

# **Event Policy**

**Alphind Software Solutions**

Ver 1.0

### Change History

Date	Version #	Change details	Prepared by	Reviewed by	Approved by
08-Aug-2023	1.0	First Baseline	Priyanka A G	Patrick John	Bhuvaneswari

## **1. Code of Conduct**

All the guests, attendees, and exhibitors are subject to the Anti-harassment Policy and Code of Conduct. Management reserves the right to take all appropriate actions to enforce the Anti-harassment Policy and Code of Conduct, up to and including ejecting from the event individuals who fail to comply with the policy.

## **2. ID cards**

Event attendees are expected to wear their ID badge in and around the Venue to represent Alphind. To follow the event schedule the team is requested to scan the QR code at the back of the identification card.

## **3. Event Venue Accessibility**

All the event attendees are required to gather at the Venue by their own means or by the transport arrangements made by the organization. Everyone is expected to behave professionally and maintain dignity throughout the event and at the venue. All the individuals are expected to register at the registration counter set up at the entrance of the event venue to poll their attendance.

## **4. Alcoholic beverages**

Participants are responsible for their own well-being and agree that neither Alphind nor the venue owners will be held accountable for any outcomes or occurrences resulting from excessive drinking, recklessness, or negligence.

## **5. Event Carnival**

Each participating team will be entitled to a booth for their carnival to represent their teamwork and to exhibit their ideas. All the participating teams are requested to collect their pre-requested items before the workshop. All the bills should be submitted for reimbursement before the event. The allocated will be transferred to the representatives in two installments. The organization shall not be liable to attendees for any direct, consequential, or incidental damages, costs, or losses incurred, such as financial losses or any theft during the event. The carnival representatives shall be solely responsible for their belongings.

## **6. Health & Safety Practices**

A first aid kit will be provided and be available at the venue for any emergencies and interested parties contacts shall be available at the venue for any kind of emergencies. The wearing of masks is a matter of personal choice and preference, and we encourage everyone to be respectful of mask decisions made by other individuals. Wear a mask indoors if you are more comfortable; we ask that you respect those around you that choose to do so.

## **7. Photographs /Videos**

You hereby grant Alphind an irrevocable, worldwide, royalty-free, fully-paid up license to reproduce, copy, display, perform, or otherwise use any photos, videos or audio recordings taken of you by Management's designated vendor(s) during all Alphind events for only Alphind's promotional use (i.e. brochures, association publications, web-based media – blogs, websites, e-newsletters). You hereby release and hold harmless Alphind and assigns from all claims, demands, causes of action and liability related to said use of the material.

## **8. Recordings: Audio Video or Digital Capture**

Access to Alphind content is strictly limited to registered attendees of Alphind events. However, sharing of content posted by Alphind on organization's website or on Alphind social media platforms is permitted.

## **9. Unauthorized Solicitation Policy**

Any company or representative of a supplier who is not an exhibitor and is observed to be soliciting business in the exhibit hall, in another company's exhibit space, in the aisles of the exhibit hall or any other area of the conference deemed inappropriate by Alphind, will be asked to leave immediately. Unauthorized solicitation in the event hall is strictly prohibited.

## 10. Underage Kids

Participants who bring kids under the age of 10 shall be accompanied by the care takers assigned by the event management team. However, the organization shall not be responsible for any of the consequences.

### ALPHIND SOFTWARE SOLUTIONS EMPLOYEE'S ACKNOWLEDGMENT

I have received a copy of the Company's Event Policy. I have read it carefully and will comply with all its rules and policies. If I have any questions, I will ask a member of the HR Team.

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Date

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Employee's  
Signature

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Employee's Name (In Caps Letter)