

ESCA STANDARD SHOW SITE CODE OF CONDUCT

This Code of Conduct provides general guidelines regarding the expectations of persons working at show site. It is not intended to address every situation or behavior that may occur. This venue reserves the right to impose appropriate remedial action for inappropriate conduct not explicitly covered in this code. This venue is the final authority on interpreting this Code of Conduct and decisions relating to policy violations. This Code of Conduct is designed to help ensure that ALL persons conduct themselves in a friendly, courteous, and respectful manner. It applies to all persons working or operating on the property. Any violation of any rules contained herein, as determined by the venue, may result in violators being immediately removed, trespassed, and/or face possible criminal prosecution.

- 1. Identification:** All employees and contractors should follow the venue-mandated identification procedures while working at the facility. All employees and contractors working at this venue must always carry a current and valid government-issued photo identification.
- 2. Access to Work Areas:** The appropriate routes to and from the work areas are **[insert specifics here]**.
- 3. Inspections:** ALL persons, bags, briefcases, backpacks, coolers, lockers, vehicles, and other containers may be subject to inspection at any time.
- 4. Unauthorized Vehicles:** Unauthorized vehicles are prohibited from parking arbitrarily, including the loading dock areas and **[add specifics]**.
- 5. Motorized Equipment Operation:** The operation of all motorized equipment property must be done safely and in accordance with the appropriate license for each specific piece of equipment. All motorized equipment license(s) must always be in the operator's possession and available upon request.
- 6. Violence:** Fighting, physical violence, attempted physical violence, intimidation, creating a disturbance, horseplay, disorderly conduct, and abusive language towards another employee or visitor is strictly prohibited. No threats, pressure, or coercion may be used by any person whose object is to influence customers, users, licensees, exhibitors, clients, contractors, suppliers, or attendees who conduct business strictly prohibited.
- 7. Harassment:** We are committed to providing a work environment free from harassment, including sexual harassment. Any harassment is strictly prohibited. Individuals should immediately report any harassment experienced or observed to Security or their employer. All reports will be taken seriously, investigated, and handled appropriately. There should be no retaliation against those who report suspected violations. Retaliation must be reported immediately.
- 8. Weapons:** Possessing firearms (non-work related), knives, explosives, or weapons of any kind is strictly prohibited.
- 9. Theft:** Theft, attempted theft, misappropriation of property, or aiding/abetting such acts is strictly prohibited.
- 10. Drug & Alcohol-Free Workplace Policy:** The consumption, possession, or being under the influence of tested-for-substances or illegal drugs is prohibited.
- 11. Solicitation of Gratuities, etc.:** Solicitation or accepting tips, gratuities, or property is strictly prohibited.
- 12. Access to Events:** No one should use their identification badge, uniform, or position to gain access to unassigned areas or events unless assigned for work purposes.
- 13. Client & Exhibitor Work Interference:** No one should approach or interfere with the work of clients or exhibitors to mandate specific labor work requirements. Any issues or complaints regarding specific labor work rules must be directed to the union steward, general service contractor, and/or the facility. Violations of this provision may result in disciplinary action up to and including removal from the venue.
- 14. Signs, Banners, and Handouts:** Distributing any notices, posters, placards, banners, announcements, or distribution of any material or periodicals that the venue or event organizer does not explicitly approve is prohibited.
- 15. Smoking:** All individuals must follow the venue's smoking regulations.
- 16. Reporting:** The following should be reported: damage to any property or equipment, any unsafe condition or activity, any fire or medical emergency, and all accidents involving physical damage to individuals' property or equipment.
- 17. Violations:** The venue has the right to remove any person from their property in the event of a violation.