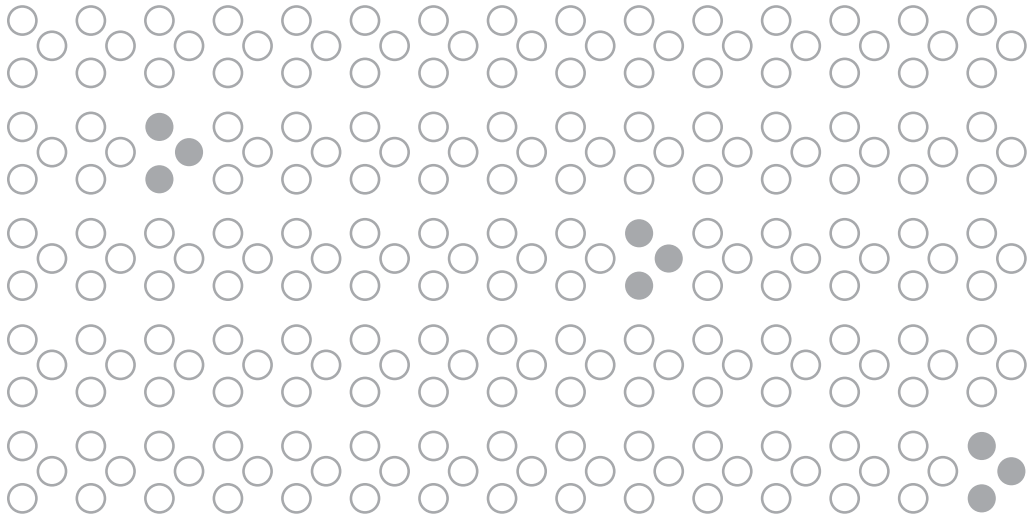




Team Member Handbook

Target Exempt





Welcome to Target!

We're thrilled to have you join our team. Target is tremendously proud of its workforce and we believe our team members are talented, hard-working and productive leaders – the best in retail.

Our mission is to make Target the preferred shopping destination for our guests by delivering outstanding value, continuous innovation and an exceptional guest experience. We also strive to offer our teams a unique work environment that is collaborative, dynamic, inclusive and guided by our shared commitment to delivering outstanding results.

One way to ensure your ongoing success at Target is to read and understand our policies. Please take some time to go through this handbook – which covers our expectations of you and what you can expect from us – and refer to it anytime you have questions. Feel free to follow-up with your manager or Human Resources partner for more information.

I know you'll enjoy working at Target. We have a great team, and with you, it will be even better.

Congratulations!

Jodee Kozlak
Executive Vice President, Human Resources
Target

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Get to know your handbook

This handbook has a lot of useful information about your job at Target* and what it means to be a Target team member. Use it 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. For example, different areas of the company may have additional best practices and written standards that may apply to your position. More detailed information is available from your Human Resources partner.

All Target team members are employed “at-will,” which means that 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.

The information in this handbook supersedes that of any prior handbook. If you’re unsure about any policy or procedure, or if you want to find out if a policy has changed, see insideTGT.

** For purposes of this handbook, “Target” refers to Target Corporation, Target General Merchandise, Target Foods, Target Enterprise, Target Corporate Services and all of their operating divisions, subsidiaries and affiliated companies.*

Equal Employment Opportunity (EEO)

Target is an equal opportunity employer. Employment practices at Target will be implemented without regard to race, color, national origin, sex (including pregnancy), religious beliefs, age, disability, sexual orientation, gender identity or expression, citizenship status, military status, genetic information, or any other class protected by federal, state or local fair employment practice laws. Target’s Equal Employment Opportunity (EEO) Policy is an essential part of the company’s overall commitment to attract, hire, retain and develop a talented and diverse workforce.

Target prohibits retaliation against applicants or team members who:

- File discrimination charges with federal, state or local fair employment practice agencies;
- File a lawsuit in federal or state court;
- Participate in investigations of employment-related charges; or
- Oppose unlawful employment practices.

Target will provide reasonable accommodation to qualified applicants and team members with disabilities as well as the sincerely held religious beliefs of applicants and team members, provided that the accommodation does not result in undue hardship to Target.

Harassment-Free Workplace

When it comes to harassment, the stakes are quite high. Please read and follow the policy, attend any harassment training programs offered by Target, and use common sense and good judgment in all your interactions with fellow team members and guests. Please be aware that the law can provide greater penalties when an executive or supervisor is involved in harassment. As a result, Target holds its executives and supervisors to a higher standard of conduct.

Pay close attention to the part of the policy that spells out what to do if you receive a complaint of harassment. It is essential that you take the appropriate partners and actions when dealing with harassment issues. Courts have held that in some circumstances, supervisors can be personally liable if they harass others or fail to take appropriate action to address the harassment.

Policy

Just as Target strives to provide a distraction-free shopping experience for its guests, we want a distraction-free working environment for our team members. That's why Target strictly prohibits unlawful harassment on the basis of race, color, sex, gender, national origin, citizenship status, religion, age, disability, sexual orientation, gender identity or expression, genetic information or any other protected characteristic. Target is also committed to a workplace that is free of intimidating or threatening remarks or behavior, stalking, violence or the threat of violence. Target team members are the most important partners in achieving this goal. Any team member who experiences any of the kinds of behavior described here must report the behavior using one of the methods outlined later in this section.

Types of conduct prohibited

- Inappropriate conduct based on someone's race, color, sex, gender, national origin, citizenship status, religion, age, disability, sexual orientation, gender identity or expression, genetic information or any other protected characteristic
- Inappropriate conduct by or toward anyone, including a team leader, manager, co-worker, vendor or guest
- Inappropriate conduct, such as threats of harm to Target or anyone connected with Target, intimidating behavior or remarks, violence or the threat of violence or stalking
- Inappropriate conduct via any form of communication, including by telephone or voice mail, the Internet/Intranet (including by social media sites such as Facebook, MySpace and Twitter), electronic messaging systems (e.g., e-mail, text and instant messaging) and/or using any company-owned equipment or systems

Examples

Here are some types of behaviors that may be considered violations of this policy:

- Making sexual advances, asking for sexual favors or making sexually suggestive comments, or offering employment benefits in exchange for sexual favors
- Making sexual comments or jokes, or using graphic or sexually degrading language to describe someone
- Using foul or obscene gestures
- Passing around or displaying sexually suggestive or obscene printed materials, pictures or objects
- Making unwanted physical contact, like patting, pinching, grabbing or fondling
- Violations of this policy also can occur if someone threatens or suggests that part of your job (like work assignments, promotions, review scores or wages) will suffer if you object to advances or behavior. Likewise, violations of this policy may occur if the conduct unreasonably interferes with your work or makes your work environment intimidating, hostile or offensive.
- Using derogatory "slang" names to refer to members of an entire group or race
- Teasing, jokes or derogatory remarks about another's age, race, sexual orientation or any other protected characteristic
- Imitating or making fun of the physical or mental limits imposed upon another team member by a disability

- Contributing to an atmosphere that makes the workplace intimidating, hostile or offensive for another team member due to that team member's race, sex, gender or one of the other characteristics listed
- Using threatening or harassing language about guests or team members on personal blogs or websites

Finally, intimidating or threatening behavior or remarks, violence or threat of violence are also unacceptable and can result in corrective action, up to and including termination. Some examples include:

- Challenging another person to a fight
- Threatening to physically harm someone
- Punching, slapping or assaulting another person

Complaint procedure

All Target team members are responsible for helping us to promote a positive working environment. If you believe you have been subject to or witnessed conduct that violates Target's EEO or harassment policies, it is important to speak up right away. Here are the steps to take:

- First, if you are comfortable doing so, talk to the person whose behavior is bothering you and ask the person to stop.
- If you are not comfortable talking to that person, or if doing so doesn't work, talk to one of the following:
- If you work in a store, you can talk to the store team leader, executive team leader-Human Resources or any other team leader.
- If you work in distribution, you can talk to your group leader, Human Resources representative, senior group leader, Human Resources manager or general manager. Otherwise, report your concerns to any group leader, senior group leader or integrity@target.com.
- At headquarters, talk to your Human Resources partner or supervisor.
- You are not limited to these individuals. If you are uncomfortable talking about your situation, write a Let Us Know comment card. Be sure to include your name and location so an investigation may take place. Or, you can always call the Employee Relations and Integrity Hotline, 800-541-6838, and give complete information on how to reach you.

