



## CEM Event Code of Conduct Guidelines

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 Event Code of Conduct Guidelines 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* Ale Savas\*.
- Individuals must immediately report any unsafe condition to their manager who will notify the appropriate CEM site manager *and* Ale Savas\*.
- 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.
- Always report violations of the CEM Event Code of Conduct to the appropriate CEM site manager *and* Ale Savas\* in writing. CEM will take action to review the complaint in a timely manner. If a complaint is founded and depending on the severity of the violation, CEM may consult with a local attorney and/or local law enforcement to determine a course of action.

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

<i>CEM Name</i>	<i>Site</i>	<i>Title</i>	<i>Phone</i>
Greg Hipp	Grant Park	Sr. Director, Operations	312.446.0180
*Ale Savas	All	Director, Accounting & Finance	312.446.4278

### **Drugs and Alcohol**

We value our event staff, vendors, volunteers, and participants and recognize the need for a safe, productive, and healthy event environment. Use of illegal drugs (as defined herein) and alcohol can adversely affect job performance, morale, and jeopardize the health and safety of event staff, vendors, volunteers, and participants. Event staff, vendors, and volunteers may not consume, distribute or sell (or attempt to distribute or sell), be under the influence of, or be impaired by alcohol or illegal drugs (including marijuana) or bring drug paraphernalia, while working on Event related projects, assignments or during event production hours.

As used in this policy, "Drug" means a controlled substance, as defined in Schedules I – V of Section 202 of the Controlled Substances Act, 21 U.S.C. § 812, including, but not limited to, cocaine, marijuana, heroin, morphine, amphetamines, barbiturates, phencyclidine (PCP), or hallucinogens (or metabolites of any such drugs). The term "illegal drug" does not include the use of a drug that is legal under federal, state, and local law and is obtained and taken under supervision by and in accordance with a prescription or other instructions issued by a licensed health care professional, nor does it include adult use cannabis or medical cannabis used by a cardholder (subject to all other terms and conditions of this Code of Conduct), provided that such use does not impair an individual's ability to perform job duties or otherwise jeopardize the health and safety of our event staff, vendors, volunteers, and participants.

Violation of this policy may lead to discipline, up to and including immediate termination of responsibilities, and is subject to any limitations imposed by applicable law.



## **CEM Event Code of Conduct Guidelines**

### **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, CEM reserves the right to 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 Ale Savas\* 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 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* Ale Savas\* 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* Ale Savas.\*

### **Dress Code**

During the 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. Closed toe shoes and your vendor company logo attire or the current Event attire logo hat, shirt or jacket, or shoes, if provided, must be worn at all times. 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. All event staff, vendors and volunteers may be required to wear an approved facial covering throughout race weekend. If required, facial coverings will be provided to any individual who does not bring their personal covering to the Event site. 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.

### **Public Health Guidelines and Event Protocols**

All event staff, vendors and volunteers must follow the Event Code of Conduct Guidelines and adhere to city, state and other public health guidelines and orders. All event staff, vendors and volunteers who are sick should not attend the Event. This includes event staff, vendors and volunteers who:

- Have a suspected or diagnosed/confirmed case of COVID-19



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- Are exhibiting symptoms of COVID-19, such as: cough, fever, chills, muscle pain, shortness of breath or difficulty breathing, sore throat, or new loss of taste or smell
- Are not fully vaccinated and have had exposure to a suspected or confirmed case of COVID-19 within 10 days of performing contracted onsite Event site work and have not been cleared by a medical professional to return to work.

All event staff, vendors and volunteers may be subjected to health checks prior to participating in the Event including but not limited to temperature checks, questionnaires and other health inquiries as required by state, local or other health authorities. Rules related to COVID safety and Event procedures will be published in the months prior to the Event and all event staff, vendors and volunteers will be expected to review and comply.

All event staff, vendors and volunteers may be asked to provide proof a negative coronavirus (COVID-19) PCR test result and/or a complete vaccination series prior to the Event.

All event staff, vendors and volunteers will be expected to use provided hand sanitizer before and after interacting with participants and to use the approved personal protective equipment (PPE) provided, including but not limited to a face mask and gloves, as directed by CDC and Event Guidelines.

### **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. We are committed to building a culture that supports and celebrates diversity, equity, and inclusion throughout our workforce and within our industry.

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
- Violating the Drugs and Alcohol policy, or any other CEM policy regarding the use of drugs and alcohol
- 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
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Violation of public health policy
- Discrimination or harassment on the basis of race, color, religion, age, sex, gender (including gender identity, gender transition, and transgender status), sexual orientation, national origin, ancestry, military or veteran status, disability, pregnancy, childbirth, common conditions related to pregnancy or childbirth, marital status, genetic information, or any other classification or characteristic protected by applicable law
- Display of discriminatory, harassing, or hateful symbols
- Sexual or other unlawful or unwelcome harassment
  - Sexually suggestive or vulgar comments or jokes, inappropriate comments about another person's sexual behavior or body, or insulting or ridiculing
  - Creating a hostile environment or otherwise singling out an individual for abusive conduct
  - Unwanted sexual or physical contact with others

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



CHICAGO EVENT  
MANAGEMENT

## CEM Event Code of Conduct Guidelines

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