



LWG Professional Workplace Standards & Self-Check

Purpose & Why This Matters

Leeds West Groups (LWG) is committed to maintaining workplaces that are safe, respectful, professional, and inclusive. Our shared work environments should support safety, reflect our values, and allow every team member to perform their job in a manner that supports safety, focus, and professionalism.

Our industry has historically included behaviors and “shop talk” that may have been tolerated in the past or in other workplaces. At Leeds West Groups, we choose to do things differently. This document reinforces what professionalism means at LWG, clarifies expectations, outlines how to report concerns, and supports compliance with applicable federal and state laws. When these standards are violated, Leeds West Groups takes appropriate action to protect our people, our culture, and the safety of our workplaces.

Official Policies & Where to Find Them

This document is intended to support, reinforce, and communicate Leeds West Groups’ workplace expectations and safety culture. Team members are expected to comply with the standards outlined in this document, as well as all applicable company policies and legal requirements.

The official policies governing these topics are contained in the LWG Safety Manual and the LWG Code of Conduct & Ethics. These documents define formal policy requirements, procedures, and enforcement standards. Violations of the standards described in this document or the official policies may result in corrective action, up to and including termination of employment, depending on the circumstances.

Team members can access these official policies at any time through:

- The [LWG Knowledge Base \(HappyFox\)](#)
- The Quick Links section of the [Dayforce](#) Employee Homepage

If there is any question or inconsistency, the LWG Safety Manual and the LWG Code of Conduct & Ethics govern. Team members are encouraged to review these resources and [contact HR](#) if they have questions, need clarification, or would like support.

Who These Standards Apply To

These standards apply to everyone in LWG workplaces, including team members, supervisors and managers, customers, vendors, contractors, service providers, and visitors. Unacceptable behavior from anyone in our workplaces must be addressed and reported.

Leadership Expectations: Supervisors & Managers

Supervisors and managers are held to a higher standard of conduct due to their leadership role and influence on workplace culture. Leaders are expected to model professional behavior and have an elevated responsibility to report concerns they observe or receive, even if no formal complaint has been made.

Leaders are expected to:

- Lead by example through professional behavior and language
- Consistently reinforce workplace standards
- Address concerns promptly and seriously



- Avoid dismissing, minimizing, or joking about issues
- Hold others accountable for violations
- Partner with HR early when guidance or support is needed

What a Professional Workplace Means at LWG

A professional workplace is one where:

- ✓ People are treated with dignity and respect
- ✓ Language, behavior, and displays are appropriate for coworkers, customers, and families
- ✓ Concerns are addressed early, in good faith, and without fear of retaliation

A professional workplace also means being mindful that shared spaces include people with different backgrounds, generations, comfort levels, and expectations for respectful communication, interaction, and environment.

Professionalism is a shared responsibility, and each team member plays a role in maintaining the tone, environment, and standards of our workplace. Professionalism is reflected in everyday interactions, language, and decisions, not just in how serious issues are handled.

Key Workplace Standards, Definitions, Examples, and Impact

The examples below are provided to clarify expectations. They are not an all-inclusive list. Other conduct, items, or behavior that violates company policy, professional standards, or the law may also be prohibited.

Standard	Definition	Examples of Prohibited Behavior	Why LWG Does Not Tolerate It
Harassment	Unwelcome behavior that creates an intimidating, hostile, or offensive work environment or interferes with someone's ability to do their job. This may include verbal, physical, visual, or written conduct, even if framed as joking, casual, or part of workplace culture.	Sexual jokes or comments, repeated teasing, inappropriate images, offensive remarks, unwanted comments about appearance.	Creates discomfort, discourages reporting, harms morale, undermines safety, and exposes individuals and the company to legal risk.
Discrimination	Unfair treatment in workplace decisions, opportunities, or interactions based on a legally protected characteristic.	Slurs, exclusion, unequal treatment, biased comments or decisions.	Leads to unequal treatment, damages trust, limits opportunity, and creates serious legal and reputational risk.
Workplace Violence	Any act or threat of physical harm, intimidation, or aggressive behavior.	Threats, intimidation, aggressive confrontations, hostile body language.	Creates fear, increases the risk of injury, disrupts operations, and compromises physical and psychological safety.
Weapons	Weapons are prohibited on company property, in company vehicles, and during work-related activities.	Firearms, knives, weapon-like items (including "joke" or novelty items).	Significantly increases the risk of serious injury, escalation, and unsafe situations in the workplace.
"Shop Talk"	Crude jokes, sexual comments, insults, slurs, demeaning language, or excessive, habitual profanity that contributes to an unprofessional, uncomfortable, or disrespectful work environment. Calling something "shop talk" does not make it acceptable. Intent does not override impact.	Crude humor, habitual swearing in shared spaces, insults framed as jokes.	Normalizes disrespect, silences concerns, damages inclusion, and undermines professionalism and safety.



