

# SREB EVENTS POLICY



Reviewed and updated:

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Approved by BOD:

Date: November 9<sup>th</sup>, 2023



## SREB EVENTS POLICY

Sudbury Real Estate Board

### Purpose:

SREB is committed to hosting social and training events that enrich your membership experience. We encourage members to take full advantage of networking opportunities, gain professional development, and enjoy social events hosted by SREB. Member participation creates more vibrant and inclusive events. The SREB has created this policy for members who register for, and attend, events hosted by the SREB. The purpose is to establish clear expectations, promote consistency and fairness, and manage risks. This policy outlines the standards of professionalism, respect and ethics which the SREB maintains and expects from its members. This Policy sets forth the expectations for attendees regarding their responsibilities and conduct surrounding SREB events.

### Event terms and conditions:

#### **Registration:**

Some events require deposits and applicable fees upon registration. Registration for events ends 72-hours in advance of the event unless otherwise specified.

#### **Deposits and event Fees:**

Deposits for events are non-refundable. For applicable events, such as Golf, deposit fees for registration are transferable.

#### **Attendee Cancellation**

SREB requires a 24-hour notice for any attendance cancellations. Providing advanced notice allows SREB and event organizers to ensure a smooth and well-organized event for all participants while adhering to the allocated budget of the event.

In the event a cancellation is **without one (1) business day, the SREB will apply a \$25.00 charge or the ticket price, whichever is higher**, to cover incurred costs.

### Conduct:

#### **Professionalism and inclusiveness:**

SREB and its Members are responsible for setting the tone for professionalism. Maintain professional boundaries and adhere to ethical standards. Communicate professionally, encourage constructive dialog, and engage in active listening. Treat all participants, attendees and staff with respect and courtesy. Maintain mindfulness of personal behavior and avoid offensive, discriminatory and (or) harassing language and behaviors. Avoid derogatory comments or jokes that may marginalize or offend others. Maintain an inclusive environment to ensure attendees feel welcome and valued. Abide by applicable laws and regulations. Comply with the event organizers or host's policies and guidelines.

#### **Consumption of controlled substances:**

SREB occasionally hosts events located at venues that serve controlled substances such as alcohol. Please be advised that proper conduct is expected to be maintained. We encourage our members to Consume controlled substances responsibly. We encourage Members to make alternate transportation arrangements when they choose to consume controlled substances. At events where alcohol is served, SREB will provide taxi vouchers.