

Irving Convention Center Government Agency Encounters Guidelines

This notice is to ensure all employees understand the proper procedures in the event that a government agency visits the Irving Convention Center.

Please review the following guidelines:

➤ **Stay Calm and Professional**

If approached by a government agent, remain calm, respectful, and courteous. Do not obstruct or interfere in any way.

➤ **Company Policy Requires Agents to Contact Leadership**

All government agents must be directed to **Kayla Perez, Cori Black, or Maddie Thornton**. Employees are not authorized to answer questions on behalf of ASM Global or any third-party vendor.

➤ **Employees Have the Right to Decide Whether to Speak**

Employees may choose whether or not to speak with agents as long as they do not answer any questions regarding ASM Global, the third-party vendors, or any employee. If they choose to engage, conversations should be respectful and limited to "yes" or "no" responses. For example, employees may answer "Do you work here?" or "Where are the offices?" but not "Does Jane Doe work here?" or "Can you show me to Jane Doe's office?"

➤ **Do Not Share Information or Grant Access**

Employees should not share personal, coworker, or contractor information, nor escort agents anywhere in the building. Only authorized leadership may grant access when a valid judicial warrant is presented.

➤ **Do Not Aid or Obstruct**

Do not provide false information, destroy documents, deny that specific staff are on-site, or assist anyone in hiding or leaving the building. Do not interfere with the warrant process in any way.

➤ **Do Not Run or Leave Abruptly**

Running may be misinterpreted and could escalate the situation.

➤ **Document the Interaction**

If you witness an interaction with a government agency, take note of all relevant details (number of agents, what was asked, any documents shown) and report them to leadership to be documented.