

VENDOR CODE OF CONDUCT

Identification

1. Vendors will **only** sell *The Curbside Chronicle Magazine* while wearing their Curbside Chronicle ID. Badges cannot be loaned or given to other Vendors.
2. The Curbside Chronicle badge is the property of The Curbside Chronicle organization. Upon demand, a Vendor will surrender their Curbside Chronicle badge and all *Curbside Chronicle Magazines* in their possession to Curbside Chronicle staff.
3. The Vendor is responsible for the safe keeping of his/her badge. Vendors will be charged a \$1 fee for replacement badges.
4. Vendors will always have the proper ID badge clearly visible while selling *The Curbside Chronicle Magazine*. This badge tells the public and the police that you are a registered vendor and have a right to be vending.

Magazine Purchases

1. Vendors may only purchase magazines from The Curbside Chronicle.
2. Vendors will receive 15 free copies of the magazine when they begin vending. **Vendors will buy all magazines for \$0.75 after their first 15 free copies.**
3. Magazine purchases are on a first come first-serve basis. The magazine distribution schedule is up to The Curbside Chronicle staff and will be clearly communicated to all Vendors at the weekly Vendor Meeting. Magazine Purchases will occur at the Homeless Alliance WestTown Day Center at scheduled times.
4. Vendors may not trade, barter or otherwise engage in the selling of the magazine to other Vendors. Any Vendor caught selling the magazine to other Vendors will be disciplined up to and including termination.
5. Selling magazines to a non-badged or suspended person will result in discipline up to and including termination.
6. Purchased magazines are the responsibility of the Vendor. The Curbside Chronicle is not liable for replacing magazines that are

- lost, stolen, damaged, out-of-date etc. The Curbside Chronicle takes no responsibility for negotiating disputes over magazines.
7. Vendors will attend the **MANDATORY** Vendor Meeting held weekly at the Homeless Alliance WestTown Day Center (1724 NW 4th St. Oklahoma City, OK). Vendor Meetings will occur every Wednesday from 1:00 PM – 2:00 PM. This meeting provides Vendors the opportunity to give staff feedback on magazine sales and the operation of the organization in general. The Curbside Chronicle can change meeting times as needed. **If for any reason a vendor has a scheduled conflict, he/she needs to notify the Vendor Coordinator at least one day in advance.**

Magazine Sales

1. Vendors will only sell *The Curbside Chronicle Magazine* for the **suggested donation** of \$2.00 and will immediately exchange the magazine for money.
2. Vendors cannot make this suggested donation mandatory for customers. Vendors will never refuse to give a magazine to a customer who does not pay the suggested donation of \$2.00.
3. Vendors can only tell customers about the suggested donation of \$2.00 if they are asked. Vendors cannot advertise the price as if it is mandatory.
4. A Vendor caught refusing to deliver the newspaper once requested will be disciplined up to and including termination, and may be charged with theft by deception.
5. Vendors will not use aggressive sales pitches, obstruct the public way or sell *The Curbside Chronicle Magazine* in off-limit areas, (i.e. private property).
6. Vendors will only sell the magazine on public property. Vendors may sell on private property with a written and signed letter of permission from the property owner. This letter is to be turned into The Curbside Chronicle staff before the Vendor begins selling on the intended private land.
7. Vendors will not sell magazines after 10pm. weekdays and after 11pm. on weekends. Vendors may sell past these times on special occasions that The Curbside Chronicle clarifies.
8. Vendors must be 15 feet from any ATM machine while selling.

9. Vendors must be 15 feet from any business entrance or exit while selling.
10. Vendors will never panhandle or refuse to give a magazine to a customer
11. Vendors will not sell anything other than *The Curbside Chronicle Magazine* while working, and Vendors will only sell current editions of the magazine. Vendors will immediately begin selling the most current issue once the new issue has been released.
12. Sales turf is regulated on a first come, first serve basis. Do not fight with Vendors or panhandlers over turf. Either agree to fairly organize your territories or find somewhere else to go.

Professional Behavior

1. The Curbside Chronicle staff holds all discretion when it comes to behavior issues and conflicts. They are in charge of determining the proper response and punishments for these circumstances.
2. Vendors will never threaten or become verbally abusive to The Curbside Chronicle workers, other vendors, or customers.
3. Vendors will be clean and sober while selling *The Curbside Chronicle Magazine*. Drug or alcohol use while selling is strictly prohibited. The Curbside Chronicle staff does not need proof of this usage but can use their personal discretion in these circumstances to dismiss Vendors.
4. Vendors will not smoke while selling the magazine.
5. Vendors will not be involved in any criminal activity while representing The Curbside Chronicle organization. A Vendor involved in criminal activity will be handed over to the police.
6. Vendors will never use offensive or foul language while selling the magazine. This includes swear words and language that is racist, sexist, or insulting in any way.
7. Vendors will respect the general public, including anyone who chooses not to buy the magazine.
8. Vendors will not be allowed to sell *The Curbside Chronicle Magazine* while under suspension.

As a Vendor for The Curbside Chronicle, I understand that I am considered self-employed. I am responsible for my own tax liability, hours of labor, and success in this operation. I understand that while selling, I represent The Curbside Chronicle organization. I will buy all magazines for \$0.75 after my first free fifteen copies, and I will treat myself with respect and responsibility while working. Violation of this Code of Conduct may result in suspension or termination, to be decided upon by The Curbside Chronicle Staff.

I UNDERSTAND AND AGREE TO ABIDE BY THESE CONDITIONS

Name (print): _____

Vendor #: _____ Date: _____

Signature: _____