

## **Fort Bend County Fair Association Volunteer Management Program Code of Ethics**

### I. Introduction

#### Purpose

The reputation for fairness and excellence depends on the collective commitment of our Directors, Officers, committee members, volunteers and employees working together in a manner that merits trust and confidence from our customers, communities, and most importantly, the youth we serve. The purpose of this document is to convey those basic principles of conduct.

#### Objective

The primary objective of this document is to reinforce accountability for responsible and mature behavior in all who represent our organization.

### II. Standards of Conduct

- a. All persons associated with our organization are expected to adhere to the spirit and the letter of all laws, rules and regulations. Illegal, immoral or unethical actions are unacceptable and willful violation will result in the appropriate disciplinary action.
- b. Each employee or volunteer must manage business affairs so as to avoid situations that might lead to conflict, or even suspicion of conflict, between one's self-interest and one's obligation to our organization or its customers. An individual's position must never be used, directly or indirectly, for private gain, to advance personal interests or to obtain favors or benefits for himself/herself or a member of his/her family.
- c. Each employee or volunteer must keep the interest of the FBCFA foremost in mind while providing assistance to spectators, performers, and participants of the FBCFA.
- d. Each employee or volunteer must give, to the best of their ability, comprehensive and thorough support of the respective committee membership.
- e. Each employee or volunteer must acknowledge and support the proper and authorized uses of FBCFA equipment and resources.
- f. Employees or volunteers are not allowed to personally retain any tips received when working at a Fair function. All funds received during a Fair sponsored event are property of the FBCFA.
- g. Each employee or volunteer must thoroughly understand the needs of the respective committee before proceeding with recommendations.
- h. Each employee or volunteer must be honest and trustworthy, avoid harm to others, be fair and not discriminate and respect the privacy of others.
- i. Each employee or volunteer must avoid making financial commitments for the FBCFA without advance approval by FBCFA Board, Executive Committee, or Fair Manager.
- j. All statements to the media are to be approved by the President, or appointee of the FBCFA management team.
- k. Each employee or volunteer agrees not to use any mailing lists; committee lists or email lists belonging to the Fort Bend County Fair Association for personal use or to solicit business.

### III. Monitoring the Code of Ethics

Responsibility, with commensurate authority for communicating and assuring compliance of the Code of Ethics, is placed with the President along with the Board and Committee Chair. The Board of Directors' Executive Committee Chair shall act as a peer review committee to review any instance of misconduct, impropriety, or the appearance of either.

### IV. Policy Review

No less than annually, this policy shall be reviewed by management with recommended changes and presented to the Board of Directors.

**Fort Bend County Fair Association  
Volunteer Management Program  
Code of Ethics Acknowledgement**

To: All Program Participants

The FBCFA Volunteer Management Program requires written acknowledgement by each volunteer that he or she has reviewed the Code of Ethics Policy. Please read same, sign/date the acknowledgement below and return it to the Committee Chairman. Your understanding of this policy is important not only to the continued integrity, community respect, and well being of the FBCFA, but also to your own minimization of personal liability for inadvertent violations of law or regulations. If you have any questions, please contact the Committee Chairman.

*I acknowledge that I have reviewed the FBCFA Management Program Code of Ethics Policy referenced above and agree to abide by its standards.*

**2019 Release of Liability Agreement**

In consideration for being allowed entry into and participation in activities (the "Activities") associated with the FBCFA, the undersigned hereby releases and discharges FBCFA; their insurance carriers, their legal representatives; their present and former corporate parents, subsidiaries, affiliates, predecessors, and successors; their present and former directors, officers, employees, agents, and representatives, and the respective heirs, administrators, executors, successors, and assigns of any of the foregoing (collectively, the "FBCFA Parties") from any and all claims, causes of action, suits, or demands for personal injury, death or property damage accrued or to accrue in the future, known, or unknown relating to or arising out of any negligent, grossly negligent, and/or intentional acts on the part of the undersigned in connection with the undersigned's entry into and participation in the Activities. The undersigned further agrees, on behalf of himself/herself and on behalf of any his/her heirs, successors and assigns, to DEFEND and HOLD HARMLESS the FBCFA Parties from and against all claims, demands, or causes of action for personal injury, death or property damage, including without limitation, all costs, expenses and legal fees incurred in defending the same, made by, or through the undersigned, or on his/her behalf, relating to or arising out of any negligent, grossly negligent and/or intentional acts on the part of the undersigned in connection with the undersigned's entry into and participation in the Activities. I further agree to release from liability hold harmless the venue in Fort Bend County, Texas and Fort Bend County and the County Judge and Commissioners, for all purposes. The undersigned warrants that he/she has read this Agreement and fully understands it to be a release of all claims, known or unknown, present or future, that he/she or may have against the FBCFA

I further certify that I have never been convicted or received deferred adjudication as a sex offender or of any crime related to abuse, assault or violence toward a child.

Further, my **Date of Birth** is **Month** \_\_\_\_\_ **Day** \_\_\_\_\_ **Year** \_\_\_\_\_

and I authorize FBCFA to review any sex offender registries under my name. I agree that if I am charged with such a crime, that I will immediately advise the Fair Office.

I further certify that I am 18 years of age or older and I agree to abide by all FBCFA rules and policies.

Name \_\_\_\_\_

Committee(s)

**Please print**

*Please list all committees you are on*

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_