

Spokane Entertainers Guild and the Spokane Renaissance Faire's Code of Conduct

Building Trust and Credibility

The success of our business is dependent on the trust and confidence we earn from our volunteers, customers and other participants. We gain credibility by adhering to our commitments, displaying honesty and integrity and reaching our goals solely through honorable conduct. It is easy to say what we must do, but the proof is in our actions. Ultimately, we will be judged on what we do.

When considering any action, it is wise to ask: will this build trust and credibility for the Spokane Entertainers Guild (SEG) and the Spokane Renaissance Faire (SRF)? Will it help create an environment in which SEG & SRF can succeed over the long term? Is the commitment I am making one I can follow through with? The only way we will maximize trust and credibility is by answering "yes" to those questions and by working every day to build trust and credibility.

Respect for the Individual

We all deserve to work, play, and volunteer in an environment where we are treated with dignity and respect. SEG and SRF are committed to creating such an environment because it brings out the full potential in each of us, which, in turn, contributes directly to our success. We cannot afford to let anyone's talents go to waste.

SEG & SRF are both equal opportunity organizations and are committed to providing an environment that is free of all types of abusive, offensive or harassing behavior. Any volunteer who feels harassed or discriminated against should report their concern to his or her Manager.

Creating a Culture of Open and Honest Communication

As part of SEG and/or SRF, everyone should feel comfortable to speak his or her mind, particularly with respect to ethics concerns. Managers have a responsibility to create an open and supportive environment where everyone feels comfortable raising such questions. We all benefit tremendously when we exercise the power to prevent wrongdoing by asking the right questions at the right times.

In every instance where improper behavior is found to have occurred, the organization will take appropriate action. We will not tolerate retaliation against anyone who raises genuine ethics concerns in good faith.

Everyone is encouraged, in the first instance, to address such issues with the offending person and if that proves ineffective or not possible, their Managers, the Assistant Faire Directors, Faire Director, as most problems can be resolved swiftly. If for any reason that is not possible or if the volunteer is not comfortable raising the issue with his or her Manager or the Faire Director, the SEG Board of Directors does operate with an open-door policy. The steps of conflict resolution are as follows:

- I. Speak directly to the offending party

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A. Speak to the appropriate
Manager

1. Speak to the Manager's direct Supervisor (appropriate Assistant Faire
Director)

a) Speak to the Faire
Director

(1) Communicate to the President of the SEG Board of
Directors

Set the Tone at the Top

Management has the responsibility of demonstrating, through their actions, the importance of this Code. Ethical behavior does not simply happen; it is the product of clear and direct communication of expectations.

To make our Code work, Managers must be responsible for promptly addressing ethical questions or concerns raised by individuals and for taking the appropriate steps to deal with such issues. Managers should not consider individuals' ethics concerns as threats or challenges to their authority, but rather as another encouraged form of communication. At SEG & SRF, we want the ethics dialogue to become a natural part of daily work.

Competition

We are dedicated to ethical, fair and vigorous competition. We will sell SEG & SRF services based on their merit, superior quality, functionality and competitive pricing. We will make independent pricing and marketing decisions and will not improperly cooperate or coordinate our activities with our competitors. We will not offer or solicit improper payments or gratuities in connection with the purchase of goods or services for SEG or SRF, the sales of its products or services. Neither will we engage or assist in unlawful boycotts of particular customers.

Proprietary Information

It is important that we respect the property rights of others. We will not acquire or seek to acquire a competitor's trade secrets, other proprietary or confidential information. We will not engage in unauthorized use, copying, distribution or alteration of software or other intellectual property.

Confidential and Proprietary Information

Integral to the SEG and the SRF's business success is our protection of confidential company information, as well as nonpublic information entrusted to us by others. Confidential and proprietary information includes such things as pricing and financial data, names/addresses/contact information or nonpublic information about other companies, including current or potential suppliers and vendors. We will not disclose confidential and nonpublic information without valid proper authorization.

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Selective Disclosure

As management and as volunteers, we will not selectively disclose (whether in one-on-one or small discussions, meetings, presentations, proposals or otherwise) any material nonpublic information with respect to the SEG or the SRF, its securities, business operations, plans, financial condition, results of operations or any development plan without the written approval of the SEG Board of Directors. We should be particularly vigilant when making presentations or proposals to others; to ensure that our presentations do not contain material nonpublic information.

Avoiding Conflicts of Interest

As management and as volunteers, we must avoid any relationship or activity that might impair, or even appear to impair, our ability to make objective and fair decisions when performing our jobs. At times, we may be faced with situations where the business actions we take on behalf of SEG & SRF may conflict with our own personal or family interests. We owe a duty to SEG & SRF to advance its legitimate interests when the opportunity to do so arises. We must never use SEG & SRF property or information for personal gain or personally take for ourselves any opportunity that is discovered through our position with SEG & SRF. If a conflict of interest should arise, it is your responsibility to report it and recuse yourself from the situation.

Accountability

Each of us is responsible for knowing and adhering to the values and standards set forth in this Code and for raising questions if we are uncertain about our organizations' policy.

SEG & SRF takes seriously the standards set forth in the Code. Violations are cause for disciplinary action up to and including termination of volunteerism.

By signing this document, I agree I have read and understand what is expected of me and my fellow participants. I agree to the rules set forth in this Code of Conduct.

Print Name

Signature

Date