

## **Standards and Expectations of ACA/NY Employees at Non-Work Events**

This acknowledgement form is provided to ACA/NY employees, who via a raffle or other method unrelated to their work at ACA/NY, are invited, at entirely their own choosing, to attend a Non-Work Event to acknowledge and abide by the ACA/NY standards in effect.

### **Definition of a Non-Work Event**

An event unrelated to anything involved with the work of ACA/NY. Employees and their guests attend entirely voluntarily and unrelated to the nature of anyone's work at ACA/NY. Each event or series of similar events is reviewed ahead of time by Executive Leadership and Human Resources, to confirm it is a Non-Work Event, without the slightest question. Non-exempt employees are expressly prohibited from performing any work at a Non-Work event and Exempt employees are discouraged from doing so, unless connected to work involving the event itself.

### **Standards and Expectations**

- All employees and guests are to follow the policies and instructions of the venue where the event is taking place, including, and not limited to: COVID-19 precautions, verbal and other behaviors, and all other applicable practices.
- Employees are reminded that any inappropriate statements, actions, or other behavior outside of work is actionable by ACA/NY, if it impacts the workplace in any form. As there will be Members, Families, other employees, and/or other constituents of ACA/NY in attendance, any statements, or actions outside of accepted boundaries are likely to be viewed as impacting the workplace.
- The above applies to employees and their guests alike. If a guest of an employee displays behavior inconsistent with ACA/NY's standards of conduct, it is the employee responsibility to rectify the matter, including, if necessary, the removal of the individual for all or part of the event.

### **Alcohol**

- The consumption of alcohol, even within a permitted quantity, does not in any way reduce the employee's accountability for maintaining ACA/NY's Standards and Expectations of conduct at a Non-Work Event.
- Per ACA/NY Policy, aside from the prohibitions against performing work discussed below, all employees, regardless of whether exempt or nonexempt, are expressly prohibited from performing any work of any kind after consuming alcohol.
- No one under age 21, including an employee's guest, is permitted to consume any alcohol.

### **Prohibition Against Performing any Work**

#### **Non-Exempt Employees**

- Non-Exempt employees are not permitted to perform any work of any kind during the event; exempt employees are discouraged from doing so.
- Non-Exempt employees are not to reflect any time spent at Non-Work Events on their timesheets except to reflect any work performed, even if the work was not authorized.

- Any nonexempt employee assigned to a non-work event for the purpose of working is **not** to complete this form. They are instead to perform their assigned duties and reflect accordingly on their timecards, as normal.
- As no work is to be performed during this time, ACA/NY will not accept any documentation for any billable, non-billable, or other services performed by any Non-Exempt employee, who did so while attending the event.

Exempt Employees

- Exempt employees are discouraged from performing any work at any time during a Non-Work Event, unless specifically assigned to work for that purpose.
- All employees, including Exempt employees, are prohibited from performing any work after consuming alcohol, separately from any other policy discussed in this form.

**Consequences of not Adhering to ACA/NY’s Standards and Expectations**

Failure to abide by the above may result in the employee and/or their guest being asked to leave the event at any time. Any employee who is asked to leave a Non-Work event will be ineligible to win or receive any subsequent Non-Work event invitations, for one (1) full calendar year. ACA/NY at its discretion may also enact similar penalties even if the employee is not asked to leave, at its discretion.

Additionally, any inappropriate statements or actions that contradict ACA/NY’s Standards and Expectations and which ACA/NY determines have impacted the workplace, including, and not limited to our Code of Conduct, Harassment Prevention, or other policies, or which otherwise cause liability or embarrassment to ACA/NY, may result in disciplinary action, up to and including termination.

Please sign below to acknowledge receipt, and agreement to adhere to, ACA/NY’s Standards and Expectations, at the event noted below.

Event Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature