



# CAPTRUST

## Rules of Engagement for CAPTRUST Clubs

CAPTRUST strives to create an environment that promotes accountability, integrity, respect, collaboration, and community for all our colleagues, clients, and the communities which we serve.

We expect employees to conduct themselves in ways that protect the interests and safety of all employees and the Company. We all share in the responsibility of fostering an environment that is safe and inclusive.

CAPTRUST will on occasion provide financial support for events held by the CAPTRUST Clubs. Attendance at Employer sponsored social events is voluntary and does not constitute part of your work-related duties. Alcoholic beverages may be available at these events. If you choose to drink alcoholic beverages, you must do so in a responsible manner. Do not drink and drive. Instead, please call a taxi, use a rideshare service (i.e. Lyft or Uber), or appoint a designated driver.

For further guidance on conduct that may be considered unacceptable please review the most recent version of our [Employee Handbook](#).

4208 Six Forks Road  
Suite 1700  
Raleigh, NC 27609

[captrust.com](http://captrust.com)

800.216.0645 toll free  
919.870.6822 office  
919.870.8891 fax