questions? answers.

Team Member Handbook Stores Non-Exempt





welcome to the Target Team!

At Target we believe in investing in every single team member by providing opportunities to learn, grow, and develop to support your career journey.

Take time to go through this handbook to understand how we empower and encourage each other to be our best selves. It covers our expectations of you and what you can expect from us. While this handbook contains general standards, it by no means describes all the policies and practices you are expected to comply with.

Hold on to this handbook for future reference. If you have questions, contact your leader or Human Resources (HR).



strategic roadmap

purpose (why we exist):

To help families discover the joy of everyday life.

our cultural vision (how we deliver on our purpose):

Care, grow, and win together

our values (how we bring our vision to life):

Inclusivity, Connection, Drive

positioning:

Target makes it easy for guests to feel welcomed, inspired, and rewarded.

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get to know your handbook

Use the team member handbook as a guide to find out about your training, pay, schedule and time off, as well as company policies, guidelines, and expectations. While this handbook contains general standards, it by no means describes all of the policies and practices you are expected to comply with. Different areas of the company may have additional best practices and standards that apply to your position. You'll learn more about these as you onboard into your role.

The information in this handbook supersedes that of any prior handbook. For the most up-to-date handbook, refer to the digital version on <u>eHR + Human Resources</u>. And, for the most up-to-date policies, visit the <u>Enterprise Policy site</u>. If you're unsure about any policy or procedure, ask your leader or HR partner.

All Target team members are employed "at-will," unless otherwise indicated by state law, which means Target can terminate the employment relationship at any time for any reason not prohibited by law. Team members have the same right. Therefore, except for the policy of at-will employment, Target's policies, practices or procedures, including this handbook, do not constitute a contract, expressed or implied. Target will not, and team members should not, interpret any verbal or written statement, policies, practices, or procedures, including this handbook, as altering their at-will status. In addition, Target practices or procedures do not guarantee employment for any particular length of time or limit how that employment may end.

diversity and inclusion at Target

At Target, we believe that diversity and inclusivity make teams and Target better. Embracing diversity means understanding and recognizing that each of us is unique and that our dimensions of difference are our greatest strength. These differences are reflected in how we think and learn, how we see the world, how we approach our work, and how we relate to others.

Inclusion is about creating an environment where everyone feels welcomed, valued, and respected. It means that all individuals enjoy a sense of belonging and level of support that allows them to do their best work. When we are inclusive, we are all able to be our true selves, and therefore bring our best selves to Target, each and every day.

for our guests

We strive for an **Inclusive Guest Experience** where all dimensions of difference are valued and represented and guests feel a sense of belonging at Target.

for our team members

We strive to provide safe and **Inclusive Work Environments** where all dimensions of difference are valued and represented, and where all team members feel welcome and able to bring their authenticity to deliver results.

for our communities

We strive to leverage our influence to reduce disparities and champion **Equality in Society** in order to help communities thrive.

ethics

Target's commitment to ethical standards is reflected in the way we conduct business and through our actions. Team members, at any level, must always consider the impact to our guests, team members, stakeholders, community, and the Target brand when making business decisions.

You must demonstrate a commitment to building a strong ethical culture by:

- Modeling Target's values through your decisions and actions
- Exhibiting honesty, respect and concern for others through every interaction
- Understanding and following Target policies and procedures
- Complying with all laws
- Seeking guidance when you have ethical guestions
- Reporting any suspected violations or concerns

By holding yourself and your teammates accountable to these standards, you deliver on our brand promises while deepening the trust of our guests, team members, stakeholders, and communities.

Target's Code of Ethics

Integrating ethical decision making into your work is a key component of a strong ethical culture. <u>Target's Code of Ethics</u> – "the Code" – defines and illustrates ethics at Target. It outlines your accountability to comply with the law, the Code, and Target policies, and describes your duty to report any actual or suspected violations of the Code. The Code is your guide for making ethical decisions that uphold our values and our commitment to a strong ethical culture.

No matter what job you hold or where you work, it's up to you to understand and follow the Code. The Code is your guide for how we conduct business – from navigating challenging situations to making ethical decisions. Use the Code to identify anything that might violate our policies and report any concerns. Whenever you have a question about what to do, or don't know what to do, go to the Code first. The Code can't possibly cover every work situation, but it's a good starting point. Plus, your leader, HR, and the Ethics team are always available to help provide guidance. Consider the Code your essential resource for making ethical choices – the choices that matter to our guests, our communities, and our company. You can find the Code and other resources for ethical decision making on the Ethics@Target site.

enterprise policies

Enterprise policies document legal, regulatory, or company requirements for team members. All team members are responsible for understanding and adhering to these expectations. Team members found in violation of these policies may be subject to disciplinary action, up to and including termination. Many of Target's enterprise policies are described in this section. You can find all enterprise policies on the Enterprise Policy site or ask your HR partner for a copy of the policies.

equal employment opportunity and harassment-free workplace

Target is committed to providing a work environment where everyone is treated with dignity and respect. Target prohibits discrimination and harassment by or against any team member, intern,

applicant, guest, vendor, or contractor. Target also prohibits retaliation for reporting in good faith any potential violations of the Equal Employment Opportunity and Harassment-Free Workplace Policy or for cooperating in an investigation of a potential violation.

Target's prohibitions against inappropriate conduct go beyond mere violations of the law. As a result, Target may consider an individual's conduct to be in violation of the Equal Employment Opportunity and Harassment-Free Workplace Policy even if it falls short of unlawful harassment, discrimination, or retaliation under applicable law.

Target is an equal opportunity employer that prohibits discrimination, and makes employment decisions without regard to the Protected Categories as outlined in the Equal Employment Opportunity and Harassment-Free Workplace Policy. Protected Categories include: race, national origin or ancestry; color; sex (including pregnancy, childbirth, lactation, and related medical conditions); gender; religion or religious creed; age, marital status; medical condition or disability; sexual orientation; gender identity or expression; citizenship status; military or veteran status; genetic information or characteristics (or those of a family member); perceived membership in a protected class; or any other basis protected by applicable laws.

Target makes reasonable accommodations as required by applicable laws, including for sincerely-held religious beliefs or for known physical or mental limitations of otherwise qualified applicants or team members.

Target is committed to a workplace free from harassment and prohibits sexual harassment and harassment in any form based on the Protected Categories. Target's Equal Employment Opportunity and Harassment-Free Workplace Policy outlines company expectations, including examples of prohibited behavior, complaint and reporting procedures, and expectations for leaders responding to reports of potential violations.

Individuals who believe they have been subject to, witnessed, or become aware of behavior that they believe violates the Equal Employment Opportunity and Harassment-Free Workplace Policy have a responsibility to report the violation immediately following the reporting procedure outlined in the Policy. When Target becomes aware of potential misconduct related to Equal Employment Opportunity and Harassment-Free Workplace Policy, Target conducts a fair, timely, impartial, and thorough investigation. If an investigation shows that a violation has occurred, Target takes prompt and appropriate remedial measures, including corrective action, up to and including immediate termination.

Refer to the <u>Equal Employment Opportunity and Harassment-Free Workplace Policy</u> for additional information and visit the eHR + Human Resources site to see any state-specific policy addendums for your location.

Certain states and locations may require additional local and state-specific notices of rights related to certain employment laws. These notices are provided to team members during onboarding and are herein incorporated by reference as part of the team member handbook as required by state and local law.

workplace violence

Target is committed to maintaining a workplace free from acts of violence, intimidation, or threats. The Violence-Free Workplace Policy sets forth Target's standards for providing a safe and secure workplace and prohibits any acts of workplace violence.

Target defines workplace violence to include actions or words that endanger or harm an individual or Target property. It also includes actions or words that result in a reasonable belief by others that either they or other individuals are in danger, or that their property is in danger.

The Violence-Free Workplace Policy prohibits any acts or threats that Target considers to be related to violence towards anyone connected to Target, including team members, vendors, and guests. Such acts or threats include, but are not limited to, intimidation, bullying, stalking, verbal or physical aggression, harassment, and coercion. Places where this behavior is prohibited includes, but is not limited to, the workplace or in connection with other work-related events, such as business trips, social events with other team members (whether or not sponsored by Target), and off-site training events.

