



VOLUNTEER CODE OF CONDUCT

- a) Support the general welfare, health and safety of all participants, spectators and other volunteers.
- b) Be professional, gracious, and courteous; treating participants, spectators, and other volunteers with respect.
- c) Each volunteer will wear a uniform specific to his or her committee. Your committee chair will advise volunteers of the uniform requirements and plan for distribution or pick-up.
- d) When you are wearing your Pebble Beach Concours d'Elegance uniform, please remember that you are representing The Concours **regardless if you are on or off-duty**. At all times be sure you are courteous and respectful to all individuals as well as always maintaining a professional level of conduct. If you are **off duty** and on the show field enjoying the cars, please remove your volunteer uniform logo'd apparel.
- e) Volunteers shall not be under the influence of any substance, including but not limited to alcohol, tobacco products, or any other drug, while on duty nor at any time on the show field in uniform. **Volunteers who do not comply with this policy will be DISMISSED IMMEDIATELY.**
- f) Volunteers are not allowed to be a guest of any sponsored hospitality venue unless you are off-duty and not in uniform.
- g) Be punctual. This means arriving at your check-in location 15 minutes before your shift and ready to work your scheduled times.
- h) Address any concerns and/or suggestions to your committee chair in private.
- i) It is important to avoid giving out incorrect information to spectators or participants. If you are not clear about an answer, please reply "I will find out that information for you" and then research through the appropriate channels or call your committee chair. Do not give out information unless you are sure it is correct.
- j) Volunteers are expected to work their entire assigned shift unless alternate arrangements have been made in advance. Before departing your assigned position, you should be dismissed by your committee chair.
- k) If there is an emergency that prevents you from carrying out your volunteer duties, immediately notify your committee chair.
- l) Contact your committee chair if you encounter any emergency OR if any situation appears to escalate beyond a committee volunteer's authority.
- m) Do not engage in any inappropriate contact or relationship with participants, sponsors, volunteers or other participants of the Pebble Beach Concours d'Elegance.
- n) At all times, you are to respect property belonging to Pebble Beach Company, The Concours, its sponsors, and participants.