

## **Policy Number 301-B**

### ***SUBJECT: Rules of Conduct***

For the best interest of all and for the efficient operation of our business, certain rules of conduct are necessary. In setting forth such rules, it is not the company's intention to limit unnecessarily the initiative or the freedom of action of any employee, but rather to give guidelines by which an employee must govern him/herself on a day-to-day basis. The following types of conduct may result in disciplinary action. Disciplinary action may consist of oral and written warnings or reprimands, suspensions, termination, or other steps that the employer deems appropriate. These rules may be supplemented from time to time as needed.

#### **No Employee Shall:**

1. Falsify any Company property, accounts, reports, or records, (including tickets, parking authorization) or willfully give false information for any Company accounts, reports, or records.
2. Willfully counterfeit, destroy, damage, steal or conceal Company property (including, but not limited to, tickets or parking authorization) or the property of the promoters, exhibitors, contractors, facility owners or another employee.
3. Engage in fighting or in disorderly conduct anywhere on Company time or on Company property at any time.
4. Report to work under the influence of or be under the influence of alcohol.
5. Possess, dispense or use a legal or illegal drug (i.e. narcotic, barbiturate, mood-ameliorating or tranquilizing drug) on Company property except in accordance with medical authorization.
6. Posses or use weapons of any kind (including firearms and knives) anywhere on Company time or on Company property at any time, unless specifically authorized by the Company.
7. Without prior written authorization, remove from Company premises or disclose in any manner, any records, files, customer lists, information or other items belonging to the Company.

8. Willfully perform any act, which causes insurance to be canceled, or rates to be increased.
9. Perform work of an inferior quality either willfully or negligently.
10. Attempt to bribe or use other improper influence to gain a promotion, raise or other benefit.
11. Use one's position to gain favorable treatment or self-enhancement unless such occurs as a result of a primary effort to benefit the company, its customers and the public.
12. Engage in any inappropriate fraternization with the tenants of the Company on Company time, or on Company property at any time.
13. Accept gifts, gratuities or favours from any person or organization doing business or seeking to do business with the Company if, under the circumstances, there is any potential that it could be reasonably inferred that these remunerations would tend to influence an individual's judgment.
14. Use one's employee privilege of obtaining tickets to procure tickets for any person or entity, even if such tickets are paid for, if the procurement of such tickets would personally benefit, or appear to benefit, the employee procuring such tickets. Ticket resale for profit is strictly prohibited
15. Engage in any act, including practical jokes or "horse-play" which might result in injury and/or danger to another person and/or property, anywhere on Company time and on Company property at any time.
16. Perform, or assist another to perform personal work in the office at any time, or use Company time or property for such work, without the express consent of the Department head.
17. Excessive use of Company telephones or use of Company telephones for long-distance calls without the express consent of the Department Head.
18. Threaten, intimidate, coerce or interfere with the work of another employee.
19. Use abusive language toward another individual at any time during working hours.

20. Be insubordinate or fail to carry out a supervisor's instructions
21. Leave the office before the end of the workday without the express permission of the supervisor.
22. Sleep during scheduled working hours.

The foregoing list of rules is not all-inclusive and should not be construed as a limitation on management's right to counsel and/or discipline any employee. There may be various other actions that may warrant disciplinary action. Employment and compensation can be terminated, with or without cause and with or without notice, at any time, at the option of either the employee or the company.