	Language that may seem casual or normal to some may still be inappropriate in a shared workplace.		
Drugs & Alcohol	The use, possession, distribution, sale, or being under the influence of illegal drugs, misuse of prescription medications, or alcohol while working, on company property, in company vehicles, or during work-related activities is prohibited.	Alcohol or drugs at work, impairment on the job, possession or distribution of substances.	Impairs judgment, coordination, and reaction time, creating serious safety risks and undermining trust, productivity, and reliability.

Conduct Outside of Work That Impacts the Workplace

Leeds West Groups respects team members' privacy and lawful activities outside of work. However, conduct that occurs outside of the workplace may still be reviewed and addressed if it has a direct impact on the workplace, work relationships, safety, or the company's reputation. When outside conduct affects the workplace, Leeds West Groups may take appropriate action based on the facts and circumstances, consistent with applicable law. This does not prohibit lawful off-duty conduct that has no connection to or impact on the workplace.

This may include conduct that:

- Involves coworkers, customers, vendors, or supervisors
- Occurs in connection with work-related activities or communications
- Takes place while representing the company (such as wearing a uniform or identifying as an LWG team member)
- Creates a hostile, unsafe, or disruptive work environment
- Violates company policy or applicable law

Reporting Concerns

Maintaining a safe, respectful, and professional workplace is a shared responsibility. Team members are expected to speak up and report concerns when they experience, witness, or become aware of conduct that does not align with these standards.

This includes concerns involving:

- Harassment, discrimination, or inappropriate conduct
- Threatening, aggressive, or violent behavior
- Weapons or safety-related risks
- Inappropriate behavior by customers, vendors, or visitors

HOW TO REPORT:

- Notify your Store Manager or a Supervisor
 - If the concern involves a supervisor or manager, HR must be notified directly to ensure appropriate handling.
- [Contact HR](#)
- Call 911 only in emergency situations involving an immediate threat to safety or a medical emergency

You are not expected to investigate, confront others, or determine whether something is a policy violation. If something feels off, unsafe, or inappropriate, it should be reported so it can be reviewed appropriately.

CONFIDENTIALITY

Reports are reviewed professionally and handled on a need-to-know basis to support a fair and thorough response. While complete confidentiality cannot always be guaranteed, Leeds West Groups limits information sharing to those who need it to appropriately review, investigate, and respond to the concern.



PROTECTION FROM RETALIATION

Leeds West Groups strictly prohibits retaliation. Reporting concerns in good faith, including concerns about retaliation, is encouraged and protected. Claims of retaliation are reviewed promptly and fairly, consistent with company policy and applicable law.

Retaliation is any adverse action taken against an individual because they:

- Report or raise a workplace concern to HR or management in good faith
- Participate in or cooperate with an investigation
- Exercise a legal or company-protected right

Retaliation does not include appropriate, good-faith corrective action, performance management, or discipline that is based on legitimate business reasons and unrelated to protected activity.

Any form of retaliation is a serious violation of company standards and may result in corrective action, up to and including termination of employment, depending on the facts and circumstances.

How Concerns Are Reviewed & Addressed

Concerns are reviewed individually and fairly by management and HR, based on the facts, circumstances, and applicable policies and laws.

