiene información importante sobre su empleo. Marque la casilla a la izquierda para recibir esta información en este idioma.
Hmong/Hmoob	Daim ntawv no muaj cov xov tseem ceeb hais txog thaum koj ua hauj lwm. Khij lub npauv ntwam sab laug yog koj xav tau cov xov tseem ceeb no txhais ua lus Hmoob.
Vietnamese/Việt ngữ	Tài liệu này chứa thông tin quan trọng về việc làm của quý vị. Đánh dấu vào ô bên trái để nhận thông tin này bằng Việt ngữ.
Simp. Chinese/简体中文	本文件包含与您的雇用相关的重要信息。勾选左边的方框将接收以这种语言提供的信息。
Russian/русский	Данный документ содержит важную информацию о вашем трудоустройстве. Отметьте галочкой квадрат слева для получения этой информации на данном языке.
Somali/Soomaali	Dukumintigan waxaa ku qoran macluumaad muhiim ah oo ku saabsan shaqadaada. Calaamadi sanduuqaan haddii aad rabto inaad macluumaadkan ku hesho luqaddan.
Laotian/ລາວ	ອະນຸຍາດໃຫ້ຂໍສຳຄັນກ່ຽວກັບການຈ້າງງານຂອງທ່ານ. ກວດເບິ່ງກ່ອງທີ່ຢູ່ເບື້ອງຊ້າຍເພື່ອຮັບຂໍ້ມູນນີ້ໃນພາສາລາວ.
Korean/한국어	이 문서에는 귀하의 고용 형태에 관련된 중요한 정보가 담겨있습니다. 이 언어로 이 정보를 받기를 원하시면 왼쪽 상자에 체크하여 주세요.
Tagalog/Tagalog	Ang dokumentong ito ay nagtataglay ng mahalagang impormasyon tungkol sa iyong pagtatrabaho. Lagyan ng tsek ang kahon sa kaliwa upang matanggap ang impormasyong ito sa wikang ito.
Oromo/Oromoo	Biraqaan kun waayee hojii keetii odeeffannoo barbaachisoo ta'an qabatee jira. Saaxinnii karaa wataatti argamu kana irratti mallattoo godhi yoo afaan Kanaan barreeffama argachuu barbaadde.
Amharic/አማርኛ	ይህ ደብዳቤ ላይ የሚጠቀሙት አስፈላጊ መረጃ የያዘ ነው፡፡ ይህንን ደብዳቤ በስተጻፈ በኩል ባለው ቋንቋ ተተርጉሞ እንዲሰጥኑ ከፈለጉ በዛው በስተጻፈ በኩል ባለው ሳንቶ ውስጥ ምልክት ያድርጉ፡፡
Karen / ကညီကျိာ်	လၢတီၢ်လၢခါအံၤဖျါတၢ်ဂ့ၢ်တၢ်ကူၤအကါဒိၣ်လၢအဘၣ်သးဒီးန့ၣ်တၢ်ဖဲတၢ်မၤန့ၣ်လီၤ, တၢ်ဒိၣ်တၢ်ဒၢလၢအစုၣ်တၢ်ကပၤလၢတၢ်ကဒီးန့ၣ်တၢ်ဂ့ၢ်တၢ်ကူၤလၢကျိာ်တၢ်ခါအံၤအကိၢ်တၢ်ဂ့ၢ်.
Arabic/ العربية	يحتوي هذا المستند على معلومات مهمة حول عملك. ضع علامة في المربع على اليمين للحصول على هذه المعلومات في هذه اللغة.

EARNED SICK AND SAFE TIME

NOTICE OF EMPLOYEE RIGHTS

EFFECTIVE JULY 1, 2023



The Earned Sick and Safe Time (ESST) Ordinance requires employers to provide PAID sick and safe time to employees working in Bloomington.

YOU HAVE A RIGHT TO SICK AND SAFE TIME THAT YOU CAN USE FOR THE CARE, TREATMENT OR SAFETY OF YOU OR A FAMILY MEMBER.

Who QUALIFIES?

Employees working in Bloomington for 80+ hours in a year. Employees can be full-time, part-time, temporary, or seasonal.

How IS IT PAID?

ESST must be paid on the same schedule and at the same rate as regular wages.

How DO I EARN LEAVE TIME?

ONE hour of ESST for every 30 hours worked.
Employees can earn up to 48 hours/year.
Unused ESST carries over to the next year.

CHECK YOUR PAY STUB

Employers must list the amount of earned sick and safe time on your pay check stub.

