

Fair and Respectful Workplace

Advance Auto Parts is committed to providing a workplace where every Team Member is treated fairly and respectfully. Advance does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity, or any other legally protected status. This applies to all areas of employment, including but not limited to recruiting and hiring, training, promotion, transfer, demotion, counseling and corrective action, and termination of employment.

Part of our commitment to a fair and respectful workplace is also prohibiting harassment of Team Members because of race, color, religion, sex, age, disability, national origin, sexual orientation, gender identity, or any other legally protected status. Advance Team Members have the right to be free from racial or ethnic slurs, unwelcome sexual advances or any other verbal or physical contact or conduct that substantially interferes with their work performance or creates an intimidating, hostile or offensive work environment.

In particular, Advance considers sexual harassment in the workplace unacceptable conduct which will not be tolerated. Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature constitute prohibited sexual harassment when:

- Submission to the conduct is made either an explicit or implicit term or condition of employment.
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the Team Member.
- The conduct substantially interferes with a Team Member's work performance or creates an intimidating, hostile or abusive work environment.

In determining what constitutes harassment, Advance will look at all the circumstances surrounding the conduct, including the nature and severity of the conduct and the context in which the alleged incident(s) occurred.

Advance will promptly investigate all complaints, handling each in a confidential and professional manner. Upon conclusion of the investigation, Advance will determine the appropriate resolution to a complaint. This could include training, counseling and/or corrective action, up to and including termination.

Workplace Violence

Advance takes the safety and security of our Team Members very seriously, which is why we will not tolerate any threats or incidents of violence or intimidation in the workplace. Any threats, incidents of violence, or intimidation of any nature whatsoever (including indirect threats or acts of intimidation) directed against a Team Member or other party by another Team Member will result in immediate termination. Incidents may also be referred to local authorities for criminal prosecution where appropriate.

The possession of any weapons or other potentially dangerous materials, including but not limited to, firearms, knives, ammunition, fireworks or other explosives, is prohibited anywhere on company property, unless allowed by state or local laws. Team Members who are suspected to be in violation of this policy may be subject to searches which may include their privately owned vehicle. If the Team Member refuses to allow the search, appropriate corrective action, up to and including termination, may be taken as a result of the Team Member's refusal to cooperate.

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Code of Conduct

Just as our Code of Ethics provides guidance to Team Members on making business decisions, the Code of Conduct outlines specific behaviors that we expect every Team Member to follow in the workplace. These behaviors serve as a guide to personal success in living our Values and working well together as one team with one vision of serving our customers and growing Advance's success.

Expectations for Professional Conduct and Behaviors

It is not by accident that Advance calls our employees "Team Members." We truly consider ourselves a team, and just like on a sports team, every person's actions and participation is important and can profoundly affect the success of the team.

Because every Team Member's behavior affects many people, we expect our team to act in a professional manner whenever they are on company property, conducting company business, or representing the company at business or social functions.

Although it is impossible to give a full list of everything that professional conduct means, it does, at a minimum, include the following:

- Following all applicable rules and policies
- Refraining from rude, offensive or outrageous behavior.
- Refraining from ridicule and hostile jokes.
- Treating fellow Team Members, customers and vendors with patience, respect and consideration.
- Being courteous and helpful to others.
- Communicating openly and honestly with supervisors, leaders and fellow Team Members.