The Violence-Free Workplace Policy outlines company expectations and requirements, including examples of prohibited conduct and prohibitions on the possession, use, or threat of use of any kind of weapon, explosive, or other dangerous implement. This policy also outlines complaint and reporting procedures and expectations for leaders responding to reports of potential violations.

Refer to the Violence-Free Workplace Policy for additional details.

drugs and alcohol

Target values providing a safe and productive work environment in which team members are committed to superior guest service, productivity, and teamwork. Alcohol and drugs can have a harmful effect on the health, safety, and productivity of team members, and to the security of the company's equipment and facilities. For these reasons, Target maintains a work environment that is free of drugs and alcohol. The Drug and Alcohol Policy establishes requirements for Target team members and supports Target's commitment to maintaining a workplace free of drugs and alcohol.

Additionally, Target has separate Drug Free Workplace policies that vary by location. These policies address prohibited team member activity, outline Target's right to examine, screen, or test for the presence of alcohol or drugs, and describe the circumstances and process for performing testing. Target complies with applicable federal, state, and local laws related to this process.

Refer to the <u>Drug and Alcohol Policy</u> for additional information and visit the eHR + Human Resources site to see the location-specific Drug Free Workplace policies.

disability accommodation

Target believes that everyone has something to contribute. It's the knowledge, skills, and ability to create an inclusive environment where everyone feels respected and valued. Target is committed to taking steps to employ, retain, and advance qualified team members with disabilities at all levels, and creating an environment where team members can readily ask for and receive reasonable accommodations.

Target will comply with all federal, state, and local laws concerning employment of individuals with disabilities. Team members may not discriminate against qualified individuals with

disabilities in regard to application procedures, hiring, advancement, termination, compensation, training, or any other conditions and privileges of employment.

Target makes reasonable accommodations for the known physical or mental limitation(s) of an otherwise qualified applicant or team member with a disability in order to enable the applicant or team member to perform the essential functions of the job and/or enjoy equal benefits and privileges of employment, provided that the accommodation does not result in an undue hardship to Target. Target will also make reasonable accommodations for medical conditions related to pregnancy, childbirth, and lactation as required by applicable law.

The Disability Accommodation Policy establishes requirements for Target team members and leaders that support Target's commitment to the fair and equal employment of team members with disabilities.

Refer to the Disability Accommodation Policy for additional details.

lactation and breastfeeding

As part of providing family-friendly policies and benefits, Target accommodates team members who wish to express breast milk when separated from a child and/or to breastfeed a child during the workday. Target provides a reasonable amount of break time for team members who choose to express breast milk or breastfeed a child and a lactation location that complies with applicable laws.

Target's Lactation and Breastfeeding Policy outlines expectations for accommodating team members to express breast milk or breastfeed their child. Target will not discriminate or retaliate against team members who request accommodations, take advantage of the Lactation and Breastfeeding Policy, express breast milk, breastfeed a child, or otherwise exercise rights under applicable federal, state and local laws. This discrimination or retaliation is expressly prohibited.

Refer to the <u>Lactation and Breastfeeding Policy</u> for additional details and visit the eHR + Human Resources site to see local and state-specific policy addendums for your location.

conflicts of interest

Team members have a responsibility to Target's guests, team members, stakeholders, and the communities we serve to make business decisions strictly based on Target's best interests. Team members must prioritize Target's business interests and never let personal interests create bias, favoritism, or influence any business decisions.

An actual or perceived conflict of interest may arise when a team member's decisions are influenced or could appear to be influenced by personal interests, relationships or activities that may create bias or favor for a specific business partner. Team members have a responsibility to make fair and unbiased decisions and must avoid anything that could create an actual or perceived conflict of interest.

The best way to avoid a conflict of interest is to understand and avoid the types of situations where conflicts between business and personal interests generally arise. Team members must:

- Make all business decisions by prioritizing Target's business interests
- Never accept anything from a business partner that is not needed for a legitimate

- business purpose
- Never misuse the authority of influence of your position at Target for personal benefit
- Avoid and disclose any activity or relationship that could create an actual or perceived conflict of interest
- Seek guidance immediately if you see, hear, or suspect a potential conflict

Refer to the <u>Conflicts of Interest Policy</u> to understand what you can and cannot do. It provides guidance regarding samples, gifts, meals, entertainment, travel, or anything else of value offered by a vendor, prospective vendor or competitor; guidelines for participating in for-profit and non-profit boards, external engagements, civic involvement, expert networks; and guidelines around external employment or providing external services to a vendor, prospective vendor, or a Target competitor; and more.

team member relationships

A familial or romantic relationship among team members can create an actual, potential, or perceived conflict of interest in the employment setting. It can also adversely affect Target's culture and work environment. Team members must maintain a high standard of professional conduct and integrity at work and in any work-related setting. Target is committed to providing a work environment where everyone is treated with dignity and respect and that promotes fairness and integrity for all team members.

Leaders have the ability to influence the careers of those they supervise. Similarly, some leaders, including higher-level leaders, and team members with unique responsibilities may have the ability to influence the careers or terms and conditions of employment of other team members. For these reasons, Target may refuse to hire or place a relative or individual in a romantic relationship in a position where the potential for favoritism exists, the relationship could interfere with business operations, and/or the relationship could create an actual or perceived conflict of interest in the employment setting.

The Team Member Relationships Policy establishes requirements and limitations upon direct or indirect reporting relationships between relatives and between team members in a romantic relationship. Refer to the Team Member Relationships Policy for additional details.

securities trading

Trading securities of a company while you are aware of material, non-public information is illegal and unfair. The purpose of Target's Securities Trading Policy is to ensure compliance with securities laws, which prohibit trading in securities by insiders when they are aware of material, non-public information, and reinforce Target's commitment to high ethical conduct by establishing and communicating the rules applicable to trading in securities by insiders.

As part of your job, you may learn material, non-public information about Target or another company, such as one of our business partners. It is unfair and illegal to use material, non-public information to buy or sell securities for your own personal gain. You should trade only when information is lawfully and publicly available. You should also not share material, non-public information with others to trade. Further, under the Securities Trading Policy, you may not trade in any derivative that is directly linked to Target securities at any time.

Refer to the <u>Securities Trading Policy</u> for specific requirements, including information about prohibited periods (often referred to as blackout periods), when no trades in Target securities

are permitted, that are applicable to certain persons.

no solicitation and distribution

Target wants to make sure all team members can work free of the distraction and pressure that may be created by solicitation and distribution of materials. Target also wants to ensure our guests a distraction-free shopping experience. During working time (yours or your fellow team members'), you may not "solicit" team members or any other individuals.

"Solicit" includes, but is not limited to:

- Asking others to join organizations, events, or pools
- Collecting signatures for or asking others to sign petitions
- Asking others to buy goods, services, memberships or subscriptions
- Seeking funds or donations for individuals, charitable causes, or other organizations

Additionally, team members may not distribute materials during working time or in work areas at any time.

"Working time" does not include meal periods and rest breaks (whether paid or unpaid) or any other time during which a team member is not expected to be engaged in work activities.

Individuals not employed by Target, or by a Target vendor providing service to Target, are prohibited from soliciting, distributing materials, selling merchandise, or holding events at all times anywhere on Target-owned property or leased property when the Company has a right to exclude, including parking lots and sidewalks.

Refer to the No Solicitation and Distribution Policy for additional information.

team member illness policy

Target takes specific steps to safeguard team member health and well-being, while ensuring the ability to maintain essential operations and provide necessary services to our team members and guests. The Team Member Illness Policy reinforces this commitment and sets forth Target's standards for team member conduct.

The Team Member Illness Policy covers communicable diseases and other illnesses that can spread easily between individuals and put others' health at risk. It sets forth the expectations and requirements that Target has for team members to reduce exposure to such diseases.