Manager's or supervisor's response to complaints

If you, as a team leader or manager receive a report that Target's EEO or harassment policies have been violated, or observe something that might violate these policies, you must follow these steps immediately.

- If you work in a distribution center, report the complaint to the Human Resources manager or the general manager.
- If you work in a store, report the complaint to the store team leader or the executive team leader-Human Resources and the district team leader or Human Resources partner.
- If you work at headquarters, report the complaint to your manager or your Human Resources partner.
- **IMPORTANT:** If the person to whom you are supposed to report the complaint is the same person who is claimed to have engaged in the conduct, take the claim to someone at the next level of management. If you are not sure who that might be, call Employee Relations. Do not disclose the complaint to the individual being accused.
- Respect the confidential and sensitive nature of complaints under this policy.
- It is essential that you report the complaint as described, even if you believe the situation will resolve itself, and even if the person making the complaint makes it clear he or she doesn't want to get anyone in trouble. Let the team member know you have to report the matter so the company can take appropriate steps to correct the problem and ensure it doesn't happen again.

Target's response to complaints

Target investigates all complaints under the EEO and harassment policies as thoroughly and promptly as possible. Target also strives to keep the information gathered in the complaint and investigation process as confidential as possible. If an investigation shows a violation of one or more of these policies has occurred, Target will take prompt and appropriate corrective action, up to and including termination.

No Retaliation Policy

Target prohibits retaliation against anyone who has reported conduct believed to violate its EEO or harassment policies or who has assisted in investigating a complaint. If you feel you have experienced retaliation, follow the steps outlined in the complaint procedure. If it is determined this no-retaliation policy has been violated, or if the investigation is otherwise interfered with, the responsible person may be subject to corrective action, up to and including termination.

False complaint

Target prohibits the use of the complaint procedure contained in this policy for improper, malicious or ill-intended purposes. Accordingly, Target will take corrective action, up to and including termination, against any team member who abuses the complaint procedure by knowingly lodging a false complaint or by knowingly giving false information during the course of an internal investigation.

Diversity at Target

At Target, fostering an inclusive culture is a core value and we are committed to helping team members and guests from all backgrounds and life experiences feel welcome, respected and valued. Our definition of diversity is broad, inclusive and recognizes the individuality of every team member, guest and community member. This commitment is not something we simply talk about; it is part of our DNA.

We are focused on continuing to make inclusion an integral part of our culture – from the way we relate to each other as team members, to the way we serve our guests and communities, to the way we deliver for our shareholders by pursuing the right business opportunities. By attracting the best talent and creating an environment where individual differences are respected and leveraged and high-performing team members can excel, we build the competitive advantage that drives our success.

At the heart of our company are the diverse perspectives and backgrounds of our more than 350,000 Target team members. Here are just some ways in which we deliver on our commitment to fostering an inclusive culture:

For our team members

- We leverage the unique capabilities and perspectives of individuals.
- We respect our team members by listening and responding to their diverse needs.
- We work every day to develop leaders and help all team members reach their full potential.

For our guests

- We're focused on making the Target shopping experience feel welcoming to every guest.
- We respect our guests by listening and responding to their diverse needs.

For our business

- We retain a diverse workforce by ensuring that team members are rewarded for their contributions to the organization.
- We develop products and services that reflect the diverse needs of the marketplace.
- We know that diverse teams produce better solutions and give us an advantage in innovation.

Zero Tolerance Violence-Free Workplace

Target does not tolerate 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.

Target has a Zero Tolerance Violence-Free Workplace Policy to emphasize its commitment to provide a safe and secure environment. Under this policy, any acts or threats that Target considers to be related to violence, including but not limited to, intimidation, bullying, stalking, verbal or physical aggression or harassment, and/or coercion, will not be tolerated in any form. This behavior is absolutely prohibited with regard to anyone connected to Target, including team members, guests and vendors. Violation of this policy will result in prompt and appropriate corrective action up to and including immediate termination and possible criminal prosecution.

Target team members are instrumental in achieving our goal of providing a violence-free workplace. Any team member who experiences or witnesses any of the prohibited behaviors, by team members, guests or vendors, should immediately report them using one of the steps outlined in this policy. Target encourages its team members to immediately bring their concerns to the attention of their team leaders or supervisors before the situation escalates.

In addition, if you are concerned about a potentially violent situation from outside of work spilling over into the workplace, please let us know as soon as possible so we can help keep you safe at work.

Examples of prohibited conduct (including, but not limited to):

- Striking or shoving another individual
- Threatening in any way, directly or indirectly, to harm another individual, his/her family, friends, property or Target property

- Any threatening or bullying words or actions, even if said or done in a joking manner, that could be perceived as threatening to an individual's safety or to Target property
- Intentionally destroying or vandalizing another's property or property belonging to Target
- Any form or act of harassing surveillance or stalking, including the repeated following of another individual
- Any act of verbal or physical sexual aggression, sexual violence or sexually motivated threats
- Harassing or threatening telephone calls, letters, e-mails or other forms of written or electronic communications
- Intimidating or attempting to coerce another individual to do wrongful acts
- Possession or use of any firearms, weapons, explosives or any other dangerous devices on Target property or at Target events, except as permitted by law

If you have questions about the Zero Tolerance Violence-Free Workplace Policy, please contact your Human Resources partner.

Drug-Free Workplace (DFW)

At Target, we take pride in being a leading retailer whose team members are committed to superior guest service, productivity and teamwork. We also recognize that drug, alcohol and tobacco use lead to possible health, safety and security issues. Consequently, Target chooses to maintain a work environment that is drug-, alcohol- and tobacco-free.

Prohibited team member activity

Target's DFW policy lets team members and applicants know that we want team members who are motivated, productive and focused. The following activities are grounds for corrective action, up to and including immediate termination, if performed during working hours (including breaks and overtime) on company premises (including parking lots and adjacent company property) and off property worksites whether working or not, or while driving a company vehicle:

- Use, consumption or possession of non-prescribed mood-altering, legal or illegal chemicals or drugs
- Misuse of non-prescribed legal drugs or misuse of drugs prescribed by a physician

- Buying, selling, offering or receiving illegal drugs
- Reporting to work or working while impaired by alcohol or drugs
- Tobacco use in any form in any location (except designated areas). Team members who wish to smoke or use tobacco in any form must be on a break or meal period and must do so only in designated areas.

Alcohol consumption

The use or consumption of alcohol (including beer and wine) on company premises* is prohibited except at company-sponsored events where authorized by the Executive Vice President of Human Resources or his/her designee.

**Company premises include all buildings, grounds and parking areas used by the company to conduct its business.*

Alcohol possession

Possession of any bottle or receptacle containing alcohol that has been opened, has the seal broken, or the contents of which have been partially or completely removed is prohibited. Depending on location, the following prohibitions also apply:

- **Distribution:** Team members may not possess closed (“unopened”) containers containing alcohol inside company facilities.
- **Stores that sell alcohol:** Team members may purchase alcoholic beverages from the store during off-duty hours (following the team member purchasing guidelines), but may not possess closed containers containing alcohol inside company facilities, except to transport their purchases outside the facility.
- **Stores that do not sell alcohol:** Team members may not possess closed (“unopened”) containers containing alcohol inside company facilities.

Drugs, as more fully explained on the company’s Policy/Consent Form, include controlled substances and inhalants, but do not include drugs used as prescribed for an applicant or a team member by a licensed health care provider.

Target reserves the right to:

- Inspect packages or containers of any kind (including shopping bags, purses and briefcases) that are carried out of the buildings, regardless of working hours.
- Inspect any company property provided for team member use, including but not limited to lockers or storage areas.

