

# Safety Policy

Policy owner: Enterprise Safety

Questions: [safety@bestbuy.com](mailto:safety@bestbuy.com)

**At our best.**

**Every decision. Every day.**

Effective: April 18, 2022



*This policy applies to all employees in the U.S. who are full-time, part-time, or occasional/seasonal, including employees of Best Buy's U.S. affiliates or subsidiaries. This policy also applies to contingent workers and contracted workers in accordance with their employer's contractual obligations to Best Buy. All employees are expected to conduct themselves in a manner consistent with this policy and our values. Employees not following this policy may be subject to disciplinary action up to and including termination.*

## Summary

Best Buy is committed to providing a safe and healthy work environment and shopping experience as well as promoting safe work practices that protect our employees and customers from any recognized hazards. Quality, productivity, profitability, employee morale, and customer satisfaction are enhanced by our efforts to continually improve education around workplace safety standards. This is achieved using various forms of training methods, enforcement of SOPs, and commitment by leadership to promote a culture of safety. All employees, regardless of position within Best Buy, assume responsibility for safety awareness and safe work routines. This responsibility is met by maintaining safe conditions, identifying and reporting concerns, communicating recommendations for improving safety and performing duties in accordance with safe work practices. We all play a significant role in keeping our facilities and environment safe for everyone. We all own safety.

## Policy details

It is imperative that all employees support responsibility for safety awareness and safe work routines. Employees are empowered to maintain safe work conditions, challenged to identify and report concerns, communicate recommendations for improving safety and perform their duties in accordance with safe work practices. It is expected that leaders will engage in daily, consistent feedback to employees on both desirable (safe) and undesirable (unsafe) behaviors witnessed. The ultimate goal is to reinforce safe work practices communicated in SOPs, eLearnings and other forms of communication, improve behavior through this feedback process, and hold employees accountable for displaying unsafe behaviors or creating any unsafe work conditions.

*Note: Printed copies of this policy are considered current only on the day printed. Go to Best Buy Connect>Policies for the most current version.*

## **Training**

Employees must complete all mandatory Safety eLearnings and obtain required certifications before operating powered industrial equipment.

## **Recordkeeping**

Employees must timely report and record all safety incidents and injuries and notify management immediately of any unsafe conditions or compromised equipment. Employees must also timely and accurately complete required safety checklists, daily inspection checklists and certification records.

## **Use of Safe Work Practices**

Employees must follow safe work practices and may not engage in horseplay that could result in an employee or customer injury, property damage, or near miss activity. Employees must adhere to all safety signage and may never climb on or in steel racking, bypass manufacturer safety guards or lock out/tag out signage on powered industrial equipment or climb in equipment in order to resolve a problem with jammed or stuck materials. Employees must also use proper body mechanics while lifting, pushing and handling merchandise and utilize team lifts for heavy or awkwardly-shaped items.

## **Use of Safety Equipment**

Employees must wear personal protective equipment (PPE) and fall protection as required and use only company-approved tools and equipment. Employees must ensure that emergency equipment and exit paths are accessible and unobstructed.

## **Handling of Hazardous Waste**

Employees should identify and clean up spills, trash and debris without being prompted. Employees must also follow proper disposal procedures and may never discard hazardous or electronic waste in the trash or compactor.

## **Exposure to health and safety hazards**

Exposure to health and safety hazards are to be identified, assessed and mitigated, which may include eliminating the hazard, substituting processes or materials, controlling through proper design, implementing engineering and administrative controls, preventative maintenance and safe work procedures (including lockout/tagout) and providing ongoing occupational health and safety training. Where hazards cannot be adequately controlled by these means, workers are to be provided with appropriate, well-maintained, personal protective equipment and educational materials about risks to them associated with these hazards.

## **Pandemic Protocols**

Beginning April 18, 2022, proof of vaccination will not be required to work at Best Buy's corporate campus at 7601 Penn Avenue, Richfield, MN. Additionally, facial coverings will not be required at any Best Buy facility unless required by local rules or (1) an employee is instructed in the Health Screening that facial coverings are required based on their individual circumstances or (2) if the CDC Covid-19 Community Level in a facility's County reaches the level of "high." However, if Best Buy concludes that health and safety measures of any kind should be implemented to address pandemic concerns, Best Buy may re-enact proof of vaccination, facial coverings or other appropriate measures designed to mitigate pandemic risks. Best Buy will provide sufficient notice if such safety and health measures are to be established.

## **Supporting documents**

SOP and eLearning educational tools are strategically developed to provide instructions on desirable or safe work practices tied to specific tasks or positions within Best Buy. Reference the Safety Policy Standards on ETK for more area-specific requirements.

## **Retaliation is not allowed**

Best Buy employees are strongly encouraged to report any safety-related concerns directly to their supervisor or manager and/or using Best Buy's Open & Honest Ethics Line, which allows for 24-7 confidential, anonymous reporting. Best Buy does not allow any form of retaliation against individuals who report a concern in good faith or cooperate in an investigation. Retaliation will result in disciplinary action up to and including termination. For more information, please visit Best Buy's Code of Ethics which is available at [www.bestbuyethics.com](http://www.bestbuyethics.com).

## **Reservation of rights**

This policy is not intended to be a contract. Best Buy reserves the right in its sole discretion to interpret the provisions of this policy, vary from them, change them, or rescind them, unless prohibited by applicable law.