Requirements and additional protocols can be found in the Team Member Illness Policy.

information security

No matter your role or assignment, you are responsible for safeguarding Target's guests, reputation, and business. By protecting guest, team member, and company information, you strengthen Target's competitive advantage and help manage Target's reputation.

Among the many safeguards that Target invests in to fight against threats, one of the most important is you. To make it easier for you to do your part in helping to protect the company, Target has two documents, the <u>Acceptable Use of Information Resources Policy</u> and the <u>Information Security Policy</u>, containing what you need to know and do. It is your responsibility to

review, understand, and adhere to the policies. Stay vigilant to protect Target information resources online, on the phone, in person, and email and other communications.

online

In your role, you many have early access to product information. Don't share "sneak peek" product information with family and friends before products hit our shelves. This means don't take pictures or post any information about products ahead of time. Talk with your leader about any questions regarding what Target information you can share on external social media sites.

on the phone

Do not provide information about Target, Target strategies or sales (before they are made public), or Target team members over the phone unless you are certain of the caller's identity and authorization for that information. If at all unsure, ask your leader before sharing any information.

in person

Any individual asking for physical access to technology resources like the data center, server rooms, or telecom systems should be directed to the Security Desk. Team members must manage visitors in accordance with the <u>Visitor Management Policy</u>, including checking them in and out and escorting them.

in and around stores

If a credit card is found, bring it immediately to Guest Services. Guest Services and leaders must follow the "Lost and Found Credit Cards" process located on Workbench.

email and other communications

Our systems and resources, including email, are intended for business purposes. Keep in mind that your Target emails and other communications should not be considered private and that Target reserves the right to monitor, review, retrieve, and retain them.

Protect Target by reporting security concerns. If you receive a suspicious email, phone call, or text: report it. If you think a team member is not following security best practices (oversharing of information, accessing information they shouldn't): share it. Forward these concerns to Security@target.com.

bring your own device (BYOD)

Target provides handheld electronic devices at all locations for your use if needed in your job. However, if you choose to use your own personal device for work-related purposes rather than a Target-provided device, keep in mind that your choice is strictly voluntary. Use of your personal device is not required as a part of your job, and any charges incurred are your responsibility.

social media

Our team members love our company and enjoy talking about it – to each other and everyone. While posting responsibly on social media helps team members connect with others, care should be exercised when posting to social media channels like Facebook, LinkedIn, Instagram, Pinterest, Snapchat, TikTok, Twitter, YouTube and other emerging social platforms.

You must be responsible about the topics in which you choose to engage. Make it clear in all posts that you work for Target and any opinions expressed are your own and do not reflect those of Target. Do not share proprietary or other non-public information. When using social media, never post comments or content that could be perceived as harassing, threatening, retaliatory, or discriminatory, or engage in any behavior or conduct that would otherwise violate any of Target's policies or the law.

Refer to the <u>Social Media Policy</u> for more requirements, including what to do when posting about Target on social media and what not to do when using social media.

working with the media

Target maintains a spirit of friendly cooperation with the media. The Target Communications team handles media inquiries that involve headquarters, stores and distribution centers. If you have questions on working with the media, have media at your store/location or if media contact you directly asking for you to comment on behalf of Target, please contact the Target Media Hotline at 612-696-3400 or press@target.com.

team member eligibility to work for Shipt

Shipt is a company owned by Target that provides same-day delivery services. Individuals working in the states of California and Massachusetts are not eligible to work as both a Target team member and a Shipt shopper.

open door

Target encourages and expects an open door culture throughout the organization – at every level and location. If you have a job-related idea, suggestion, concern, or issue, you are free to raise that with your leader, HR, or another leader. It is important that all team members are heard when they have an issue or concern. Target provides various outlets for team members that support this open door culture.

Team members who believe they have been subject to, witnessed, or become aware of behavior that may violate a Target policy have a responsibility to promptly report any suspected violations.

Contact: Your leader (or any other leader) or HR partner

Visit: www.targetintegrityhotline.com

Call: Integrity Hotline (interpreters available)

U.S.: 1-800-541-6838India: 000-800-919-0834

• Other non-U.S. locations: place a collect call to the U.S. at 470-219-7116

Email: Integrity@target.com

Write: Ethics, Target Corporation, 1000 Nicollet Mall #3110, Minneapolis, MN 55402

Team members reporting via the Integrity Hotline or Ethics may choose to identify themselves or remain anonymous.

Target does not tolerate retaliation of any kind against team members who report concerns in good faith.

Refer to the <u>Open Door Culture</u> guidelines on eHR + Human Resources for further information. Please note that some policies, such as the Equal Employment Opportunity and Harassment-Free Workplace Policy, contain specific reporting procedures that should be followed.

team colors

At Target, your safety and appearance is very important. Team Members are expected to present a neat appearance at all times. We ask that you wear:

- A red top* (any shade of red is fine, but not orange, pink, or purple)
- Any solid color pants or skirts (in good condition; preferably khaki or blue denim)

Fingernails should be smooth and well maintained so they do not increase your risk for potential injury, damage personal protective equipment (PPE), or make it so PPE cannot be worn as directed and provide protection as intended

*If you are unable or choose not to wear a red top on a particular day, HR will provide you with a red vest for you to wear for the day.

do not wear:

Clothing:

- Shorts (Guest advocates supporting Drive-Up and front of store attendants may wear shorts that are mid-thigh or longer and fit within the dress code. Overnight/early morning team members may wear shorts that are mid-thigh or longer when the store is closed; they must change into solid color pants or skirts (preferably khaki or blue denim) before the store opens.)
- Tank tops, halter tops, muscle shirts, or tube tops
- Hooded garments
- Clothing that is dirty or has rips, holes or other damage
- Lycra or yoga pants
- Sheer or revealing clothing (e.g., short miniskirts, crop tops, half t-shirts, or fishnet shirts)
- Apparel (e.g., clothing, hats, face coverings) considered derogatory or otherwise disrespectful to our diverse workforce, or violates any existing target policy; this includes but not limited to, clothing with vulgar slogans, profanity, designs, graphics
- Apparel (e.g., clothing, hats, face coverings) that contains any graphics, logos, or other
 content expressly political in nature. Political content generally refers to political
 graphics, logos, or slogans that advocate for or against a political party or candidate for
 political office, but does not include content that relates to terms and conditions of
 employment, or that is otherwise legally protected.

Footwear:

- Flip flops
- Open toes or top
- Open back or heel
- Slippery, non-flat, damaged, or roller soles

Accessories:

- Headphones / earbuds
- Sunglasses*
- Hats* (unless required to wear as part of a uniform)

*Guest advocates supporting Drive-Up and front of store attendants may wear hats or sunglasses as necessary to protect from sun, rain, or snow. . TMs should remove these items when performing duties inside the building.

If you operate or work in the vicinity of powered equipment, do not wear your hair, head covering, facial hair, clothing, jewelry, or accessories loose enough to be caught by machinery or cause injury.

Remember that the temperature outside and inside our backrooms, trailers and offsite warehouses varies with the changes in weather. Team members should dress appropriately for the conditions they will find, while keeping our dress code in mind.

positions with specific clothing:

Team members working in Bakery, Deli, Meat, Produce, TGT Café and Starbucks must adhere to appearance and dress code guidelines as outlined on the <u>Be Healthy</u> and <u>Food & Beverage Team Colors and Requirements</u> pages on workbench. Specific clothing may be required in other unique positions. This clothing is provided by the store at no initial or replacement cost to the team members. Examples of these types of clothing are:

- Beauty Consultant Aprons
- Select Assets Protection (AP) uniforms
- Property Management Lead (PML) uniforms

This clothing is the property of the store, but may be taken home for laundering with the team member's other clothing.

wear red, pay less

Dressing for work in team colors is easy and affordable. Although you are under no obligation to purchase team colors from Target, you can order Target-branded red t-shirts and polo shirts at a great price online at www.bullseyeshop.com.

Target will reasonably accommodate exceptions to this policy where required by law, including to accommodate sincerely-held religious beliefs, a medical condition or a disability, unless the accommodation creates an undue hardship for Target. Contact your leader or HR to request an accommodation or exception.