- Conduct drug/alcohol testing. **IMPORTANT:** For policy information regarding locations covered by a Drug and Alcohol Testing policy, refer to the appropriate Drug and Alcohol policy and manual for that location.
- Require team members to report to a company-designated licensed health care provider for a physical examination (which may include breath, urine and/or blood testing for chemical substances). Team members who fail to comply with the referral and/or recommendations/treatment of the physician will be subject to corrective action, up to and including termination.
- Refer team member to an Employee Assistance Program for assessment and/or evaluative testing.

Human Resources can help you answer these and other important questions about the DFW policy.

Drug testing

Be sure you know the following about drug testing:

- Applicants can't begin before their test results come back. Please don't pressure Human Resources to bend this rule.
- If someone needs a test while you are in charge, know how to arrange it.
- Know where the DFW manual is if questions come up.

Three types of drug testing*

- **Pre-employment** — Before an applicant can be hired, he or she must take a drug test within 24 hours of the conditional job offer and pass the drug test.
- **Post-accident** — Any team member who requires outside medical attention or causes property damage may be required to take a drug or drug and alcohol test.
- **Reasonable cause** — If there is a reasonable suspicion that a team member has violated the Target DFW policy, he or she can be asked to take a drug or drug and alcohol test.

* *State laws may vary. Contact your Human Resources partner about your state-specific laws.*

Secure workplace

In circumstances involving health, safety, security or other business-related concerns, Target may need to monitor or inspect work areas or items that you bring to work, like a coat, purse, backpack, bags or

packages. Don't assume that anything you bring to work or keep in your office will be kept private. Target reserves the right to monitor or conduct inspections of work areas and/or of personal or work property at any time.

Dress code

We ask you to use common sense and good judgment. If your team members are dressing too casually, please address this with them. (Go to insideTGT > Manager Tools > Managing People for tips on enforcing the dress code.)

For all exempt team members

- In general, dress appropriately and safely for your work environment.
- Wear your ID badge at your location at all times.
- Certain types of clothing are inappropriate in all settings for exempt team members:
 - Shorts of any kind*
 - Sweats/fleece
 - T-shirts
 - Unsafe shoes, including sandals (even Tevas and Birkenstocks)

** Shorts that are mid-thigh or longer are acceptable at distribution centers*

Our headquarters dress code for Monday through Thursday is business attire. Friday's dress code is casual. For more information, review these guidelines. (add link to dress code information on insideTGT)

Exceptions

Team members who currently wear department-specific attire due to the physical demands of their jobs should continue to follow their existing guidelines.

Stores dress code

Store exempt team members must wear team colors: team member's choice of red polo shirt, solid red top or red vest provided by the store with a solid color top underneath (red polo shirt or solid red top preferred) and solid color pants or skirt (khaki is the preferred color).

California and Washington stores only: If you are unable to or choose not to wear a red top on a particular day, your ETL-HR or HR team member will provide a red vest for you to wear for the day.

Specific clothing may be required in SuperTarget grocery departments and in other unique work centers. This clothing is provided by the store at no initial or replacement cost to the team member. Some examples of this clothing are green produce aprons, white deli chef coats, bakery and deli white chef hats and white meat coats in Super Targets, Starbucks and Food Avenue aprons and caps, Pharmacist and Practitioner white lab coats, TPS uniforms and SFT shirts. This clothing is the property of the store and needs to remain in the building, except for TPS and SFT pieces which can be worn to and from the store.

Distribution dress code

Business casual with an extra focus on safety. It is important for exempt team members on the floor to look professional. (See the DC Zone for more details.)

Personal and career development

At Target, we're committed to providing you with an organizational environment that fosters your personal and career development. We do this by providing the resources and tools to assist our team members.

Some of the great resources available include:

- Leadership Expectations Online Module – interactive tool that presents the framework and language that defines success at Target. Also contains tools helpful in development.
- Leadership Expectations Assessment – assesses a team member's current behaviors relative to current role expectations using the Leadership Expectations framework.
- Leadership Status – A tool to help team members formalize development statuses with their leaders. The leadership status focuses on helping leaders to better understand how their strengths and opportunities impact business results.
- Developmental Activities Guide – An online resource providing specific suggestions on how to improve in key areas. Suggested activities can be incorporated directly into development plans.
- Development Planning Tools – tools used by the team member and his/her supervisor to focus development efforts, including Leadership Status – Stores.
- Training Programs – A wide array of training programs are available, including Business College for newly hired/promoted Store and Distribution exempt team members. Target also offers leadership training that focuses on common issues team members encounter, whether they work in the Stores, Distribution or Headquarters.

- Target Leadership Academy – An assessment center process providing participants with feedback from simulations and questionnaires on key leadership dimensions.
- Performance Review – Your performance is reviewed twice a year: annually and mid-year. Reviews are a great time to develop/update Individual Development Plans or Leadership Status forms.

Tips for career development at Target

- Take personal responsibility for your development and your career. Ask for feedback from your supervisor and peers. Initiate a formal development plan (IDP or Leadership Status). Take charge of your own career growth and make sure that you communicate your desire to grow to your supervisor.
- Career development starts with your current job. Give everything you've got to your current position. Concentrate on making a contribution. Be able to answer the question: How is my area different because I am here?
- Avoid focusing solely on upward mobility. Sometimes the best growth happens in a lateral move to another area or pyramid. We call this concept the talent pool, a flexible process of aligning individuals with developmental assignments and experiences that allow them to continue to grow and develop. Focus on developing your skill portfolio.
- Promotional opportunities are planned through a process involving your current performance, your developmental readiness, your district, division or departmental directors' plans for change, and the guidance of your Human Resources partner. Target uses a variety of processes to assess readiness for promotion. Your immediate supervisor can familiarize you with some of these steps.
- Find out what you need to do if you are interested in growing at Target. If you don't know, you probably won't be ready when the opportunity arises.

Learning period

Learning takes time. That's why Target calls the first 90* calendar days on the job your learning period. This is a time for you to get used to your job, learn your responsibilities and get acquainted with your team. 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 supervisor is happy with your performance. If not, either you or Target may decide your employment shouldn't continue beyond this 90 calendar day learning period. Both during and after this 90 calendar day period, you have

the right to terminate your employment at any time for any reason. And Target reserves the same right.

** Business Analyst Trainees' learning period may last up to 120 days. Your learning period may be extended by Target if you miss a significant amount of time during your first 90 days.*

Reviews

The annual review process for exempt team members generally takes place in April of each year. It starts with a “pre-review,” which is a self-evaluation of your yearly performance that you discuss with your supervisor. This will take place several weeks prior to receiving your final evaluation and provides your supervisor with valuable input needed to evaluate your overall performance. Your annual review typically has salary action attached. In addition, all exempt team members (except store leaders) receive a non-monetary mid-year review in October to discuss and evaluate their performance.

Growth, development and opportunities based on performance

Target is a performance-based company committed to growth and development. To support this growth, we are looking to provide opportunities to individuals who show talent and promise as leaders, and demonstrate an ability to achieve excellence.

This means there are many promotion opportunities, particularly in our Stores and Distribution pyramids, for those who perform consistent with our expectations of excellence.

Job postings

The best resource Target has is its own team members. Job openings are posted on insideTGT. Here's how it works:

- Team members must meet the listed job qualifications and receive their supervisor's permission to apply for the position. They need to discuss their application with their supervisor prior to submitting it. When they are notified online regarding the status of their application, their supervisor will also be notified.

Team Member Referral Program

At Target, we want to hire and retain the best team members. That's why we encourage you to refer team members to Target. You're an important resource in helping us find potential team members. Many of our most successful candidates have come to Target as the result of a team member referral.

For more information about the Team Member Referral Program, go to insideTGT (add link), Stores Workbench or an eHR kiosk.

Leaving Target

If you decide to resign, please give at least two weeks notice and notify your supervisor and Human Resources partner. If you leave Target, either voluntarily or involuntarily, you may take only those items of a personal nature, performance reviews and this handbook.