WHEN AND HOW CAN TIME BE USED?

Employees can use leave time (a) for medical, physical, mental or health needs, (b) for school or workplace closures, and (c) when they or a family member is a victim of domestic violence, sexual assault, or stalking.

Retaliation against an employee trying to use ESST is prohibited. An employee can file a complaint against an employer who retaliates against the employee or fails to provide ESST.

If you believe your right to ESST has been violated, you can file a complaint at:

Email: ESST@bloomingtonmn.gov • Website: blm.mn/ESST • Call: 952-563-8753

Mail/In-person: City of Bloomington, Legal Department, Compliance Division,
1800 W. Old Shakopee Road, Bloomington, MN 55431

For more information scan the QR below.



CITY OF MINNEAPOLIS NOTICE TO EMPLOYEES

Minneapolis Labor and Employment Rights

Wage Theft Prevention

All employees have a legal right to receive:

- Timely and full payment of all earnings.
- Written notice (at start of employment) of certain terms, such as pay rate(s), pay schedule, and sick and safe time (or equivalent leave).
- Earning statements (e.g. paystubs) documenting payments and sick and safe time (or equivalent leave).

Minimum Wage Scheduled Increases

	100 or Fewer Employees	More than 100 Employees**
	Small Business	Large Business
July 1, 2022	\$13.50	\$15.00
Jan. 1, 2023	—	\$15.19
July 1, 2023	\$14.50	—
Jan. 1, 2024	—	\$15.57
July 1, 2024	\$15.57	—
Jan. 1, 2025	\$15.97	15.97

*Future years will include slight increase every Jan. 1st **Franchise locations covered regardless of size.

Sick and Safe Time (access to certain time off work)

- Employers **must pay** employees for use of covered leave at employee's base rate.
- A minimum of one hour of access to covered leave accrues for every 30 hours worked, may be capped at 48 per year and 80 overall.
- Hours begin accruing on first day of work. Part-time and temporary workers are included.



Sick Time

Medical or mental health condition, illness or injury



Safe Time

To address domestic abuse, sexual assault or stalking



Sick or Safe

Care for ill family member or during emergency closure of their school or place of care



Working. Thriving. Together.

Help make Minneapolis a healthier, more secure, and more productive community.

➤ Report Violations

- Call 311.
- File a report online at minneapolismn.gov/laborenforcement
- File a report in person at City Hall, room 239, 350 S. Fifth St.

➤ Retaliation Prohibited

Interference with the exercise of any right protected under the minimum wage, sick and safe time or wage theft prevention ordinances is punishable by fine(s) up to \$3,000 per employee.



NOTICE TO EMPLOYEES

Minimum Wage and Earned Sick and Safe Time (ESST) ordinances apply to employees performing work within the geographical boundaries of Saint Paul



EARNED SICK AND SAFE TIME

What can you use ESST for?



For yourself or a family member's mental or physical illness, including preventative medical care.



Reasons related to domestic violence, sexual assault, or stalking.



School or work closure because of exposure to an infectious agent.



How do you accrue and use ESST?

- Employees accrue a minimum of 1 hour of ESST for every 30 hours worked.
- Employees begin accruing ESST on their 1st day of work and are allowed to use accrued ESST after working 80 hours in a year for the employer.
- Employers must allow an employee to accrue a minimum of 48 hours of ESST every year and carry over up to 80 hours of unused ESST hours after the employee's first year.
- Documentation may only be requested for ESST absences of longer than 3 days

Retaliation is Illegal

MINIMUM WAGE INCREASES

The Saint Paul Minimum Wage is updated annually

Business Size	2024 Minimum Wage	2025 Minimum Wage
Macro (10,001+ employees)	\$15.57 Effective January 1	\$15.97 Effective January 1
Large (101-10,000 employees)	\$15.57 Effective July 1	\$15.97 Effective January 1
Small (6-100 employees)	\$14.00 Effective July 1	\$15.00 Effective July 1
Micro (5 or fewer employees)	\$12.25 Effective July 1	\$13.25 Effective July 1

REPORT A VIOLATION

If you believe your rights to ESST or Minimum Wage has been violated, you can file a complaint with HREEO using any of these methods:



651-266-8966



LaborStandards@stpaul.gov



stpaul.gov/laborstandards



15 W Kellogg Blvd, Suite 280, Saint Paul, MN 55102

Employees also have a right to bring a civil action if they believe their right to ESST or Minimum Wage has been violated.

