

### Introduction

1. The Rolling Hills Golf Club (RHGC or Club) is maintained for the benefit, enjoyment, health and wellbeing of all members, guests and visitors. The Clubhouse, Course, Driving Range, Golf Shop, land and associated buildings (hereafter collectively called "the Course") are an extension of the Saudi Aramco workplace; therefore, the highest standards of behavior and respect for others is expected from all persons.
2. This Code of Conduct establishes the expectation of acceptable behavior, the procedure for complaints, investigation and penalties in regard to persons using the facilities, or attending an event, at the Course.
3. This Code of Conduct does not displace or supersede any Saudi Aramco Code and is an addition to the terms of employment, Human Resource Manual and/or other requirement established by Saudi Aramco, hereafter called "the company".

### Background

1. Under the Rules of Golf: Standards of Player Conduct (1.2a): All players are expected to play in the spirit of the game:
  - Acting with integrity, for example, by following the Rules, applying all penalties and being honest in all aspects of play;
  - Showing consideration to others, for example, by playing at a prompt pace, looking out for the safety of others, and not distracting the play of another player;
  - Taking good care of the course, for example, by repairing ball-marks on greens, filing in divots with sand, raking bunkers, and not causing unnecessary damage to the course e.g. taking a cart (powered or push) between a green side bunker and the putting green or driving a power cart onto a green/tee box.
2. There is no penalty under the Rules of Golf for breaching Rule 1.2a, however the RHGC Committee may disqualify and/or sanction a player for acting contrary to the spirit of the game or has committed serious misconduct. Penalties other than disqualification may only be imposed for player misconduct if those penalties are adopted as part of a Code of Conduct established by the Committee, as per 1.2b (Rules of Golf).
3. It is important to note, Article IX, 9.1 of the RHGC Constitution & By-Laws, the acceptance of Membership in the Club shall bind each Member, among other things, to uphold this Code of Conduct, other rules of the Club and in Recreation Manual chapter on "Company Grass Golf Course" and to accept and enforce all rules and decisions of the Board as may be issued.
4. Under Rule 1.2b (Rules of Golf), Rolling Hills Golf Club (RHGC), a member of Saudi Aramco Golf Association (SAGA), has established the following Code of Conduct.

### Code of Conduct

1. This Code of Conduct will apply to all members/golfers during Competitions, Tournaments, and General Play, or whenever the Course is being used. Members, players and visitors may be counselled, warned, penalized, disqualified, or sanctioned, as deemed fit, for breaching this Code of Conduct.
2. A high standard of behavior is expected at all times when members, their guests and/or visitors are at the Course.
3. Members, guests and visitors are bound by this Code of Conduct upon:
  - Payment of the RHGC membership and/or green fees;
  - Payment of an entrance fee for an event at the Course;
  - When using the Course facilities for any other reason.
4. All players have a positive obligation to monitor the behavior of their playing partners on the Course and to ensure the Code of Conduct is upheld. This means, all players must be proactive, and demonstrate ethical leadership by advising, educating, and guiding other players on course etiquette, and this code.
5. As stated above, each player within a group has a positive obligation to monitor all partners regarding compliance to the code of conduct in Tournament or General Play. If a player is deemed to have failed, in whole or in part, to rake a bunker, the entire playing group shall be held responsible; therefore, all players will face warning and/or sanction by the RHGC Disciplinary Committee and/or the RHGC Tournament Committee.
6. It is hoped all players will self-regulate the rules of golf and this code, without the need to refer matters to the RHGC Board and/or Recreation Services Division (RSD).