Union philosophy

We believe in solving issues and concerns by working together with your help and input. Target wants to continue to create the kind of workplace where team members don't want or need union representation to resolve issues. We don't believe a union or any third-party representative would improve anything for team members, our guests or the company. There are a lot of great things that go along with being a Target team member and team members don't need to go to an outside party to get them.

By providing team members with good working conditions, competitive wages and benefits, open communication channels, good treatment and the respect they deserve, we create the kind of workplace where team members don't want or need an outsider to represent them.

Target exempt team members help achieve this goal, day in and day out, by doing the following:

- Treating team members respectfully and decently
- Demonstrating leadership
- Helping team members identify with Target
- Using firm but fair corrective action
- Recognizing a job well done
- Providing job growth and opportunity for advancement
- Giving team members adequate training
- Maintaining consistency with company Employee Relations policies
- Living the "open door" policy
- Creating and maintaining pleasant, safe and comfortable working conditions

Target strongly believes that working one on one with our team members, without third-party interference, provides the best climate for teamwork, team development and achieving both company and personal goals.

Your role as a Target exempt team member

As a Target team member, you'll have enormous opportunities to grow, both personally and in your career. With those incredible opportunities, however, come some important responsibilities.

The following policies were developed for the benefit of Target team members – including you. As an exempt team member, however, you also have the unique ability to put these words into action for the benefit of other team members. By reading, understanding and following these policies, you'll help Target fulfill some of its most important commitments.

Key leadership expectations (Stores)

At Target, the leadership role of team leader is a key part of our commitment to achieving excellence. As a team leader, it's critical to continually spend substantially more than 50 percent of your time on leadership responsibilities rather than hourly tasks. You will need to jump in and assist with hourly tasks on occasion; however, you cannot forget to jump out at the right time to ensure you are spending the clear majority of your time on leadership.

As a leader, you are accountable for task completion, but you must accomplish this through other people. Successful team leaders demonstrate the skills of owning, managing and driving their business. You are responsible for achieving your responsibilities through effective management and supervision so that you meet these expectations.

To run your business, you need to focus on the leadership of your team, including the following management activities:

- Directing, training and coaching team members
- Ensuring execution of job responsibilities
- Planning the business, for example, to ensure adequate coverage
- Managing performance
- Managing team member and guest issues
- Recognizing great performers and rewarding excellence

Hourly tasks that must not be the focus of your time include:

- Zoning
- Stocking
- Cashiering
- Unloading trailers, moving boxes

To meet your job expectations and fulfill your core roles, you must be aware of how you spend your time and focus on being a great leader. If you have any concerns that you are not meeting these expectations, immediately report your concerns to your STL or DTL. They will work with you to restore a proper balance of work duties. If you are unsuccessful in obtaining assistance from your STL or DTL, you should immediately contact your HRBP/HRM.

Your responsibilities regarding rest breaks and meal periods

Rest breaks and meal periods are very important to the success of your team and a big part of maintaining a Fast, Fun and Friendly working environment. It is critical that you ensure your 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. Please be aware that some states have special rules for minors as well as adults, which you are responsible for understanding and enforcing consistently. When you begin working in a store, distribution or headquarters location, take the time immediately to learn the applicable rest break and meal period policy. Please consult with your ETL-HR or Human Resources partner if you are unsure of the legal requirements that apply to your team or have any questions in this area. Because of the importance of compliance, Target will take corrective action up to and including termination if you require or permit other team members to violate the rules regarding rest breaks and meal periods.

You should take time during the workday for your own meals as business conditions permit.

Paid versus unpaid activities

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

Non-exempt team members will be paid for:

- Any work performed
- Any activity or event where participation is required or expected (e.g., United Way Rally)
 - Note: Social events held outside of scheduled working hours should always be voluntary and therefore will be unpaid.
- Activities or events during scheduled working hours that take place on Target premises (e.g., Fast, Fun and Friendly building-sponsored events).

- Note: Meal periods are not considered part of scheduled hours and are unpaid. Team members must be relieved of all duties during meal periods. If team members voluntarily participate in Fast, Fun and Friendly events during their meal periods, they will not be paid.
- Training that is directly related to the team member's job or for approved development time.
- Consistent with the Non-Exempt Travel Time Policy, drive time to any paid event is considered time worked and should be paid. Mileage should also be paid, if applicable.

Non-exempt team members will not be paid for:

- Happy hours/social events
- Holiday parties scheduled outside of working hours
- Voluntary team lunches

Your responsibilities regarding prevention of work off the clock

As an exempt team member, it is your responsibility to ensure your hourly team members, including team leaders and senior team leaders, accurately record all time worked. Once they are clocked out, team members are strictly prohibited from engaging in any work for Target, including helping guests, making business-related calls and performing any work at home, including team member reviews and IDPs. This means that team members who have clocked out at the end of their shift must be allowed to immediately leave the building. Although you can encourage team members to leave in pairs or groups if there are safety concerns, you cannot keep a team member locked in the building after they have clocked out for the end of their shift. In addition, you must allow team members to take completely uninterrupted, duty-free rest breaks and meal periods. Target takes this policy so seriously that any exempt team member who permits or condones working off the clock will be terminated.

If you become aware that an hourly team member may have worked off the clock, you must immediately report it to Human Resources and work to ensure they are appropriately paid for their time. In addition, partner with Human Resources to ensure that an investigation is immediately performed so that appropriate action can be taken to address and correct the circumstances surrounding the off-the-clock situation. You simply cannot look the other way — you have an obligation to look into, correct and follow up on potential off-the-clock situations.

Preventing use of powered equipment by minors in stores

Similarly, you can't require, encourage or in any way allow minors (team members under the age of 18) to load, unload, operate or otherwise interact with any industrial powered equipment. This equipment includes a WAVE, crownstacker, compactor, baler, forklift, bike lift, powered pallet jack or a freight elevator. At SuperTarget, this list includes deli slicers and mixers. Any exempt team member who violates this policy will face corrective action up to and including termination.

If you have any questions about these rules or believe that a violation of the rules has occurred, please immediately talk to Human Resources.

Your Pay & Benefits

As an exempt team member at Target, you have access to a variety of benefits. You can learn more about the benefits offered to you by visiting Pay & Benefits on insideTGT or eHR or the Pay & Benefits board at your location.

Pay and direct deposit

Exempt team members are paid every other Friday. You can opt to have your pay directly deposited into your account each payday. To sign up for direct deposit, visit Pay & Benefits on insideTGT or eHR.

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 800-828-5850 (Monday — Friday, 9 a.m. to 7 p.m. CST), or visit www.targetpayandbenefits.com

Team Member Service Center

The Team Member Service Center (TMSC) helps team members with personal information changes, pay-related issues and team member discount questions. Call the TMSC at 800-394-1885 (Monday — Friday, 7 a.m. to 7 p.m. CST).

Family and Medical Leave Act

In accordance with the Family and Medical Leave Act (FMLA), Target offers 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 servicemember with a serious injury or illness if the team member is the spouse, child or next of kin of the servicemember; and
- A qualifying urgent need arising out of a team member's spouse, parent or child's active military duty or call to active duty.

A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the team member from performing the functions of his or her job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

"Qualifying urgent need" may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions and attending post-deployment reintegration briefings.

For purposes of FMLA leave, "immediate family member" includes your child, spouse or parent. "Child" includes your biological children, adopted children, stepchildren, foster children or children for whom you are the legal guardian (under the age of 18 or over the age of 18 if they have a mental or physical disability). A "parent" is your biological parent, parent-in-law, adoptive parent, stepparent, foster parent, or the person who legally acted in the capacity of your parent when you were a child. To qualify for military caregiver leave, you must be the spouse, parent, child or next of kin of the covered servicemember.

You are eligible for FMLA leave if you have worked for Target for at least 12 months and have worked 1,250 hours in the past 12 months.

To request a leave of absence, contact the Target Leave and Disability Team at 800-828-5850. Representatives are available Monday – Friday from 7 a.m. to 7 p.m. CST. When the need for a leave is foreseeable, you must provide a 30-day advance notice. If the leave is not

foreseeable, you must provide notice as soon as possible. Except in unusual, emergency circumstances, this means notice must be given according to the usual call-in process for reporting absences.