Nothing in this policy is intended to prevent employees from wearing a hair or facial hair style that is consistent with their cultural, ethnic or racial heritage or identity. There may be additional requirements based on your specific position and/ or work location. The Team Colors policy will be interpreted to comply with applicable local, state, or federal law.

name badge

Your name badge tells guests you're ready to help them. Always wear your name badge when you work and keep it clean and free of clutter (like stickers). If you lose it, don't worry. You can always get a new one. Your name badge should be removed when you are on a paid rest break or not clocked in and in view of guests.

guest service

We are committed to making it easy for guests to feel welcomed, inspired, rewarded, and safe while also creating a culture where team members can be their best every day. It all starts by creating a genuine, respectful, and comfortable environment. Guest-focused service is a differentiator that sets Target apart from our competitors. It is our foundational service standard that the guest will experience in all areas of the store in a safe and simple way.

We greet our guests in a genuine and natural way, we read the guest body language to determine the level of interaction, we engage from a safe distance based on what we understand about the guests needs. We use our tools to solve for the guest's needs, and then we close every interaction by thanking them for shopping at Target. Our stores are a one-stop-shop where guests can find inspiration in our assortment that is Priced Right Daily and the service provided by our talented team brings the whole experience to life.

what does guest service look like at Target?

- Empathize with the guest by putting yourself in their shoes
- Make genuine connections with guests and creating a welcoming experience by greeting every guest every time
- Be observant to quickly identify guest needs
- Ask questions about their shopping experience to understand their needs and determine how to tailor your approach
- Say thank you after every guest interaction
- Be yourself, relate to guests, and make the best decision to ensure each guest leaves our store happy and looking forward to coming back
- We expect our teams to:
 - Be passionate about making it easy for guests to save time and money while shopping at Target
 - Stay knowledgeable about products, promotions and digital tools to actively sell to guests no matter how they prefer to interact with Target
 - o Keep our guests safe and make sure they leave with everything on their list

get to know your store

your team

There are various Target store positions:

- The Store Director (SD) is responsible for the overall effectiveness of the team. The SD provides leadership that maintains guest service standards and builds team morale
- The Executive Team Leader (ETL) reports to the SD and is responsible for a specific area of the store such as General Merchandise, Service and Engagement, Specialty Sales, Food and Beverage, Assets Protection, or HR
- Team Leaders report to ETLs and sometimes the SD, and lead the teams in their departments to drive results
- Some positions report to a field leader and indirectly to the Store Director, for example

Property Management

Team members report to Team Leaders and sometimes ETLs

 Team members deliver on our purpose of helping guests discover the joy in everyday life

entering and exiting the store

Always use the main front entrance or the team member entrance when entering and exiting the store, except in an emergency. If you come to work before the store opens, you may need to show your name badge and/or photo identification to get in.

using the phone

Your store gets hundreds of business calls every day. To help keep store lines open, please do not use the store phones for personal calls. Be sure that your friends and family know not to call you while you're working.

food/drinks

Consumption of meals, beverages, and snacks is limited to the breakrooms, outside, and other designated areas only. All food and drink must be stored in the designated break areas that have been provided. Food and open drink containers are not allowed outside of the breakrooms, or other designated areas, and should not be stored or used on the sales floor, backroom, or near any powered equipment. The only beverage allowed in the backroom or offsite warehouse is water, which must be contained in a clear, spill-proof, and sealed container. All spills must be cleaned up immediately.

lockers

Keep your coat, hat, and other personal items you don't need for work in a locker or other designated area, and keep these areas neat and clean. Target isn't responsible for any losses that might occur. Lockers are Target property and Target reserves the right to inspect them at any time for the regulation of health, safety, and security. Don't put anything in a locker that you can't bring onto Target premises or that you would not want others to see.

parking

If you drive to work:

- Park in the area of the lot for team members
- Always lock your car and keep valuables out of sight
- Although you may leave the building on your own, you are encouraged to use the "buddy system" or walk in pairs for safety at night
- After the store closes, you may be asked to move your car closer to the store for safety
- Target is not responsible if your car or its contents are damaged or stolen

visitors

As a new team member, you may want to show your friends and family where you work. If you do, remember these things:

- Please don't ask your friends or family to visit you while you're working
- Only Target team members and authorized personnel are allowed in non-public areas of the store, such as the team member breakroom or stockroom
- If you are not scheduled to work, do not visit the non-public areas of the store except for authorized company business such as picking up your paycheck or reviewing the schedule

shortage

Every year, Target counts all merchandise at every location with a process called inventory. When we're done, we compare the amount of merchandise we have to what the building's records say we should have. What's missing is called "shortage." For example, if our records say we have a TV and it's not there, that's shortage. Target loses over a billion dollars each year due to shortage. It can be caused by not following the proper processes, shoplifting, and team member or vendor theft. Shortage reduces Target's profitability. We can all work together to reduce shortage by being careful and honest.

follow proper procedures

Shortage can be caused by a team member not knowing or following the proper procedures. This can include:

- Errors at the point-of-sale register such as missing items on the bottom of the basket
- Not processing damaged merchandise accurately
- Merchandise used by store personnel but not accounted for properly
- Inaccurately receiving and transferring product

You can decrease shortage in these areas by following guidelines and asking your trainer or leader when you're not sure how to do something.

shoplifters

Shoplifters cause shortage by stealing merchandise. The best way to deter shoplifting is for everyone to provide great guest service.

If someone is acting suspicious or stealing merchandise, immediately contact Assets Protection. They are trained to prevent and detect theft and are the only team members who are authorized to investigate theft and fraud or apprehend shoplifters. For your own safety and the safety of others, you should never engage in surveillance, pursue a suspected shoplifter, make accusations of theft or become involved in an apprehension. Non-Assets Protection team members engaging in these activities may be subject to corrective action, up to and including termination. If you observe an apprehension that is causing a disturbance, you can direct guest traffic appropriately.

Team member theft also causes loss leading to shortage. Similar to shoplifters, if a team member is observed acting suspiciously or stealing merchandise, immediately contact Assets Protection or another leader in the building. Do not attempt to investigate the theft or accuse any team member of dishonest activity. All tips will be investigated by Assets Protection and handled appropriately.

report theft

If you suspect a team member or vendor is stealing, or you observe shoplifting by a guest, contact Assets Protection as soon as possible. If you are uncomfortable or wish to remain anonymous, call the confidential Integrity Hotline at **800-541-6838**. You could receive an AP Reward for information leading to the resolution of a theft incident committed against Target or the recovery of stolen Target property or merchandise. Regardless of how you provide a tip to

Assets Protection, your information will remain confidential. Complete details on eligibility for an AP Reward can be found on Stores Workbench (Search: AP Rewards).

safety

Target is committed to providing a safe environment for our team members, guests, vendors, visitors, temporary agency workers, and contract service providers. It is each and every team member's responsibility to work safely and to follow Target's best practices and safety guidelines. Failure to follow safety guidelines can result in corrective action, up to and including termination.

safety programs and training

Target has developed many safety programs to protect team members from potential hazards in the workplace and to comply with federal (e.g., Occupational Safety and Health Administration), state, local and other (e.g., National Fire Protection Association) regulations and safety standards.

Processes and best practices have been developed to ensure you are fully educated on topics such as chemical and environmentally sensitive item management (ESIM), bloodborne pathogens, electrical safety, personal protective equipment (PPE), lockout/tagout, slip/trip/fall prevention, safe lifting/manual material handling, etc.

Your leaders will ensure you receive the appropriate training and information based on your learning plan and the expectations for your role. If, at any time, you have questions or feel uncomfortable with performing a task for a safety reason, ask a leader for assistance.

safety fundamentals

Safety Fundamentals form the foundation for the safe behaviors that help to keep you and our guests safe. Leaders are to model, coach, recognize, and reinforce these daily.

