



## **ASUG Health and Safety Code of Conduct**

**Current as of July 15, 2022**The health, safety, and well-being of our attendees, sponsors, speakers, and staff attending ASUG Best Practices: SAP for Oil, Gas, and Energy (“Conference”) is our top priority. We are working diligently with our host venue, the Hyatt Regency Houston (“Venue”); our partners; and our vendors to create a safe and healthy environment for all our attendees, exhibitors, and team members.

Given that the responsibility of a safe in-person event is equally shared among event organizers, event vendors, event sponsors, and event attendees, ASUG has developed this code of conduct (“Code of Conduct”) that all Conference participants need to abide by before, during and after the Conference.

As national and regional COVID-19 regulations and recommendations continue to evolve with the changing international environment, so do the rules and regulations relating to participation in our events. Therefore, please always check these regularly updated resources below for the very latest information.

- [Centers for Disease Control \(CDC\)](#)
- [World Health Organization \(WHO\)](#)
- [Texas Department of State Health Services](#)
- [Houston Health Department](#)
- [World of Hyatt Global Care and Cleanliness Commitment](#)

**Currently, ASUG requests that all Conference attendees take a COVID-19 test within 72 hours prior to arriving at the Venue. Any attendee whose test results are positive, have been recently exposed to COVID-19, or is experiencing any illness symptoms within 72 hours prior to, or during the Conference, are asked to refrain from attending the Conference.**

Based on updated guidelines from the city of Houston, Texas, where the Venue is located, face masks will not be required to be worn indoors. However, attendees are encouraged to wear a mask while attending this Conference to protect yourself and others.

During the Conference, additional safety measures that will take place are:

- Disposable masks, alcohol wipes, and hand sanitizer will be available at registration.
- Food and beverages will be provided in individual packaging when possible (e.g., wrapped snacks and beverage stations with attendants).

Given the fluid nature of the situation, ASUG reserves the right to modify this Code of Conduct as it deems appropriate and will notify Conference participants of any such modifications.

### **EXPECTED BEHAVIOR**

#### **Before Leaving Home**

- Follow relevant guidance provided by the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), and your local health authority.



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- Adhere to government-issued travel restrictions and guidance issued by the region you will be traveling to and the region you are traveling from.
- Evaluate your own health and that of people you are in close contact with; contact the meeting/event organizers if you have concerns.
- Stay home if you feel sick.

### **On Site During the Conference**

- Following current guidelines issued by the [CDC](#) and [WHO](#), everyone is encouraged to wear a mask while attending this Conference to protect yourself and others.
- Also, follow local health authority guidelines for everyday actions to help prevent the spread of respiratory viruses, including:
  - Washing hands often with soap and water, for at least 20 seconds, or using an alcohol-based sanitizer with at least 60% alcohol
  - Avoiding touching eyes, nose, and mouth with unwashed hands
  - Covering your nose and mouth when coughing or sneezing; throwing used tissues in the trash
- Stay in your room and contact ASUG for further instructions if you wake up feeling unwell during the Conference. Contact ASUG at [events@asug.com](mailto:events@asug.com) for further instructions.

### **CONSEQUENCES OF UNACCEPTABLE BEHAVIOR**

If a participant fails to follow any of the requirements set forth in this Code of Conduct, ASUG may take any action deemed appropriate depending on the circumstances including, but not limited to, the issuance of a warning to the offending individual, the immediate expulsion of the offending individual from the Conference with no refund, and the disqualification of the offending individual from participating in any future ASUG events.

### **WITNESSING UNACCEPTABLE BEHAVIOR**

If at any point you feel unsafe because another Conference participant is not following the Code of Conduct, please contact an ASUG staff member located at the registration desk on site.

### **CONTACT INFORMATION**

To communicate with ASUG before, during, or after the Conference, please contact [events@asug.com](mailto:events@asug.com).

Please note that in-person attendance at this Conference is voluntary and ASUG does not assume any responsibility with respect to COVID-19 or any other communicable disease.