Eligible team members may take up to 12 weeks of FMLA leave during any 12-month rolling period. This means that each time you request this leave, any FMLA leave you have already taken in the last 12 months is subtracted from the 12 weeks permitted under the FMLA. You are eligible to take the balance of the 12 weeks.

If you qualify for military caregiver leave, during a single 12-month rolling period, your FMLA leave is limited to a combined total of 26 workweeks of FMLA leave for any qualifying reason.

You don't need to use your leave entitlement in one block. Leave, including "qualifying urgent need" leave, can be taken intermittently or on a reduced schedule when medically necessary. Team members must make reasonable efforts to schedule leave for planned medical treatment so not to unduly disrupt Target's operations.

Unless you notify us to do otherwise, Target will continue your benefits (i.e., medical, dental, life insurance, disability insurance) during your FMLA leave as if you were actively at work. This includes the company paying its portion of the cost. You must continue paying your portion of the premiums. If a portion of your leave is paid, your regular deductions will be taken from your paychecks as they were when you were actively at work.

Upon return from leave, most team members will be restored to their original or equivalent positions with equivalent pay, benefits and other employment terms. Use of FMLA leave will not impact any benefit that accrued before the start of the leave.

You may choose, or Target may require you, to use accrued paid leave while taking FMLA leave. To use paid leave during an FMLA leave, you must comply with Target's normal paid leave policies.

Team members must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, team members must provide notice as soon as practicable and generally must comply with Target's normal call-in procedures. Team members must provide sufficient information for Target to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the team member is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Team members also must inform Target if the requested leave is for a

reason for which FMLA leave was previously taken or certified. Team members also may be required to provide a certification and periodic recertification supporting the need for leave.

Target will inform team members requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the team members' rights and responsibilities. If they are not eligible, Target will provide a reason for the ineligibility. Target will inform team members if leave will be designated as FMLA-protected and the amount of leave counted against the team member's leave entitlement. If Target determines that the leave is not FMLA-protected, the team member will be notified.

Target will not interfere with, restrain, or deny the exercise of any FMLA right, or discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Please note that the Target leave of absence policy 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 on insideTGT or eHR go to Pay&Benefits>My Time Off & Leaves> Leave of Absence.

Note: In several states, including California, team members who are disabled due to pregnancy are eligible for a medical leave of absence at date of hire. You should contact the Target Leave and Disability Team for state-specific information.

Team Member LifeResources

ComPsych® GuidanceResources connects team members, their dependents, and any household members with free, confidential support, expert information and valuable resources when they need it most. TMLR is available 24 hours a day, seven days a week. For more information, visit www.guidanceresources.com (enter company ID: liferesources), or call 877-616-0510.

Target Team Member Discount

As a Target team member, you and your eligible family members receive a 10 percent discount at all Target stores and Target.com.

The discount is available for purchases made with cash, check, Target® Visa® Credit Card, Target Credit CardSM, Target Check CardSM, Target GiftCardSM (if received as a gift or given as an exchange from Guest Services), and OptumHealthSM Bank HSA Debit card. You cannot use non-Target debit/credit cards such as Visa, MasterCard, Discover or American Express with your discount. It is not acceptable to purchase

Target GiftCardsSM with a non-Target debit/credit card for the purpose of working around these restrictions.

Using your discount

- New team members should contact their Human Resources partner for their card.
- Your spouse and any children (16 years of age and older) you claim or could claim as dependents for purposes of federal income tax are also eligible to use the discount. Under the current IRS guidelines, a domestic partner does not meet the definition of an eligible dependent.
- Team members need to show their discount card to the cashier at the beginning of their purchase.
- Team members cannot use their discount to buy merchandise for anyone who is going to pay them back, purchase items to sell or exchange for profit, or buy free coupon merchandise.
- You may use your discount to purchase a gift with a group of friends as long as your contribution is at least equal to the payments by everyone else in the group.
- Discount cardholders may not use the discount when purchasing Target GiftCardsSM.

Violation of the discount policy can result in suspension or revocation of the discount privilege and corrective action, up to and including termination of employment.

See the Team Member Purchase Guidelines in this handbook for more information about when to shop and other purchasing guidelines.

Retiree discount

You are eligible to receive a discount card that entitles you to a discount on merchandise purchased at Target if you:

- Are age 55 or older and have 10 years of credited service at Target if you were under age 45 on Jan. 1, 2003; or
- Have five years of credited service at Target if you were age 45 or older and an active team member on Jan. 1, 2003 and have continuous service from your corporate entry date up to the time of your retirement.

For more information about other discounts and perks offered to Target team members, or to request an additional or replacement Team Member Discount Card, visit Pay and Benefits on insideTGT or eHR.

Team Member Purchase Guidelines

Target has developed the following 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.

General merchandise rules

Individuals cannot use their Target team member status to gain an advantage over guests when it comes to purchasing merchandise. For example:

- All team members should only shop for and purchase merchandise on breaks, meal periods or when they are off-duty.
- Team members should remove their name badge when shopping to avoid the perception of being on the clock.
- Team members can only purchase merchandise that is stocked on the floor and available for sale to all guests. Team members cannot purchase merchandise from the back room, the service desk or any guest-hold areas.
- Team members cannot purchase “street dated” merchandise (such as certain video games and electronic devices) prior to its designated release date to guests.
- Team members cannot purchase salvage merchandise or any item ringing up with a .00 price. Team members generally cannot activate salvage merchandise for purchase by another team member or themselves.
- Team members cannot mark down merchandise outside of best practice for their own benefit or for the benefit of others.
- Team members cannot set aside merchandise for their own purchase. For example, team members cannot “hide” merchandise in other areas of the store for purchase at a later time or cannot place merchandise in their re-shop cart for purchase at a later time.
- Team members follow the same hold policies as guests; merchandise can be held until the end of the business day.

- Team members cannot purchase merchandise using manufacturer/ vendor coupons, rebates, or similar types of promotional items, and later return the merchandise for the full (non-discounted) purchase price with the intent to profit from the transaction.
- Team members cannot ring up their own purchases.
- Team members are not allowed to process their own credit card payments.
- Team members should keep their purchases in their locker with the receipt attached or make alternative arrangements with the leader on duty (LOD) to ensure that the purchased merchandise remains secure. Team members also have the option to take their purchases to their vehicle immediately following their transaction. All team members are expected to take their purchases with them at the end of their shift.
- Team members must comply with all applicable rules concerning use of the Team Member Discount.
- Team members may not knowingly ring up a transaction that is in violation of this policy or request that another team member do so.

High-demand merchandise rules

For purposes of these guidelines, “High-Demand Merchandise” (or “HDM”) includes 2-Day Ads, Doorbusters, Clearance, Limited Quantity, and other items designated as “high-demand” by Target. Individuals cannot use their Target team member status to gain an advantage over guests when purchasing HDM. For example:

- Team members (including those working overnight) may only purchase HDM while the store is open during shopping hours.
- Team members may only purchase HDM found in the item’s proper location on the sales floor. Team members may not purchase HDM found in off-stage areas (including the back room), at the Guest Service desk, or from re-shop or other carts.
- Team members may not hide or intentionally misplace HDM so that they (or another specific team member or guest) may purchase the items at a future time.
- Team members must follow the same rules as guests for purchases of HDM. This includes abiding by quantity limits or following any special purchase processes designated by the store or headquarters for specific merchandise (for example: if the store is using a ticket process for HDM, team members are expected to wait in line for a ticket just like guests).

- If there is a line of guests waiting to enter the store prior to opening, team members must either wait in line with the guests before purchasing HDM or allow the waiting guests to have the first opportunity to select the HDM before the team members purchase these items.
- HDM moved to the sales floor (whether from the back room, the Guest Service desk, or as part of re-shop process) during store hours must remain on the shelf for at least 15 minutes to ensure that guests have a meaningful opportunity to purchase the items before team members are permitted to purchase the items.
- Team members may not hold, or request that other team members hold, HDM for themselves, other team members, or specific guests.
- Team members may not knowingly ring up a transaction that is in violation of this policy or request that another team member do so.