The Safety Fundamentals fall into four categories:

1. follow your training

- Operate powered equipment safely as trained (and only if certified)
- Use the correct and safe behaviors for merchandise handling/lifting, ladder/step stool use, cleaning up spills, pushing carts, equipment etc.
- Perform all job activities and tasks safely as trained

2. use your tools

- Report defective equipment and any missing personal protective equipment (PPE) to your leader immediately and don't use defective equipment
- Use all required tools safely as trained (e.g., PPE, ladders, powered equipment, etc.)
- Know which tasks require PPE. Ensure that it is clean and available for use, and that both you and your team always use it appropriately
- Participate in safety team meetings, huddles, etc. for important safety-related communications

3. never compromise safety

• Failure to follow safety guidelines can result in corrective action, up to and including

termination

• Never block emergency exits, electrical panels, fire extinguishers, or eye wash stations

4. be a safety advocate

- Correct or report any unsafe condition, hazard, or incident immediately (see Safety Concern section below)
- Coach fellow team members when you see them working unsafely
- Never block the 4 Es: emergency exits, electrical panels, fire extinguishers, or eye wash stations. Never put anything in fire aisles

safe and secure

Target has developed an emergency preparedness program to protect team members, guests and anyone else in our buildings. The Emergency Procedures Flipchart outlines step-by-step information for responding to a variety of emergency situations, including when to submit a Critical/Emergency Event (CEE) from a myDevice.

You will learn about your specific responsibilities for responding to an emergency through training sessions, safety communications, and drills, as appropriate.

your contact information

At Target, we require every team member to have a current home address and phone number on file. Although team member safety is a top priority, emergencies do happen. In case of an emergency, we want to make sure the proper individuals are contacted right away. That is why we ask you to designate at least one individual to be your emergency contact and to keep your contact information up-to-date. You can update this information anytime in Workday.

Target maintains the confidentiality of your address, phone number, and emergency contact information, unless we are required by law to disclose such information.

emergency response codes

We have different code names for certain events occurring in your building:

| Code | Meaning |
|--------|-------------------|
| Green | Medical Emergency |
| Yellow | Lost Child |
| Red | Fire/Smoke |

how to report an emergency

If you witness or learn of a safety incident or lost child, or if you see fire or smoke, please do the following:

- 1. Stay calm
- 2. Call for help with a phone or two-way radio/walkie
- 3. Say the code name and the location of the incident (for example, "Code Green, breakroom") three times
- 4. You have the authority to call 911 at any time
- 5. Do not use the fire extinguisher, unless you've been trained to use it
- 6. Follow the directions in the Emergency Procedures Flipchart

team member incidents

Report safety incidents immediately (injury or near miss) to your leader before any changes are made to the work area. A "near miss" is a safety event that did not result in an injury, but had the potential to do so (a "close call"). Examples: powered equipment hitting a pole/rack, a box falling from a top shelf landing next to a team member or guest, etc.

Subsequent symptoms or injuries, or injuries that are not immediately evident, must be reported to a leader immediately once observed. It doesn't matter how minor the injury seems – it must be reported immediately. A leader will report the incident electronically and make sure the injured person receives medical help, if needed.

To prevent a similar incident from happening in the future, it is important for team members to report incidents right away, so we can identify the root cause and take action.

incidents involving guests, vendors, visitors, contractors, or others not employed by Target

A "guest safety incident" is defined as the injury, condition or emotional trauma of a guest, vendor, visitor, contract service provider or any other person not employed by Target, that is alleged to have occurred on (or adjacent to) Target property, or to have been caused by Target, or by an item allegedly bought at Target.

If anyone defined as a guest has an injury or safety incident (as defined above):

- Remain calm
- Call for help, if needed
- Stay with the injured person until help arrives
- The responding leader will report the incident electronically
- Do not discuss the cause, liability, or blame for the injury/incident with the injured individual or bystanders

prohibition against minors and vendors operating powered equipment

minors

- Minor team members (under 18 years of age) are strictly prohibited from operating most powered equipment. Minors are allowed to operate cart movers and load cardboard into a baler (but may not unload or operate them)
- It is a serious violation of Target policy for a minor to operate powered equipment and may result in corrective action, up to and including termination
- If you are a minor team member and receive direction to operate powered equipment, other than the cart mover or loading a baler, immediately indicate that you are a minor and are prohibited from doing so
- If you are ever required to operate powered equipment, other than the cart mover or loading a baler, immediately report it to HR; if you are uncomfortable reporting it to HR, you may call the Integrity Hotline at 800-541-6838

all

Adult team members (18 years of age and older) may not operate powered equipment

unless they are certified to use the specific piece of equipment

• Vendors are strictly prohibited from operating Target's powered equipment

food safety

To protect guests and team members from getting sick, all food preparation and storage areas must be kept clean and sanitary. This includes, but is not limited to:

- Using proper cleaning and sanitizing products, procedures, schedules, and checklists
- Monitoring food temperatures
- Avoiding cross-contamination
- Using good personal hygiene (e.g., thorough hand washing, hair nets, gloves, etc.)
- Knowing how to prevent the spread of bacteria
- Maintaining a sanitary, pest-free environment in all areas
- Knowing how to remove and handle withdrawn or recalled product

bakery and deli safety

Stores with a bakery or deli have additional equipment and different conditions that can be hazardous (e.g., grinders, knives, slicers, ovens, fryers, dishwashers, dirty, wet, cluttered floors)

Always follow proper procedures, including:

- You must be 18 or older to use powered equipment such as mixers and slicers
- Know when the equipment you are using requires you to wear cut-resistant gloves, or other types of PPE, and wear them
- Handle all sharp objects (e.g., blades, knives, broken parts or glass) extremely carefully and wear cut-resistant gloves
- Keep floors clean, dry and clutter-free
- Keep all equipment in proper working order:
 - Make sure all guards and safety devices are left in place
 - When cleaning equipment, make sure it is turned off and unplugged. Carefully and safely reassemble the equipment upon completion

join the safety team

Your store has a Safety Team made up of leaders and team members from various departments. They discuss and act on ways to make your building a safer place for our team and guests. If you'd like to join the Safety Team, talk to your leader or Assets Protection.

safety concerns

Keeping our team members, guests and everyone else in our buildings safe is a top priority for Target. It is your responsibility to notify a leader if you have a safety concern or identify a safety hazard (or report it through the Origami application on the myDevice). We want to hear from you! You can also submit your concerns or suggestions through mySupport or by calling the Integrity Hotline at **800-541-6838**.

Requirements can be found in the <u>Safety Policy</u> and the Injury and Illness Prevention Program (IIPP).

leader responsibilities

regarding rest breaks and meal periods

It is critical that your non-exempt team members are taking adequate meal periods and rest breaks within the appropriate time period, in accordance with Target policy and the laws of your state.

Learn the applicable meal period and rest break policy for your team immediately. Please consult with HR if you are unsure of the legal requirements or policies that apply to your team or have any questions in this area. Due to the importance of meal period and rest break compliance, Target will take corrective action, up to and including termination, if you require or permit other team members to violate the rules regarding meal periods or rest breaks.

You must take time during the workday for your own meal periods and rest breaks.

paid versus unpaid activities

Use the following guidelines to help determine which events non-exempt team members should or should not be paid. Remember, these are just guidelines and you should partner with HR whenever you have questions about a specific situation.

non-exempt team members will be paid for:

- Any work performed
- Any work-related activity or event where participation is required or expected
- Training related to the team member's job
- Consistent with the Non-Exempt Travel Time Policy, drive time and mileage outside of a normal commute to any paid work event is considered time worked

non-exempt team members will not be paid for:

- Voluntary social events outside of working hours
- Voluntary team lunches with no work completed
- Volunteer events

Team members must be provided duty-free meal periods and rest breaks; meal periods are unpaid time, rest breaks are paid time. Team members may voluntarily participate in fun team events during their meal periods if it is not work-related; however, they will not be paid for this time.

leader responsibilities regarding prevention of off-the-clock work

As a leader, it is your responsibility to ensure your non-exempt team members accurately record all time worked. Once they are clocked out or during a meal period or rest break, non-exempt team members are strictly prohibited from engaging in any work for Target.