### On the Course

1. Unless otherwise stated, items in brackets below refer to the Recreation Manual, specifically Chapter 2 – Company Grass Course Section, 4.3 Regulations Governing Use of Company Golf Facilities and Chapter 4 Self-Directed Groups, dated 2020. Should the Recreation Manual be updated, the requirements in the approved Recreation Manual on-line will prevail.
2. Golf course and immediate surroundings are to be used solely for the purposes of playing golf. [4.3.29]
3. No animals and/or pets (dogs, etc.) are allowed on the golf course, including in golf carts. [4.3.30]

### All Golfers must

1. Be knowledgeable of generally accepted golf course etiquette, ground repair methods for the Course. Anyone unfamiliar with either subject should talk with the golf

## Rolling Hills Golf Club - Code of Conduct

- professional, course marshals or designated representatives of the board [4.3.13].
2. Observe the recognized rules (USGA/R&A), RHGC local rules, and etiquette of golf at all times. [4.3.14] including, but not limited to:
    - Repairing ball marks on greens, filling in divots on course, raking bunkers, not taking a cart (push or powered) between green side bunkers and the green, or powered carts onto a green/tee box.
    - Showing the necessary respect to fellow golfers at all times, for example: no shouting on the course, no misuse of equipment (i.e., throwing clubs in frustration etc.), no aggressive behavior.
  3. Must carry sand to repair divots, whether walking or riding. [4.3.34]
  4. Set cell phones and/or pagers on silent or vibrate mode. [4.3.15]
  5. Only audio equipment used with headphones are permitted at the driving range, or on the course. [4.3.16]
  6. Avoid slow play, apply “Ready Golf” principles, and allow other golfers to play through as appropriate, waving the following group through when searching for lost balls and maintaining the speed of play by keeping up with the group in front. [RHGC Pace of Play Policy]
  7. Wear appropriate golf attire while participating in golf games. [4.3.8]
    - Men: tailored pants or shorts, sports shirts with collars and sleeves, or recognized branded collarless golf shirts; [4.3.9]
    - Women: shirts with collars, which may be sleeveless, shirts without collars must have sleeves, tailored pants, shorts or “skirts”. (No denim/blue jeans, undershirts/vests, rugby/soccer shirts, running shorts, track or leisure suits, tee- shirts with slogans, etc.) [4.3.9]
    - Golf Shoes: Regulation golf shoes with the correct studs (soft spikes), golf sandals or flat- soled sports shoes must be worn by all golfers. [4.3.10]
  8. Driving range balls must only be used on the driving range and may not be used on the golf course. [4.3.28]

### **Tee Times & Checking in**

1. All players must book a tee time using ForeTees booking system. Players must not start before the first tee time or after the last tee time in ForeTees.
2. If the time booking on ForeTees cannot be used because of change in availability, the booking should be amended or cancelled at the earliest opportunity to make it available to other members. “No-Shows” are considered a serious breach of etiquette.
3. A maximum of four players is permitted per playing group. [4.3.12]

4. Tee times cannot be guaranteed if players are late for their assigned time. [4.3.7]
5. Each player should play with a separate set of clubs. [4.3.11]
6. The removal of anyone from a tee-slot must be made only with permission of that person [RHGC Tee-Time Policy].
7. VIP Guests must be approved by RHGC Executive Board by sending, within four (4) business days in advance, a VIP Request Form to RHGC President. [RHGC Special Group Requests Procedures]

### **Temporary COVID Safety Rules**

1. All persons must show Tawakkalna, prior to entering the Course for any reason;
2. Masks must be worn inside of the ProShop;
3. Masks must be worn inside of the Clubhouse unless eating or drinking;

### **Other Company Rules**

1. Golfers must show their Saudi Aramco ID when requested by the designated representatives of Recreation Services Division (RSD) or Gardening and Sanitation Division (GSD). [4.3.20]
2. Golfers must comply with requests from designated representatives of RSD or GSD and maintenance staff. A refusal to follow such requests may result in disciplinary action being taken against the players by the administrator of RSD, without referral to the Disciplinary Committee, established under para. 4.3.24. [4.3.21]
3. Individuals causing damage or disruption on the golf course will be asked to leave the facility. [4.3.22]
4. Intentional damage to equipment and/or the course will result in the loss of golfing privileges, and/or the individual's personal account will be charged for damage. The penalty will be assessed according to the degree of damage as determined by the relevant area CS administrators and the Supervisor, Recreation Unit. [4.3.23]. *Note:*
5. Verbal and/or physical abuse will be immediately referred to Saudi Aramco Industrial Security. [4.3.25]
6. No company equipment shall be removed from the facility without the specific authorization of the relevant area CS administrators. [4.3.27]
7. Privately owned golf carts which have not been allocated sheds, must not be left on the golf course premises [4.3.32] unless prior approval has been obtained.