If you have questions

These examples do not describe every situation that may be a violation of the guidelines. If you have any questions regarding whether a particular purchase is allowed, you should ask your supervisor before making the purchase. Similarly, if you are working at a checklane and another team member attempts to complete a transaction that you know to be in violation of this policy, you must discontinue the transaction and contact a supervisor.

Team members who violate these guidelines may be subject to disciplinary action, up to and including immediate termination. If you purchase merchandise in violation of these guidelines, you will be required to return the merchandise. You will still be subject to disciplinary action (including termination) even after you return the merchandise.

Shortage

Every year Target counts all the merchandise in the store. This is called inventory. When we're done, we compare the amount of merchandise we have to what the store'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. This causes Target to lose millions of dollars each year.

Preventing shortage is a responsibility we all share. Shortage typically has several causes:

- Team member errors in setting up orders, transmitting data, receiving and handling merchandise
- Ticketing errors, both at our locations and at the vendor, and from price changes
- Incorrect processing of damaged merchandise and/or transfers
- Vendor, guest and team member theft
- Errors at the cash register such as missing items on the bottom of the cart
- Errors at point-of-sale terminals – incorrect UPC, or accepting a bad check or a bad credit card
- Merchandise used by store personnel but not accounted for

Training and attention to detail can ensure you and your team aren't contributing to shortage.

When it comes to team member and guest theft, Assets Protection team members are the experts. They've been trained to prevent and detect theft, and apprehend when necessary. Please let them take the lead in this area. Don't initiate apprehensions or make accusations of theft. Never give chase to suspected shoplifters – only become involved in an apprehension when asked by Assets Protection.

Integrity

At Target, we place a high priority on ethical conduct. Of course, we comply with all laws and regulations related to our business. But we go beyond regulations in the expectation that every team member in every area of the company will conduct themselves with personal and professional integrity, everyday. The law and Target policies provide guidelines, but you must also rely on your own conscience and common sense. No leader may require or imply that you should act in an unethical or dishonest manner.

Our Open Door Policy

Team members' ideas, suggestions and insights are crucial to our effort to become the Best Company Ever. That's why Target has an Open Door Policy. You can go to any leader with your thoughts or concerns. That's one of the quickest ways to put your ideas into action.

Let Us Know

If you want to explore an issue further, you can use the Let Us Know program. Submit a Let Us Know card with your question, idea, comment or concern. You may also submit an online form via insideTGT.

Employee Relations and Integrity Hotline

If you are uncomfortable talking to a Target leader or if you need help resolving a serious issue like harassment, you can call the Employee Relations and Integrity Hotline at 800-541-6838 (704-556-7046 from outside the U.S.). We welcome all communication, whether you're sharing an idea, seeking a solution or just want to let us know what's on your mind. Every comment is reviewed and forwarded to the appropriate leader to make sure the right person reads your comments. You can request a response or remain anonymous – but either way, we're listening.

Business Conduct Guide

The Target Business Conduct Guide sets minimum standards for acceptable conduct at Target and provides team members with tools to make business decisions that support the highest ethical standards. While no guide can prepare you for every situation you may encounter, Target asks you to think about how the information and policies contained in the guide apply to your role. You should also refer to it as a resource to learn how to seek guidance or report a concern. You can access the Business Conduct Guide on [insideTGT > Resources > Policies & Standards](#). ([link](#))

False Claims Act

It is illegal and against Target policy to submit false claims for payment to the federal government or to make false statements to get payment on claims submitted to the federal government. Target provides pharmacy and other health services to guests enrolled in Medicare and Medicaid programs. Target submits claims for reimbursement for these services that are ultimately paid by the government. Submitting false claims or making false statements to obtain payment can lead to civil penalties of \$5,000 to \$10,000 for each false claim or statement, plus three times the amount of actual damages. In addition, administrative penalties can be assessed of up to \$5,000 for each false claim or statement, plus twice the amount of actual damages. Many states have similar laws which provide for fines and penalties for false claims or false statements submitted to state governments. Those who submit false claims or make false statements may also be prohibited by the federal government and state governments from submitting any future claims to Medicare or Medicaid.

Only certain Target team members have access to systems needed to complete the claims submission process. Those team members receive training about the proper manner to submit claims.

If you suspect that any false claims are being submitted or false statements are being made, report the matter to your supervisor or

call the Employee Relations and Integrity Hotline at 800-541-6838 (704-556-7046 outside the U.S.). Team members who report any false claims or false statements are protected from any form of retaliation under federal law and many state laws.

Conflict of Interest

The Target Conflict of Interest Policy highlights a number of ways and situations in which a conflict could develop between Target and a team member. Target team members can't put their own interests (or those of a family member or household member) ahead of Target's interests. Potential conflicts of interest may include:

- Having a substantial financial interest in any company that does business with Target, wants to do business with Target or competes with Target.
- Performing any services (e.g., consulting or serving on the board of directors) for any company that does business with Target, wants to do business with Target or competes with Target.
- Representing Target in a transaction with any company in which you or a member of your family have an interest.
- Competing with Target in the sale or purchase of property.
- Soliciting, accepting or being reimbursed for any personal gifts, favors, travel, housing, services, excessive meals or entertainment, or anything else of value from any company that does business with Target, wants to do business with Target or competes with Target, or any guest. (There are some exceptions; for instance, you can accept a vendor's invitation to a meal if the purpose is business-related and the cost is reasonable.)
- Participating with a vendor in any activity that could result in personal gain.
- Taking merchandise samples for non-business use.
- Using your position to make any purchases for personal use.

If you have any questions or a situation comes up that you are not sure about, please read and review the Conflict of Interest Policy. ([link to policy](#)). In addition, you must complete a Conflict of Interest form annually.

Because a violation of this policy can result in termination, you should promptly disclose a potential or real conflict as soon as it develops. Don't wait until the next year's Conflict of Interest form is distributed.

Inside information

If an outsider ever asks you about the company's future plans, unless they have been relayed to the press by our official company spokesperson, you should answer, "I can't say."

If you are asked about specific sales, margin or expense data, or about particulars of a team member's position or his/her beliefs or decisions regarding Target, you should answer, "I can't say."

If you take another assignment within Target, please do not take any company manuals, training materials or documents with you. You can always order new materials for your new position.

If you leave Target, either voluntarily or involuntarily, you may take only those items of a personal nature, performance reviews and this handbook.

Dating relationships between team members

Target supervisors may not date or have romantic/intimate relationships with team members they directly supervise. If a relationship begins to develop, it is the supervisor's responsibility to let his/her supervisor or Human Resources know. Often, one of the two can transfer to a different position and end the reporting relationship. If that's not possible, one of the two may choose or be asked to resign.

Higher-level executives and those whose unique responsibilities make trust and credibility especially important (for example, Assets Protection and Human Resources) may have direct and indirect reporting relationships, or even district or region-wide responsibilities. Because of the power inherent in these relationships, the same rules may apply. Target will evaluate each situation on a case-by-case basis. If a relationship begins to develop, it is your responsibility to bring the situation to the attention of your supervisor.

Employment of relatives and reporting relationships

Relatives may not be employed in positions where one reports to the other. Exceptions may only be approved by the Executive Vice President of Human Resources.

A "relative" is anyone who is related to you or your spouse by blood, marriage or adoption as a spouse, parent, child, brother, sister, aunt, uncle, cousin, nephew, niece, grandparent or any other relative who lives in your household.

If two team members get married while working for Target and the marriage results in one spouse reporting to the other:

- One of the team members may be transferred to another work center or location, depending on the team member's skills and

job availability. The couple can decide which team member will be transferred. If they are unable to make the decision, Target will decide.

- If a transfer is not possible, one of the team members must resign within 90 days of the date of the marriage. The couple can decide which team member will resign. If they are unable to make the decision, Target will decide.

