



ARMADA AGRICULTURAL SOCIETY CODE OF CONDUCT

CODE OF CONDUCT

- Our Code applies to every employee, volunteer and to our Board of Directors.
- All of your work must comply with our code, our policies, and the law.
- You must act with integrity and inspire trust.
- It is your responsibility to ask questions and raise concerns when issues arise.
- Each of us must respect the diversity, talents and abilities of others.
- Always be alert to violations.
- You should never discriminate or deny equal opportunity.
- You must not harass others in our workplace.
- If you or someone else is the subject of discrimination or harassment, speak up and report it.
- You are expected to put safety first.
- You should not work under the influence of alcohol or drugs.
- You must never threaten anyone or display violent behavior in our workplace.
- You should never compromise quality.
- Always market our products and services responsibly.
- We must treat our customers fairly.
- Interactions with our exhibitors, sponsors, vendors, or other partners must meet our ethical standards.
- You should avoid a conflict, or an appearance of a conflict, between your personal interests and our company's interests.
- Your decisions should never be influenced by corruption.
- You must comply with all anti-bribery laws.
- If you suspect your customer or supplier is engaged in an illegal activity, report it.
- You are prohibited from using company resources for personal political activities.
- Business gifts must be lawful, authorized and appropriate.
- Your business records must be accurate and complete.
- You have an obligation to protect Armada Agricultural Society resources.
- You should never compromise honesty and integrity by committing fraud.
- You must protect the confidential information of our company and our business partners.
- Always use our trademarks and other intellectual property properly.
- You must use company email and internet accounts responsibly and protect the security of our information systems.



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COVID-19 WAIVER

I acknowledge the contagious nature of the Coronavirus/COVID-19 and that the CDC and many other public health authorities still recommend practicing social distancing, however due to the nature of the job I understand that maintaining social distancing may not be achievable and I assume that risk. I further acknowledge that Armada Fair/Armada Agricultural Society cannot guarantee that I will not become infected with the COVID-19. I understand that the risk of becoming exposed to and/or infected by COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to staff and other customers and families. I voluntarily seek services provided by Armada Fair/Armada Agricultural Society and acknowledge that I am increasing my risk to exposure to the COVID-19. I acknowledge that I must comply with all set procedures to reduce the spread while visiting/working the Armada Fair/Armada Agricultural Society.

I attest that upon visiting/working the Armada Fair/Armada Agricultural Society:

- I am not experiencing any symptom of illness such as cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell. Should you experience any of the above listed symptoms you are to remain home and contact your supervisor immediately.
- I have not traveled internationally within the last 14 days.
- I have not traveled to a highly impacted area within the United States of America in the last 14 days.
- I do not believe I have been exposed to someone with a suspected and/or confirmed case of the Coronavirus/COVID-19.
- I have not been diagnosed with Coronavirus/Covid-19 and not yet cleared as non-contagious by state or local public health authorities.
- I am following all CDC recommended guidelines as much as possible and limiting my exposure to the Coronavirus/COVID-19

CONDUCT & COVID-19

SIGNATURE

NAME (PRINT)

DATE: ____/____/____