



**OBJECTIVE:** The purpose of the Event Code of Conduct is to outline expectations for behavior and ensure that all employees, contractors, and guests participating in Destination Pet (“Destination Pet” or “the company”) events conduct themselves in a manner that reflects the values and professional standards of our organization. This applies to all company-sponsored events, whether in-person or virtual, any related activities, and any behavior outside of these events that may impact the workplace or the reputation of Destination Pet. In addition to this Code of Conduct you are required to follow all company policies and codes of conduct, including those related to harassment, discrimination, confidentiality, and ethics, at all times.

**EFFECTIVE DATE:** December 3, 2024

**AUDIENCE:** All Destination Pet employees, contractors, vendors, and event participants

**PROCEDURE/POLICY:**

1.0 Actively Participate

- 1.1 Attend and engage respectfully in all activities, discussions, and networking opportunities. Your involvement should contribute positively to the event’s goals and objectives.

2.0 Appropriate Attire and Behavior

- 2.1 Dress in accordance with the event’s guidelines and ensure your behavior is appropriate for the setting.

3.0 Respect for the Venue

- 3.1 Adhere to all rules and policies of the event venue, including but not limited to those related to alcohol consumption, noise levels, and appropriate behavior. Any behavior that results in damage to property, whether personal or company-owned, will be addressed and may lead to disciplinary action.

4.0 Alcohol Consumption

- 4.1 Drink responsibly and be mindful of your limits. The company encourages moderation to ensure that all participants can remain in a safe and respectful and professional environment. If someone appears to be intoxicated, distressed, or in need of assistance, help them or notify an event staff member.

5.0 Payment Expectations

- 5.1 Attendees are responsible for paying for any incidental or personal expenses incurred during the event. This includes but is not limited to the following:
  - 5.1.1 Meals, snacks, or beverages outside of those provided by the company, with the exception of travel days, on which attendees will receive the standard per diem as defined in the [Destination Pet Expense Policy](#).
  - 5.1.2 Optional activities or services (e.g., spa treatments, entertainment, excursions).
  - 5.1.3 Any other personal expenses not explicitly covered by the company.



- 5.1.4 For events requiring hotel accommodations, participants will be required to settle their personal charges (e.g., minibar, movies, room service) directly with the hotel upon check-out.

If you experience or witness any form of harassment, discrimination, or other inappropriate behavior, report it immediately to the event organizers, your manager or HR team.

By participating in this event, you agree to abide by this Code of Conduct as well as all other applicable Company Policy. We ask that you contribute to making the event enjoyable, respectful, and inclusive for all attendees. Your actions and behavior are an extension of our company's reputation, and your participation as an ambassador for our organization is vital to the success of this event.

You understand that non-compliance with the requirements above may result in corrective action, up to and including termination of employment.

**REFERENCE:** [Destination Pet Expense Policy](#)