Insider trading

It is illegal and against Target policy for any team member to trade in Target securities while in possession of material non-public information. This restriction applies to all team members, as well as all members of their household. The purchase or sale of securities of any other company, including our vendors, is also prohibited if you possess material non-public information regarding that company that you learned in the course of your work at Target.

There are no exceptions to this policy, and its violation may result in serious criminal and civil penalties, in addition to corrective action by the company, up to and including termination. For further detailed information, please review Target's Securities Trading Policy. (add link)

Confidentiality/Inventions Agreement

As part of the new hire process for Target, we ask all team members to complete a Confidentiality/Inventions Agreement. This agreement spells out how inventions, discoveries, works of authorship, trade secrets and other proprietary materials created during the employment relationship – or that arise out of team member work or are created using Target time, materials or assets – are owned by Target. Target team members must cooperate with Target in documenting Target ownership of all proprietary materials.

Using Target information resources

Target is committed to providing its team members with the best tools possible to accomplish their goals.

Exempt team members who have access to and use company-owned systems, software and hardware need to be aware of the responsibilities that accompany their use. For example, unauthorized use, reproduction or removal of any information sources and/or company equipment is prohibited, as is installing or copying unauthorized software. If you have a password, you also need to understand the use and limits of that password. You should be sure to read and be familiar with our Confidentiality — Company Systems and Property Policy as well as our Information Protection Policy. All information that Target team members create, store, transmit, or use

in conducting Target business is the exclusive property of Target. You should not consider any of it to be private and should know that Target reserves the right to monitor, review, retrieve and retain it.

Any team member who fails to comply with the Information Security policies, including the guidelines discussed, may be subject to legal action, including criminal prosecution and disciplinary action up to and including termination.

Vendors

Vendors are critical to the company's success and it's important that our transactions with vendors meet the highest ethical and legal standards. Listed below are a few policies you should be aware of regarding vendors.

Who is a vendor?

We typically think of our merchandise suppliers as “vendors” because of the large volume of business they may do with Target. But the definition is actually much broader. Everyone who supplies a product or service to Target is a vendor.

This includes the companies that cut our lawns, restock the beverage and snack machines, supply us with office equipment and other fixtures, and fill million-dollar orders for merchandise. The policies outlined below apply to anyone or any company that supplies a service or product to Target.

Gifts

The Target Conflict of Interest Policy strictly prohibits you, your relatives and members of your household from asking for or accepting personal gifts or favors from vendors. If you have contact with vendors, please familiarize yourself with this important policy.

Samples

The Target Vendor Sample Policy details how to dispose of samples provided by vendors. Most importantly, it emphasizes that Target team members cannot accept or purchase samples.

Working for a vendor

Working for a vendor while employed at Target is, of course, prohibited. If your employment with Target ends, please be aware that company policy prohibits us from doing business with former team members for two years following the end of that employment. Any exceptions must be approved in writing by the senior officer in the pyramid in which you worked. For more details, see Policies and Procedures. ([link](#))

Working with the media

Stores

The Target policy on the media is simple: Reporters and photographers are welcome at any Target store. Why? This “open door” policy allows the media to showcase Target in stories on retail trends and developments. It also allows our own retail experts – our store team leaders and exempt team members – to share their expertise with the community. Reporters come to Target because we are a leading retailer.

This does not mean, however, that we will approve every media request. Some subjects are off limits. We can't grant interviews on the following subjects:

- Matters under police investigation or in litigation. (It is, however, appropriate to express compassion and concern for our guests and team members.)
- Matters involving Employee Relations issues
- Sales figures or plans, including profits, operating costs and sales per square foot
- Competitor commentary
- Information regarding team members (dates of employment can be verified)
- Store security procedures or systems
- Store expansion and growth plans
- Product safety and/or recalls

Target Communications has a Media Guide and training available for those whose positions may bring them into frequent contact with the media. Please take this training if appropriate.

Headquarters and distribution

Target maintains a spirit of friendly cooperation with the media. For subject matters that involve headquarters or distribution, please refer media calls to Target Communications at 612-696-3400. This team will ensure that the reporter receives the information he/she needs from the appropriate person at Target.

For more information

If you have any questions or concerns about dealing with the media, please call Target Communications at 612-696-3400.

Reference requests

You may be asked by a current or former team member, contractor or their prospective employers, to provide an employment reference. Target doesn't provide references, even when the team member puts the request in writing, provides a release, etc. We only verify team member name, hire date and termination date (if applicable). Refer all calls requesting information on current or former team members to the Work Number at (800) 996-7566 or www.theworknumber.com. All questions related to a contractor should be directed to the contractor's employer.

Sometimes the person requesting information is particularly insistent or even an official from a law enforcement or other governmental agency and is requesting more information than the verification line provides. If this occurs, it is important that Human Resources handles the request. Human Resources and Employee Relations can be contacted for help with these cases.

Handbilling and protest activity

In recent years, handbilling (passing out literature) and other protest activities have become increasingly popular ways for individuals and groups to communicate concerns to the public regarding a variety of issues and messages — which may or may not have anything to do with Target. Retail facilities are particularly popular spots for these activities because they offer a constant flow of people.

Contact Human Resources and/or Labor Relations immediately if you become aware of handbilling and/or protest activity on Target premises. You'll be guided through what steps to take next. Do not call law enforcement officials to remove the handbillers unless there is an immediate threat of imminent harm or injury to a team member or guest. Otherwise, wait for approval from Human Resources and Labor Relations before getting outside help.

No Solicitation/No Distribution Policy

Please follow and help enforce the Target No Solicitation/No Distribution Policy, which states: Target wants to make sure all team members can work free of the distraction and uncomfortable pressure that can be created by solicitation and distribution. That's why Target maintains a No Solicitation/No Distribution Policy for all team members and its leased department workers.

The policy is simple: During working time (yours or your fellow team members'), and in work areas, you cannot "solicit" team members. "Soliciting" includes things like asking co-workers to join organizations

or pools, to buy memberships or subscriptions, or to make pledges or gifts to charities.

“Working time” does not include meal and break periods, or any other time when a team member is not expected to be engaged in work activities. The “No Distribution” part of the policy requires that team members do not distribute literature during working time, in work areas, or through Target communication channels, including e-mail.

Certain activities are prohibited at all times on Target premises. Soliciting, distributing literature, selling merchandise or conducting monetary transactions, whether through face-to-face encounters, telephone, company mail or e-mail, are always off limits (even during meal and break periods) if they are:

- For personal profit
- For commercial purposes
- For a charitable organization that isn't part of the Target Community Relations program and isn't designed to enhance the company's goodwill and business

Because Target supports the United Way, Target Volunteers and non-profit grant partners, some of these organizations may be eligible to distribute information or conduct annual drives without violating the No Solicitation/No Distribution Policy; however, Employee Relations must approve the activity.

Information Protection

Target team members are required to ensure the confidentiality and security of Target's information by using that information appropriately and safeguarding it. All information that Target team members create, store, transmit, or use in conducting Target business is the exclusive property of Target.

Target has an Information Protection Policy, the intent of which is to:

- Provide direction to Target team members regarding the protection of guest, team member, and business information from unauthorized use, disclosure, modification, or destruction
- Outline team member responsibilities for information protection

You will see the following symbols as reminders to take appropriate precautions to protect Target's business information.



PAUSE

to understand the information you are using.



PROTECT

information according to its classification.



PROCEED

wisely by making information available only to those with a business need.

The Information Protection Policy includes these definitions:

Information includes, but is not limited to, anything spoken, overheard, written, stored or communicated electronically, copied, transmitted, held intellectually, or otherwise held tangibly or intangibly, concerning or relating to Target's business.

Information Assets includes information and information resources.

Information Resources include, but are not limited to, non-electronic media (e.g., paper), Target's networks, systems, applications, computers, laptops, workstations, software, hardware, removable media (e.g., thumb drive, compact disk, floppy disk, DVD, iPod), Internet/Intranet, electronic messaging systems (e.g., e-mail, text and instant messaging), fax machines, mobile devices, voice mail, telephones, pagers and cellular phones.