- Not every report results in corrective action, but every report is reviewed
- Substantiated violations may result in corrective action, up to and including termination, depending on the situation
- Good-faith reporting is encouraged and protected
- Knowingly failing to report serious concerns, or intentionally making false reports, may result in corrective action
- Violations may be addressed regardless of whether they occur during or outside of work when there is a clear connection to or impact on the workplace

HR Support & Resources

HR is here to support you. If you have questions, need guidance, want to report a concern, or are unsure whether something crosses the line, you can [contact HR](#) at any time through:

- [The LWG HR Support Center \(HappyFox\)](#)
- The Quick Links section of the [Dayforce](#) Employee Homepage



Professional Workplace Mandatory Self-Check (**ACTION REQUIRED**)

Before the end of your next regularly scheduled shift, review your own work areas and immediately remove any items that you personally own, display, or control that do not align with LWG standards.

This self-check supports professionalism, safety, and respect in our shared work environment and provides an opportunity for self-correction. If an item is on company property or visible during work, it must meet company standards

SCOPE OF SELF-CHECK/WHERE TO LOOK

This self-check applies to any areas where you store, display, or keep personal items while working, including (but not limited to):

- Personal toolboxes or carts
- Desks, workstations, or office areas
- Lockers, cubbies, or storage bins
- Lunchboxes, bags, backpacks, or coolers
- Personal vehicles while parked on company property
- Shared workspaces where you place personal items

PERSONAL ITEMS ONLY. DO NOT REMOVE OR DISPOSE OF ITEMS THAT BELONG TO OTHERS.

If you observe concerning items in shared spaces or in another person's work area, report the concern to a supervisor or HR rather than addressing it directly. Supervisors and HR will provide guidance or take appropriate action if items are not addressed.

REMOVE IMMEDIATELY IF FOUND (NOT LIMITED TO):

☐ Visual Items & Displays

- Sexually explicit, suggestive, or offensive images or objects
- Inappropriate posters, calendars, stickers, drawings, or graffiti
- Items with sexual, violent, hateful, or discriminatory messaging

☐ Weapons & Safety Risks

- Unauthorized weapons or weapon-like items
- Novelty, replica, or "joke" weapons

☐ Drugs & Alcohol

- Alcohol, illegal drugs, or drug paraphernalia
- Misused prescription medications or substances not prescribed to you
- Containers, packaging, or items indicating possession, use, or distribution of drugs or alcohol in the workplace

ONGOING EXPECTATION

Items or behavior that do not align with LWG standards must not be brought into the workplace in the future. Maintaining a professional, safe, and respectful environment is an ongoing responsibility.



Team Member Acknowledgment & Culture Commitment

BY SIGNING BELOW, I ACKNOWLEDGE AND CONFIRM THAT:

- I have received, read, and understand the Professional Workplace Standards & Self-Check document.
- I understand Leeds West Groups' expectations related to professionalism, workplace conduct, safety, and respectful behavior.
- I have completed the required self-check of my work areas and have removed any items that do not align with company standards or applicable law.
- I understand that maintaining a professional, safe, and respectful workplace is a shared responsibility and a condition of working at Leeds West Groups.
- I understand my responsibility to report conduct, conditions, or concerns that may violate company policy, workplace standards, safety, or the law.
- I understand that reporting concerns in good faith is encouraged and protected, and that retaliation is strictly prohibited.
- I understand that violations of workplace standards, failure to report serious concerns, or knowingly making false reports may result in corrective action, up to and including termination of employment, depending on the facts and circumstances.
- I understand that Leeds West Groups reviews concerns individually and fairly and takes appropriate action as needed to protect the safety, culture, values, and integrity of its workplaces.
- I understand that the LWG Safety Manual and the LWG Code of Conduct & Ethics contain the official policies governing these topics and are available to me at any time through the [LWG Knowledge Base \(HappyFox\)](#) or the [Dayforce](#) Employee Homepage.
- I understand that I may [contact HR](#) at any time with questions, concerns, or to report workplace issues, and I know how to [contact HR](#).
- I understand that these expectations apply on an ongoing basis and that compliance with workplace standards is required throughout my employment with Leeds West Groups.
- Nothing in this document alters the at-will employment relationship or creates a contract of employment.

BY SIGNING BELOW, I AFFIRM MY COMMITMENT TO:

- Conduct myself professionally at work
- Treat coworkers, customers, and others in the workplace with dignity and respect
- Contribute to a clean, safe, and respectful workplace
- Support a culture where concerns are addressed early and responsibly

Team Member Name (Printed)

Team Member Signature

Date