

Athentic Brewing Company - Code of Conduct

Athentic Brewing is in the heart of Normaltown in Athens, GA. With this wonderful location, we are within walking and biking distance to many neighborhoods, restaurants, businesses, and parks. Therefore, we work every day to bring the community together through events and service. Your support helps us remain committed to our goals. We craft beer that celebrates the flavors and styles of clean, refreshing beers without relying on gimmicks and fads. Our mission is to celebrate our roots, enjoy the present, and cultivate a beer community based on quality products and neighborhood involvement. We dedicate ourselves to being authentic to our city and to work hard to create the types of beers Athens deserves.

The Authentic Brewing Co. Code of Conduct is one of the ways we put Authentic Brewing Co.'s values into practice. It's built around the recognition that everything we do in connection with our work at Authentic Brewing Co. will be, and should be, measured against the highest possible standards of ethical business conduct. We set the bar that high for practical as well as aspirational reasons: Our commitment to the highest standards helps us hire great people, make great products, and attract loyal patrons. Respect for our patrons, for the opportunity, and for each other are foundational to our success, and are something we need to support every day.

So please do read the Code and Authentic Brewing Co.'s values, and follow both in spirit and letter, always bearing in mind that each of us has a personal responsibility to incorporate the principles of the Code and values into our work. And if you have a question or ever think that one of your coworkers or the company as a whole may be falling short of our commitment, don't be silent. We want – and need – to hear from you.

Who Must Follow Our Code?

We expect all of our employees to know and follow the Code. Failure to do so can result in disciplinary action, including termination of employment. Moreover, while the Code is specifically written for Authentic Brewing Co. employees, we expect members of our extended workforce (temps, vendors, and independent contractors) and others who may be temporarily assigned to perform work or services for Authentic Brewing Co. to follow the Code in connection with their work for us. Failure of a member of our extended workforce or other covered service provider to follow the Code can result in termination of their relationship with Authentic Brewing Co.

What If I Have a Code-Related Question or Concern?

If you have a question or concern, never be afraid to voice it. You can contact your manager or one of the co-owners. You can also submit a question or raise a concern of a suspected violation of our Code or any other Authentic Brewing Co. policy through WeVow. If you believe a violation of law has occurred, you can always raise that through WeVow or with a government agency.

No Retaliation

Athentic Brewing Co. prohibits retaliation against any worker here at Authentic Brewing Co. who reports or participates in an investigation of a possible violation of our Code, policies, or the law. If you believe you are being retaliated against, please contact one of the co owners.

I. Serve Our Patrons

Our Patrons value Authentic Brewing Co. not only because we deliver great products and services, but because we hold ourselves to a higher standard in how we treat Patrons and operate more generally. Keeping the following principles in mind will help us to maintain that high standard:

1. Integrity

Our reputation, as a company that our Patrons can trust is our most valuable asset, and it is up to all of us to make sure that we continually earn that trust. All of our communications and interactions with our Patrons should increase their trust in us.

2. Privacy, Security, and Freedom of Expression

Always remember that we are asking Patrons to trust us with their personal information. Preserving that trust requires that each of us respect and protect the privacy and security of that information. Our security procedures strictly limit access to and use of Patrons' personal information and require that each of us take measures to protect user data from unauthorized access.

3. Responsiveness

Part of being useful and honest is being responsive: We recognize relevant user feedback when we see it, and we do something about it. We take pride in responding to communications from our Patrons, whether questions, problems, or compliments. If something is broken, fix it.

4. Take Action

Any time you feel our Patrons aren't being well-served, don't be bashful - let someone in the company know about it. Continually improving our products and services takes all of us, and we're proud that our employees champion our Patrons and take the initiative to step forward when the interests of our Patrons are at stake.

II. Support and Respect Each Other

A. Our principles

Athentic Brewing Co. has an unwavering commitment to prohibiting and effectively responding to harassment, discrimination, misconduct, abusive conduct, and retaliation. To that end, Authentic Brewing Co. adheres to these Guiding Principles:

Commitment: Authentic Brewing Co. sets a tone at the top of commitment to a respectful, safe, and inclusive working environment for all employees and members of the extended workforce.

Care: Authentic Brewing Co. creates an environment with an emphasis on respect for each individual at all levels of the organization, including specifically by offering assistance and showing empathy to employees and members of the extended workforce throughout and after the complaint process.

