



Table of Contents

1. [Code of Conduct](#)
 - a. [Fraternization & Sexual Relations](#)
 - b. [Hazing](#)
 - c. [Participant Safety & Sexual Misconduct Policy](#)
 - i. [No One-on-One Contact](#)
 - ii. [Restroom and Shower Facilities](#)
 - iii. [Sexual Misconduct](#)
 - d. [Sexual Abuse](#)
 - i. [Complaint Procedure](#)
 - ii. [Investigations](#)
 - iii. [Confidentiality](#)
 - e. [Gender Expansive Participants](#)
 - f. [Names, Pronouns, and School Records](#)
 - g. [Bullying, Harassment, & Discrimination](#)
 - h. [Hostile Rehearsal Environment](#)
 - i. [Additional Policies and Procedures](#)
 - j. [Code of Conduct Violations](#)
 - i. [Disciplinary Action](#)
2. [Communication Protocols](#)
3. [Contagious Illness Protocol](#)
4. [Diversity & Inclusion Policy](#)
5. [Media Relations Policy](#)
 - a. [Media Interactions](#)
6. [Member Smoking, Alcohol, & Drug Policy](#)
 - a. [Smoking](#)
 - b. [Alcohol](#)
 - c. [Drugs and Other Illegal Substances](#)
 - d. [During All Activities](#)
 - e. [Reporting](#)
7. [Acknowledgment Signature](#)



1. Code of Conduct

Initial _____

Doing things right is one of our most important values at Paramount. Not only does it mean that we provide a world-class experience, but we are dedicated to our members learning to cooperate, learning to set goals, and learning what it takes to be a success. Participation with Paramount means making a commitment to uphold our organization's values in the code of conduct outlined in this document. This Code of Conduct applies to all participants, staff, officers, directors, and volunteers.

- I will treat everyone with respect, dignity, patience, integrity, and consideration. I will be fair, professional, and honest.
- I will encourage participation of and respect for individuals of diverse backgrounds, cultures, and perspectives, and treat everyone equally.
- I will maintain a high standard of moral and ethical conduct that includes self-control and responsible behavior. I will be a positive role model.
- I will respect the property of hotels, educational institutions, dormitories, dining facilities, gymnasiums, and all other venues.
- I will ensure that Paramount is a positive experience for participants, employees, contractors, volunteers, and alumni and will work to provide the highest quality programs and events possible.
- I will respect the general welfare, health, and safety of participants, employees, contractors, volunteers, and alumni during the course of my assigned duties.
- I will abide by all Paramount policies, rules, standards, and guidelines.
- I will abide by all WGI policies, standards and guidelines.
- I will obey all local, state, and federal laws.
- I will refrain from the use of all alcohol, tobacco, nicotine, marijuana, and related products while representing Paramount at any rehearsal or performance event, particularly while in the presence of youth or while representing Paramount publicly.
- I will refrain from the use of profane, demeaning, and derogatory language.
- I will refrain from any form of verbal, sexual, physical, or emotional abuse or harassment toward participants, employees, contractors, volunteers, and alumni.
- I will not engage in any demeaning, disrespectful, or defamatory conduct with respect to Paramount and its participants, employees, contractors, volunteers, and alumni, including, but not limited to, demeaning, disrespectful, or defamatory conduct by email, social media, or on the internet.
- I understand that I am only authorized to represent Paramount as permitted by my position.
- I will perform all duties and responsibilities for Paramount in a timely and professional manner.
- I understand that the Code of Conduct applies throughout the year and failure to adhere to any or all parts of this code may result in suspension from my duties and/or termination of my relationship with Paramount.



FRATERNIZATION & SEXUAL RELATIONS

Establishing professional trust between staff and members is central to the Mission of Paramount Performing Arts. Non-professional ties or fraternization between instructional staff and active members are prohibited.

Paramount Performing Arts holds a zero-tolerance policy for consensual sexual relations between staff/interns/volunteers and members. If a pre-existing relationship does exist, this must be disclosed formally to the Executive Director.

- **Member, Active Member, or Participant:** An individual contractually engaged with Paramount for the current season as a performer (including participants assigned as swings or participants who cannot fulfill their duties due to injuries or health concerns).
- **Group:** A participating organization or individual group affiliated with Paramount.
- **Staff:** An individual employed by Paramount in either an instructional or administrative capacity.
- **Intern:** A student or trainee who works with Paramount to gain practical experience in their field of study.
- **Volunteer:** An individual who freely donates their time to support Paramount in any capacity.
- **Contractor:** An individual who provides specific services to Paramount on an occasional basis for a fee.

Non-professional ties encompass more than only consensual sexual relations. This includes, but is not limited to: inappropriate physical contact, non-professional messaging/texting, inappropriate dialogue, 'sexting', and non-professional or inappropriate sexual messages via any social media platform.

For clarity: Sexual or romantic relationships, whether regarded as consensual or otherwise, between individuals in inherently unequal positions are prohibited.

Sexual or romantic relationships between a staff member (instructor or admin) and a member/student - even where consensual and whether or not the member/student is subject to supervision or evaluation by the staff member - are inconsistent with the proper role of the staff member and are prohibited. This restriction applies regardless of the age of the member/student or the staff/volunteer, or whether there are any current or future direct or indirect supervisory responsibilities for that performer. Exceptions to the non-professional ties policy exist for immediate family ties such as parent/child, siblings or pre-existing partnerships that have been approved by the Executive Director.

