Meijer values the efforts and contributions of our Team Members. We want you to be successful and enjoy a long, rewarding career. Understanding Company expectations is essential to that success. This summary of work rules is provided to remind you of Meijer’s policies, procedures and expectations. Though this list is not all-inclusive, review of these guidelines will assist in your success at Meijer and avoid conduct which may result in discipline under Performance Accountability, up to and including discharge.

### Conduct Leading to Formal Counseling, Discipline or if Uncorrected, Discharge

- Excessive/repeated absenteeism or tardiness or failure to follow call in procedures.
- Not adhering to company standards of dress and grooming.
- Misconduct or actions that cause a customer complaint.
- Unauthorized use of business equipment or supplies for personal use, including telephones, fax and copy.
- Unauthorized solicitation, or distribution of literature or products.
- Entering break rooms, or other areas not open to the public, at any time other than the scheduled shift without permission.
- Unauthorized overtime.
- Consumption of food or drinks outside of authorized locations.

### Serious Conduct Leading to Discipline or Discharge

- Disrespectful conduct to Customers or Team Members.
- Unauthorized posting, removal or defacement of any notices on bulletin boards or company property at any time.
- Violations of safety rules or safety practices, including unsafe work behavior, or horseplay.
- Negligence or actions that cause a financial loss to the company.
- Misuse of company time.
- Working off the clock.
- Preparing, serving or purchasing merchandise for oneself during work time.
- Not purchasing merchandise through normal customer checkout procedures.
- Sleeping/appearing to sleep on company property or during work time.
- Sexual harassment, other harassment, discrimination violating EEO policy.
- Unauthorized use or disclosure of confidential company or customer information.
- Disorderly, immoral or indecent conduct on company premises or use of obscene language or gestures.
- Failure to report an accident you are involved in, that involves injury or property damage, which occurs at a Meijer location or while on Meijer business, as soon as reasonably possible and the latest, before leaving that location.
- Holding merchandise and/or not selling merchandise as requested.
- Ethics violations, including conflicts of interest due to a financial or personal relationship.
- Negligence, such as failing to follow policies or process.
- Failing to follow food safety requirements, including sanitation standards, temperature checks, etc.
- Misuse of IT systems, including using or providing others with password access.
- Using personal devices (including cell phones, cameras, and tablets) is prohibited on company time.
- Violation of pursuit policy or mishandling of suspected theft situations.

### Conduct Leading to Discharge Without Prior Discipline

- Dishonesty, deception or fraud of any kind, including theft, conversion, failing to return found property, unauthorized removal or possession of company property or property of others from or on company premises, unauthorized merchandise markdowns or not paying the established price for merchandise.
- Falsification of company records.
- Failure to adhere to regulatory or compliance rules and/or guidelines.
- Damage/destruction of company property or property of others.
- Violent behavior of any kind, including provoking or engaging in fighting, threatening, abusive behavior, possession of weapons on company property, or interfering with other Team Members’ ability to work.
- Time and attendance violations, including:
  - Failure to provide medical substantiation of inability to work during a period of absence due to illness or injury.
  - Unauthorized absence/failure to return from leave of absence.
  - Three days’ absence without notification.
  - Walking off the job/leaving work without authorization.
- Violations of drug and alcohol policies, including:
  - Use, appearance of use or being under the influence of alcohol and/or non-prescription drugs or intoxicants;
  - Sale or possession (unless required by your job) immediately before your shift or during working hours, including meal or break periods;
  - Selling or purchasing for persons under legal age, or possession, attempting to purchase such products yourself or requesting another person purchase for you, if you are under legal age.
  - Testing positive for illegal drug use after an accident or failing to cooperate with testing procedures.
- Unlawful conduct, including:
  - Commission of crime on Meijer property or against Meijer, Team Members or Customers.
  - Conviction of certain crimes or being unavailable for work due to incarceration.
  - Insubordination or willful disobedience of assignments/instructions.
  - Drinking, eating or sampling merchandise during work time.
  - Gross negligence.

These rules are further explained within Company Policies & Procedures, on the portal and the Notices Notebook. The Company reserves the right to modify these Work Rules and their application in its judgment. If you have additional questions, speak with your with your First Assistant, Store Director or Human Resources Representative.