

# **PENNSYLVANIA CONVENTION CENTER AUTHORITY**

## **Code of Conduct**

(Revised and Restated as of July 16, 2003)

### **I. PREAMBLE**

The Pennsylvania Convention Center is a public facility created by the Commonwealth to benefit the general public by promoting business, industry, commerce and tourism within the City of Philadelphia and the Commonwealth of Pennsylvania. It is critically important to achieving that goal that the individuals working at the Pennsylvania Convention Center conduct themselves in accordance with the highest standards at all times. This Code of Conduct is designed to help ensure that all such individuals conduct themselves in a friendly, courteous, and respectful manner so as to reflect well on the citizens of the City of Philadelphia and the Commonwealth of Pennsylvania. Working in the Pennsylvania Convention Center facility is a privilege, not a right, and is conditioned upon compliance with this Code of Conduct.

### **II. APPLICATION**

This Code of Conduct applies to all individuals working on the premises of any facility operated by the Pennsylvania Convention Center Authority, including employees of contractors, subcontractors, vendors, exhibitors and show management. The violation of any of the rules contained in this Code of Conduct, as determined by the Pennsylvania Convention Center Authority after an appropriate investigation, may result in the violators being barred from working at any facility operated by the Pennsylvania Convention Center Authority.

### **III. RULES**

#### **A. IDENTIFICATION**

All workers must wear appropriate identification when on the Pennsylvania Convention Center premises.

#### **B. PARKING**

Parking is not permitted on the Pennsylvania Convention Center loading docks or premises without the written authorization of the Pennsylvania Convention Center Authority.

#### **C. ACCESS TO FACILITY**

1. Access to Pennsylvania Convention Center facilities is a privilege which may be withdrawn from any individual who violates any provision of this Code of Conduct.
2. All workers must use only the entrances and exits designated for their use by the Pennsylvania Convention Center Authority.
3. No workers are permitted in any area of the Pennsylvania Convention Center other than their designated work area at any time during their call. Access to areas other than designated work areas is prohibited. At the completion of a call, all workers must promptly sign out and leave the premises.

**D. SOLICITATION OF TIPS, GRATUITIES AND WORK**

1. No one may solicit or accept tips, loans, gifts, gratuities, favors, passes, tickets, admission to any event or entertainment or any other item of value from any of the Pennsylvania Convention Center's prospective or actual customers, guests, exhibitors, licensees, clients, contractors, or suppliers of services or goods.
2. No threat, pressure or coercion may be used by any person where the object is to influence any of the Pennsylvania Convention Center's customers, users, licensees, exhibitors, clients, contractors, suppliers or attendees to use any particular vendors, products or services.

**E. ACCESS TO EVENTS**

No one may use their identification badge or uniform as a means of admission into any event at the Pennsylvania Convention Center, unless that person is assigned to work there at the time admission is sought. No person may stay after the completion of their working time or assignment to attend an event. No person may attend an event during their working hours.

**F. ALCOHOLIC BEVERAGES AND DRUGS**

1. The sale, possession, use of or reporting to work under the influence of alcoholic beverages and/or illegal drugs by workers during their call on Pennsylvania Convention Center premises is strictly prohibited.
2. All individuals working on the premises of the Pennsylvania Convention Center are subject to drug and alcohol testing in accordance with the drug and alcohol policy of the Pennsylvania Convention Center Authority as may be adopted.

**G. SOLICITATION**

No one may solicit, sell or conduct any business on Pennsylvania Convention Center premises, unless specifically authorized to do so by the Pennsylvania Convention Center Authority.

**H. POSTING OF NOTICES**

The posting of any notices, signs or advertisements on Pennsylvania Convention Center property is prohibited unless approved by the Pennsylvania Convention Center Authority.

**I. THEFT OR REMOVAL OF PROPERTY**

No worker may have unauthorized possession of, purchase or remove any property from a Pennsylvania Convention Center facility, except when registered as an attendee or attending as a ticketed guest. All discarded or abandoned material at the conclusion of an event shall be the property of the Pennsylvania Convention Center.

