

Professional Image and Conduct Policy for Events

The purpose of this policy is to establish guidelines for employees, volunteers, interns, and consultants who are working on behalf of the HSUS and/or its affiliates at any conference or event. This policy applies to anyone representing our family of organizations. Thank you for being an exceptional HSUS ambassador and ensuring that the organization is well represented.

APPEARANCE

- In accordance with section 3.24, Dress Code, of the HSUS employee handbook: business attire should be worn. “Business attire” generally means a clothing style that allows one to feel comfortable at work, yet always looks neat and professional.¹
- The HSUS dress code (not including casual Friday guidelines) shall apply during event hours.
- The following are not permitted:
 - Jeans, sweat pants, or workout attire; shorts; miniskirts; beachwear, e.g., flip flops, tank tops; overalls; sheer, revealing, or provocative clothing.
- Some work shifts² may require a specific uniform, which will be provided.

FOOD AND ALCOHOL³

- No alcohol is to be consumed during work shifts.
- Non-alcoholic beverages may be consumed during work shifts but must be kept out of view of event attendees.
- No food is to be consumed during work shifts unless on an approved break and out of view of event attendees.

INTEGRITY AND RESPONSIBILITY

- Be on time for any work shift, scheduled activity, or event.
- Maintain a high level of professionalism and courtesy.
- Be respectful of HSUS property, including event materials and supplies.
- Do not leave a work shift early unless approved by the person coordinating the schedule.⁴
- Each HSUS representative should know his/her role and responsibilities.

EXHIBIT SPACE

- No food is to be consumed at the exhibit space.⁵
- Non-alcoholic beverages are allowed but must be kept out of view of event attendees.
- Exhibit space should never be left unattended during exhibit hall hours.⁶
- Exhibit terms and conditions must be followed. Unless otherwise noted, exhibit space must be set up and broken down only during the event’s approved hours.
- Be approachable, e.g., stand as much as possible, and engage conference attendees.

MANAGEMENT

Performance issues may be addressed by the following:

- HSUS representatives may be relieved of their work shift and any benefits received may be revoked, e.g., registration discounts, etc.
- Supervisors will be notified of performance issues.
- Opportunities to attend future events as an HSUS representative may be jeopardized.

¹ This does not apply if business attire is not appropriate for the event’s activities or does not fit with the culture of the event, e.g., Pets for Life community events, attending a casual event, etc.

² “Work shift” is defined as an assigned shift with a start and end time in which you have specific duties.

³ This does not apply to employees participating in dinner party, reception, and cultivation events, e.g., hosted by Philanthropy, etc.

⁴ If an emergency arises, inform the person coordinating the schedule so that they may try to find a replacement.

⁵ This does not apply if you are the only person assigned to work an exhibit space; please be discreet, however, about food consumption.

⁶ This does not apply if you are the only person assigned to work an exhibit space. If you must leave the space for short breaks, please have a sign stating you will be back in a few minutes.