You must allow non-exempt team members to take complete, uninterrupted, duty free meal periods and rest breaks. Any leader who permits or condones working off the clock may receive corrective action, up to and including termination. If you become aware that a non-exempt team member may have worked off the clock, you must immediately report it to HR. This ensures that an investigation is performed and appropriate action is taken to address and correct the circumstances surrounding the off-the-clock situation, as well as ensures the team member is

paid for their time, if applicable. You simply cannot look the other way — you have an obligation to look into, correct, and follow-up on potential off-the-clock situations.

leader responsibilities for reporting pay

As a leader, it is your responsibility to ensure your non-exempt teams are scheduled and paid appropriately. Team members should not be scheduled for shifts less than four hours. If a team member reports to work and clocks in, but is sent home early they will be paid at least three hours unless city or state law is more restrictive, then they will be paid the minimum required by law. Reference your state-specific policy for more information.

team member responsibilities

At Target, we care about safe working conditions, competitive wages, fair treatment, and individual respect. In return, we expect you to become a productive, contributing member of our team.

Work volume can change from day to day, so it's important to be flexible and willing to perform any job your leader asks you to do. Sometimes you might be temporarily moved to another department to help with extra work. That's all part of being a team member and pitching in when and where you're needed.

We also expect team members to do the following:

- Report to work on time, ready to perform job duties
- Call your leader as soon as possible if you can't work because of illness or other emergencies
- Always use the time clock to accurately record your hours
- Always wear your name badge while working
- Take responsibility for your safety and the safety of others, and follow all safety guidelines, being especially careful while operating powered equipment
- Report potential hazards, and all injuries/near misses to a leader as quickly as
 possible. Target prohibits retaliation against a team member who in good faith reports a
 hazard, near miss, or injury
- Take care of the equipment provided to help you do your job. Follow guidelines for checking out, using, and returning equipment. Missing or lost equipment will be investigated in partnership with AP

your schedule

We want you to enjoy working at Target. That's why we'll try our best to arrange your schedule to fit the hours and days you can work. But remember, the hours we need you to work may vary depending on how busy the store is, the number of people needed to complete the work and your availability.

overall

 Report to work on time; we need you to be here to perform the core functions of your job and regular attendance is essential

- Team members must make their own phone calls to report absences, family members or other individuals can make phone calls on your behalf in emergency situations
- If you arrive late, report directly to your leader
- If you need to leave work early, you must speak directly with your leader as soon as possible

Minor team members have additional scheduling restrictions based on state-specific laws, all minors cannot work before 5:00 am or past 10:00 pm (even if permitted by state law). Partner with your HR leader to learn more about your location's guidelines for minors.

see your schedule

Schedules are posted every Thursday by noon, 10 days before the first day of the schedule (unless otherwise required by applicable law). You may also view your schedule at your store or by voluntarily downloading and using the myTime Mobile app on your smartphone.

Sales and workload fluctuations may occur and result in additional hours being offered to you by your leader. Picking up additional hours or shifts is voluntary and will be communicated to team members as proactively as possible.

If you report to work for a scheduled shift and a decision is made to reduce operational hours for that shift, you will be paid for at least three hours (in some states, at least four hours). This does not apply if you volunteer to leave early.

changing hours

If you need to change the hours that you're available to work, talk with your leader. If you both agree that the change in your hours will fit your department's needs, fill out a myTime Self Service Availability form. The form will auto-route to your leader for review. You will receive notification of the approval or denial in your self-service inbox.

time off

You may take time off if approved by your leader and HR in advance. Time off requests must be submitted and approved prior to the impacted schedule being published. Fill out a myTime Self Service Time Off Request form. The form will auto-route to your leader for review. You will receive notification of the approval or denial in your self-service inbox.

If a conflict arises after the schedule has been published, you can post your shift in the myTime Mobile App or via the swap shift board. If another team member volunteers to pick up the shift and is approved by a leader, you are no longer accountable for the shift. If no team member volunteers to pick up the shift, you are still accountable to report to the shift.

if you're late or absent

We realize there may be times when you won't be able to come in because of an illness or an emergency. Call a leader or HR prior to the start of your shift or as soon as possible to report your absence or if you are going to be late. If you fail to call in or report to work two or more hours after your scheduled start time, you may be subject to corrective action.

Keep in mind that reliability is a core expectation of all team members; when you are late or absent it makes work harder for your fellow team members. Frequent or reoccurring reliability

concerns such as, absences or arriving late to work, could result in corrective action, up to and including termination. If you are absent three scheduled days in a row (or longer per local or state law) without calling your leader or HR, you will be considered to have voluntarily terminated your employment with Target.

overtime

You should follow your schedule, starting and ending work on time each day. There may be times when you are scheduled for overtime to support peak days. Your leader or HR will partner with you in advance of scheduling you for overtime. If you agree, you'll be paid an overtime premium as required by law.

the time clock

The time clock keeps track of the hours you work. Your work hours are automatically counted when you enter your team member number into the time clock. Always clock in every day when you arrive and clock out whenever you leave. If you're not sure how to clock in or out, ask your leader or HR.

time clock rules

- Target requires all time worked be recorded
- Only key your own team member number or swipe your own badge into the time clock
- Be sure to enter the correct punch type
- Never do any work for Target unless you are clocked in. If you are asked to work when you're not clocked in, immediately talk to your leader or HR
- Don't clock in more than five minutes prior to the start of your scheduled shift, unless approval is granted from your leader
- Never clock in or out for another team member

what if you forget?

Let HR know right away if you forget to clock in or out. They will help you correct the mistake so you are accurately paid on your next paycheck for all the hours you worked.

Because you may not know that you forgot to clock in or out, an *MP* (for missing punch) will display by your name when you punch in at the time clock. You can also view your punches in self-service under View myTimecard or through the myTime Mobile app. These tools will help you determine if punches are missing and, if so, what punch you missed so you can submit a Punch Correction form in self-service to fix it. If you have questions about these tools, talk to your leader or HR.

Target prohibits working off the clock

You should never for any reason perform work off the clock. This means you must be clocked in to perform work on behalf of Target, including involuntarily waiting to leave the store because the door is locked or alarmed. Work cannot be performed during your meal periods or rest breaks. It is important you accurately and timely record all work you perform on behalf of Target so you can be appropriately paid. If you do get into a situation where you believe you may have performed work off the clock, you should immediately report it to your leader or HR so the situation can be corrected and you can be paid for all time worked.

It is a very serious violation of Target policy for any leader to give direction or encouragement,

explicitly or implicitly, to work off the clock. If this occurs, immediately report it to your leader or HR. If you are uncomfortable reporting the situation or it remains unresolved, call the Integrity Hotline at **800-541-6838**. Target will investigate and make sure the appropriate corrective action is taken to address the situation.

If you are contacted at home by phone or text for work-related reasons, other than scheduling, submit a Punch Correction form in self-service reflecting the length of the conversation, but no less than 15 minutes of paid time.

Remember, you may be subject to corrective action, up to and including termination, if you work when you are not clocked in, if you enter time clock information for another team member, or if you submit incorrect time clock information for yourself.

meal periods and rest breaks

Target wants to make sure team members get enough rest to focus on their responsibilities in an effective and positive way. It is your responsibility to take meal periods and rest breaks of sufficient length and at appropriate times, in accordance with the law and Target policy.

