National Sales Meeting Code of Conduct

Why This Matters

The annual National Sales Meeting brings the broader HR HealthCare commercial team together in one place, once a year. The goal is simple: connect with colleagues across teams, learn what is new, and leave fired up about where we are headed as a company. Getting the most out of that requires a shared, professional standard — one that lets everyone relax, have a good time, and represent HR HealthCare well while doing it.

General Conduct

- Act professionally at all times — during sessions, meals, and evening events. You are representing HR HealthCare, including when you are off the clock.
- Engage fully. Be present and attentive in general sessions, breakouts, and team meetings — phones away, questions welcomed.
- Show up for your teammates in the evenings too. Networking and relationship-building are part of the agenda, not a break from it.
- Treat hotel staff, venue staff, and fellow attendees with respect and courtesy.
- Use good judgment. If you wouldn't do it in front of your family or a customer, don't do it at National Sales Meeting.

Meals — Covered by the Company

All meals below are provided as part of the meeting. Do not use your corporate card to purchase meals during these windows — this is a zero-tolerance policy. This includes breakfast and specialty coffees at the hotel.

Day	Breakfast	Lunch	Dinner
Tuesday	—	—	Covered
Wednesday	Covered	Covered	Covered
Thursday	Covered	Covered	Covered
Friday	Covered	—	—

Beverages & Snacks

Outside of covered meals, limited corporate card spend or room charge is permitted for non-alcoholic beverages (coffee, soda, water, etc.) and snacks. Keep these purchases modest — this allowance is not a substitute for covered meals.

Alcohol

Only employees at the Director level and above may open a bar tab or expense alcoholic beverages on their corporate card or through room charge. All other employees should not charge alcohol to the company. Regardless of level, drink responsibly and know your limit — you are expected to be sharp and professional for all sessions.

Expense Monitoring & Accountability

All corporate card and room charge activity during National Sales Meeting will be closely reviewed against this policy. Any expenses that do not comply — including meal purchases outside the covered windows, excessive beverage/snack spend, or unauthorized alcohol charges — will be the responsibility of the employee.

Attendees

This meeting is for HR HealthCare employees only. Spouses, partners, and other guests are not permitted at the event or any associated sessions and activities.

We are excited to bring the team together to connect, learn, celebrate and get fired up to Activate for Impact. Follow this **Code of Conduct**, look out for one another, and let's make it a few days worth remembering — for the right reasons.