



Rio Salado Sportsman's Club, Inc.
Policies and Procedures

Policy #25: Employee Code of Conduct

Code of Conduct

What You Should Do

Our Code of Conduct, or “Code,” is based around our shared values of integrity, safety, and quality service to our fellow staff, public and the members of RSSC.

As employees, we are accountable for our own actions. We must follow our policies, rules and guidelines, and comply with all laws and regulations applicable to RSSC.

This Code does not cover every situation. In some cases, additional information may be found in supporting policies linked throughout the document and other RSSC resources that complement this code. In some instances, you may need additional information and guidance from your supervisor or the Range Manager.

We have an obligation to raise our concerns if we know or suspect improper conduct or a breakdown of business or security controls. This includes situations where we believe we have observed or have been instructed to do something illegal or unethical or violates RSSC policy. Remember that resources are available to help, including those listed in this Code. You are expected to cooperate fully with any investigative efforts.

Generally, people try to do the right thing, but for those unfortunate situations where employees do not follow the Company expectations, disciplinary action may result.

Doing the Right Thing: 👍

- Exemplify our shared values.
- Act in an honest, legal, and ethical manner. Be aware that your behavior reflects our company.
- Be familiar with the information contained in this code and RSSC Policies.
- Remember, pressures or demands due to business or personal conditions are not an excuse for violating the law, our Code, or any RSSC policy.

Leading by Example

All of our employees, especially those in leadership roles, have the responsibility to demonstrate our high standards of ethics and compliance, including:

- Lead by example and be a role model for ethical and legal behavior.
- Be a resource for others.
- Create an environment where honesty and integrity are expected and valued, and where everyone feels comfortable asking questions and reporting potential violations of the law, the code, and our policies.

Making Good Decisions

When faced with a difficult decision, it may help to ask yourself the following questions. If the answer to any question is “No,” or you are uncertain how to proceed, please consult with your supervisor or the Range Manager:

This guide is not a substitute for this Code and other guidance, but may help when facing scenarios not otherwise addressed.

- **Is it consistent with our values, policies, and this Code?**
- **Is it ethical?**
- **Is it legal?**
- **Is it good for our customers?**
- **Is it good for our staff?**
- **Is it good for Rio Salado Sportsman’s Club?**

Zero Tolerance for Retaliation

Retaliation against anyone who reports a concern in good faith is never permitted at RSSC.

Retaliation can take many forms, including demotion, discipline, termination, salary reduction, or job/ shift reassignment. While some forms of workplace retaliation may seem obvious, there are times when these behaviors can be subtle. These examples may include an unexpected and unfair poor performance review, unwarranted micromanaging, or being wrongfully left out of work- related decisions, meetings, or other job-based activities.

Retaliation can also take place where an employer punishes an employee for engaging in legally protected activity, such as using the Open Door policy to complain of illegal harassment, filing a complaint with a government federal agency (Such as the Equal Employment Opportunity Commission), or supporting another employee's complaint. Retaliation could occur after the reporting of a suspected breakdown of business or security controls, a violation of law, or other misconduct. RSSC will not tolerate retaliation against anyone who participates in an investigation.

If you believe you have been retaliated against or have witnessed retaliation, it's your responsibility to report it to your supervisor or the Range Manager.

A Respectful Workplace

At Rio Salado Sportsman's Club, we embrace diversity and inclusion because it's simply the right thing to do.

Teamwork, respect, and mutual trust are central to how we work, and we believe the best decisions are those that draw on diverse perspectives.

Our commitment to diversity better positions us to provide remarkable service to our customers and enables us to attract and retain talented individuals who contribute to our success.

We comply with equal employment opportunity laws and other applicable civil rights and labor laws. We make reasonable accommodations to meet our obligations to protect the rights of people with disabilities.

Discrimination and Harassment

We all deserve the freedom to do our jobs in a respectful environment. RSSC is committed to a work environment where everyone is treated with respect and dignity.

We will not practice, tolerate nor condone discrimination, including harassment, based on a person's status, such as, but not limited to: age, race, color, religion, sex, national origin, or any other basis prohibited by law.

We will not tolerate sexual or any other form of harassment that interferes with work performance or creates a hostile or offensive work environment. Such behavior is inconsistent with our shared values with integrity and mutual trust.

We expect all workplace relationships to be of a professional nature and free of harassment, unlawful bias, and/or other offensive conduct. Inappropriate comments and objectively offensive behavior will not be tolerated in any business interactions, regardless of the setting or parties involved.

If you have experienced or witnessed harassing or discriminatory behavior, contact your supervisor or the Range Manager.

Doing the Right Thing:

- Treat others and their ideas with respect. When you see an issue differently, remember to express your differences politely and professionally.
- Help create an environment where everyone feels valued and respected, and is comfortable speaking up and contributing.
- Embracing diversity includes doing your part and respect the rights and dignity of everyone with whom you interact.

Workplace Safety and Security

We have the responsibility to work in a way that helps ensure the safety and security of our coworkers, business partners, vendors, and visitors. We comply with all federal, state, and local health and safety laws and regulations including, occupational health and safety standards. RSSC utilizes incident reports that can be used to report work-related incidents involving auto or property loss or damage, or accidental bodily injury as well as any incident requiring interaction with a Range Safety Officer to diffuse/address a situation.

All Range Safety Rules, RSSC policies and procedures must be followed. Intimidation, threats, or violence toward anyone at work or while on RSSC property, including coworkers, vendors, members or visitors is never tolerated.

Doing the Right Thing:

- Examples of prohibited behavior include threatening remarks, offensive jokes, and intimidation. Be aware of your audience at all times- especially radio transmissions!
- If someone is in immediate danger, contact local authorities first.
- Other avenues to report workplace violence or any threats to safety including sharing your concerns with your supervisor, the Range Manager or any Executive Board Officer.

Drugs and Alcohol

The sale, use or possession of illegal drugs is prohibited while on or using Company property or while carrying out RSSC business. (Wearing RSSC Logo on hats, shirts, badges or in uniform while running an errand)

Due to the nature of this business being the safe handling of firearms our company policy is to prohibit the sale, use or possession of medically authorized marijuana substances in all forms are prohibited while on or using Company property or while carrying out RSSC business. (Wearing RSSC Logo on hats, shirts, badges or in uniform while running an errand)

The sale or use of alcohol, or possession of an open container of alcohol on or using company property is also prohibited.

Drug and alcohol use can impair your ability to work and may affect the safety, health, and well-being of other employees. You may not report to work, remain at work, or operate RSSC-provided vehicles while under the influence of alcohol or drugs. (“Under the Influence” refers to the employee being impaired.)