

# *BURBANK TOURNAMENT OF ROSES ASSOCIATION*

## **CODE OF CONDUCT**

The Burbank Tournament of Roses Association is an all-volunteer, non-profit organization that designs, builds and decorates the City of Burbank's entry into the annual Pasadena Tournament of Roses Parade. Its members and volunteers must, at all times, comply with the Association's Bylaws, Standing Rules, Safety Manual and applicable laws and regulations. The Association will not condone the activities of members or volunteers who fail to follow this Code of Conduct, Safety Manual, Standing Rules or Bylaws of Burbank Tournament of Roses Association. Any member or volunteer who violates this Code is subject to discipline, up to and including removal from all float activities.

### **General Member and Volunteer Conduct:**

Burbank Tournament of Roses Association expects its members and volunteers to conduct themselves in a professional manner. Some of the prohibited activities include, but are not limited to:

Fighting, swearing, abusive language, discourtesy or rudeness, verbal, physical or visual harassment, actual or threatened violence toward any individual or group, conduct endangering the life, safety, health or well-being of others, failure to follow any Association policy or procedure, bullying or taking unfair advantage of any member or volunteer and similar unprofessional activities are strictly prohibited while working on the float or representing Burbank Tournament of Roses Association.

### **Prohibited Items:**

Possession or use of alcoholic beverages or illegal drugs at the float site or reporting to the float while under the influence of drugs or alcohol is prohibited.

Smoking is not permitted within the Rose Float compound.

No unauthorized animals, except for service animals, are allowed at the float site.

Bringing dangerous and unauthorized materials such as explosives, firearms, weapons or other similar items to the float or float site is prohibited.

### **Discrimination:**

Engaging in sexual harassment or conducting themselves in a way that could be construed as such, for example, by using inappropriate language, keeping or posting inappropriate materials or accessing inappropriate materials on a computer, phone, etc. while working on the float or representing Burbank Tournament of Roses Association.

Burbank Tournament of Roses Association members and volunteers will not discriminate or participate in any form of discriminating actions. For example: race, gender, religion or sexual preference.

### **Reputation:**

Burbank Tournament of Roses Association members and volunteers share a responsibility for the Association's reputation and good public relations and will not represent the Association in any way that could possibly show support of a political party, business, etc. unless prior permission has been given by the Burbank Tournament of Roses Association's Board of Directors.

### **Conflict of Interest:**

Burbank Tournament of Roses Association members and volunteers will not act or participate in any behavior that is destructive to the association. For example: theft, manipulation for personal gain, etc.

The BWP Auxiliary Warehouse Float Site is to be used for authorized Association work only.

<b>Print Name:</b>	<b>Date:</b>
<b>Signature:</b>	Revised: September 13, 2012