

Emerson Global Users Exchange Conference Exhibitor Code of Conduct

Knowing that any organization is judged largely by the behavior of its individual participants, the following Code of Conduct has been developed through feedback from users, attendees and board members, all working toward improving the exchange of ideas among one another.

All attendees should conduct themselves in a proper, business-like manner at all times. If at any time, a decision is made to stray from this agreement, attendees agree to voluntarily dismiss themselves from the conference.

Attendance at Exhibit

- Exhibitors staffing the booth are limited to those who are officially registered as such by the Emerson Exchange.
- Exhibitors are expected to have their booth staffed for all hours of the conference exhibits.
- Absolutely no tear-down of exhibits may take place until the exhibit hall has closed at the conclusion of the event.

Conference Registration Badges

- Badges may only be picked up by the registered attendee with government-issued identification.
- **There should be no badge-sharing between exhibitors.** Our attendees, for whom the conference is intended, must pay to attend the conference, and it is expected that all other attendees adhere to the same policy. Those violating this policy will be expelled from the conference and will not be permitted to attend future conferences.
- Conference registration badges must be worn and remain easily visible at all conference functions.
- For security reasons, exhibitors should not wear name badges while away from the conference facilities and functions.

Attendance at Conference

- Registered exhibitors will be allowed to participate in meals, exhibits, social functions/networking events, and Presentation sessions.
- Exhibitors are not allowed to attend the Product Roadmaps, Educational Services Courses or any other session specifically designated by the conference organizers.
- Understanding that the Presentation sessions are for the benefit of the users, exhibitors will refrain from participating in the question and answer periods
- For attendance at any session, exhibitors must be the last entrants to ensure that seating is available for users and Emerson attendees.
- There will no promoting of exhibitor products or services during the Presentation sessions.
- Questions directed towards Emerson product experts should be reserved for the exhibit hours.

Dress

- The minimum dress code for all exhibit hours is business casual attire.
- Exhibitors not adhering to the dress code will not be admitted.

Alcohol and Drugs

- Although an open bar is provided during exhibit times, each exhibitor is expected to limit alcohol consumption in order to conduct himself/herself in a professional manner.
- It is expected that exhibitors will keep their area clear of empty bottles, glasses, plates, etc. in order to maintain a professional appearance.
- No illegal drugs in any form shall be possessed or used at any time or under any circumstances on the conference properties. Violation of this rule will be grounds for immediate dismissal from the conference without refund.
- Emerson Exchange reserves the right to refuse entry to this and/or future conferences for failure to comply with these policies, and no refunds will be given for any conference-related expenses

incurred (including, but not limited to, registration fees, exhibiting fees, booth fees, travel/entertainment expenses and so forth).

Property

- Exhibitors shall maintain a clean, neat and professional booth for the entire exhibit.
- Exhibitors using any of the conference facilities should take special care not to deface or destroy any property. Any damages to property or furnishings in the hotel rooms or on conference properties must be paid by the individual or company involved.

Property Rights & Intellectual Property

- Violations of copyrights, patents, trademarks, trade secrets and license agreements are prohibited by law.
- Unauthorized duplication of materials will not be condoned.
- All attendees and exhibitors are obligated to protect the integrity of intellectual property. Specifically, one must not take credit for someone else's ideas or work, even in cases where the work has not been explicitly protected by copyright, patent, etc.

Personal Responsibility

- All conference attendees should behave in a courteous, respectful, positive and professional manner at all times. This includes refraining from language and actions that might bring discredit upon themselves, their companies, the Emerson Exchange conference or the Emerson Exchange Board of Directors (the "Board").

No-Harassment Policy

In order to help ensure an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, disruptive or retaliatory, the Board has adopted a no-harassment policy.

- Inappropriate sexually-oriented conduct by any attendee, no matter what level of management, will not be tolerated. In addition, we will not tolerate any form of harassment based on sex, race, color, religion, national origin, age, marital status, political affiliation, sexual orientation, gender identity, genetic information, disability, protected Veteran status or any other factor protected by law. Harassment on the basis of any other protected characteristic is also strictly prohibited.
- It is the responsibility of all attendees to avoid engaging in any form of harassment or tolerating it at the conference or any conference-sponsored event(s). You are also expected to report any activity you witness in violation of this policy to the [Executive Committee](#) of the Board.
- **Description of Prohibited Conduct:** Prohibited conduct includes any sexually offensive physical or verbal conduct that is unsolicited, unwelcome or inappropriate ("Prohibited Conduct"). This includes sexual comments that offend or degrade an attendee based on his/her gender, as well as passive activity such as displaying sexually suggestive pictures or telling sexually offensive jokes. Prohibited Conduct also includes any unwelcome verbal, physical or discriminatory conduct that shows hostility toward an individual because of his/her sex, race, color, religion, national origin, age, marital status, political affiliation, sexual orientation, gender identity, genetic information, disability or protected Veteran status, and that has the purpose or effect of (1) creating an intimidating, hostile or offensive environment or (2) unreasonably interfering with an individual's work performance or attendance at the conference.
- **Reporting violations:** See the Reporting/Resolving Misconduct section of this Code of Conduct. You are expected to report any violations of the Harassment Policy that you witness to the [Executive Committee](#) of the Board. The Board reserves the right to inform the police or other authorities to investigate reports of misconduct. Regardless of any findings the authorities may or may not make, the Board also reserves the right to refuse anyone in breach of this Code of Conduct entry to this or future conferences. In addition, no refunds will be given for any conference-related expenses incurred (including, but not limited to, registration fees, exhibiting fees, booth fees, travel/entertainment expenses and so forth).
- **Investigations:** All claims of harassment at Board-sponsored Emerson Exchange conference events will be investigated. The Executive Committee of the Board will meet with the complainant and then the accused to understand the nature of the complaint and discuss the results of the

investigation. Where appropriate, the Executive Committee will review the proposed resolution of the matter. If an investigation confirms that Prohibited Conduct has occurred, the Executive Committee will take corrective action, up to and including involving the authorities, as is appropriate. Complaints of harassment will be kept as confidential as possible. Information will be released only on a “need to know” basis.

Reporting/Resolving Prohibited Conduct

- Prohibited Conduct should be reported to the [Executive Committee](#) of the Board and, if necessary, the proper authorities.
- The Board, after making appropriate inquiry of the parties involved, shall determine whether or not to proceed further with additional investigation.
- It is agreed that, upon violation of this Code of Conduct, the violators may be required to withdraw from the conference
- Any action taken will be final and shall be at the sole discretion of the Board.
- Emerson Exchange reserves the right to refuse entry to this or future conferences for failure to comply with these policies, and no refunds will be given for any conference-related expenses incurred (including, but not limited to, registration fees, exhibiting fees, booth fees, travel/entertainment expenses and so forth).

Please note that this document is part of the Exhibitor Booth Registration Terms and Conditions accepted by the company’s primary contact during the booth purchase process, and it forms part of the agreement with Emerson Global Users Exchange.