



# CODE OF CONDUCT

## CADETS ARTS & ENTERTAINMENT, INC.

Doing things right is one of our most important values at The Cadets. Not only does it mean that we provide a world class experience, we are dedicated to our members learning to cooperate, learning to set goals, and learning what it takes to be a success.

Participation with The Cadets means making a commitment to uphold our organization's values in the code of conduct outlined in this document. This Code of Conduct applies to all employees, officers, directors, volunteers, corps members, contractors, vendors and alumni.

- I will treat everyone with respect, dignity, patience, integrity and consideration. I will be fair, professional, and honest.
- I will encourage participation of and respect for individuals of diverse backgrounds, cultures, and perspectives, and treat everyone equally.
- I will maintain a high standard of moral and ethical conduct that includes self- control and responsible behavior. I will be a positive role model.
- I will respect the property of hotels, educational institutions, dormitories, dining facilities, stadiums, and all other venues.
- I will ensure that The Cadets is a positive experience for corps members, employees, contractors, volunteers, and alumni and will work to provide the highest quality programs and events possible.
- I will provide for the general welfare, health, and safety of corps members, employees, contractors, volunteers, and alumni during the course of my assigned duties.
- I will abide by all The Cadets policies, rules, standards and guidelines.
- I will obey all local, state, and federal laws.
- I will refrain from the use of all alcohol, tobacco, nicotine, marijuana and related products while serving The Cadets, particularly while in the presence of youth or while representing The Cadets publicly.
- I will refrain from the use of profane, demeaning, and derogatory language.
- I will refrain from any form of verbal, sexual, physical, and emotional abuse or harassment towards corps members, employees, contractors, volunteers, and alumni.
- I will not engage in any demeaning, disrespectful, or defamatory conduct with respect to The Cadets and its corps members, employees, contractors, volunteers, and alumni, including, but not limited to, demeaning, disrespectful, or defamatory conduct by email, social media, or on the internet.
- I understand that I am only authorized to represent The Cadets as permitted by my position.
- I will perform all duties and responsibilities for The Cadets in a timely and professional manner.
- As a supervisor, manager or leader, I will refrain from personal, romantic relationships with subordinates or those individuals under my chain of command.

**I understand that the Code of Conduct applies throughout the year and failure to adhere to any or all parts of this code may result in suspension from my duties and/or termination of my relationship with The Cadets.**

### REPORTING CODE OF CONDUCT VIOLATIONS

**Complaint Procedures:** If you have a reasonable belief that you or any other person has violated any part of the above policy or has been the victim of harassment or discrimination, you must report the conduct to management promptly, so that, whenever possible, any problem can be remedied at the earliest opportunity. You may, as you believe appropriate under the circumstances, report incidents directly to:

- your supervisor or manager

- your supervisor's or manager's higher up
- a human resources representative
- Chief Operating Officer
- Chief Executive Officer
- Any member of The Cadets Board of Directors

You are not required to first report the incident to your supervisor or manager; you may bypass the chain of command and choose from the above listed positions. Complaints are not required to be in any particular format and may be oral or written.

**Investigations:** All reports of such conduct will be investigated promptly by the supervisor/manager or individual designated by The Cadets, and will be handled as confidentially as possible, consistent with doing a thorough and complete investigation. Both the complainant and the alleged violator will be interviewed, as well as any witnesses. All The Cadets representatives must cooperate with the investigation. Depending on the complexities of the investigation, all parties involved should be informed of the status of the complaint as promptly as possible, consistent with conducting a thorough investigation. After the investigation, all facts will be presented to and reviewed by the appropriate parties and decision-makers, and appropriate corrective action will be taken. Persons who are found to have violated this policy are subject to disciplinary measures, up to and including termination of their association with The Cadets. Such violations can also result in personal legal and financial liability.

**Confidentiality:** The Cadets will make every effort to maintain the confidentiality of the complainant, the accused, and the witnesses to the extent possible under the circumstances. The Cadets Cannot promise absolute confidentiality, but pledges to conduct the investigation maintaining confidentiality on a need-to-know basis. Only those who must know about the complaint and the identity of the complainant will be made aware of and have access to such information.

**Disciplinary Action:** If management finds that the above policy has been violated, proper disciplinary action will be taken. Such actions include, but are not limited to verbal/written reprimand, suspension, and dismissal. The seriousness of the violation, the existence and nature of conduct complaints and/or policy breaches, and the wishes of the accuser, as well as other considerations, will be taken into account when determining disciplinary action. Retaliation against any party involved – the accused, accuser, witnesses, and investigators– will not be tolerated. Persons who violate The Cadets no-retaliation policy will be disciplined or terminated from their association with The Cadets.