The requirements provided in the Information Protection Policy are a minimum baseline necessary to protect information and may not be comprehensive. Additional requirements may be needed to protect information based upon job function, access to information, or other criteria. This policy applies to:

- Target, all of its business units and information assets
- Target team members
- Contractors

This policy is designed to be used in conjunction with other policies, standards, guidelines and procedures.

The Information Protection Policy covers the following topics:

- Protecting Target information

- Acceptable use of Target information resources
- Security during and after employment
- Password management
- Facility access and identification
- Protecting Target systems
- Remote access
- Reporting information security incidents and events

For more information or to review the Information Protection Policy, go to insideTGT > Resources > Policies & Standards > Corporate Policies > Information Protection. ([link](#))

Training

Each team member is required to take Information Protection training upon hire and annually. This training will provide you with more information about the policy and expectations for compliance with the policy. During the training, team members will electronically acknowledge that they have read and understand the policy. Contact your Human Resources partner with questions specific to the policy.

Reporting information security incidents and events

You are responsible for reporting any observed or suspected information security event or incident (for example, unauthorized access to or misuse of sensitive information) via one or more of the following options:

1. Reporting it to your manager (who should e-mail Integrity@Target.com)
2. Sending an e-mail to Integrity@Target.com
3. Calling the Employee Relations and Integrity Hotline at 800-541-6838 (704-556-7046 from outside the U.S.). This option allows for anonymity.

Safety

Target is committed to promoting a safe environment for our team members and guests to work and shop.

There are many shared roles in providing a safe environment: the merchants who select products that will perform as expected and don't fail under normal use; the presentation experts who ensure planograms are safe by securing displays that could fall or hurt people; the trainers who provide orientation and training in how to operate

equipment and perform a job safely; the distribution team who, while working at high speeds and tremendous material-handling capacity, take the necessary precautions to avoid injuring themselves while safely loading shipments for the stores.

We all help provide a safe place to shop and work. Unsafe conditions must be reported and corrected before anyone is hurt. Training of evacuation and emergency response procedures is provided, even though these skills are rarely required. In the split second that you need to know what to do, we want you to feel comfortable managing the situation.

Set the right example when it comes to reporting accidents. All guest and team member accidents need to be reported electronically. Team members must be notified of the designated medical providers for Target.

Your contact information

At Target, we require every team member to have a current home address and phone number on file and having your most current information helps Target expedite emergency communications.

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 and designate at least one individual to be contacted in case of an emergency.

Your address, phone number and emergency contact information are considered confidential in accordance with the Information Protection Policy.

You can update any of this information anytime on eHR.*

** Team members at Target Sourcing Services should contact their Human Resources partner to update their emergency contact information.*

Distribution safety fundamentals

Safety Fundamentals are the foundation of safe behaviors that will help keep you safe. The fundamentals are coached and reinforced daily by leadership.

The Safety Fundamentals fall into three simple categories:

1. Never compromise the safety of yourself or others

- Correct or report any unsafe condition immediately
- Never block emergency exits
- Use designated walkways whenever possible and watch out for power equipment when outside of walkways

- Report all incidents immediately (i.e., injury, property damage and near miss)

2. Follow your training

- Operate powered equipment as trained (and only if certified)
- Perform all job activities and tasks as trained
- Rotate job motions, adjust body position and rotate hands to avoid strains

3. Use your tools

- Actively participate in warm-ups before starting work and whenever necessary
- Use correct merchandise handling techniques (Power Position and Team Lift)
- Use all required tools as trained (including PPE and step stools)
- Actively monitor safety-related messages and communication

Stores safety expectations

We have certain guidelines to protect our team members and guests. The ones that every team member should know and follow are called The Five DOs and The Five DON'Ts.

The five dos

1. Do clean up all spills or clutter on the floor. This will help prevent slips and falls.
2. Do use approved ladders of appropriate height for stocking merchandise. You'll find these ladders in the stockroom.
3. Do stack merchandise carefully and follow guidelines for stocking risers and endcaps. This will prevent merchandise and other objects from falling.
4. Do remember to ask for help with Team Lift merchandise. This will help prevent strains and sprains.
5. Do share any safety ideas with members of the Safety Team. Your ideas can help make the store a safer place to work and shop.

The five don'ts

1. Don't climb the stockroom shelves. We don't want you to fall and get hurt.
2. Don't use ladders we sell in the store. They're probably not designed for the type of work we do.

3. Don't drop merchandise from stockroom shelves. You could really hurt someone!
4. Don't ride pallet jacks, tubs, carts and forklifts. It's dangerous!
5. Don't place things into the baler or operate the baler, WAVE or forklift if you're under 18 years old or not certified. (At SuperTarget, this includes power-driven machines in the grocery departments.)

For Stores and Distribution

Safety code names

At Target, we have different code names for certain things that happen in the store:

Code	Means
<i>Green</i>	<i>Accident</i>
<i>Red</i>	<i>Fire</i>
<i>Yellow</i>	<i>Lost child (stores only)</i>

How to report an emergency

If you learn of an accident, fire or lost child, please do the following:

1. Stay calm.
2. Call for help with a walkie-talkie or phone.
3. Say the code name and the location of the incident (e.g., "Code Green, Housewares"). Say this three times.
4. Refer to the Emergency Flipchart.

The operator will alert the Emergency Response Team (ERT).

Accidents involving guests or other people not employed by

Target

When a guest or another person not employed by Target (e.g., contractors, vendors, etc.) has an accident on our premises, remain calm and stay with them until help arrives. Please do not discuss the cause or liability of the accident with the injured individual. Report the incident immediately through electronic reporting and complete the Guest Investigation Kit.

Team member incidents

If you are injured on the job, talk to your supervisor immediately. He or she will report the incident electronically and make sure you get medical help if needed.

Right to know and Alert One

Target sells a lot of chemicals, from household cleaners to lawn fertilizers. The federal government says you have a right to know about any hazardous or non-hazardous chemicals we use or sell in the store. That's why we have a hotline called Alert One. You can call Alert One at 800-633-1609 24 hours a day, seven days a week (or access MSDS's online through the store workbench) if you:

- Have a question about a chemical
- Have a chemical spill of any size in your store
- Need additional help cleaning up a spill
- Need to give first aid
- Want a copy of a Material Safety Data Sheet (MSDS)

You'll also find the number for Alert One on key phones throughout our stores and distribution buildings.

Bloodborne pathogens

Bloodborne pathogens are diseases that you can get from other people's body fluids, like blood. There are many fears and misunderstandings about these diseases. To help reduce these fears, Target provides training on procedures for dealing with bloodborne pathogens. This can be found on the Safety website.

Contact information

Client Support Center (CSC)

For assistance with computer systems, voice mail or telephone problems companywide call 612-304-HELP (4357)

Target Benefits Center

800-828-5850

www.targetpayandbenefits.com

Hours: Monday – Friday, 9 a.m. to 7 p.m. (CST)

Team Member Service Center (TMSC)

Twin Cities Area: 763-440-1231

Toll-Free: 800-394-1885

TDD: 800-876-6063

Fax: 612-307-8150

Hours: Monday – Friday, 7 a.m. to 7 p.m. (CST)

Employee Relations and Integrity Hotline
800-541-6838
704-556-7046 from outside the U.S.

Target Guest Relations
800-440-0680

Alert One (Chemical Spills)
800-633-1609

Team Member LifeResources
877-616-0510
TDD: 800-697-0353
www.guidanceresources.com
Company ID: liferesources

Target Credit Union
800-328-6655
www.targetcu.org

Severe weather and events that alter business hours
Should severe weather or an unforeseen event require Target to alter its headquarters' hours of operation, the following sources will provide updates:

- WCCO television via local Channel 4
- WCCO radio via AM 830
- WCCO.com

Target also established a toll-free hotline for headquarters team members to call if a major disruption such as a natural disaster, inclement weather or other unforeseen event impacts one of our headquarters buildings.

- Headquarters Building Crisis Hotline: 866-235-2782
- Target Financial Services announcement line: 612-307-7377



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