



Accepted by the Minnesota Craft Brewers Guild Board of Directors on March 12, 2018.

Edited: June 30, 2020 (Reporting, investigation, and disciplinary processes added.)

MINNESOTA CRAFT BREWERS GUILD MEMBER PLEDGE & CODE OF CONDUCT

The Minnesota Craft Brewers Guild (“MNCBG”) is the official trade, marketing, and lobbying association that represents the Minnesota craft brewing industry and is committed to building a prosperous industry that is based upon best practices, effective standards and responsible leadership. Members of the MNCBG will always strive to maintain the highest standards of conduct, by using only legal and ethical means in the business activities and in the MNCBG membership’s activities. Members shall actively promote and encourage the highest level of integrity within the Craft Beer Industry. Members shall cooperate in every reasonable and proper way with other members and consumers and work with them in the advancement of the industry.

Members of the MNCBG shall follow the following code of conduct:

- 1) **HARASSMENT & DISCRIMINATION:** The MNCBG will not tolerate harassment or discrimination on the basis of race, color, creed, religion, national origin, sex (including sexual harassment and pregnancy), marital status, status with regard to public assistance, disability, sexual orientation, age, veteran status or any other status protected by applicable law. This policy applies to members of the MNCBG as well as public consumers where appropriate. This policy also applies to all business dealings the MNCBG performs as well as activities and events hosted by the MNCBG. Violations of this policy will not be tolerated.
 - a) Harassment is generally defined as unwelcome verbal or non-verbal conduct based on a person’s protected characteristic that denigrates or shows hostility or aversion toward the person because of the characteristic, and that has the purpose or effect of unreasonably interfering with the person’s participation in the MNCBG or our events and activities.
 - b) Harassing conduct includes but is not limited to: epithets; slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes or display or circulation of written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on their protected characteristic.
 - c) Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature. Examples of sexual harassment include: unwelcome or unsolicited sexual advances; displaying sexually suggestive material; unwelcome sexual flirtations, advances or propositions; suggestive comments; verbal abuse of a sexual nature; sexually oriented jokes; crude or vulgar language or gestures; graphic or verbal commentaries about an individual’s body; display or distribution of obscene materials; physical contact such as patting, pinching or brushing against someone’s body; or physical assault of a sexual nature.
 - d) **REPORTING:** Any MNCBG member who feels that he or she has been harassed or discriminated against or has witnessed or become aware of discrimination or harassment



in violation of these policies should bring the matter to the immediate attention of their main MNCBG membership contact and a member of the MNCBG Board of Directors or the MNCBG Executive Director. The MNCBG Board of Directors will promptly investigate all allegations of discrimination or harassment and will take appropriate action based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible. Reports may be filed using the [online reporting form](#).

- 2) **ALCOHOL AND THE MNCBG:** The MNCBG aims to promote and celebrate Minnesota's craft beer community. We understand that at MNCBG events members may consume alcohol. In such situations, members are expected to consume alcohol responsibly.
 - a) While we always expect members to consume alcohol responsibly, we encourage members to contact their employers for information and internal policies regarding safe rides home from MNCBG events.
 - b) We expect members to promote and model responsible drinking at all times, whether at MNCBG social events, committee events, workshops, meetings, festivals, or when representing the MNCBG at any other function.
- 3) **ALCOHOL-RELATED OFFENSES:** Any conviction for an alcohol-related offense is considered a breach of this policy, and members shall report any such conviction to a member of the Board of Directors or the Executive Director as soon as possible after the occurrence of the conviction. Depending on the severity of the offense, the MNCBG Board of Directors reserves the right to deny individuals, breweries, and/or allied trade companies from accessing future MNCBG activities or expel a brewery or allied trade company from membership. Reports may be filed using the [online reporting form](#).

Violations & Investigations

- 1) **REPORTS:** All reports filed (using the [online form](#)) will be investigated. Individuals submitting reports may choose to remain anonymous. Individuals may choose to have their name remain confidential during the investigation, but the identity of the submitter is required to conduct an investigation of the incident.
 - a) Reports should be submitted as soon as possible following the incident, though all reports, regardless of the date of occurrence, will be considered for disciplinary action.
 - b) Reporting parties should be as specific as possible when submitting their reports. They may also choose to submit supporting photos or documents if necessary.
 - c) The MNCBG may report the incident to the authorities if it determined that the incident is in clear violation of state or federal law.
- 2) **INVESTIGATIONS:** The MNCBG Board of Directors and Executive Director will review all reports submitted and conduct an investigation into the report.
 - a) The individuals, breweries, or other organization who has been reported to have violated the MNCBG Code of Conduct will be contacted for a statement and report on their experience of the incident.



- i) If an individual is reportedly in violation of the Code of Conduct, the MNCBG will contact the owner/main MNCBG contact for the organization at which they are employed.
 - b) If there are additional individuals who observed the incident, they will be contacted to submit additional information for the investigation.
 - c) All details of an investigation will remain confidential except in the case of an individual violation where details of the investigation will be discussed with the employer.
 - d) The investigation will occur as soon as possible following the report. The Board of Directors may have an in-person, phone, or online review of the investigation.
 - e) All investigations will be documented and archived on the MNCBG server.
 - f) There will not be a required timeframe for investigations, but the Board of Directors and Executive Director will make every effort to conduct and conclude investigations as quickly as possible. Regular updates will be provided to the parties involved in the investigation.
- 3) **DISCIPLINARY ACTION:** The MNCBG Board of Directors has the right to determine what disciplinary action may be taken based on the results of the investigation. Disciplinary actions include but are not limited to: Member expulsion; banning from festival/other activities; a written warning; or written censure. Disciplinary action will be determined based on the severity of the report, the number of reports filed against the individual/organization, and the number of times they have been reported. Any disciplinary action will be voted on by the Board and must receive a majority vote to be implemented.
 - a) Member expulsion does not prevent an organization from re-joining the Guild. Expulsion will last a minimum of one year, and if reapplying for membership, the organization shall provide a written statement as to any steps they have taken to improve behaviors following the violation. The statement shall also include any relevant documentation on how the organization will adhere to the MNCBG Code of Conduct moving forward.
 - b) If an individual is in violation of the Code of Conduct and is not an owner/operator of a member organization, the Board of Directors/Executive Director will contact the owner/operator and discuss disciplinary action.
 - c) The Guild has the right to share with membership if a member organization has been expelled based on the violation.
 - d) The Guild has the right to make a public statement in regards to any violation and subsequent disciplinary action (this does not include sharing information regarding those who submit reports confidentially).