

Wendy's

DOING THE
RIGHT THING

**FOR
EACH
OTHER**





WE TREAT EACH OTHER FAIR AND SQUARE

When Wendy's first served up square burgers more than 50 years ago, it was clear: We don't cut corners. That same spirit guides how we treat each other. We believe in an open, respectful and inclusive environment where everyone can thrive.



THINGS YOU MIGHT BE ASKING

- **What should I do if I feel uncomfortable with a coworker's behavior?**
- **Can I date someone I work with?**
- **How do I report a safety concern anonymously?**
- **What counts as inappropriate language or jokes?**
- **Who do I contact if I'm not comfortable going to my manager?**

This section explains what's expected of you, what's okay (and what's not) and how we protect ourselves and one another. You'll find guidance on keeping our workplace safe and respectful, avoiding harassment or discrimination, using appropriate language and navigating personal relationships at work.

WORKPLACE SAFETY AND HEALTH

At Wendy's, people come first and that starts with their safety and well-being. We're committed to keeping our workplace safe and healthy for employees, customers and visitors alike.

We follow all safety standards, laws and regulations and work closely with government (Federal and State Occupational Safety and Health Administration) agencies when needed. Our goal is to meet or exceed industry best safety standards and to keep everyone informed and involved in creating a safe environment.

Your responsibilities:

- ✓ Follow all safety and health standards, rules, laws and Company policies.
- ✓ Look out for your safety and the safety of coworkers, customers and visitors.
- ✓ Report accidents, injuries, illnesses or anything unsafe to your manager right away.

If you're a manager, you're also expected to:

- ✓ Make sure your team works in a safe and healthy environment.
- ✓ Regularly review and improve our safety and health programs.



NO PLACE FOR VIOLENCE

Wendy's has zero tolerance for workplace violence or threats of any kind. If you see or experience violent behavior — or even the threat of it — report it immediately to your manager or your HR Business Partner or through EthicsPoint.

Any employee who threatens or commits violence, verbally or physically, toward another person or Company property may face disciplinary action, up to and including termination.

EQUAL EMPLOYMENT OPPORTUNITY

At Wendy's, we believe treating everyone with respect starts with being a proud equal opportunity employer. As further described in

Wendy's Equal Employment Opportunity Policy, the Company is committed to complying with state and federal laws and prohibits discrimination in terms and conditions of employment on the basis of race, color, gender, religion, national origin, age, disability, sexual orientation, gender identity, or any other status protected by law.

WORKPLACE HARASSMENT

We expect all employees to treat each other with respect and professionalism. That's why Wendy's will not tolerate harassment or discrimination against any employee, by anyone, including other Wendy's employees, franchisee employees, customers, vendors and suppliers.



WHAT IS WORKPLACE HARASSMENT?

Wendy's Anti-Harassment Policy prohibits unwelcome words or actions (spoken, written, physical or visual) that are based on a person's characteristics, such as race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, or other status protected by law.

This may include slurs, negative stereotyping, offensive jokes or hostile behavior. It may also include offensive content shared within the Company, online or displayed at work.



WHAT IS SEXUAL HARASSMENT?

Wendy's prohibits all forms of harassment in the workplace. Per Wendy's Anti-Harassment Policy, sexual harassment may include unwanted advances, requests for sexual favors or other conduct of a sexual nature when the conduct creates an intimidating, hostile, or offensive work environment.

Wendy's policy prohibits:

- ⊗ Sexual jokes or teasing
- ⊗ Graphic or degrading comments
- ⊗ Sexual favors in exchange for job perks (quid pro quo)
- ⊗ Pressure to date or engage in sexual activity
- ⊗ Unwelcome touching, hugging or brushing up against someone
- ⊗ Sharing sexually suggestive images, messages or objects
- ⊗ Conversations about sexual behavior or preferences

If you experience or witness behavior that violates these standards, speak up. Talk to your manager or your HR Business Partner or reach out through EthicsPoint.

If a complaint is made, we take it seriously. We investigate thoroughly and we expect employees to cooperate. Withholding information or interfering with an investigation can result in disciplinary action, up to and including termination.

PERSONAL RELATIONSHIPS AT WORK

Some personal relationships can make things complicated at work, especially when they affect objectivity, morale or team dynamics. That's why we don't allow relationships that interfere with our Wendy's culture of teamwork and respect.

A personal relationship must be reported if:

- ❌ It creates or seems to create favoritism or unfair treatment.
- ❌ One person has supervisory responsibility over the other.
- ❌ It negatively affects morale or someone's ability to lead objectively.
- ❌ It contributes to a hostile or uncomfortable work environment.

If you're involved in or aware of a relationship that could impact the workplace, report it to your manager, your HR Business Partner or through EthicsPoint.



THINK BEFORE YOU SPEAK

Be thoughtful and respectful in how you communicate, whether it's face-to-face, over the phone or through email or messaging.

Avoid profanity, insults or anything vulgar or abusive. When in doubt, ask yourself: "Would I be okay if this message were posted publicly?"

SCENARIO

Q: My coworker keeps asking me to hang out. They found me on social media and send messages even after I told them I'm not interested. It's uncomfortable. Is this harassment?

A: Yes, it might be. If the behavior is unwelcome and continues after you've said no, it may qualify as sexual harassment. If you feel safe doing so, tell your coworker clearly to stop. If not, report the behavior right away to your manager, HR Business Partner or reach out through EthicsPoint.

NO ILLEGAL DRUGS, ALCOHOL OR WEAPONS

Wendy's is committed to providing a safe work environment for our employees, which includes prohibitions related to drugs, alcohol, and weapons and firearms, unless otherwise required by law.

These prohibitions apply except in very limited circumstances as described in the Company's policies, including the Employee Conduct Policy and Workplace Violence, Weapons & Firearms Policy.

This guidance includes:

- ❌ No using, having, selling or making illegal drugs or other intoxicating substances on the job.
- ❌ No misusing prescription drugs.
- ❌ No alcohol on the job, except as permitted by the Company and in compliance with applicable laws, including those related to operating a motor vehicle.
- ❌ No weapons or firearms on Company property, including Company vehicles.
- ❌ No working while under the influence of legal or illegal drugs, alcohol or other intoxicating substances.

Any employee in violation of the Company's policies may face disciplinary action, up to and including termination of employment.

Wendy's reserves the right to inspect any items on Company property, including, but not limited to, offices, desks, lockers, computers and vehicles at any time, to the full extent allowed by applicable law.