Transparency: Authentic Brewing Co. is open and transparent as an organization regarding the frequency with which complaints arise regarding harassment, discrimination, misconduct, abusive conduct, and retaliation, and the Company's approach to investigating and responding to those allegations.

Fairness & Consistency: Authentic Brewing Co. ensures that individuals are treated respectfully, fairly, and compassionately in all aspects of WeVow interactions and applies policies, procedures, and outcomes consistently regardless of who is involved.

Accountability: Authentic Brewing Co. holds all individuals responsible for their actions, and ensures that where appropriate, those individuals hold others accountable too.

B. Our practice

Consistent with the Principles, Authentic Brewing Co. employees are expected to do their utmost to create a supportive work environment, where everyone has the opportunity to reach their fullest potential, and be free from harassment, intimidation, bias, and unlawful discrimination.

1. Equal Opportunity Employment

Employment here is based solely upon individual merit and qualifications

directly related to professional competence. We strictly prohibit unlawful discrimination or harassment on the basis of race, color, religion, veteran status, national origin, ancestry, pregnancy status, sex, gender identity or expression, age, marital status, mental or physical disability, medical condition, sexual orientation, or any other characteristics protected by law. We also make all reasonable accommodations to meet our obligations under laws protecting the rights of the disabled.

2. Harassment, Discrimination, and Bullying

Athentic Brewing Co. prohibits discrimination, harassment and bullying in any form – verbal, physical, or visual, as discussed more fully in our Policy Against Discrimination, Harassment and Retaliation. If you believe you've been bullied, harassed, or discriminated against by anyone at Authentic Brewing Co., or by a Authentic Brewing Co. partner or vendor, we strongly encourage you to immediately report the incident to your supervisor, Human Resources or both. Similarly, supervisors and managers who learn of any such incident should immediately report it to Human Resources. Human Resources will promptly and thoroughly investigate any complaints and take appropriate action. Authentic uses WeVow and offers an isolated way to report incidents, if an employee feels uncomfortable reporting to a management directly.

3. Drugs and Alcohol

Our position on substance abuse is simple: It is incompatible with the health and safety of our employees, and we don't permit it. Consumption of alcohol is not prohibited on shift, but use good judgment and never drink in a way that leads to impaired performance or inappropriate behavior, endangers the safety of others, or violates the law. Tasting beers on shift to assess quality may be necessary and is understood to be done within the limits of the task. Illegal drugs in our offices or at sponsored events are strictly prohibited. If a manager has reasonable suspicion to believe that an employee's use of drugs and/or alcohol may adversely affect the employee's job performance or the safety of the employee or others in the workplace, the manager may request an alcohol and/or drug screening. A reasonable suspicion may be based on objective symptoms such as the employee's appearance, behavior, or speech.

4. Safe and Healthy Workplace

We are committed to a safe, healthy, and violence-free work environment. Behavior that poses risk to the safety, health, or security of our employees, our extended workforce, or visitors is prohibited. If you become aware of a risk to the safety, health, or security of our workplace, you should report it to

a manager or co-owner immediately. If it is life-threatening or an emergency, call your local police, fire, or other emergency responders first, and then report it to a manager or co-owner.

III. Avoid Conflicts of Interest

When you are in a situation in which competing loyalties could cause you to pursue a personal benefit for you, your friends, or your family at the expense of Athentic Brewing Co. or our Patrons, you may be faced with a conflict of interest. All of us should avoid conflicts of interest and circumstances that reasonably present the appearance of a conflict.

Personal Relationships at Work

Certain relationships within Athentic Brewing Co. may compromise or be seen to compromise your ability to perform your job responsibilities, may create uncomfortable or conflicted positions, and may raise issues of fairness, favoritism, or harassment. Therefore, be mindful of how your relationships within Athentic Brewing Co. could impact or be perceived by others. Romantic, physical or familial relationships are not permitted between employees or employees and a member of the extended workforce where one individual is in a position to exercise authority or supervision over the other.

IV. Preserve Confidentiality

We are in a very collaborative industry; however we still have information we need to keep confidential. It is the responsibility of every employee to use good judgment when discussing operations, sales, and patrons to ensure any confidential information is not disclosed.

1. Confidential Information

And don't forget about pictures you and your guests take at Athentic Brewing Co. – it is up to you to be sure that those pictures don't disclose confidential information.

