

Safety in the Workplace

Smoke-Free Workplace

The Company is committed to providing a smoke-free environment so that all employees may enjoy clean, safe, and healthy surroundings while at work. For purposes of this Policy, “smoking” includes smoking or carrying a lighted cigarette, cigar, pipe and the use of electronic smoking devices or vaping pens. This list is illustrative only and is not intended to be all-inclusive.

The Company strictly prohibits smoking in all Company offices. This Policy applies to all employees of the Company as well as to visitors, agents, other contractors, vendors, suppliers, or guests at any Company office or other Company location.

Employees with questions regarding smoking or use of tobacco on our premises should discuss their issues/concerns with any member of management or Human Resources. Employees will not be subject to retaliation for reporting a possible violation of this Policy in good faith. Any employee who believes he/she has been subjected to an adverse action in retaliation for reporting a possible violation must promptly inform any member of management or Human Resources so that the situation may be investigated and action taken (if appropriate).

Surveillance Monitoring

Certain areas of our property (including, for example, parking, building exit/entrance, and building open areas) may be monitored with non-audio video or other surveillance methods for purposes of workplace safety and security, to prevent theft and other misconduct, and for other lawful purposes. This surveillance system is in no way intended to provide employees with personal security.

There should be no expectation of privacy in the workplace except in private areas such as restrooms and rooms designated for lactation.

The Company may monitor this surveillance footage in the ordinary course of business for a variety of reasons, such as employee and guest safety and security reasons, to protect the Company’s property and the confidentiality of Company information, and for training and any other lawful business purposes. It is possible that such surveillance may monitor activities not related to the Company's business.

Additionally, if there is any reported incident of theft, trespass, workplace violence, employee misconduct or any type of safety violation ("security incidents"), the Company may utilize surveillance footage for investigatory purposes, including for purposes of deterring any future security incidents.

Any employee who monitors surveillance footage (1) without authorization from Human Resources or IT or (2) for an improper purpose, as determined by the Company, will be subject to disciplinary action up to and including termination.

Health, Safety, and Security

Federal, state, and local laws require all employers to provide a safe and healthful workplace for their employees. To avoid accidents; maintain orderly, clean, safe, attractive, and healthful premises and workspace; and establish and enforce operating practices which will safeguard all employees and result in safe working

conditions and efficiency of operation, certain basic safety principles and precautions should be observed at all time while conducting business on behalf of the Company:

- Understand your job fully and follow instructions. If you are not sure of safe procedures, ask a manager.
- Get help with lifting or pushing heavy objects; use, adjust and repair machines and equipment only if trained and qualified.
- Know the locations, contents, and use of first-aid and firefighting equipment. Tampering with fire extinguishers is strictly prohibited.
- If you are injured or become sick at work – no matter how minor the injury or sickness may seem – inform a manager immediately. The same applies if you observe a customer who is or appears sick or injured
- Notify a manager of any unsafe conditions, potential hazards, violence or threats of violence, actual or potential criminal activity, or any other emergency.

Since the employee on the job is frequently more aware of unsafe conditions than anyone else, employees are encouraged to make recommendations and/or suggestions regarding unsafe conditions to their immediate manager so that they may be corrected.

The Company will not knowingly permit unsafe conditions to exist, nor will it permit employees to indulge in unsafe acts. Violations of the Company's safety rules will result in disciplinary action, up to and including termination.

We want to know about any workplace safety issues, and will not tolerate any retaliation against an employee who reports any workplace safety issue in good faith, and employees who believe they are being retaliated against for reporting should contact Human Resources immediately.

Drug and Alcohol Policy

Because the Company desires to provide a safe and productive work environment for all employees and to minimize the public safety risks of our operations, the Company has a particular concern about substance abuse. Substance abuse can affect an employee's productivity and efficiency; jeopardize the safety of the employee, co-workers, and the public; impair the reputation of the Company and its employees; and violate state and federal statutes.