If you are unsure about the rules you need to follow, or if at any time you believe you are being required to work through meals or breaks, please immediately talk to your leader or HR. Target feels so strongly about this policy that if you voluntarily work through meal periods or rest breaks, or take short or untimely meal periods or rest breaks, you will be subject to corrective action, up to and including termination.

meal period requirements

Team members must begin their meal period before the start of their fifth or sixth hour of work as outlined below. Team members must begin their second meal period before the start of their fifth or sixth hour (based on state requirements) of work after the end of their first meal period. Team members should check with HR or reference the meal period and rest break posting in the Team Member Service Center near the store's time clocks for state-specific requirements.

| State | Meal Period Requirement |
|-------|---|
| | One 30-minute unpaid, duty-free meal period is required for every work period of five hours |
| | One 30-minute unpaid, duty-free meal period is required for every work period of six hours |

Select states require different meal periods for minor team members. In these states, it will be noted on the Scheduling and Payroll board.

general meal period and rest break rules

- You must be relieved of all work duties during your meal periods and rest breaks
- You can't answer telephones or walkies, help guests, or do any work while you are taking a meal period or rest break. You should turn off your walkies
- Meal periods are unpaid. You must clock in and out during meal periods
- You must take a full meal period; use the Start/End Meal buttons to clock in and out; the time clock will enforce a 30-minute meal period

- Rest breaks are paid and last 15 minutes. Do not clock in and out during rest breaks
- If you stay on Target property during your meal period and/or rest break, please take your break in a designated breakroom
- Team members, including overnight team members, in CA, CO, CT, MA, NJ, OR, and WI must be allowed to leave the building during their unpaid meal period
- Overnight team members in all other states are required to remain on the premises during their unpaid meal period and paid rest breaks
- Meal periods and rest breaks cannot be skipped, saved, or combined
- You cannot save a meal period or rest break in order to leave early
- Meal and rest breaks should be provided in the middle of each relevant block of time as possible

required rest breaks

| States | Team member's scheduled workday | Required rest breaks |
|---------------------|---|--|
| СО | At least 2 hours and up to 6Over 6 hours and up to 10Over 10 hours or more | One 15 minute rest break Two 15 minute rest breaks Three 15 minute rest breaks |
| OR, WA | At least 3 hours and less than 6 At least 6 hours and less than 10 10 hours or more | One 15 minute rest break Two 15 minute rest breaks Three 15 minute rest breaks |
| CA, KY | At least 3.5 hours and less than 6 At least 6 hours and less than 10 10 hours or more | One 15 minute rest break Two 15 minute rest breaks Three 15 minute rest breaks |
| NV | At least 3.5 hours and less than 7 At least 7 hours and less than 11 11 hours or more | One 15 minute rest break Two 15 minute rest breaks Three 15 minute rest breaks |
| All other states | At least 4 hours and less than 7 At least 7 hours and less than 11 11 hours or more | One 15 minute rest break Two 15 minute rest breaks Three 15 minute rest breaks |

personal and career development

At Target, we're committed to providing you with meaningful work and opportunities to build and develop skills for a career. We do this by providing resources and tools to assist you.

tips for career development at Target

- Take responsibility for your own development and career growth, and make sure you communicate how you want to grow to your leader.
- Development starts with knowing yourself and your aspirations. Share with your leader what career experiences interest you and how they align with your aspirations. It is important to understand how you can develop in role and how you and your leader will work together.
- Don't forget that career development also includes knowing how you are performing in

- role: what outcomes are being accomplished and what impact they are having?
- Be open to feedback on your performance and development from your leader and partners. You or your leader can initiate feedback.

learning period

Learning takes time. That's why, beginning with the first day of work, you start a learning period that generally lasts up to 90 calendar days. This is a time for you to get used to your job. It's a chance for you and Target to see whether we make a good fit, whether you're happy with your job and if your leader is happy with your performance. If not, either you or Target may decide your employment shouldn't continue beyond the learning period. Both during and after this learning period, your employment remains at will, unless otherwise indicated by state law.

training

Training starts with Target Welcome. After that, you'll get to know your leader and your team. You'll learn your job and responsibilities by:

- Working with peers and your leader
- Using a learning plan and completing training activities
- Learning about our guests and what's important to them
- Being curious, asking questions, and seeking out continuous learning opportunities

compliance training and acknowledgements

Learning is a continuous process throughout your career at Target. Upon hire, annually, and at other scheduled times, you will be assigned to take training classes and/or complete questionnaires. These items may be online, via email, or in a classroom or huddle setting. Any training course or compliance questionnaire that is assigned to you is mandatory, and you must complete it in a timely manner in order to comply with Target's policies, the law and/or contractual obligations. For leaders who have direct reports, you are also responsible to ensure that your team members complete their training obligations in a timely manner. Failure to complete these assignments may result in disciplinary action, up to and including termination. Taking required training is considered work time and must be completed while a team member is on the clock.

your performance

At Target, we tell you how you're doing on-the-job on a regular, ongoing basis. You and your leader will discuss work priorities, what you're doing well and what you can do better in the future to develop. You'll be reviewed annually every year in April or May. At your review, your leader will spend time discussing your past year's job performance, including outcomes you delivered and expectations going forward.

Sometimes a team member's performance isn't up to our standards and we must take formal action. Whether the action is a direct conversation regarding poor performance, formal action to improve performance, or termination of employment depends on the severity of the performance problem. Serious, inappropriate conduct may result in immediate termination.

Seasonal team members and team members in their learning period will be terminated for failure to meet Target's expectations, including, but not limited to, unacceptable performance or conduct. Seasonal team members and team members in their learning period will not receive written Corrective Action.

pay increases

You may be eligible for a pay increase each year at the time of your annual performance review. Pay increases are based on your individual performance. For leaders, your contributions to the overall store performance will also be considered. Pay increases are prorated based on date of hire and fiscal year end date.

Store hourly team members hired on or after the first day of the fiscal fourth quarter are not eligible for a merit increase until the following year's annual performance process.

recognition

We all want to feel valued and appreciated for the work we do. When we receive recognition, it helps us know how we're contributing to our team and the organization's success. Giving recognition to our peers is a powerful way of acknowledging and appreciating their contributions to our culture and results. Recognizing others is also a way for us all to reflect on our shared experiences and better shape our work to serve our guests.

job postings

We want you to have the opportunity to grow with us. If you're promoted, you may have a chance to earn more money and receive more benefits. If you are interested in an open position, speak with your leader and complete an internal application. You must be supported by your leader and have worked for Target for at least 90 calendar days to be eligible for a promotion.

Target referral program

If eligible, you can help build our Target team and earn a reward for each exempt-level position you fill through the Target Referral Program. Search "Target Referral Program" on eHR + Human Resources to learn more.

leaving Target

If you decide to resign, please give two weeks' notice and notify your leader and HR. If you leave Target, either voluntarily or involuntarily, you may not take Target information and property with you, and you must return all Target information and property (e.g., computers, Target-owned mobile devices, keys, documents, files, electronic files, or other electronic media, and all copies of such things) in your possession or control. You may take only those items of a personal nature.

If your employment is terminated for any reason, all unused time-of will be forfeited, unless required by law or in accordance with Target policy. Please review Target's <u>Time Off Program Guide</u> located on eHR + Human Resources and other applicable pay and benefits policies for more information.

your pay & benefits

We believe in hiring great team members and offering a competitive total rewards package. The Target Pay & Benefits program is designed to attract, retain, motivate, and reward team members based on their performance.

philosophy

Target regularly completes external wage surveys in all of our markets to ensure our pay is competitive with the market. Target also regularly reviews key benchmark positions and maintains a centralized pay structure to ensure compensation consistency and internal equity. Your individual pay will depend on individual performance, market movement, tenure, and in some instances, prior experiences.

Target offers benefits based on your position, average hours worked and how long you've worked for the company. Your personalized benefit information can be accessed from work or at home on targetpayandbenefits.com. You can also view benefit information posted on the Great Place to Work board at your location, on eHR + Human Resources > Pay & Benefits or from your HR partner.

Note for Minnesota team members: Under the Minnesota Wage Disclosure Protection law, Target may not take an adverse employment action against you for disclosing your wages or discussing another employee's wages which have been disclosed voluntarily. If your rights are violated under the Wage Disclosure Protection law, you may bring a civil action and/or file a complaint with the Minnesota Department of Labor and Industry.

getting paid

You get paid every other Friday for the hours you worked during the previous weeks (unless varied due to state law).

pay and direct deposit

Electronic delivery gives you convenient, flexible and immediate access to your pay. Target provides options for you to receive pay electronically - direct deposit to one or any combination of: A U.S. Bank Focus Card (Paycard), a Target Credit Union (TCU) account, or your existing checking or savings account. Having an electronic pay option also makes you eligible for DailyPay. DailyPay allows you to access your earned hourly rate (excluding additional pay such as shift differential, overtime, leave of absence, etc.) in advance of payday and helps you build up emergency savings to be able to cover unexpected financial hardships.

