Standards of Conduct

It is the policy of The Dallas Opera to conduct business according to the highest ethical standards. It is our expectation that employees will conduct themselves in a manner that reflects positively on the Company, a responsible and accountable non-profit organization. The Dallas Opera expects its employees to use good judgment, to apply the highest ethical standards, and to refrain from any form of illegal, dishonest, or unethical behavior.

Because The Dallas Opera strives to develop and maintain a positive work environment that fosters cooperation, mutual respect, and understanding, we have, among other things, instituted an Employee Dignity and Respect Policy.

All Company employees share responsibility for observing certain standards of conduct. These standards emphasize professional integrity in all activities. Employees are expected to maintain proper conduct on the job, including, but not limited to, professional behavior and cooperation with supervisors and associates to further the Company’s mission.

THE DALLAS OPERA RESERVES THE RIGHT TO DISCIPLINE ITS EMPLOYEES IN ITS DISCRETION, UP TO AND INCLUDING TERMINATION OF EMPLOYMENT, FOR VIOLATION OF ANY FEDERAL, STATE, OR LOCAL LAW, OR ANY CONDUCT THAT THE COMPANY DEEMS INAPPROPRIATE OR WORTHY OF DISCIPLINARY ACTION.

Examples of conduct that is unacceptable and may require disciplinary action up to and including immediate termination include, but are not limited to:

- Substandard job performance
- Failure to carry out job responsibilities
- Theft
- Violence
- Insubordination
- Being absent from work without prior notification to supervisor
- Falsifying or altering records or time sheets
- Knowingly creating an unsafe work situation for self or co-worker; disregarding established safety procedures
- Excessive tardiness or absenteeism
- Refusing to perform a work-related duty or to comply with a Dallas Opera policy when directly instructed to do so by a supervisor or member of management
- Unauthorized overtime
- Rudeness, discourtesy or discrimination toward a fellow employee, supervisor, volunteer, supporter, or member of the general public
- Violating the Opera’s equal opportunity or harassment policies
- Being under the influence of alcohol or illegal drugs
- Dishonesty
• Misrepresentation of any information provided during the application process
• Failure to cooperate with an investigation of harassment
• Making false or misleading accusations or statements in the course of an investigation of harassment or related matter
• Disobeying federal, state or local laws or building rules
• Gambling or fighting on Opera property
• Using Opera equipment or supplies without proper authorization or for personal reasons
• Making unauthorized commitments or expenditures on behalf of the Opera.

This list is not all-inclusive and these examples are illustrative only; other types of conduct injurious or contrary to security, personal safety, employee welfare, or The Dallas Opera’s operations, goals, and policies are also prohibited.

No Harassment

The Dallas Opera prohibits any form of harassment, discrimination, or disrespectful conduct based on a person’s gender, religion, race, national origin, color, age, sexual orientation, marital status, disability, veteran status, or any other basis protected by state law, federal law or local ordinance. It is the Company’s intention to foster and maintain work environments that promote teamwork, and to create an atmosphere in which employees and contractors are able to perform their work with respect and dignity. Conduct that violates the Company’s prohibition against harassment may result in disciplinary action up to and including termination of the employee who harasses others. With respect to non-employees, offending visitors and suppliers will be asked to leave and not return.

The Company’s policies and procedures pertaining to Employee Dignity and Respect and Sexual Harassment are found in Attachments A and B of this Handbook, respectively. Employees who experience or observe conduct which they believe to be in violation of these policies should immediately inform their supervisor and the Human Resources department of their concern. Supervisors and managers should immediately refer all harassment complaints to Human Resources.

Workplace Violence

It is the policy of The Dallas Opera to expressly prohibit any acts or threats of violence by any employee. The Company will not condone any such acts or threats against employees, volunteers, or visitors on or off premises at any time while they are engaged in business with or on behalf of the Company.

In keeping with the spirit and intent of this policy, and to ensure that objectives in this regard are attained, the Company will:
• Provide a safe work environment in accordance with Company policies.
• Take prompt remedial action, up to and including termination, against any employee who engages in any threatening behavior or acts of violence or who uses obscene, abusive, or threatening language or gestures.
• Take appropriate action with respect to customers, former employees, or visitors to Company facilities who engage in such behavior. Such action may include notifying the police or other law-enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
• Prohibit employees, former employees, volunteers, and visitors from bringing unauthorized firearms, explosives, or other weapons onto Company premises, except that CCL holders and
those who legally possess firearms may have such firearms and ammunition inside their own locked vehicles.

- Establish viable security measures to ensure that Company facilities are safe and secure to the maximum extent possible and to properly handle access to the organization’s facilities by the public, off-duty employees, and former employees.

Employees have a duty to warn their supervisors, or a member of management, of any suspicious or problematic workplace activity, situations or incidents that they observe or of which they are aware that involve other employees, former employees, contractors, vendors, volunteers, or visitors. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. The Company will not condone any form of retaliation against any employee for making a report under this policy.

If the threat is immediate and life-endangering, the employee should call or have someone nearby call 911 immediately. If a member of the public or an employee threatens violence via the telephone, e-mail, or other method of communication, or makes statements to indicate that he or she intends to commit a violent act at some future time, the employee must report these incidents immediately to any member of management or to any supervisor.

Supervisors and managers will investigate any reported incidents, threats or acts of violence by the public or employees, and will take appropriate action, which includes contacting the police and the Human Resources department. Supervisors and managers who are notified of threats or acts of violence must submit a written report of the circumstances of the violent threats or actions to the Human Resources department as soon as possible.

