

Moorestown Field Club Code of Conduct

The Moorestown Field Club (Club) Code of Conduct policy outlines our expectations regarding the behavior of all Employees, Officers, Trustees, Club Members, Guests and Suppliers (Stakeholders) towards their colleagues, supervisors, and overall club.

The Club promotes freedom of expression and open communication. But we expect all Stakeholders to follow our code of conduct. They should avoid offending, participating in serious disputes, and disrupting our club. We also expect them to foster an enjoyable, well-organized, respectful, and collaborative environment.

Scope

This policy applies to:

- All our Employees regardless of employment agreement or rank.
- Officers and Trustees
- Members of the Club and their Guests (Members will be held accountable for their Guests)
- Suppliers providing services at or for the Club

Policy elements

Stakeholders are bound to follow our Code of Conduct while performing their duties or availing themselves of the Club services, facilities, and amenities. The components of our Code of Conduct are as follows:

Speaking Up

The Club encourages all Stakeholders to ask questions and raise issues without fear of retaliation and is committed to treating reports seriously and investigating them thoroughly.

Stakeholders must report suspected unethical, illegal, or suspicious behavior immediately. The Club does not tolerate retaliation against anyone who makes a good faith report of suspected misconduct or otherwise assists with an investigation or audit.

To report a concern:

- Talk to your Manager
- Contact a Club Officer or Board of Trustee member
- Sports related infractions or concerns should be first directed to the Committee Chairperson of that Sport.
- Contact the House Committee Chairperson for non-Sport related infractions, i.e., for Club House, Dining or other Member conduct related concerns.
- Complete and submit on the Infraction Form (available on the Website or from the Business Manager)

Retaliation

Stakeholders who report a concern in good faith cannot be subjected to any adverse action including:

- Unfair dismissal, demotion, suspension or denial of a promotion or other employment benefit
- Unfair denial of Club services
- Bullying and harassment, either in person or online
- Exclusionary behavior
- Any other behavior that singles out the person unfairly

Compliance with law

All Stakeholders must protect our Club's legality. They should comply with all environmental, safety and fair dealing laws. We expect Stakeholders to be ethical and responsible when dealing with our Club's members, employees, finances, services, partnerships, and public image.

Respect in the Club Environment

All Stakeholders should respect their colleagues and their rights to enjoyment of the Club. Conduct that impinges on these rights is unacceptable. Examples include, but are not limited to:

- Foul or offensive language
- Smoking in areas designated as non-smoking
- Rude, loud, or inebriated behavior

We do not allow any kind of discriminatory behavior based on race, color, religion, gender, age, national origin, sexual orientation, marital status, disability, or any other protected class.

Any type of harassment or bullying, including physical, sexual, verbal, or other, is prohibited and can result in disciplinary action up to, and including, termination.

Harassment can include actions, language, written words, or objects that create an intimidating or hostile work environment, such as:

- Yelling at or humiliating someone
- Physical violence or intimidation
- Unwanted sexual advances, invitations, or comments
- Visual displays such as derogatory or sexually-oriented pictures or gestures
- Physical conduct including assault or unwanted touching
- Threats or demands to submit to sexual requests as a condition of employment or membership or to avoid negative consequences

Employees, Officers, Trustees and Suppliers should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

Protection of Club Property

All Stakeholders should treat our Club's property, whether material or intangible, with respect and care.

Stakeholders:

- Should not misuse Club grounds, facilities and equipment or use it frivolously.
- Should respect all kinds of incorporeal property. This includes trademarks, copyright, and other property (information, reports etc.) Employees, Officers and Trustees should use them only to complete their job duties.

Stakeholders should protect Club facilities and other material property from damage and vandalism, whenever possible.

Professionalism

All Stakeholders must show integrity, respect, courtesy and professionalism at the Club.

Personal appearance

All Stakeholders must follow our dress code and personal appearance guidelines.

Job duties and authority

All Employees, Officers and Trustees should fulfill their job duties with integrity and respect toward stakeholders and the community. Supervisors and managers must not abuse their authority. We expect them to delegate duties to their team members, taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

We encourage mentoring throughout our Club.

Health and Safety

The Club conducts business in accordance with applicable health and safety requirements and strives for continuous improvement in its health and safety policies and procedures.

All employees are expected to perform their work in compliance with applicable health and safety laws, regulations, policies, and procedures and, apply safe work practices at all times, in all locations.

Employees are required to immediately report workplace injuries, illnesses, or unsafe conditions, including "near-misses."

Environment

The Club is committed to operating in an environmentally responsible manner, from the provision of services, to the operation of its offices and facilities, selection of suppliers and other business activities.

The Club complies with all applicable environmental laws and regulations as well as self-directed commitments to sustainable practices and environmental protection.

Absenteeism and tardiness

Employees should follow their schedules. We can make exceptions for occasions that prevent Employees from following standard working hours or days. But, generally, we expect Employees to be punctual when coming to and leaving from work.