Finally, some of us will find ourselves having family or other personal relationships with people employed by our competitors or business partners. As in most cases, common sense applies. Don't tell your significant other or family members anything confidential, and don't solicit confidential information from them about their company.

V. Protect Athentic Brewing Co.'s Assets

Athentic Brewing Co. has confidential information shared within the company. Our ability to continue these practices depends on how well we conserve company resources and protect company assets and information.

1. Intellectual Property

Athentic Brewing Co.'s intellectual property rights (our trademarks, logos, trade secrets, and "know-how") are among our most valuable assets. Unauthorized use can lead to their loss or serious loss of value. You must respect all copyright and other intellectual property laws, including laws governing the fair use of copyrights, trademarks, and brands. Use of Athentic Brewing Co.'s logos, marks, or other protected information or property is restricted to business or commercial application. We strongly encourage you to report any suspected misuse of trademarks, logos, or other Athentic Brewing Co. intellectual property to a co-owner.

Likewise, respect the intellectual property rights of others. Inappropriate use of others' intellectual property may expose Athentic Brewing Co. and you to criminal and civil fines and penalties.

2. Physical Security

If you're not careful, people may steal your stuff. Always secure your laptop, important equipment, and your personal belongings, even while on Athentic Brewing Co.'s premises.

Use of Athentic Brewing Co.'s Equipment and Facilities

Anything you do using Athentic Brewing Co.'s facilities (e.g., our computers, mobile devices, network, etc.) or store on our premises (e.g., letters, memos, and other documents) might be disclosed to people inside and outside the company. For example, Athentic Brewing Co. may be required by law (e.g., in response to a subpoena or warrant) to monitor, access, and disclose the contents of business email, voicemail, computer files, and other materials on our electronic facilities or on our premises. In addition, the company may monitor, access, and disclose employee communications and other information on our business electronic facilities or on our premises where there is a business need to do so, such as protecting employees and Patrons, maintaining the security of resources and property, or investigating suspected employee misconduct.

3. Employee Data

We collect and store personal information from employees. Access to this data is restricted in line with local law. Be sure to handle employee data in a secure and consistent manner.

VI. Ensure Financial Integrity and Responsibility

Financial integrity and fiscal responsibility are core aspects of our business.

1. Spending Authentic Brewing Co.'s Money

A core Authentic Brewing Co. value has always been to spend money wisely. When you submit an expense for reimbursement or spend money on Authentic Brewing Co.'s behalf, make sure that the cost is reasonable, directly related to company business, and supported by appropriate documentation.

Signing a Contract

Each time you enter into a business transaction on Authentic Brewing Co.'s behalf, there should be documentation recording that agreement.

2. Reporting Financial or Accounting Irregularities

It goes without saying (but we're going to say it anyway) that you should never, ever interfere in any way with the auditing of Authentic Brewing Co.'s financial records. Similarly, you should never falsify any record or account, including time reports, expense accounts, and any other Authentic Brewing Co. records.

3. Hiring Suppliers

As Authentic Brewing Co. grows, we enter into more and more deals with suppliers of equipment and services. We should always strive for the best possible deal for Authentic Brewing Co. This almost always requires that you solicit competing bids to make sure that you're getting the best offer. While price is very important, it isn't the only factor worth considering. Quality, service, reliability, and the terms and conditions of the proposed deal may also affect the final decision.

4. Retaining Records

It's important that we keep records for an appropriate length of time. The Authentic Brewing Co. Records Retention Policy suggests a minimum record retention period of 5 years.

VII. Obey the Law

Athentic Brewing Co. takes its responsibilities to comply with laws and regulations very seriously and each of us is expected to comply with applicable legal requirements and prohibitions. While it's impossible for anyone to know all aspects of every applicable law, you should understand the major laws and regulations that apply to your work. A few specific laws are easy to violate unintentionally and so are worth pointing out here:

VIII. Conclusion

Athentic Brewing Co. aspires to be a different kind of company. It's impossible to spell out every possible ethical scenario we might face. Instead, we rely on one another's good judgment to uphold a high standard of integrity for ourselves and our company. We expect all Authentic Brewing Co. employees to be guided by both the letter and the spirit of this Code. Sometimes, identifying the right thing to do isn't an easy call. If you aren't sure, don't be afraid to ask questions of your manager or a co-owner.

And remember... always try to do good, and if you see something that you think isn't right – speak up!