### Reporting and Tracking Process

1. A report of a breach of this Code of Conduct can be made by a Marshall, Caddy, Guest, RHGC Member in good standing, or RHGC Board Member:
  - **General Play:** Email a report of the breach of the code of conduct to [rhgcdisciplinarycommittee@gmail.com](mailto:rhgcdisciplinarycommittee@gmail.com) at the conclusion of the round.
  - **Tournament Play:** Email a report a breach of a rule or code of conduct to [rhgcdisciplinarycommittee@gmail.com](mailto:rhgcdisciplinarycommittee@gmail.com) at the conclusion of the round.
2. A tracking mechanism has been created to capture and record all incidents, disqualifications, warnings, penalties and other sanctions, up to and including, loss of playing privileges, in Tournament or General Play. The tracking system and records maintained by the Board may be taken into consideration when repeat breaches are reported to the Disciplinary Committee, Board and/or Recreation Services Division (RSD).
3. The RSD representative must notify the RHGC President of independent RSD action taken against non-members within 10 working days of the sanction being administered. The RHGC tracking mechanism will be updated by the RHGC Secretary.

### RHGC Disciplinary Committee

1. The standing RHGC Disciplinary Committee shall consist of:
  - RHGC President
  - RHGC Secretary
  - RHGC G&R Director
  - RHGC Handicap Director
2. The RHGC Disciplinary Committee has the right to apply a sanction when a breach of a rule, or this code of conduct occurs in General or Tournament Play, from the player's action or inaction, the action of his or her caddie, or the actions of another person acting with the authority or knowledge of the player. Each case will be considered on its own merits; any decision will be based upon the individual situation, and factors, which contributed to the breach.
3. The RHGC Disciplinary Committee will consider the incident, decide sanction and notify the player in writing of the decision. If a suspension of golfing privileges is considered, the Disciplinary Committee must seek guidance from the RSD representative and approval of the RSD Administrator.
4. The RHGC Disciplinary Committee will act with professional integrity, in accordance with company ethics and values when considering the breach and deciding upon action to be taken. The imposing of a sanction is discretionary i.e. there is no requirement for counselling or a warning first; the committee may impose a more

## Rolling Hills Golf Club - Code of Conduct

severe sanction on notice of the first breach. A sanction may be imposed against a RHGC Member or guest, found to have breached this code of conduct. The menu of sanctions includes:

- Counselling;
- Written Warning;
- ForeTees Privileges reduced to 24 hrs. before play;
- Removal of ForeTees Privileges - Specified Time;
- Removal of Practice Facility Privileges;
- Disqualification from use of the Course- Specified Time;
- Disqualification from future RHGC Tournament and/or Monthly Medal - Specified Time;
- Disqualification of volunteering at Company Sponsored Golf Events.

**Note:** A player is subject to immediate disqualification or committee sanction for any serious misconduct without warning. See Appendix I for Serious Misconduct guidance.

5. A guideline for imposing sanctions:

Counselling	Minor Practice Area or Pitch Mark breach
Written Warning	Failing to rake bunker, Practice Area breach/pitch mark or second minor breach
ForeTees privilege reduced to a specified time before play	Failing to rake bunker/driving golf cart on tee box /driving golf cart between bunker and green
Removal of ForeTees privilege - Specified Time	Second breach (bunker or practice area breach)
Disqualification from future RHGC Tournament and/or Monthly Medal - Specified Time	Serious Breach as per Appendix 1, and/or abusive behavior, and/or repeated breaches.
Disqualification from use of the Course - Specified Time	Serious Breach as per Appendix 1. and/or abusive behavior, and/or repeated breaches.
Disqualification of volunteering at Company Sponsored Golf Events	Serious Breach as per Appendix 1 and/or abusive behavior, and/or repeated breaches.

