

CODE OF CONDUCT

Our Company Member Standards of Conduct have been informed by our core values, listed below. These values and standards govern our company culture and are vital to the success of our organization and the message we want to share.

Our Core Values

1. Be Authentic. Practice Integrity.
2. Embrace Courageous Vulnerability.
3. Excellence, not Perfection.
4. Innovation. Creativity. Fun.
5. Foster Connection through Empathy.
6. People-centric. Choose to value People over Program.
7. Respect and Humility. You before me.

Company Member Conduct Standards

1. Harassment and Discrimination

At All Access Productions, we are committed to maintaining a work environment that respects individual differences. Conduct yourself in a professional manner and treat others with respect, fairness, and dignity. Especially given the nature of our work, AAP does not tolerate harassment or discrimination of any kind, including behavior, comments, foul language, jokes, slurs, email messages, pictures, photographs, or other conduct that contributes to an intimidating or offensive environment.

Harassment and discrimination also can occur in the form of bullying, initiation activities, or workplace hazing, which can be humiliating, degrading, or cause emotional or physical harm. No forms of harassment or discrimination are tolerated, regardless of the employee, intern or cast member's willingness to participate. Such conduct can result in termination.

2. Use of Alcohol

Never report to company events under the influence of alcohol.

As you will be representing All Access Productions, consuming alcohol is prohibited for all employees, interns and cast members during rehearsals, company meetings, events and for the duration of any tour or exhibition showcases.

Of course, if you are under the minimum drinking age, by law you are prohibited from consuming alcohol under any circumstance. AAP expects all employees, interns and cast members to comply with federal, state and/or local laws, as applicable.

3. Smoke Free Policy

Due to All Access Productions' goal of creating a healthful and comfortable environment for all members of its community, smoking is prohibited for all employees, interns and cast members during rehearsals, company meetings, events and for the duration of any tour or exhibition showcases.

4. Use of Prohibited Substances

All Access Productions' policy and practices regarding the possession, use and distribution of substances is based upon federal and Florida State laws. The use, possession or distribution of a substance that is designated as a controlled substance according to these laws is completely prohibited under all circumstances.

Employees, interns and cast members should also be aware that they may be subject to criminal prosecution under federal and state laws that specify fines or imprisonment for conviction of drug-related offenses. Where appropriate or necessary, AAP will cooperate fully with law enforcement agencies if a team member's use, possession, or distribution of a substance violates the national, state and/or local laws where the incident occurred..

5. Interpersonal Relationships in the workplace

Conduct yourself in a professional manner and treat others with respect and dignity. All Access Productions does not tolerate harassment or discrimination, especially of a sexual nature.

Examples of conduct that is sexual in nature include: invitations for sexual contact or graphic commentary about an individual's body; any conduct involving sexually suggestive or obscene objects, pictures, websites, cartoons, posters, clothing, notes, letters, emails, or electronic media such as texting, instant messaging or blogging; sexual gestures; leering; inappropriate touching; assault; or impeding or blocking movement.

Due to the nature of our touring accommodations and out of respect for our hosts and fellow team members, we ask that all non-married AAP employees, interns and cast members, abstain from any form of sexual relations, for the duration of the tour.

6. Social Media

These days, the reach of social media is wider than ever. While social media can help All Access Productions build and strengthen relationships with our customers, employees and community members, it also has the potential to negatively impact the public's perception of AAP, as well as your personal or professional reputation.

When we refer to social media activity, it includes:

- ❖ all types of posts and other communications on the Internet;
- ❖ posts on social networking sites (such as Facebook, Twitter, Instagram, Tumblr);
- ❖ blogs and other online journals and diaries;
- ❖ bulletin boards and chat rooms; and
- ❖ posts of video or audio on media-sharing sites, such as YouTube or Flickr.

All Access Productions respects your right to participate in social media and understands that your time outside of work, is your own. AAP also values its established brand reputation and goodwill relationships, which are important assets.

It's important to understand that if you engage in social media activity that identifies you as an All Access Productions employee, intern or cast member, even if done off premises and while off-duty, you could negatively affect the reputation of AAP and the important work that we are doing in America's schools.

During a tour, many students and staff may want to connect with the cast via various social media platforms. We ask that at least for the duration of your involvement with AAP, you would very seriously consider privatising all your personal social media accounts and use only a separate 'cast account' to communicate with students, to protect yourself and the company from any potential conflict of interest.

7. Attire & Grooming

While rehearsals and travel may require the use of comfortable or casual clothing, we expect all staff, interns and cast members to adhere to certain standards of dress. Our Rehearsal Dress Code exists to reaffirm the high value we place on respect, excellence and professionalism.

Rehearsal Dress Code

Female Dancers

- ❖ Leotard (straps must be 1 inch wide)
- ❖ Leggings/Yoga Pants
- ❖ Sneakers or Dance Shoes

Male Dancers

- ❖ Shirts must be worn
- ❖ Loose fitting Shorts/Sweatpants
- ❖ Sneakers or Dance Shoes

Event Dress Code

While representing All Access Productions in the schools, you will be required to wear a cast shirt and jeans free of tears and stains. Out of respect for all, each team member's attire must cover their underwear, whether standing, seated or squatting, so that you can perform your duties as a crew member, without causing offence to anyone.

We value your desire to express yourself through your appearance and even encourage you to do so, but in so doing, we expect you to consider those around you and present yourself with professionalism and modesty.

8. Company Assets

Each of us is responsible for the proper acquisition, use, maintenance, and disposal of company assets (e.g., materials, equipment, tools, real property, information, data, intellectual property and funds) and services. Theft, carelessness, and waste have a negative impact on AAP's success. Do your part to protect the company's assets and ensure their efficient use.

9. Interaction with minors

In the interest of protecting both team members and the minors that they work with, it is imperative that all employees, interns and cast members adhere to the following code. Any breach of this code can result in termination.

- ❖ Avoid any situation in which you find yourself alone with a student. If you do unwittingly find yourself alone with a student, excuse yourself and either reunite with team members immediately or seek assistance from a school employee.
- ❖ It is never appropriate, under any circumstances for a team member to date or become emotionally attached to or involved with a student.
- ❖ Never share your personal contact details with a student. Always refer them to your company issued Facebook page or email address.
- ❖ In the interest of eliminating the risk of any accusations of indecent behavior between students and team members, avoid any form of physical contact with students. Should a student attempt to engage you in physical contact of any form, excuse yourself immediately. Physical contact includes but is not limited to:
 - Hugs
 - Arm linking
 - Playing with another's hair
 - Stroking or petting of any part of the body

I _____ confirm that I have read and understood the terms and conditions of employment with All Access Productions and agree to abide by these terms for the period that I am considered an employee, intern or cast member of the company, as determined by my employment contract.

Signature _____ Date _____