**MOSCONE CENTER WORKER CODE OF CONDUCT**

This Code of Conduct (“Code”) governs the behavior of all persons who may perform work at the Moscone Center (“Center”) in San Francisco, California. All individuals (“Individuals”) working at the Center are obligated to abide by this Code at all times while working at the Center.

1. GENERAL STANDARDS OF CONDUCT: Individuals must act in a professional, polite, respectful, and courteous manner towards all others who are present at the Center. Individuals must refrain from any conduct which could bring discredit to themselves, the Center, or any other employer, including any violent act, yelling at another individual, swearing, attempting to intimidate, physical altercation, or physically threatening another Individual.
2. DISCRIMINATION OR HARASSMENT: Individuals shall not engage in any act of unlawful discrimination or harassment, or any conduct which violates Moscone Center’s policy prohibiting harassment. Unlawful discrimination/harassment/sexual harassment includes discriminatory or unwelcome harassing acts directed toward another or committed in the presence of another based on the other’s gender (including gender identity and gender expression), sex, pregnancy, sexual orientation, age, religion, race, color, creed, national origin, ethnicity, physical or mental disability, marital status, medical condition, genetic information, citizenship status, military or veteran status, physical appearance, or any other protected class, or as prohibited by law.
3. CONFLICTS OF INTEREST: Individuals shall not engage in any activity, such as personal business or solicitation while on duty at the Center, which detracts from or interferes with the purpose for which the Individual or others are present at the Center.
4. CONTROLLED SUBSTANCES: The illegal use, sale, or possession of a controlled substance or intoxicant (illegal drugs, prescription drugs, alcohol, or cannabis) by an Individual while working at the Center is strictly prohibited. In addition:
	1. Off-premises use of a controlled substance or intoxicant which adversely affects an Individual’s on-the-job performance, and/or such use jeopardizes the safety of others, is prohibited.
	2. If a supervisor suspects impairment due to controlled substance use or any intoxicant and determines that an Individual has violated this Paragraph #4, the Individual may be expelled from the premises and otherwise disciplined as appropriate based on their employer’s work rules.
5. GIFTS AND GRATUITIES: Individuals may not seek out or request gifts or gratuities, but may receive gifts and gratuities which are traditional in the industry and awarded through proper channels for rewarding good performance. Allowable examples: tips at food service areas, bonuses through payroll distribution, employer to employee gifts such as gift cards, meals, etc. Employees are required to report gifts based on their individual employer’s policy.
6. POLITICAL OR SPECIAL INTEREST ACTIVITY: Individuals shall not engage in any conduct or activity at the Center where the activity: (a) is intended to support or oppose any political or other special interest, and (b) interferes with or detracts from any authorized activity at the Center, including harassment or bullying of other workers for political affiliations.
7. GROOMING AND APPEARANCE: Workers must be appropriately dressed for their position. Individuals provided with uniforms shall wear them and ensure they are clean and neat. Workers may be required to change clothing if Center Management deems clothing inappropriate or offensive.
8. SMOKING: Smoking and vaping are not permitted inside the Center and not within 15’ of any entrance. This is in accordance with the City of San Francisco Health Code Article 19 and as required by LEED building standards.
9. WEAPONS AND FIREARMS: Individuals shall comply with the Center’s [Weapons Free Venue Policy](https://www.moscone.com/weapon-free-venue-policy) at all times. Individuals may not possess firearms at the Center at any time unless working as [Armed Personnel](https://www.moscone.com/armed-personnel) as outlined in the Center’s website.
10. CONFIDENTIALITY: Individuals who receive or come into possession of proprietary or confidential information concerning Center operations or the activities of Center clients must maintain the confidentiality of such information and shall not disclose or release such information to any person or entity not authorized to receive the information.
11. MEDIA TRANSACTIONS: Individuals are prohibited from responding to any inquiry from the media concerning Center operations or the activities of Center clients. All contacts with or inquiries from the media must be referred to the Moscone Center General Manager or appropriate event management staff.
12. SAFETY: The center promotes healthy and safe working conditions by complying with applicable state and federal occupational health and safety requirements. Individuals are responsible for maintaining healthy and safe working conditions and for reporting any unhealthy or unsafe working conditions immediately upon discovery to an immediate supervisor or appropriate event management staff.
13. ABUSE OF PROPERTY OR EQUIPMENT: Individuals shall not intentionally or negligently abuse, misuse, damage, or destroy Center property or equipment or the property or equipment of Center users.
14. CENTER ACCESS: Moscone Center Management maintains control of building access policies and procedures at all times.
	1. Individuals shall not grant Center access to any unauthorized persons. All Individuals must enter the Center through the Employee entrances or other appropriate entrance designated by their supervisor.
	2. Moscone Center personnel have authority to stop any Individual on the premises at any time to confirm authorization for access or presence in any area of the Center.
	3. Improper use of keys, door codes, providing access to unauthorized persons, or any other inappropriate behavior regarding access, including propping open doors, may result in immediate dismissal and expulsion from the premises.
15. PARKING: Workers may not park on the Center’s loading docks or other areas marked “no parking.” Individuals may not park within the Center without express written permission from Center Management in the form of a parking pass.