



# CODE OF CONDUCT

LUCAS COUNTY AGRICULTURAL SOCIETY  
DIRECTORS, EMPLOYEES, VOLUNTEERS

A 3D geometric graphic consisting of several overlapping, semi-transparent blue and grey rectangular blocks. The blocks are arranged in a way that creates a sense of depth and perspective. The text "LUCAS COUNTY FAIR" is overlaid on one of the blocks in red.

LUCAS COUNTY FAIR

# Code of Conduct

In accordance with the Lucas County Agricultural Society (LCAS) Mission Statement, found in the By-Laws of this organization, certain fundamental values characterize the institution in which we work and guide us in the accomplishment of this mission. Those values include the dignity and worth of each individual, open and honest communication and teamwork and cooperation. To carry out our Code of Conduct policy, located on page 4 section 7, Directors will work together, and with employees and volunteers, in a professional and respectful environment which reflects these values.

Directors are expected to treat each other, staff, volunteers and others in a professional manner while conducting LCAS business. Discourteous or offensive behavior directed toward directors, employees or others will not be tolerated. Examples of such behavior include, but are not limited to:

- Bullying or berating others
- Physical or verbal intimidation, such as shouting or angry outbursts directed toward others
- Derogatory verbal or physical behavior, such as name-calling
- Directing profanity toward others
- Behavior that has the effect of humiliating others
- Mobbing
- Other unprofessional or inappropriate behavior

Discourteous or offensive behavior also includes written or electronic communication, as well as group behavior (e.g. “mobbing”) which has a negative impact on the workplace and/or on others.

Fairground bullying is behavior that harms, intimidates, offends, degrades or humiliates an employee, possible in front of other Directors, employees, volunteers or others. Bullying may cause the loss of trained and talented employees, volunteer’s and 4-H Advisors and reduce productivity and morale and create legal risks.

Directors, Employees, 4-H Clubs/Advisor or volunteers who believe they are being subjected to discourteous or offensive behavior are encouraged, when appropriate, to ask the person engaging in the behavior to stop. If a person is uncomfortable doing so, or if the behavior continues, the employee should report the incident to his/her immediate supervisor, all others should report the incident to an Executive Board Member or the President of the organization. If the employee is not comfortable reporting the matter to his/her immediate supervisor, the employee should contact a member of the Executive Board.

Reports of unprofessional behavior should be taken seriously by Directors, 4-H Extension, Executive Board and managers and followed up on as promptly as is reasonably possible. A

Director or manager who receives a report should acknowledge receipt of it within five business days. Upon completion of any follow up, the responsible Director or manager should also advise the person who made the report that the matter has been reviewed and addressed.

Violation of these standards may be cause for disciplinary action, up to and including termination. Disciplinary action will be determined on a case-by-case basis depending upon the severity of the behavior and whether it is a repeated or an isolated instance. Employees may also be subject to disciplinary action for making false complaints or allegations of discourteous or offensive behavior.

Discourteous or offensive behavior that involves forms of unlawful discrimination or harassment based on a protected status under state or federal law is covered under LCAS's Non-Harassment Policy.

# ACKNOWLEDGEMENT OF RECEIPT OF THE LCAS CODE OF CONDUCT POLICY

I have read the LCAS policy and understand that this governs my conduct while affiliated with LCAS.

I will try, to the best of my ability, to follow the rules and regulations as set out in this policy. LCAS reserves the right to modify, terminate or change this policy in whole or in part at any time with or without notice.

**I HAVE RECEIVED A COPY OF THE LUCAS COUNTY AGRICULTURAL SOCIETY CODE OF CONDUCT POLICY, HAVE READ THE POLICY AND UNDERSTAND ALL PROVISIONS OF THE POLICY.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Your Name

LCAS Representative - Witness to Receipt:

\_\_\_\_\_  
Signature