Corruption

We discourage Stakeholders from accepting gifts from clients or partners as it relates to Club business or functions. We prohibit bribes for the benefit of any external or internal party.

Conflict of interest

A conflict of interest can occur when a Stakeholder's personal activities, investments or associations compromises their judgment or ability to act in the Club's best interests.

We expect Employees, Officers, Trustees and Suppliers to avoid any personal, financial, or other interests that might hinder their capability or willingness to perform their duties. Members likewise should avoid any personal, financial, or other interests that might hinder their capability or willingness to objectively vote on Club matters.

Collaboration

Stakeholders should be friendly and collaborative. They should try not to disrupt the Club environment or present obstacles to their colleagues' enjoyment of the club or their work.

Internal Communication

All Stakeholders must be open for communication with their colleagues, supervisors, or suppliers.

External Communication on Behalf of the Club

Only the Officers, General Manager and Business Manager are authorized to represent the Club to media and/or legal authorities. All others should refer all requests for information or interviews to Club Business Manager.

Internet Use

The Club understands that occasional personal use of the internet during work hours is a reasonable request and allows this, within reason. Employees can ask for clarification from their manager if in doubt.

However, the Club does not allow internet use to support a personal business, political venture, or embarrass the company and its Members.

Use of Social Media

The Club respects the right of employees to use social media for personal and professional purposes.

Stakeholders are responsible for complying with Club policies and procedures when communicating on social media. Stakeholders are accountable for any information they publish online.

Stakeholders are required to:

- Reveal their relationship with the Club when commenting online on issues related to the Club
- Respect the privacy of other Stakeholders and refrain from publishing photos of them without their consent
- Ensure any information they post related to the Club is accurate
- Comply with the rules of the social media sites they use

Stakeholders must not:

- “Pretext”, or pretend to be someone they are not online
- Speak on behalf of the Club if they are not expressly authorized to do so
- Share confidential information about the Club, its members, employees or suppliers
- Post comments or pictures that could harm the Club’s brand, reputation or interests

Privacy

The Club complies with the requirements of the country’s and international privacy laws.

The Club and its employees do not disclose any private, personal information of:

- Employees
- Members
- Suppliers
- Third parties

Employees store all personal information securely, mark it as confidential and store it only for as long as it is needed for the purpose for which it was collected.

When providing personal information, employees limit access to only those with a clear business need for the information.

Employees are required to report any breaches of privacy, including the loss, theft of or unauthorized access to personal information, to the General Manager. The General Manager will in turn advise the Officers and Trustees.

Political Contributions

The Club does not make political contributions.

Employees are free to support any political party or entity on a personal level. However, this must be kept separate from Club business.

Charitable Contributions

The Club may make charitable contributions or provide services to causes and organizations that are not politically affiliated.

Employees should check with the General Manager or Officers before making any charitable contributions on behalf of the Club.

Record Keeping

The Club keeps its books, records, accounts, and financial statements in a complete, fair, accurate, understandable, detailed, and timely manner.

All documents, databases, voice messages, mobile device messages, computer documents, files and photos are records.

Employees and Officers are required to:

- maintain these records and protect their integrity for as long as required
- maintain official record keeping systems to retain and file records required for business, legal, financial, research or archival purposes
- dispose of your records according to the Club's records retention and disposition schedule

Employees and Officers should never destroy documents in response to, or in anticipation of, an investigation or audit.

Benefits

We expect Employees to not abuse their employment benefits. This can refer to time off, insurance, facilities, subscriptions, or other benefits our Club offers.

Policies

All Stakeholders should read and follow our Club policies. If they have any questions, they should ask their manager or the Club Business Manager.

Disciplinary actions

Our Club may have to take disciplinary action against Stakeholders who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation and be determined by the Club's Managers and/or Officers and Trustees.

Possible consequences include:

- For Employees:
 - o Demotion

- Reprimand
 - Detraction of benefits for a definite or indefinite time.
 - Suspension or termination for more serious offenses.
- For Officers, Trustees and Members:
 - Private Reprimand
 - Public Censure
 - Removal from Office (for Officers and Trustees)
 - Suspension or termination from Club for more serious offenses.
 - For Suppliers:
 - Actions will be taken as outlined in our agreements
 - In absence of an agreement:
 - Initial Warning
 - Escalation to Supplier's Leadership
 - Suspension or Termination of Services

For all Stakeholders, we may take legal action in cases of corruption, theft, embezzlement, or other unlawful behavior.

Code of Conduct Acknowledgement

All employees, Officers and Trustees are required to certify their receipt of the Code of Conduct.

By certifying to the Club's Code of Conduct, you acknowledge that:

- You have read the entire code of conduct and understand your responsibilities related to it.
- You have had the opportunity to ask questions to clarify any unclear aspects of the code.
- You agree to abide by its principles.
- You agree to report to the company any violations of the code.
- You agree to cooperate in any investigations of violations of the code.

All Members are encouraged to review the Code of Conduct, which will be available in hard copy and on the Club's website and ask questions to clarify any unclear aspects of the code.