6. A player sanctioned by the RHGC Disciplinary Committee has no right of appeal or review.

7. A player disqualified from the Course by RSD, should raise any questions to RSD.

8. All documents and records will be forwarded to [rhgcsecretary@gmail.com](mailto:rhgcsecretary@gmail.com) for archiving and record keeping.

### **RHGC Tournament Committee – Procedures and Penalty**

1. The standing RHGC Tournament Committee shall consist of:
  - RHGC Tournament Director (s)
  - Two RHGC Members in Good Standing
2. The RHGC Tournament Committee has the right to apply a penalty when a breach of a rule, or this code of conduct occurs in Tournament Play, from the player's action or inaction, the action of his or her caddie, or the actions of another person acting

with the authority or knowledge of the player. Each case will be considered on its own merits; any decision will be based upon the individual situation, and factors, which contributed to the breach.

3. The RHGC Tournament Committee will consider the incident, and decide upon a warning, penalty and/or disqualification, but only for the event at which the infraction occurred, and notify the player in writing of the decision. The penalties available to the RHGC Tournament Committee are limited to:
  - Two Stroke Penalty – Tournament/Medal Play;
  - Loss of hole – Matchplay event only;
  - Disqualification from the tournament/event played, when breach occurred.
4. The decision by the RHGC Tournament Committee is final; the player has no right of appeal or review.
5. The RHGC Tournament Committee will refer all incidents resulting in Tournament Committee action (warnings, penalties/disqualification) in writing, to the RHGC Disciplinary Committee, to consider additional sanctions.
6. All documents and records will be forwarded to [rhgcsecretary@gmail.com](mailto:rhgcsecretary@gmail.com) for archiving and record keeping.

### **Company Action**

1. Disciplinary action resulting from behavior of a member who acts in a socially disruptive or in a generally unacceptable standard should be handled in accordance with the company guidelines for employee employment dismissal. [1.5.13]
2. A committee, consisting of RHGC Executive Board, represented by the RHGC Disciplinary Committee, and Recreation Services representative, will monitor the behavior of players on golf course facilities. Golfers failing to comply with regulations after reasonable and proper warnings may have their golfing privileges suspended for a period of up to three months, following a review of the case by the committee, and the relevant area CS administrator. [4.3.24]
3. Decisions on exceptional circumstances that may arise concerning the golf course and its patrons, not already covered within the Recreation Services Operations Manual, may be made by the manager of CCSD. [4.3.33]



**Appendix I**

1. **Serious Misconduct** – The phrase “serious misconduct” in Rule 1.2a of the Rules of Golf is intended to cover player misconduct that is so far removed from the expected norm in golf that the most severe sanction of removing a player from the Competition is justified, examples include, but are not limited to dishonesty, deliberately interfering with another player’s rights, or endangering the safety of others.
  
2. Example actions by a player likely to be considered serious misconduct include:
  - Deliberately causing serious damage to any part of the course;
  - Deliberate moving of tee-markers or boundary stakes;
  - Throwing any object, including club, towards a player, or other person;
  - Deliberately distracting other players while they are making a stroke;
  - Removing loose impediments or movable obstructions to disadvantage another player after that other player has asked him or her to leave them in place;
  - Repeatedly refusing to lift a ball at rest when it interferes with another player in stroke play;
  - Deliberately playing away from the hole and then towards the hole to assist the player’s partner (such as helping the player’s partner learn the break on the putting green);
  - Deliberately not playing in accordance with the Rules and potentially gaining a significant advantage by doing so, despite incurring a penalty for a breach of the relevant Rule;
  - Repeatedly using vulgar or offensive language;
  - Using a handicap that has been established for the purpose of providing an unfair advantage or using the round being played to establish such a handicap.

Examples of actions by a player that, although involving misconduct, are unlikely to be considered serious misconduct include:

- Slamming a club to the ground, damaging the club and causing minor damage to the turf;
- Throwing a club towards a golf bag that unintentionally hits another person;
- Carelessly distracting another player making a stroke.