



## CODE OF CONDUCT

### 1. Non-Discrimination & Respectful Treatment

#### **Position Statement:**

We are committed to creating an inclusive, respectful, and discrimination-free environment for employees, guests, and partners. Every individual must be treated with dignity, regardless of race, gender, age, religion, sexual orientation, disability, veteran status or any other protected status.

#### **Guidelines:**

- Use respectful communication in all interactions, avoiding language or behavior that may offend or alienate others.
  - Zero tolerance for discrimination, bullying, harassment, or inappropriate behavior, both in person and online.
  - Report any observed or experienced misconduct through established reporting channels.
- 

### 2. Preventing and Addressing Retaliation

#### **Position Statement:**

We prohibit retaliation against anyone who raises a concern, makes a complaint, or participates in an investigation in good faith.

#### **Guidelines:**

- Encourage open reporting of issues without fear of reprisal.
  - Investigate all reports of misconduct promptly and impartially.
  - Disciplinary actions, including termination, will apply to those found guilty of retaliation or misconduct.
-

### **3. Commitment to Environmental Stewardship and Community Engagement**

**Position Statement:**

We believe in environmental responsibility and strive to minimize our ecological footprint while supporting the local community.

**Guidelines:**

- Follow sustainable practices in daily operations, including water conservation and waste reduction.
  - Engage in community initiatives and foster partnerships that benefit local ecosystems and residents.
  - Encourage employees and guests to participate in sustainability efforts.
- 

### **4. Avoiding Conflicts of Interest**

**Position Statement:**

We conduct our operations with integrity, ensuring that personal interests do not interfere with Wekiva Island's goals and mission.

**Guidelines:**

- Employees must disclose any relationships or activities that may create a potential or perceived conflict of interest.
  - Avoid personal gain from partnerships, business transactions, or vendor relations.
  - Refrain from using your role to influence decisions that could benefit you, a family member, or a friend at the expense of the Island's interests.
- 

### **3. Maintaining Accurate Records and Sound Internal Controls**

**Position Statement:**

We are committed to transparency and accuracy in maintaining financial and operational records, ensuring compliance with all laws and regulations.

**Guidelines:**

- All transactions must be recorded fully, accurately, and promptly.

- Records should reflect the true nature of activities without omission or misrepresentation.
  - Maintain confidentiality regarding financial data, employee information, and proprietary business operations.
- 

## **6. Compliance with Laws, Regulations, and Policies**

### **Position Statement:**

Wekiva Island is committed to complying with all applicable federal, state, and local laws and regulations.

### **Guidelines:**

- Stay informed of and adhere to legal obligations in areas such as environmental protection, labor rights, health, and safety.
  - Attend mandatory training sessions to remain compliant with changing laws.
  - Report any suspected legal or policy violations promptly.
- 

## **7. Use of Social Media and Technology**

### **Position Statement:**

We maintain professionalism in all communications, including online platforms, to reflect Wekiva Island's values.

### **Guidelines:**

- Avoid posting content that could harm the Island's reputation or violate policies.
  - Use company technology and resources responsibly, ensuring they are not misused.
  - Maintain privacy and protect the confidentiality of company and guest information shared online.
- 

## **8. Reporting Violations and Seeking Guidance**

### **Position Statement:**

We encourage everyone to report any violations of the Code of Conduct or seek advice when faced with ethical dilemmas.

**Guidelines:**

- Report concerns through designated channels, such as the HR department or anonymous reporting systems.
  - Managers must foster a culture of transparency and act promptly on reported concerns.
  - Everyone is responsible for upholding the Code and contributing to a safe and ethical environment.
  - Wekiva Island **strictly prohibits retaliation** against anyone reporting a safety concern or participating in an investigation in good faith. Any incidents of retaliation will be addressed with appropriate disciplinary action.
- 

**9. Anti-Bribery, Anti-Corruption and Avoidance of Facilitation Payments****Position Statement:**

We do not engage in bribery, corruption, or facilitate any “kickbacks”.

**Guidelines:**

- If you witness any bribery, corruption, or wrongdoing, contact the HR Department or through the anonymous reporting systems.

By adhering to these principles, Wekiva Island ensures that it remains a place where employees, guests, and the community thrive together with mutual respect and shared responsibility.