

## RULES OF CONDUCT & COMMITMENT

### 1. ATTENDANCE

Attendance at the Opening Retreat is mandatory. Attendance at all Program Days is expected. Those who miss more than two (2) program days will be dropped without a refund of tuition and sponsors will be notified. Typical program days run from 7 a.m.-5 p.m. Missing any portion of a program day is considered a full day absence. All absences require notification prior to the program date.

The Leadership Retreat to Tallahassee is mandatory; however, under extenuating circumstances consideration would be given but would have to be approved by the Senior Director, Leadership Programs as well as the President and CEO of the Tampa Bay Chamber. Any request to miss the Tallahassee Retreat would have to include detailed information as to why the class member could not participate in the retreat, the ramifications if they were to attend, and a letter from the highest-ranking executive within their organization confirming that there are no other options available.

Punctuality is critical and expected as you will be required to utilize the transportation provided for each program day. The class will operate according to each day's agenda. Late arrival or early departures are not accepted but if there are extenuating circumstances, you must get approval from the Senior Director, Leadership Programs.

### 2. TAMPA BAY CHAMBER MEMBERSHIP

Your company must be a member of the Tampa Bay Chamber. As well as remain employed by a Chamber member organization during the program year.

### 3. DRUG-FREE ENVIRONMENT

As a program of the Tampa Bay Chamber, Leadership Tampa adheres to a drug and alcohol-free policy during working program hours. It is Leadership Tampa's obligation to provide a drug-free, safe and secure work environment for program participants. Working program hours are noted on each program day agenda.

### 4. CELL PHONE USAGE

**Please turn cell phones and other electronic devices OFF or on silent during working program hours.** Electronic devices may, be used during scheduled breaks which are noted on the agenda for each program day. Facebook, Twitter and other social media rules will be communicated during the Opening Retreat.

### 5. RESPECT FOR GUESTS

Each program day will include guest speakers. Please demonstrate respect for these guests and your fellow classmates by being attentive, courteous and engaged.

### 6. PROGRAM DAY PLANNING

As Leadership Tampa explores a wide selection of industries throughout the program year, some class members may have direct relation to the content of a program day. To fully experience the program, class members should not assist in the planning or execution of program days.

### 7. CONFIDENTIALITY

The class may discuss topics of a sensitive nature throughout the program year. Please respect your classmates and others by maintaining confidentiality within the class. ***This is a long-standing rule in Leadership Tampa – "What happens in Leadership Tampa stays in Leadership Tampa."***



### **8. DECLARED ELECTED POLICY**

Members of Leadership Tampa may participate in the political process by supporting candidates and by running for office. If a member of the class does become a candidate for office while in the program, they are not permitted to campaign while participating in Leadership Tampa events. This includes soliciting other class members for money or support during the 9-month Leadership Tampa program and announcing yourself as a candidate when introducing yourself or speaking to guests at Leadership Tampa events. All members of Leadership Tampa must introduce themselves by the company or business they are representing while participating in the program.

### **9. NO SOLICITATION AND NO DISTRIBUTION POLICY**

Members of Leadership Tampa must abide by a No Solicitation and a No Distribution policy, which prohibit class members from soliciting or distributing fundraising appeals or materials during Leadership Tampa activities. In addition, class members may not solicit or distribute any literature or other material, to raise funds for charitable and other causes, or to promote or advertise a cause to any class member during the 9-month program. To prevent disruption and assure a productive work and academic environment, it is Leadership Tampa’s policy to prohibit unauthorized solicitation of individuals and/or distribution of materials.

### **10. CONCEALED WEAPONS POLICY**

Class members may not possess or use any weapon during any Leadership Tampa program day or any Leadership Tampa activity. Weapons include, but are not limited to, guns, knives or swords with blades over four inches in length, explosives, and any chemical whose purpose is to cause harm to another person. Regardless of whether a class member possesses a concealed weapons permit (CCW) or is allowed by law to possess a weapon, weapons are prohibited during all program days. They are also banned in any location in which the class member represents Leadership Tampa for business purposes. Possession of a weapon can be authorized by the Chamber’s president to allow security personnel or a trained employee to have a weapon when this possession is determined necessary to secure the safety and security of the class members. Only the president, or his designee, may authorize the carrying of or use of a weapon. Class members who violate this policy will be subject to disciplinary actions, up to and including dismissal from the class.

### **11. HEALTH & SAFETY**

The Tampa Bay Chamber and Leadership Tampa will be complying with all CDC, federal, state, and local health guidelines regarding additional protective measures as directed at the time the program takes place. Details will be communicated to all participants prior to the start of the program year. We remain committed to providing a quality learning experience along with the understanding that we may need to flex between in-person, remote, or hybrid delivery models.

**I understand the commitment to the Leadership Tampa program and agree to abide by the rules of conduct & commitment above, as well as all other program requirements. I also understand that violating these policies can result in my removal from the class. I further understand Leadership Tampa extends beyond the nine-month program to a lifetime of opportunity for involvement, including joining Leadership Tampa Alumni and supporting their work. I agree to be bound by these commitments by signing this application. If selected, I will devote the required time and pay my tuition on or before December 2, 2020.**

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Candidate’s signature

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

\_\_\_\_\_  
CEO/local most senior executive’s signature

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