**Drug Free Workplace**

The Dallas Opera is committed to maintaining a drug-free workplace. Any employee who reports to work while under the influence of drugs or alcohol runs the risk of endangering his or her safety, the safety of others, damage to or destruction of personal or Company property, and a loss of productivity and workplace morale.

In accordance with the federal Drug-Free Workplace Act of 1988, it is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance in the workplace. Any employee violating this prohibition shall be subject to discipline up to and including termination and/or will be required to complete a drug-abuse education, treatment, or rehabilitation program.

Conviction for the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance off Company premises may also result in discipline or discharge. An employee who is convicted of violating a criminal drug statute (including pleas of guilty or *nolo contendere*) must inform his or her supervisor and the Human Resources department within five (5) days of the conviction.

The use, possession, sale, transfer, purchase or being under the influence of illegal drugs and certain controlled substances by employees at any time on company premises or while on company business is prohibited. The illegal use of any drug or certain controlled substances is prohibited. Employees must not report for duty or be on company property while under the influence of, or have in their possession any illegal drug or certain controlled substances.

**Definition of “Drug”:**

For the purpose of this policy, the term “drug” includes alcoholic beverages as well as inhalants, illegal drugs and certain controlled substances.
Prescribed drugs and over-the-counter drugs which have been legally obtained and are being used for the purpose for which they were prescribed or manufactured are considered legal drugs. Legal drugs are excluded from the definition of “controlled substances” or “illegal drugs” under the terms of this policy.

**Consequences of Violation:**
Violation of this drug abuse policy will result in one of the following forms of corrective action: immediate discharge, suspension, probation, oral or written warning. In arriving at a decision for proper action, the seriousness of the infraction, the past record of the employee, and the circumstances surrounding the matter will be taken into consideration.

**Education and Training Programs:**
We do not offer, nor require participation in, drug and alcohol abuse education and training programs. However, various public and private facilities in our area offer such programs and affected employees are encouraged to seek assistance.

**Drug Testing:**
The Dallas Opera reserves the right to drug test employees when there has been reasonable suspicion to warrant such testing. If you test positive, you will be subject to the disciplinary actions outlined in this policy, up to and including termination of employment, at The Dallas Opera’s sole discretion. Test results will remain confidential and be available only to appropriate management and its designee(s). If you are terminated for reasons related to drug and alcohol testing, you may receive a copy of your test results upon request.

**Policy on Employer-Sponsored Events and Fundraising Activities:**
From time to time, The Dallas Opera may sponsor social or business-related events at which alcohol is served. This policy does not prohibit the use or consumption of alcohol at such events, nor does it prohibit the consumption of alcohol by a TDO employee while hosting or socializing with a TDO attendee, patron or donor, or a potential attendee, patron or donor, in furtherance of The Dallas Opera’s business or fundraising goals. However, if employees choose to consume alcohol at such events or in such circumstances, they must be do responsibly and maintain their obligation to conduct themselves properly and professionally at all times.

Employees who choose to drink at the above functions owe a duty to themselves, their fellow employees, current and potential attendees, patrons and donors of The Dallas Opera, and the public at large to make safe and responsible decisions regarding alcohol consumption and the subsequent use of a motor vehicle. Should any employee be demonstrably intoxicated or feel at all impaired after consuming alcohol at a TDO event or work-related function, he or she is prohibited from operating a motor vehicle until such intoxication or impairment has passed or seek alternative transportation. Any employee who violates this mandate may be subject to the disciplinary actions outlined above, whether or not the violation results in a criminal charge or conviction. Employees will never be subject to any disciplinary action or negative treatment whatsoever by The Dallas Opera for deciding not to drive or be a passenger because of a safety concern.

**Reporting of Driving Offenses.**
To further the goals of this policy and ensure the safety of The Dallas Opera’s employees and the individuals with whom they interact, all employees must report to their supervisor and the Human Resources department any conviction (including pleas of guilty or nolo contendere) for Driving Under the Influence (DUI), Driving While Intoxicated (DWI), or a related offence received during the course of their employment with The Dallas Opera. Failure to report such an offense may lead to disciplinary action, up to and including immediate termination.

After an offense is reported, The Dallas Opera will work with the employee, considering his or her circumstances or opinion, to determine the proper course of action. In addition to any and all of the
consequences listed above, the employee may be asked to sign an agreement stating that he or she agrees to abstain from consuming alcohol at TDO events or being under the influence while in the company of current or potential TDO attendees, patrons or donors. Should it be determined that such action is unnecessary or inappropriate, the employee may be asked to sign an alternative agreement committing to refrain from operating a motor vehicle following TDO events at which alcohol is served or after consuming alcohol in the presence of current or potential TDO attendees, patrons, or donors. A second violation of the TDO’s policy on drinking and driving or a violation of any subsequent agreement to which the employee is bound may result in immediate termination.

Safety

Each employee will maintain a safe and healthy work environment consistent with current environmental and occupational safety standards. Employees are expected to exercise caution in all work activities. Employees who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including discharge from employment.

Practically all accidents can be prevented by taking common sense precautions. It is our belief that accidents that injure people, damage equipment and destroy property cause needless personal suffering, inconvenience and expense.

In the case of accidents that result in injury, regardless of how significant the injury may appear, employees should report incidents immediately to the Human Resources department.