



THE CARIBBEAN CIRCLE K DISTRICT



CODE OF CONDUCT

The Caribbean Circle K District Board hopes that, attendees, and guests will fully enjoy the Officers Training Conference. The following Code of Conduct will be in effect during the event from your time of arrival on site until your day of departure. Please read carefully, then sign and submit this sheet along with a completed Medical Information Form at the registration desk at OTC 2013.

The following are the Code of Conduct as written in the International Policy Code, Section I: Conduct and will be in effect at all Circle K International events.

- a. No drugs of any nature, with the exception of prescribed medication, will be permitted in the possession of anyone in attendance.
- b. The Circle K International Sponsored Events Alcohol Policy, prohibiting the possession, sale, and/or consumption of alcoholic beverages during any event or situation sponsored or promoted by Circle K, will be enforced at all times during the event.
- c. Sexual harassment is defined as behavior marked by aggressive or harassing remarks, unwanted physical contact or sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature which is unsolicited and offensive to the individual or otherwise creates an intimidating, hostile or offensive environment. Circle K International will not tolerate sexual harassment.
- d. There is no curfew hour; however, in consideration of others, Circle K members must be in rooms, with closed doors, by 1:30AM and gatherings must be contained within the room. Loud noises and disruptive behavior will not be tolerated.
- e. Room assignment changes must be made by Circle K International staff members or their associates.
- f. Smoking is prohibited at all general sessions, contests, workshops and caucuses. Individuals who wish to smoke must do so in the hallways and corridors as permitted.
- g. Care shall be taken not to deface or destroy any property. Any damages will be paid for by the individual responsible.
- h. All Circle K members are expected to conduct themselves as responsible, professional men and women and are required to attend all sessions and activities.
- i. Coat and tie for men and dresses, suits, skirts and blouses or other professional attire for women are required for those sessions indicated in the event program. Slacks and appropriate casual dress (excluding jeans, cut-offs and other similar apparel) is appropriate for other functions.
- j. Every attendee will respect the authority of the Director of Circle K International and the Sergeant-at-Arms Committee.
- k. Infractions of the code of conduct will be reported to the International Board of Trustees or the Director of Circle K International. Appropriate action will be taken for any infraction, including the dismissal of any attendee from the event at the expense of the individual.
- l. The code of conduct is in effect from the moment an attendee arrives at the event until the moment he or she departs.

I agree to abide by the Circle K Code of Conduct. I will respect the authority of the Sergeant-at-Arms Committee and understands that infractions of the Code of Conduct will be reported by the Committee to the Board and the Administrator of the Caribbean District of Circle K International. I understand that appropriate action will be taken for any infractions, which may include dismissal from the convention at my expense.

Printed Name

Signature

Date