

## CODE OF CONDUCT

### (volunteer/staff)

The Buffalo Chamber of Commerce (BCC) staff is looking forward to providing you and your family with a memorable and safe experience at Longmire Days. Each volunteer/staff member have a responsibility to act in a way that ensures a positive experience for all. All volunteers or staff members are expected to follow this Code of Conduct:

1. I agree to treat everyone at Longmire Days with respect regardless of gender, race, ethnicity, religion, disability, or sexual orientation, and I agree to be responsible for my own behavior. I agree that if I am a parent/guardian of a minor attendee, I am responsible for the behavior of all minors in my care. I also agree to follow all BCC, or their designee's, instructions.
2. I agree to behave in a manner that promotes my own health and safety as well as the health and safety of others attending Longmire Days. I agree to behave in a manner that respects the programs, events, and other attendees at Longmire Days. I agree to behave in a manner that respects the operations of businesses and their guests. I will not engage in any behavior at Longmire Days that (1) endangers the health and safety of others and myself, (2) disrupts a program or event at Longmire Days, or (3) disrupts the operation of businesses, BCC staff, volunteers, or other guests or attendees.
3. While at the Longmire Days, I agree to avoid engaging in bullying, aggressive or violent acts. I agree not to possess or use illegal substances. I will not possess or display any weapon(s) or any object that may cause harm to another or place another volunteer/staff member in fear of her/his safety.
4. I agree to avoid use of tobacco or alcohol at any Longmire Days event unless I am of legal age. Also, alcohol is prohibited during volunteer hours. I will not provide alcohol or tobacco to anyone not of legal age. I understand that there are designated locations where I can use tobacco and will only do so in those designated areas. I also agree not to bring alcohol into a Longmire Days event. To the extent I am legally able to carry a firearm, I agree to not possess any firearms while attending the Longmire Days events and understand that if I do so, I may be asked to immediately leave the Longmire Days.
5. I understand the BCC is committed to providing an environment that is free of sexual harassment. As such, I agree that I will not engage in any conduct that involves unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of sexual nature. Unwelcome actions, such as the following are inappropriate and depending on the circumstances, may meet the definition of sexual harassment:
  - a. Sexual pranks, repeated sexual teasing, or jokes, via email, texting, or social media;
  - b. Touching or grabbing of a sexual nature;
  - c. Verbal abuse of a sexual nature;
  - d. Repeatedly making sexually suggestive gestures;
  - e. Repeatedly asking a volunteer/staff member to socialize when that volunteer/staff member has said no or has indicated that he/she is not interested; and/or
  - f. Giving gifts or leaving objects that are sexually suggestive.
6. If I wish to report an allegation of sexual harassment, I may do so by contacting a member of the BCC staff or law enforcement. Once a claim has been received, BCC staff have reserved the right to take the necessary steps to ensure that the matter is promptly investigated and addressed. If

the allegation is determined to be credible, BCC or appropriate authorities will take immediate and effective measures to end the unwelcomed behavior.

7. I understand that if I or any member of my family is found to have violated this Code of Conduct, I, or that member of my family, may be asked to immediately leave the Longmire Days and the event ticket fee(s) will not be refunded and/or compensated for.
8. I agree to the following: when BCC staff is notified that a volunteer/staff member or family may have violated this Code of Conduct, a member of BCC staff, their designee, or appropriate authority may investigate the allegation. If the family member is a minor, the parent or guardian will be notified. The BCC reserves the right to suspend or dismiss a volunteer, staff member, or attendee's participation in an event or activity if there is a breach of this Code of Conduct.
9. Failure to comply with this Code of Conduct may result in my removal from Longmire Days at the sole discretion of the BCC staff or appropriate authority. Violations of this Code of Conduct may result in separate actions to include but not limited to; eviction from hotel and notification of law enforcement.
10. I agree that the BCC reserves the right to remove volunteer or staff status with or without cause.

This agreement constitutes our entire understanding regarding the subject matter of this agreement and cannot be amended by a written instrument signed by the parties hereto. This Agreement will be binding upon our respective affiliations, successors, assigns, heirs, and representatives.

Volunteer/Staff Name (please print): \_\_\_\_\_

Volunteer/Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### CONSENT AND APPROVAL OF PARENT OR GUARDIAN

The undersigned has read the foregoing agreement consents to, accepts, and approves the same and releases the BCC, its affiliates, presenters, exhibitors, and the other volunteer/staff members to whom the release is applicable, from any claim or liability hereunder.

The undersigned represents that if he/she is a parent or guardian that he/she has read the foregoing agreement for and in behalf of the minor(s) consent to accept and approve the same and releases the BCC, its affiliates, presenters, exhibitors, and the other volunteer/staff members to whom the release is applicable, from any claim or liability hereunder.

## Longmire Days Volunteer Application

Thanks for contacting us about volunteering at Longmire Days!

Volunteers at Longmire Days work with adults and children. These are unpaid positions. The BCC provides a volunteer t-shirt and scheduled VIP meet and greet. Expenses such as housing, travel, and meals are your responsibility.

The volunteer applications are reviewed in May. The final number of volunteers invited to participate depends upon several factors. We make final staffing decisions in June.

Please complete this application and return by April 30, 2019 via email to [info@buffalowyo.com](mailto:info@buffalowyo.com)

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email (please ensure that this is an email that is checked regularly- as this is how we will communicate with volunteers): \_\_\_\_\_

Have you attended Longmire Days before? Yes No What year(s)? \_\_\_\_\_

Why do you want to volunteer at Longmire Days? \_\_\_\_\_

What other volunteer work have you done? \_\_\_\_\_

What special skills would you bring? \_\_\_\_\_

Have you ever been convicted of a felony? Yes No

If yes, please explain: \_\_\_\_\_

Emergency contact person:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relation: \_\_\_\_\_

Volunteer Availability-Please write down when you are available to volunteer

Friday 7/19 \_\_\_\_\_

Saturday 7/20 \_\_\_\_\_

Sunday 7/21 \_\_\_\_\_

Please note that the minimum age for volunteering is 18.

All volunteers are required to complete a background check through Verified Volunteers. If selected, we will send you an instructional email.

**Longmire Days**

**OATH OF CONFIDENTIALITY**

It is improper and prohibited for any person having professional contact with the Buffalo Chamber of Commerce (BCC) during Longmire Days to convey or make known to any unauthorized person any conversation, plan, method of operation, testimony, exhibits, or photos obtained or used in connection with any BCC business matters. Disclosing BCC, Longmire Days, or celebrity information in any form regarding any and all actions to unauthorized persons is strictly prohibited.

This confidentiality requirement is needed to protect the BCC, Longmire Days, celebrity (actor(s)) sensitive information and operations. Information leaked or divulged could jeopardize security and expose personnel and celebrities, their families, to personal risk and possible dangers. Therefore, is it imperative that all persons having professional contact with BCC, Longmire Days, and celebrities (to include family of celebrities) respect and adhere to the BCC's confidentiality requirements mandated above.

The undersigned acknowledges that he/she have been granted access to BCC, Longmire Days, and celebrity's sensitive information and materials. He/she agrees to adhere to the above provisions. The undersigned has been briefed and acknowledges that they fully understand this confidentiality requirement. The undersigned further acknowledges the he/she could be subject to criminal prosecution and/or dismissal from BBC responsibilities that many arise from any unauthorized disclosure of the BCC's confidential information.

Date: \_\_\_\_\_, 2019

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Chamber Representative