



Code of Conduct

Confidentiality

West Coast **VIP** is committed to maintaining the highest degree of integrity with all prospective, current, and past guests. We extend the same standards to our affiliates, as well.

West Coast **VIP** strives to maintain best practices in the protection of all personal information received throughout the course of providing its guests and affiliates with the best experience possible. Any information obtained will not be shared or passed on to additional or unauthorized parties.

Company documents, policies, intellectual property, or information shared or provided to West Coast **VIP** sales affiliates are the property of West Coast **VIP** and shall not be shared with any other individual or entity.

Accounting and Financial Accountability

Ensuring accurate and complete business and financial records is a shared responsibility and not exclusively the role for West Coast **VIP** accounting and finance personnel. Accurate record-keeping and reporting reflect on our collective reputation and credibility and ensures that we meet legal and regulatory obligations. Always record and classify transactions in the proper accounting period and in the appropriate account and department.

Ethics

Conducting ourselves in an ethical manner with the public, our prospective and current guests, and colleagues is and will continue to distinguish West Coast **VIP** as a trusted entity and resource. Be honest and accountable for your actions and act with integrity, competence, and respect. We conduct our services honestly and honorably and expect the same from our affiliates.

Professional Conduct

West Coast **VIP** team members and affiliates conduct all activities professionally and with integrity. We take great care to be completely objective with our judgements and recommendations. It is imperative our services are never influenced by anything other than the best and proper interests of our clients. As an affiliate of West Coast **VIP**, your actions, appearance, and demeanor are a direct reflection of our organization's valuable brand and image. We hold our affiliates accountable to the same standards we hold ourselves.

We understand that a predominance of our time interacting with clients in social settings involves high exposure to alcohol. Though we do not prevent you from the consumption of alcohol, we expect you to always conduct yourself in a professional manner. Failure to do so, or any negative reflection upon West Coast **VIP**, any subsidiaries, partners, owners, or affiliates, may be subject to immediate termination of any and all agreements as well as forfeiture of any and all pending commissions, awards, or financial compensation.

There are many other illegal activities that surround the nightlife and gaming industries. West Coast **VIP** has a zero-tolerance policy towards any involvement or knowledge of activities deemed to be criminal by the governing bodies of the United States, the State of Nevada, or any other jurisdiction where our business is performed. Any involvement in any such activity or any negative reflection upon West Coast **VIP** or any subsidiaries, partners, owners, or affiliates will be subject to immediate termination of any and all agreements as well as forfeiture of any and all pending commissions, awards, or financial compensation.

There is potential of the presence, use, and distribution of controlled substances in our industry. Any involvement or association with, use of, or distribution of any controlled substance will result in immediate termination of any and all agreements as well as

forfeiture of any and all pending commissions, awards, or financial compensation. We will also request and assist any law enforcement agency with prosecution to the fullest extent of the law.

As an affiliate or partner of West Coast **VIP**, affiliates do not have the power of agency or to act as an agent of our companies. Any and all communication between hotels, nightclubs, dayclubs, or any venue we engage in business with shall only be communicated to via West Coast **VIP** agents. In turn, they will communicate with the venues on your behalf, or on behalf of your clients. Direct communication resulting in any negative feedback or penalty against West Coast **VIP** will result in immediate termination of any and all agreements as well as forfeiture of any and all pending commissions, awards, or financial compensation.

This West Coast **VIP** Code of Conduct is not exclusive to our affiliates, partners, and team members. We hold our clients to the highest of standards, due to their actions being a direct reflection on our company. As an affiliate of West Coast **VIP**, you are responsible for the actions of your clients.

Equality and Discrimination

The **West Coast VIP** team always strives to be fair and objective with its advice and actions and are never influenced in our decisions, actions, or recommendations by issues of gender, race, creed, color, age, or personal disability.

Thank You for Your Commitment

West Coast **VIP**'s roots extend from industry veterans who have served the worlds of entertainment, nightlife, gaming, travel, and hospitality for generations. With its base of operations in the entertainment capital of the world, West Coast **VIP** was established in 2007 to meet the progressive demands of guests of all walks of life.

With a primary focus on Las Vegas, West Coast **VIP** specializes in providing access to premiere experiences around the globe. We know the difference and impact of the "it" factor. It's central to how we enjoy our lives the same and generating this for our guests is our top priority.

Should you have any questions, please visit www.wc-vip.com for more information or contact a West Coast VIP team member. Thank you.