

Employee Code of Conduct Policy

1. Purpose

This policy establishes mandatory standards of behaviour for all employees attending the Global Sales Kick-off event. It is designed to ensure a safe, secure, respectful, and professional environment while protecting employees, the company's reputation, and compliance with applicable laws. For purposes of company policy and applicable law, the Sales Kick-off event and all related activities are considered an extension of the workplace. All company policies apply as if employees were working on-site during regular business hours.

2. Scope

This policy applies to:

- All employees, contractors, and attendees
- All event-related activities, including
 - Official sessions
 - Social events
 - Offsite gathering connected to the event
 - Travel to and from the event location

This is not limited to “on-site hours.” Behaviour outside scheduled sessions still falls under this policy

3. Expectations

All attendees are expected to:

- Act professionally at all times
- Comply with local laws and regulations
- Follow company policies (HR, Anti-Harassment, Travel, Security)
- Exercise sound judgment in high-risk social environments

If someone claims “it was outside work hours” that defence does not apply here

4. Professional Conduct

Employees must:

- Treat all individuals with dignity and respect
- Maintain appropriate workplace behaviour standards
- Avoid conduct that could damage the company's reputation

Examples of unacceptable conduct include, but are not limited to:

- Excessive drinking or visible intoxication
- Inappropriate jokes, comments, or stories
- Physical contact beyond customary professional interaction
- Yelling, arguments, or confrontational behaviour

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- Disrespect toward venue staff or vendors
- Social media posts, photos, or videos that reflect poorly on the company or colleagues

Recording and Social Media Use

- Do not record, photograph, or post content of colleagues without consent
- Do not share content depicting alcohol use, disruptive behaviour, or private conversations
- Company branding must not be associated with inappropriate or unprofessional content

5. Harassment and Discrimination

Zero tolerance. No ambiguity

Prohibited conduct includes but not limited to:

- Verbal, physical, or visual harassment
- Sexual harassment (including inappropriate comments, advances, or contact)
- Discrimination based on any protected characteristic
- Unwanted attention or persistent behaviour after refusal

6. Alcohol and Substance Use

Strict expectations and limits. The company permits alcohol at designated company-sponsored events where approved. However:

- a. Excessive consumption is strictly prohibited
- b. Any intoxication that impacts behaviour, judgment, safety, or professionalism violates this policy
- c. Employees must not pressure others to drink
- d. Drinking games, competitive drinking, or alcohol-centered activities are prohibited
- e. Employees must stop drinking immediately if instructed by event staff, management, HR, or security

Any alcohol-related misconduct will result in immediate corrective action, regardless of intent.

Managers, HR representatives, and designated event leaders are authorized to:

- Direct individuals to leave an event or activity
- Require an employee to return to their hotel
- Restrict further alcohol consumption
- Remove event credentials temporarily or permanently
- Arrange return travel at the individual's expense in serious cases

Failure to comply with these directives will be treated as a serious policy violation.

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7. Safety and Security

All attendees must:

- Follow venue security protocols
- Carry ID and event credentials where required
- Report any suspicious activity or incidents immediately

Prohibited:

- Bring unauthorised guests into restricted areas
- Ignoring or any safety or security instructions
- Engaging in risky or unsafe behaviour

8. Local Laws and Regulations

Employees must comply with all local laws. Any legal violations may result in:

- Immediate removal from the event
- Disciplinary action up to termination

9. Reporting Concerns

Reports may be made to an HR representative on-site, any manager, or event security. Employees are expected to report:

- Harassment or misconduct
- Safety concerns
- Policy violations

Reports will be taken seriously and investigated promptly. Retaliation for reporting concerns is strictly prohibited.

Employees who witness serious misconduct are expected to report concerns promptly. Failure to do so may itself be considered a policy violation.

Consequences of Violations

Violations may result in one or more of the following:

- Immediate removal from the event
- Revocation of event access or credentials
- Mandatory early departure at the employee's expense
- Formal disciplinary action up to and including termination

The company reserves discretion to determine appropriate action based on severity and impact.

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Global Sales Kick-off – Las Vegas *Code of Conduct*

Attendance at the Global Sales Kick-Off is a **work-related event**. All company policies apply at all times during this event.

This Event Is the Workplace

For purposes of company policy and applicable law, the Sales Kick-Off and all related activities – including social events, offsite gatherings, travel, and evenings – are considered an **extension of the workplace**. This event brings together colleagues from across the business and is an opportunity to collaborate, celebrate, and represent the company. To ensure a positive experience for everyone, all attendees are expected to maintain professional standards throughout.

Expectations of All Attendees

All attendees are expected to:

- Act professionally at all times
- Treat others with dignity and respect
- Wear and carry event credentials where required
- Comply with local laws and all company policies
- Exercise good judgement, particularly in social settings

Unacceptable Conduct

The following behaviours are strictly prohibited:

- Excessive drinking or visible intoxication
- Inappropriate jokes, comments, stories, or gestures
- Unwanted attention or physical contact
- Yelling, arguments, or confrontational behaviour
- Harassment or discrimination of any kind
- Disrespect towards colleagues, venue staff, or vendors
- Social media posts or recordings that share confidential information or reflect poorly on the company or colleagues

Alcohol and Substance Use

Managers, HR, and designated event leaders may:

- Restrict alcohol consumption
- Require an individual to leave an event or return to their hotel
- Remove event credentials
- Arrange early return travel at the individual's expense

Failure to follow these instructions is a serious policy violation.

Reporting Concerns

Report concerns promptly to:

- HR representatives on-site
- Any manager
- Event Security

Retaliation for reporting concerns is strictly prohibited.

Consequences

Violations may result in:

- Immediate removal of the event

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- Loss of event access
- Early departure at the individual's expense
- Disciplinary action up to and including termination

Acknowledgement

By registering, you confirm that you have read, understand, and agree to comply with this Code of Conduct.

We trust everyone attending will use good judgment and contribute to a professional, respectful, and enjoyable event for all

Thank you.