**J. NO SMOKING POLICY**

Smoking is not permitted in any interior portion of the Pennsylvania Convention Center. Smoking is permitted only outside, on the ramps to Hall A and Hall C.

No one smoking on the exterior premises of the Pennsylvania Convention Center may block any entrance or exit of the Pennsylvania Convention Center.

**K. FIGHTING/HORSEPLAY**

Disorderly conduct, including horseplay, roughhousing, fighting, threats, abusive language or shoving by any individual working on the Pennsylvania Convention Center premises is prohibited.

**L. DRESS CODE**

Because of the public nature of the work environment at the Pennsylvania Convention Center, everyone subject to this Code of Conduct shall be properly attired for work. Any clothing bearing vulgar or offensive symbols, pictures, signs or language is prohibited. Individuals violating this provision of the Code of Conduct shall be removed from the Pennsylvania Convention Center's premises.

**M. IMPROPER TREATMENT OF EXHIBITORS, SHOW MANAGEMENT, WORKERS, PENNSYLVANIA CONVENTION CENTER EMPLOYEES OR ATTENDEES**

1. Individuals working at any Pennsylvania Convention Center facility must conduct themselves in a friendly, respectful and courteous manner when dealing with any workers, show management, contractors, exhibitors, Pennsylvania Convention Center employees and visitors to the Pennsylvania Convention Center.
2. No individual working at any Pennsylvania Convention Center facility shall attempt to intimidate or harass, either verbally or physically, any workers, any member of Show Management, any Contractor, Pennsylvania Convention Center employee or any exhibitor or attendee. This specifically prohibits verbal or physical threats or abuse of another individual, including but not limited to the congregation of one or more individuals in an area to create a show of force.

**N. WEAPONS PROHIBITED**

No weapons of any kind are permitted on Pennsylvania Convention Center property.

**O. REPORTS TO PENNSYLVANIA CONVENTION CENTER AUTHORITY**

Every individual working at the Pennsylvania Convention Center is expected to report to a Pennsylvania Convention Center representative:

1. Damage to any property or equipment.
2. Theft or unauthorized possession of any property or equipment.
3. Any unsafe condition or activity, such as ice on the sidewalks, oil on the floor, etc.
  4. Any unsafe condition or activity involving shows or the public attending events, such as emergency exits being blocked or crowd control problems.
  5. Any emergency, such as fire or medical emergency.
  6. Any and all accidents involving physical damage to the building or equipment.
  7. Any accident involving injury to any individual.

**P. VIOLATIONS**

Any one determined by Pennsylvania Convention Center Authority to have violated any of these rules may be ejected from and/or prohibited from working on the premises of the Pennsylvania Convention Center. If the ejected/prohibited person is an employee of a contractor or business invitee of the Pennsylvania Convention Center Authority, the employment status of the person will be determined solely by the employing contractor or business invitee. That employment determination, however, will not affect the ejected /prohibited status of the person with respect to the Pennsylvania Convention Center.

**Q. NO WORK INTERRUPTION**

Every individual working on the premises of any facility operated by the Pennsylvania Convention Center Authority shall honor the principal of work first and grieve later. Specifically, any disputes involving work assignments or jurisdiction by or between members of competing unions or the same union shall not result in any disruption of work or any slowdown in work, strikes, work slowdowns, sympathy strikes, interruption of work, or any other job action or work stoppage of any kind, or threats of any of the foregoing.

**R. GENERAL PROVISION**

1. This Code of Conduct provides general guidelines for the Pennsylvania Convention Center Authority's expectations regarding the conduct of individuals working at any Pennsylvania Convention Center facility. It is not intended to address every situation or behavior that may occur. The Pennsylvania Convention Center Authority reserves the right to impose appropriate remedial action for any inappropriate conduct not specifically covered in this Code.
2. The Pennsylvania Convention Center Authority as the owner of the Pennsylvania Convention Center is the final authority on the interpretation of this Code and on decisions relating to violations of the Code. The Authority reserves the right to alter or modify this Code of Conduct at any time.