This policy applies not only in the workplace, but whenever and wherever our employees are representing or conducting business for the Company ("on the job"). In other words, this policy applies whether you are on Company property, traveling on Company business, or at a Company-authorized or sponsored event or activity.

What is Prohibited and Required of Employees

Alcohol

The possession, consumption, purchase, or sale of alcohol on company premises is prohibited. Furthermore, no employee shall be under the influence of alcohol while on company premises or while performing Company business off Company premises. Any exception to this policy for special situations (e.g., holiday parties, etc.) must be approved in advance by Human Resources or your department head and be conducted in accordance with any limitations which accompany approval. Where such exceptions are made, employees are expected to conduct themselves in accordance with the law and all company policies. In addition, driving a Company vehicle while under the influence is strictly prohibited.

Legal Drugs

"Legal drugs" are those prescribed or over the counter drugs which are legally obtained by the employee and used for the purpose for which they were prescribed (to the employee specifically, by his/her health care

provider). For purposes of this policy and federal law, marijuana is not considered a “Legal Drug,” and is, therefore, addressed in the “Illegal Drugs” policy below.

Even legal drugs may affect the safety of the employee or co-workers or members of the public. Therefore, employees must ensure that when using any legal drugs under the direction or supervision of a licensed health care provider, that he/she is aware of their job duties and has authorized them to report to work. In the case of legal drugs not taken under the direction or supervision of a licensed health care provider (such as over-the-counter drugs), employees must ensure they are able to report to work and perform all job duties safely.

Illegal Drugs

“Illegal Drugs” are drugs or controlled substances which are (1) not legally obtainable under the United States Controlled Substances Act (CSA) or (2) legally obtainable under the CSA, but not obtained in a lawful manner. Examples include cocaine and marijuana, or prescription drugs not lawfully obtained.

The use, purchase, sale, transfer, possession, distribution, manufacturing, being under the influence, or the presence in one’s system of a detectable amount of an illegal drug by any employee is prohibited (1) while on Company premises (whether or not on duty) (2) while the employee is performing Company business (whether or not on the Company’s premises), or (3) while operating a vehicle or potentially dangerous equipment owned or leased by the Company.

The Company has no obligation to accommodate medicinal uses of marijuana unless required by applicable law, and only with appropriate supporting documentation.

Searches

In order to enforce this policy, The Honest Company reserves the right to conduct searches of Company property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

Violations of Policy

Any violation of this policy will result in disciplinary action, up to and including termination of employment.

Rehabilitation

In accordance with applicable laws, the Honest Company will encourage and endeavor to make reasonable accommodations in accordance with the Reasonable Accommodations Policy and applicable law. We encourage any employee with a substance abuse problem or other alcohol or drug dependency issue to seek professional medical treatment/care prior to any violation of this policy, as employees may not request an accommodation to avoid discipline for a policy violation. Additionally, while we support employees who take steps to overcome substance abuse, this support is not a guarantee of continued employment.

Workplace Violence

The Company will not tolerate workplace violence. Workplace violence is violence against employees and is committed by persons who either have an employment-related connection with the Company or are outsiders, and typically involves:

- Physical acts against persons or employer property
- Verbal threats, or vicious statements that are meant to harm or cause a hostile environment
- Written threats, vicious cartoons or notes, and other written material that is meant to threaten or create a hostile environment
- Visual acts that are threatening or intended to convey injury or hostility

All employees are expected to report any act of violence that they witness or experience, whether actual or potential/threatened. Employees should bring their concern directly to the attention of their immediate manager

or Human Resources. All such reports shall be fully investigated. Any employee who takes any adverse action against a person because they reported any act of violence or a suspicion of violence shall be subject to immediate discipline, up to and including discharge.

Any employee who commits an act of violence at work against a person or property will face disciplinary action up to and including termination of employment. If circumstances warrant, the matter will be referred to legal authorities for prosecution.