If you choose to have your pay deposited to a Paycard, ask your HR team for a Paycard packet and sign up by adding the information in Workday. You can open an account with Target Credit Union by going to targetcu.org.

Sign up for direct deposit by going to eHR + Human Resources > Direct Deposit Enrollment and for more information on your pay options, go to eHR + Human Resources > Pay Information > My Pay Choices.

Target requires team members working in these states to be paid by an electronic payment option and does not offer a paper check: AL, AZ, DE, FL, GA, KS, KY, LA, ME, MS, MO, NE, NC, OH, OK, SC, TN, TX, UT, VA, and WA (this list is subject to change).

- If you work in one of these states and do not designate an electronic payment election in Workday, your pay will deposit to a Paycard two to three weeks after you are hired.
- You will receive a notification in Workday informing you of the change.
- If you work in any other state and don't sign up for direct deposit, you must pick up your check at the location designated by your HR team.

Target benefits center

The Target Benefits Center helps team members with a variety of benefit related questions and requests, such as adding coverage for a new family member. Call the Target Benefits Center at (Monday-Friday, 9 a.m. to 7 p.m. Central Time), or visit targetpayandbenefts.com.

family and medical leave act

In accordance with the Family and Medical Leave Act (FMLA), Target offers unpaid, job-protected FMLA leaves of absence to eligible team members for:

- Incapacity due to pregnancy, prenatal medical care, or child birth
- The birth of a child and to care for a newborn child (within 12 months after the birth of the child)
- The placement of a child for adoption or foster care (within 12 months after the placement of the child)
- Your own serious health condition when you are unable to perform the functions of your job
- The care of an immediate family member with a serious health condition
- The care of a covered military service member with a serious injury or illness if the team member is the spouse, child, or next of kin of the service member
- A qualifying urgent need arising out of a team member's spouse, parent, or child's active military duty or call to active duty

An FMLA Notice with more information regarding your rights is included in onboarding paperwork. Additionally, you can always access this notice under the Pay & Benefits section on eHR + Human Resources, or ask your HR partner for a copy.

Please note that the Target leave of absence program or your state may provide you with additional leave beyond what is available under FMLA. For more information, call the Target Leave and Disability Team at **800-828-5850** or access <u>targetpayandbenefts.com</u>.

Note: In several states, team members who are disabled due to pregnancy are eligible for a medical leave of absence at date of hire. Contact the Target Leave and Disability Team for state-specific information. Team members also have rights to reasonable accommodations for a disability caused or contributed to by pregnancy. Contact HR for additional information on reasonable accommodations.

Team Member Life Resources

Team Member Life Resources (TMLR), provided by Beacon Health Options, connects team members, their dependents, and any household members with free, confidential support, expert information and valuable resources when they need it most. Some examples of the type of information and resources available through TMLR include:

- Dealing with stress, anxiety, and depression
- Grief and loss support
- Becoming a parent
- Choosing child care or dependent-care solutions
- Domestic violence assistance
- Alcohol and drug abuse support
- Saving for college and retirement planning
- Tax questions
- Debt obligations, bankruptcy, and credit card or loan questions
- Landlord and tenant issues

- Assistance in finding housing
- Answers to questions about phone, electric, or gas bills

Help is available 24 hours a day, seven days a week. Just call **833-919-TMLR** (8657) or visit tmlr.mybeaconwellbeing.com.

CirrusMD

Team members have access to virtual health care visits through CirrusMD. This provides all U.S.-based team members (ages 18+) and their medically-enrolled dependents with instant access to real doctors, 24/7 with no appointment necessary, free of charge.

To get started, visit <u>mycirrusmd.com</u> or download the CirrusMD app and register with your name, date of birth and zip code. Then just start chatting with a doctor about any general medical conditions or health concerns.

Target team member and wellness discount

As a Target team member, you and your eligible family members receive a 10 percent discount at Target stores and Target.com. You also save an additional 20 percent of fresh and frozen fruits and veggies, Good & Gather Organic, All in Motion brand products, and Up & Up tobacco cessation products.

team member discount eligibility

You are eligible to receive the team member discount if you are a:

- Current team member; or
- Retiree who is at least 55 years old with 10 years of credited and continuous service (1,000 hours of service per year)

The following people are also eligible to use the team member discount:

- Spouse (definition according to U.S. federal law)
- Domestic partner (specific requirements must be met)
- Eligible dependents (ages 16-19, or younger than 25 if full-time post-secondary student)

Team members are not allowed to purchase Target Gift Cards with a non-Target debit or credit card for the purpose of purchasing items with their team member discount.

For full details regarding the team member and wellness discount, including additional information on eligibility, eligible domestic partners and dependents, payment requirements when using the team member discount, and items for which the discount cannot be used, see the Team Member Discount Policy on targetpayandbenefts.com.

5% RedCard discount

Team members receive 5 percent of almost all purchases at checkout every day when using a RedCard at a Target Store or on Target.com. This discount is available to guests and team members. The 5 percent RedCard discount can be applied in addition to the team member discount. See Target.com/RedCard for program rules.

team member purchase guidelines

Team members cannot use their status to gain an unfair advantage over guests when it comes to purchasing merchandise in stores, or during order pick up/drive up sales events, or other digital sales events, including online promotions. Target has developed Team Member Purchase Guidelines to ensure that our guests have a meaningful opportunity to purchase merchandise. The guidelines are in effect 365 days a year and apply to all Target team members, regardless of position, pay grade or work location. While these guidelines apply most directly to team members who work in stores, all team members should always act in a manner consistent with the spirit of these guidelines.

The guidelines are available in full on eHR + Human Resources and describe examples of behaviors that violate expectations, including but not limited to, an unacceptable purchase of promotional and/or high demand merchandise, making purchases on behalf of family and friends, and making purchases during a team member's scheduled work hours. In addition, team members are not allowed to purchase or take home non-merchandise store assets such as store marketing, store equipment, and store displays. If team members have questions regarding whether a particular purchase is allowed, they should reach out to their leader or executive in the store prior to purchasing. Similarly, if a team member is working at a check lane and another team member attempts to complete a transaction they know is in violation of these guidelines, the transaction should be discontinued and their leader or executive in the store should be contacted for additional direction.



Client Support Center (CSC)

CSC provides assistance with computer systems, voice mail or telephone problems.

Call: 612-304-HELP (4357)

Human Resource Operations Center (HROC)

HROC helps team members with personal information changes, pay-related issues and team member discount questions.

Hours:

Monday – Friday, 8 a.m. to 5 p.m. Central Time

Call:

• Twin Cities Area: 763-440-1231

Toll Free: 800-394-1885TDD: 800-876-6063

Fax: 763-440-9390

Information Security

On the Target network, find information security resources for your location.

Visit: www.security.target.com
Email: Security@target.com

Target Guest Relations

Call: 800-440-0680

Team Member Life Resources

Call: 833-919-TMLR (8657)

Visit: tmlr.mybeaconwellbeing.com

Target Benefits Center

Hours: Monday - Friday, 9 a.m. to 7

p.m. Central Time **Call:** 800-828-5850

Visit: www.targetpayandbenefts.com

Integrity Hotline

Visit: www.targetintegrityhotline.com **Call:** the Integrity Hotline (interpreters available)

U.S.: 1-800-541-6838India: 000-800-919-0834

 Other non-U.S. locations: place a collect call to the U.S. at 470-219-7116

Email: Integrity@target.com

Write: Ethics, Target Corporation, 1000 Nicollet Mall #3110, Minneapolis, MN

55403

AP Rewards – Assets Protection

Email: AP.FieldOperations@target.com

Alert One (Emergency Hotline)

Call: 800-633-1609

Target Credit Union

Call: 800-388-7000 Visit: www.targetcu.org



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