

SPEAK LIFE PERFORMING ARTS COMPANY

CODE OF CONDUCT

Spring / Summer Semester 2021

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 mission as an organization.

Our Core Values

1. **Flip the script** - Inspire the power of positive change
2. **Act beyond awareness** - Awareness to empathy to action
3. **Value others** - Praise achievement, show respect, encourage potential
4. **Play you** - Authenticity is the most courageous part you can play
5. **Be better not perfect** - Personal excellence is your personal extra
6. **Risk creatively** - Risk is the fun innovator of creative possibility
7. **Applaud instead of bow** - Humility puts you before me
8. **Speak Life** - This is who we are and what we do

Company Member Conduct Standards

1. Harassment and Discrimination

At Speak Life Performing Arts Company, 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. Our company does not tolerate harassment or discrimination of any kind, including behavior, comments, foul language, jokes, slurs, inappropriate social media messages, pictures, photographs, or other conduct that contributes to an intimidating or offensive environment.

Harassment and discrimination in the form of bullying, initiation activities, or workplace hazing, which can be humiliating, degrading, or cause emotional or physical harm are not tolerated. No forms of harassment or discrimination will be tolerated, regardless of the employee, volunteer, intern, cast and crew 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 Speak Life Performing Arts Company, consuming alcohol is prohibited for all employees, volunteers, interns and cast members during rehearsals, company meetings, event days, filming and other company functions.

If you are under the minimum drinking age, by law you are prohibited from consuming alcohol under any circumstances. As a company we expect all employees, volunteers, interns, cast and crew members to comply with federal, state and/or local laws, as applicable.

3. Smoke Free Policy

Due to the Speak Life Performing Arts Company goal of creating a healthful and comfortable environment for all members of its community, smoking and vaping of any substance is prohibited for all employees, volunteers, interns and cast members during rehearsals, company meetings, event days, filming and other company functions.

4. Use of Prohibited Substances

Speak Life Performing Arts Company 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, volunteers, interns, cast and crew 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, our company will cooperate fully with law enforcement agencies if a company 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 / Minors

Conduct yourself in a professional manner and treat others with respect and dignity. Speak Life Performing Arts Company does not tolerate harassment or discrimination of a sexual nature. Minors in contract with our company may not engage in romantic or physical relationships of any kind with a company member who is a non-minor. Minors should never be left one-on-one with a non-minor while in our building or during any company-related activity. A third party should always be present. Speak Life Performing Arts Company reserves the right to implement surveillance video within the Speak Life Performing Arts Company building.

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.

6. Social Media

These days, the reach of social media is wider than ever. While social media can help Speak Life Performing Arts Company build and strengthen relationships with our customers, employees and community members, it also has the potential to negatively impact the public's perception of our company, as well as your personal or professional reputation when not used appropriately. 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, Snapchat, TikTok, etc.); blogs and other online journals and diaries
- Bulletin boards and chat rooms
- Video or audio on media sharing sites, such as YouTube

Speak Life Performing Arts Company respects your right to participate in social media and understands that your time outside of our company work, is your own. As a company, we value our 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 a Speak Life Performing Arts Company employee, volunteer, intern, cast or crew member, even if done off premises and while off duty, if that social media activity is contrary to our company standards, you could negatively affect the reputation of the company and the important work that we are doing in schools.

During your time with Speak Life Performing Arts Company, many students may want to connect with the cast and crew via various social media platforms. We ask that at least for the duration of your involvement with the company, you consider privatising all your personal social media accounts and use a separate 'cast account' to communicate with students, to protect yourself and the company from any potential conflict of interest. Minors must follow the guidelines set out by their parents and/or legal guardians when it comes to social media interactions with students we meet through our work in schools.

7. Attire and Grooming

While rehearsals and travel may require the use of comfortable or casual clothing, we expect all staff, volunteers, interns, cast and crew 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 / Actors

- T-shirt (*no low cut or spaghetti-strap shirts / shirts must not reveal a bare midriff and must fall below your waist / dancers must wear a leotard underneath*)
- Leotard-trained dancers (*no low cut necks and bottom must have full coverage*)
- Leggings & Yoga Pants must be worn with longer, loose shirts covering your behind (*a shirt tied around your waist is also appropriate*)
- Shorts - Loose fitting and longer (*no short-shorts*)
- Shoes - Sneakers or proper Dance Shoes / no flip-flops or open-toed shoes / no bare feet

Male Dancers / Actors

- T-Shirt
- Shorts / Sweatpants - Loose fitting and longer
- Shoes - Sneakers or proper Dance Shoes / no flip-flops or open-toed shoes / no bare feet

Performance Day Dress Code

While representing Speak Life Performing Arts Company in performance settings pre-and/or post-show, you will be required to wear a cast t-shirt and jeans. 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 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 / Facility

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

Our facility is a rented space which requires the same responsibility of use. Proper care is both respectful and considerate. Each of us is responsible to leave every space better than we found it, to clean up after ourselves, and maintain a tidy atmosphere reflective of our standard of excellence.

Safety protocol will be set in place and followed to ensure personal safety and well-being for all individuals.

9. Interaction with Minors/Students in Schools

In the interest of protecting both company members and the minors that we work with, it is imperative that all employees, volunteers, interns, cast and crew 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 minor/student. If you do unwittingly find yourself alone with a minor/student, excuse yourself and either reunite with other company members immediately or seek assistance from a school employee if in a school setting.
- It is never appropriate, under any circumstances for a company member to date or become physically and/or emotionally attached to or involved with a minor/student we are working with.
- It is not advisable to share your personal contact details with a minor/student you meet through a company-related activity. Please refer them to the company Instagram or email address.
- In the interest of eliminating the risk of any accusations of indecent behavior between minor/students and company members, avoid any form of physical contact with all minors/students. Should a minor/student attempt to engage you in physical contact of any form, excuse yourself immediately. Physical contact includes but is not limited to:
 - Hugs (*in some situations a quick side hug is ok for a selfie, etc...*)
 - Arm linking
 - Playing with another's hair
 - Stroking or petting of any part of the body

I _____ confirm that I have read and understand the terms and conditions of becoming an employee, intern, volunteer, cast or crew with Speak Life Performing Arts Company and agree to abide by these terms for the period that I am considered a working member of the company, as determined by my employment, volunteer, intern, cast or crew contract. Speak Life Performing Arts Company has the right to terminate this contract with a member of the company, staff, volunteer, intern, cast or crew member for any violation of the terms of this Code of Conduct.

Signature _____ Date _____