

	<h1>Lowe's Notice of Policies</h1>
	<p>Effective Date: 3/22/2022</p>

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## Overview

As a new Lowe's associate, you are required to comply with all Lowe's policies and procedures. Our reputation and success results from our commitment to compliance, integrity and professionalism by every associate. This Notice of Policies ensures that all new associates are aware of and agree to comply with our policies and know where and how to access our HR policies and procedures.

Upon employment, the policies referenced in this Notice of Policies and other HR policies and procedures can be found using the pathway below:

- [MyLowe'sLife > MyHR > Search bar \(How can we help you?\)](#)

## Policy Summary

The following is a summary of key policies that apply to all associates. New associates should review these policies in MyLowe's Life at the pathway above.

## *Lowe's Code of Business Conduct and Ethics*

The Lowe's Code of Business Conduct and Ethics as described in the Associate Resource Guide sets out the conduct requirements for Lowe's associates, so we can continue our commitment to compliance, integrity, and professionalism. The Code also helps us to treat our customers, vendors, communities and fellow associates with dignity, respect, and honesty.

### *Associate Standards of Conduct Policy*

To maintain a professional, safe, and efficient work environment, the Associate Standards of Conduct Policy outlines expectations regarding behavior towards co-workers, customers, vendors, and communities. This policy provides guidance on the company standards that associates are expected to follow including but not limited to company assets and records, conflicts of interest, customer service, general business and integrity, safety and health, using recording equipment, conviction of a crime, and reporting violations.

### *Employment at Will*

Employment at Lowe's is Employment at Will and may be terminated at the will of either the associate or the employer at any time, with or without cause and without advance notice, unless there is a conflict with state or local law. Except for the Chief Executive Officer (CEO) of Lowe's, no manager, supervisor, or representative of the company has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will. Only the CEO can make such an agreement, and then only in writing.

### *Safety and Health*

Lowe's is committed to providing a safe and healthy work environment for associates and customers. The sale, use, or consumption of alcohol or drugs illegal under federal, state, or local laws while on company business or premises is strictly forbidden. Associates found to be under the influence of drugs illegal under federal, state, or local laws or alcohol while performing job duties could result in termination of employment.

### *Recording Work Time*

Associates are entitled to payment for all eligible work hours and are encouraged to report any actual or suspected "off-the-clock" work immediately. Working "off-the-clock" by non-exempt (overtime eligible associates) is strictly forbidden and could result in termination of employment for those at fault.

### *Attendance, Accommodations, and Leave Policies*

Lowe's, in alignment with applicable federal, state, and local guidelines, offers eligible associates paid time off and the option to be considered for accommodations and personal leave through the policies noted below. These options are designed to

provide associates with the flexibility needed to support their needs and the needs of their family.

- Store Attendance Policy
- Store Support Centers (SSC) and Pro Supply Attendance Policy
- Supply Chain Attendance Policy
- Contact Center, Installations Support Team, Central Quoting, and Pro Solution Attendance Policy
- Workplace Accommodation Policy
- Workplace Accommodation Procedure
- Family and Medical Leave Act (FMLA) and State Leaves of Absence (LOA) Policy
- Family Medical Leave Act (FMLA) and State Leaves of Absence (LOA) Procedure
- Personal Leave of Absence (LOA) Policy
- Personal Leave of Absence (LOA) Procedure

### *Data Privacy and Security*

Lowe's computer resources and software are licensed exclusively to Lowe's and shall be used solely for the purpose of conducting Lowe's business. All associates are required to abide by all company policies in the use of Lowe's computer resources and software. Associates do not have a personal right to or expectation of privacy or confidentiality with respect to any information placed on any of the company's computer, e-mail, intranet, and voice mail systems.

### *Electronic Monitoring of Company Assets*

Lowe's may place Global Positioning Systems (GPS) tracking devices in company-owned vehicles; Lowe's may issue company-owned electronic devices with GPS tracking capabilities for use in company-owned vehicles; and Lowe's may issue company-owned electronic devices with GPS tracking capabilities for use in personal-owned vehicles for use in work-related activities. Any associate subject to these requirements must leave location services on and consent to Lowe's monitoring of location-based information while engaging in work-related activities. Associates do not have an expectation of privacy with regard to employer-owned property.

## **Policies, Statements, and Guides**

The following policies, statements, and guides are provided during onboarding to provide key information and employment terms for new associates.

## *Associate Resource Guide*

The New Associate Resource Guide provides a quick reference for information on schedules, breaks, payday, benefits, learning and development, and helpful information a new associate might want to know before their first day at Lowe's.

## *Equal Employment Opportunity Policy*

Lowe's believes that all associates should be treated fairly and equally. Lowe's is an Equal Opportunity Employer and administers all personnel practices without regard to race, color, religious creed, sex, gender, age, ancestry, national origin, mental or physical disability or medical condition, sexual orientation, gender identity or expression, marital status, military or veteran status, genetic information, and other categories protected under applicable state and local laws.

## *No Harassment Policy*

Lowe's is committed to building and preserving an environment free from discrimination and harassment of any kind. Lowe's policy in this area protects associates, customers, vendors, and outside contractors from harassment. Discrimination, including sexual or other unlawful harassment, by people leaders, fellow associates, or customers is strictly against policy and will not be tolerated.

Any associate who believes they have been subject to, have witnessed, or are aware of discrimination or harassment by an associate, applicant, customer, vendor, contractor, or any other individual or entity who is in a business relationship with the company is strongly encouraged to report the incident. All associates can report discrimination, harassment, or retaliation verbally or in writing by any of the following methods:

- Directly to their immediate people leader or any member of management.
- By submitting a request at MyLoweLife > MyHR.

To report any violations of Lowe's Code of Business Conduct and Ethics, including fraud, bribery, or illegal activity, contact EthicsPoint online at [www.ethicspoint.com](http://www.ethicspoint.com) or call 1-800-784-9592.

## *Associate Privacy Statement*

Lowe's strives to comply with applicable laws and regulations protecting the privacy of personal information collected, maintained, or used in connection with any potential future, current, or former employment relationship in the jurisdictions in which Lowe's operates. It describes how Lowe's collects, uses, shares, and protects personal information related to current and former associates, along with how those individuals may update or correct such information. Contact [privacy@Lowe.com](mailto:privacy@Lowe.com) immediately for any potential privacy violation or any privacy questions.

## Acknowledgement

By signing below, I acknowledge notice and understanding of these policies and how to locate additional HR policies and procedures. I understand that Lowe's reserves the right to modify, change, suspend, or cancel the content of any at any time for any policy, procedure or program at any time, for any reason, and without prior notice.

I understand that upon employment, the policies referenced in this Notice of Policies and other HR policies and procedures can be found using the pathway below:

- [MyLoweLife > MyHR > Search bar \(How can we help you?\)](#)

**I hereby acknowledge I have read and understand the following:**

- I. Policy Summary including:
  - Lowe's Code of Business Conduct and Ethics
  - Associate Standards of Conduct
  - Employment at Will
  - Safety and Health
  - Recording Work Time
  - Attendance, Accommodations, and Leaves
  - Data Privacy and Security
  - Electronic Monitoring of Company Assets
- II. Policies, Statements, and Guides
  - Associate Resource Guide
  - Equal Employment Opportunity
  - No Harassment
  - Associate Privacy Statement

Charles Ford		3/31/2022
Associate Name	Associate Signature	Date