

## MPEA Event Contractor (EC) Employee Code of Conduct

Event Contractors are selected to do business on behalf of the event organizer and/or exhibitor. In addition to representing your own organization, while you operate in either McCormick Place or Navy Pier, you also represent the convention industry to our mutual customers. Therefore, Event Contractors and their employees must agree to conduct themselves in a professional and ethical manner that is consistent with maintaining the good reputation of the MPEA and the City of Chicago. Further, EC employees agree to abide by the following standards:

### Customer Service

All guests/visitors must be treated in an appropriate professional manner at all times.

### Identification Badges and Access to Property

Badges must be worn visibly at all times while on MPEA properties. When wearing a badge, EC employees must be on property for official business related to their employer (the EC).

### Appearance

EC employees are to maintain a clean and well-groomed appearance and to practice good personal hygiene. Hair, including facial hair, must be kept neat, clean and well-groomed. Clothing must be worn correctly as intended and good judgment should be exercised in dressing appropriately for the job being performed. No excessive jewelry or piercings are allowed. Offensive body-art must be fully covered.

### Gifts & Gratuities

(Refer to “No Take” policy, Exhibit I of the “Right of Entry Agreement”)

### Solicitation or Posting of Materials

MPEA will not permit solicitation by any EC employee for any purpose on MPEA properties. EC employees are not permitted to distribute written or printed material, nor sell merchandise at any time.

### MPEA Property

(Refer to “Facility Protection Guidelines” Exhibit G of the “Right of Entry Agreement”)

### General Conduct

In addition to City/State laws, ordinances and codes, MPEA policies and procedures, and individual employer (the EC) policies; the following activities are examples of inappropriate behavior and are **prohibited on MPEA properties and public areas**:

sleeping	rude/obnoxious behavior	illegal gambling
smoking	offensive/inappropriate language	loud music
loitering	gang signs/clothing/activities	threats
fighting	damaging property	shouting/yelling
substance abuse	soliciting/selling	disorderly conduct
illegal weapons	harassment/intimidation	theft
dressing/grooming in public restrooms	offensive/inappropriate gestures	