

GCNA Conference Code of Conduct

Expected Behavior

As ambassadors of the company, GCNA expects team members to adhere to the highest standards of personal conduct when interacting with customers, vendors, community members, and other team members.

This expectation also extends to company events (such as leadership retreats and conferences), as well as any ancillary events and unofficial social gatherings. Specifically, each team member is expected to:

- Attend and participate actively in all sessions
- Be considerate and respectful of others
- Use good judgment when taking pictures/video or using social media during the event
- Alert GCNA leaders if he/she notices a dangerous situation, someone in distress, or violations (even if they seem inconsequential) of these expectations

Unacceptable Behavior

GCNA prohibits any behavior that is harassing, discriminatory, or otherwise unlawful or in conflict with company policy. This includes inappropriate or unwelcome verbal or physical conduct based on or related to an individual's race, color, religion, sex (including pregnancy, gender identity and expression, and sexual orientation), national origin, age, disability, genetic information, military status, or any other category protected by applicable federal, state, and local fair employment practice laws.

Additionally, sexually harassing behavior or unwelcome conduct are also prohibited. This includes, but is not limited to, any of the following:

- Sexually implicit or explicit communications in verbal form (such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates) or written form (such as cartoons, posters, calendars, notes, letters, e-mails, pictures, etc.)
- Physical gestures and other non-verbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body
- Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature

Reporting Unacceptable Behavior

Any individual who knows of behavior or conduct at any GCNA activity that is in violation of these expectations is encouraged to report his/her concerns through any of the following channels:

- His/her supervisor, or his/her supervisor's immediate leader
- Human Resources (including any HR Business Partner) at (602) 535-4100, option 1
- EthicsPoint Hotline (855-284-6741 or gwaz.ethicspoint.com), where team members can file an anonymous complaint if they wish. Remember that resolving anonymous complaints is sometimes hampered by Human Resources' inability to interact with the person filing the complaint.

Personal Signoff of Conference Code of Conduct

I have read, understand, and agree to comply with all aspects of the GCNA Conference Code of Conduct. Furthermore, I understand that I am responsible to adhere to all provisions of the Team Member Handbook.

If I have any questions regarding the expectations outlined in the Conference Code of Conduct, I will direct those questions to my immediate leader or to the Human Resources department.

I understand that violation of the GCNA Conference Code of Conduct or the Team Member Handbook may result in disciplinary action, up to and including possible termination.

Signature of Team Member

Date

Team Member's Name - Printed