



## **CEM Event Code of Conduct**

CEM is known as a world-class event management organization built on the practice of creating a safe and secure work environment that fosters teamwork, communication and trust with all event partners. This work environment is reinforced with procedures and guidelines that allow everyone to respect each other and their own role within the event while supporting safe event site behavior. We expect all event partners to cooperate and follow our Code of Conduct outlined below.

### **Incident Reporting**

To assist in providing a safe work environment for all associated with our events, all individuals are required to exercise caution in all work activities.

- In the case of accidents that result in injury, regardless of how insignificant the injury may appear, staff members, vendors, and volunteers should immediately notify their manager who will notify the appropriate CEM site manager *and* Jenna Olson\*.
- Individuals must immediately report any unsafe condition to their manager who will notify the appropriate CEM site manager *and* Jenna Olson\*.
- An incident report will be completed to document all incidents.
- Individuals who violate safety standards, who cause hazardous or dangerous situations, who fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of responsibilities.

### **CEM Site Manager Contact Information:**

| <i>CEM Name</i> | <i>Site</i>          | <i>Title</i>                                    | <i>Phone</i> |
|-----------------|----------------------|---|--------------|
| Paul Brackey    | McCormick Place Expo | Sr. Director, Sales & Expo                      | 312.446.4282 |
| Sean Barus      | Grant Park           | Director, Operations Management                 | 312.446.4279 |
| *Jenna Olson    | All                  | Sr. Director, Finance & Business Administration | 312.446.0158 |

### **Drugs and Alcohol**

Event staff, vendors and volunteers are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. Violations of this policy may lead to disciplinary action, up to and including termination of responsibilities. Violations may also have legal consequences. Event staff, vendors and volunteers may not consume alcoholic beverages or use illegal drugs while working on event related projects, assignments or during event production hours.

### **Smoke-Free Facilities**

During event production hours, event staff, vendors and volunteers are prohibited from smoking while operating any event related equipment, in or around tents or trailers, driving any event vehicle and in general participant areas on race weekend. Please be considerate in your disposal of smoking related materials.

### **Use of Vehicles for Company Business**

To ensure the safety of our event partners as well as others on the road, we will run a motor vehicle report on anyone scheduled to drive any event vehicle or heavy machinery during the event. Driving of company vehicle privileges may be suspended or terminated based on the reporting of an adverse motor vehicle report.

### **Additional Driver Guidelines**

- All drivers are required to carry their valid driver's license to drive any event vehicle.
- All drivers are responsible for reporting parking, red light and motor vehicle violations/tickets incurred while driving an event vehicle. If not reported to Jenna Olson\* for review, all fines or fees associated will be deducted from final payment for services.
- Parking or driving vehicles on Chicago Park District property such as grass or athletic fields is strictly prohibited. Only vehicles with event issued placards are allowed to operate on service roads.
- Use of headphones, talking or texting on a cell phone while operating an event vehicle is strictly prohibited.
- The improper, careless, negligent, destructive, or unsafe use or operation of vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of



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responsibilities.

- Individuals may decline the use of an event vehicle.

### **Use of Equipment**

When using CEM or vendor property, all event staff, vendors and volunteers are expected to exercise care, perform required maintenance, if necessary, and follow all operating instructions, safety standards and guidelines including proper procedures when returning equipment.

Please notify your manager of any equipment, machines, tools, or vehicles that appear to be stolen, misplaced, damaged, defective, or in need of repair and notify the site manager and Jenna Olson\* as appropriate.

- Event staff, vendors and volunteers may be responsible for the replacement cost for equipment checked out to them and lost and/or not returned or for damaged equipment not reported properly to the CEM site manager and Jenna Olson.\*

### **Dress Code**

During event week, all event staff, vendors and volunteers are expected to dress in clothing appropriate for the work duties they have been assigned to perform. When required, you must have visible, appropriate, and current event issued credentials and/or ID vests and wristbands to be on the premises. Dress appropriately for the weather. Wear closed toe shoes at all times and your vendor company logo attire or the current event attire logo hat, shirt or jacket, or shoes, if provided. Safety vests must be worn by all event staff, vendors and volunteers performing operational roles, working in the operations compound or performing set up outside of daylight hours. We ask that you do not display clothing or a hat that is in direct competition with Bank of America, Nike, or has an event logo from prior years.

### **Courtesy and Professionalism**

To ensure orderly operations and to provide the best possible work environment, CEM requires all event partners conduct themselves in a manner that will protect the interests and safety of all individuals associated and present at the event site.

Below are some examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of responsibilities:

- Theft or inappropriate removal or possession of property
- Working under the influence of alcohol or illegal drugs
- Fighting or threatening violence in the workplace
- Insubordination, use of profanity in workplace or other disrespectful conduct
- Violation of safety or health rules
- Urination in public or open space
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace

Below are additional reminders to ensure a productive and enjoyable experience:

- Leave personal belongings in a safe place such as an operations trailer or vehicle
  - Do not bring and leave backpacks in golf carts or on the ground throughout the facilities
- Arrive on time
- Listen to the instructions given by your Manager or Area Lead and be alert when performing your role
  - If you see something, say something
- Treat all spectators, volunteers and race participants with courtesy and respect
- Do not speak to the media on behalf of the event.
  - If you are approached by a member of the media please reply, 'I am not an official spokesperson of the event, and direct them to the media phone number on your credential.
- Follow social media etiquette
  - Event partners are prohibited from posting sensitive event information on social media, however you



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are welcome to join the event community by liking the Bank of America Chicago Marathon and Bank of America Shamrock Shuffle on Facebook and following us on Twitter (@ChiMarathon and @ChiShuffle). We also encourage you to like Chicago Event Management on Facebook ([facebook.com/cemevent](https://facebook.com/cemevent)).

- Know the Event Alert System (EAS)
  - The EAS System is a color-coded system that informs people of the status of conditions and is used in the days leading up to and on race day. Please familiarize yourself with this system in advance of the event.