While the organization strives to create a professional and respectful environment, we recognize that pre-existing relationships between staff, volunteers, interns, and members may exist. To align with WGI policies, Paramount allows such pre-existing relationships but requires formal disclosure and adherence to a code of professional behavior during all official Paramount activities.



Paramount Performing Arts now requires that any staff, volunteer, intern, or member involved in a pre-existing romantic or sexual relationship must complete a **Pre-Existing Relationship Form**. This form will confirm that the relationship did not begin while either party was under contract with Paramount as a performer and that both individuals will maintain appropriate, neutral behavior during official Paramount times. This includes refraining from public displays of affection and maintaining a professional demeanor at all times.

Staff/Member Relations Reporting

Staff/interns/volunteers must disclose any past or present non-professional ties with members. Members must disclose any non-professional ties with a staff member, intern, or volunteer.

If fraternization is evident, it is your responsibility to report said activity. The procedure for reporting relationships or incidents is to notify the Executive Director and info@paramountwg.org immediately or complete an anonymous report at www.paramountwg.org/safety

Appropriate action is taken depending on the details of the incident.

Staff / Staff relationships Relationships (romantic or sexual) between adult staff members or volunteers are not generally prohibited by these policies. However, if there is a pre-existing non-professional relationship or if one develops where one person is in a position of greater authority or power, they should notify their supervisor to ensure proper oversight is in place where needed.

HAZING

All forms of hazing are prohibited by Paramount. Aiding and abetting another person who is engaged in hazing is prohibited. Hazing can result in disciplinary action up to and including possible dismissal from the organization.

Hazing: What is it?

Hazing is a fundamental violation of human dignity. Hazing is a broad term encompassing any action or activity that does not contribute to the positive development of a person which inflicts or intends to cause physical or mental harm or anxieties or sleep deprivation; which may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants. Hazing encompasses any actions or situations, whether intentional or unintentional, that are presented as optional or mandatory and result in mental, physical, or

emotional discomfort, servitude, degradation, embarrassment, harassment, or ridicule. This behavior is aimed at inducing initiation into, affiliation with, or admission to a group, clique, team, or organization, or as a condition for maintaining membership, regardless of an individual's willingness to participate.



Some activities are easily categorized as hazing. Others may not be so easily classified. If you are not sure about whether an activity may be hazing, ask yourself the following questions:

- Does this activity add to the worth and growth of the individual?
- Would you be willing to invite your parents, or the parents of the new member involved to the activity?
- Would you be prepared to go to court to defend the merit of this activity?
- Is this an activity in which new members and initiated members can participate equally?

If you answer “no” to any of these questions, the activity could be considered hazing, and you should reconsider. Who Hazes and Why? Individuals who haze are insecure people who think they can gain respect from other individuals by threatening, beating, taunting, mocking, humiliating, or torturing new members of the group.

All participants have the responsibility to stop hazing ALL participants of Paramount share the responsibility to challenge, stop and make known to Paramount Administration acts of apparent hazing. Apathy in the presence of hazing or agreeing to being hazed, are not neutral acts. Individuals who participate in acts of hazing as perpetrators or victims are personally accountable under this policy. If you are a new participant or a veteran, simply refuse to participate in hazing activities.

Violations and Reporting Paramount participants are required to report any and all hazing activities to the Executive Director and info@paramountwg.org or, in their absences, any member of Paramount Administration. An anonymous report can always be made at www.paramountwg.org/safety.

Why Do You Want to Avoid Hazing?

It is against state law.

Hazing and the failure to report hazing by an individual are misdemeanors in the state of Georgia, and violators can be prosecuted to the full extent of the law, which may include fines, imprisonment, and community service.

Who is Responsible for Reporting and Preventing Hazing?

YOU ARE.

If you witness a hazing incident, you are responsible for making sure you report the incident to Paramount Administration and info@paramountwg.org. Anonymous reports can always be made at www.paramountwg.org/safety. It is your responsibility to report and prevent hazing. If you observe hazing and stand by silently, your silence condones these activities and makes you just as liable as the hazers themselves.



If there is an emergency, you are responsible for calling Emergency 911. If you are hazed, you are responsible for reporting the incident to Paramount Administration and info@paramountwg.org. Anonymous reporting can always be made at www.paramountwg.org/safety.

PARTICIPANT SAFETY & SEXUAL MISCONDUCT

Paramount Performing Arts has adopted a number of policies aimed at eliminating opportunities for abuse within the Organization's numerous programs. The main purpose of this protection policy is to protect ALL from harm while in Paramount Performing Arts programs and services, whether from staff or other participants. Participant safety (Members, Staff, Volunteers, Students, etc.) and the protection of ALL is of the highest priority for Paramount Performing Arts.

Below are some, but not all, of the policies and procedures that are used to ensure the safety of our members and youth. Paramount Performing Arts takes great pride in the high quality of its participants, employees, staff, contractors, and volunteers.

Being a member of Paramount Performing Arts is a privilege, not a right. The quality of the programs and the safety of the participants call for exemplary individuals. Applications for initial and continuing employment, contract work, and continuing volunteer work are strictly scrutinized, including all necessary and appropriate background checks before an applicant is allowed to work.

Paramount Performing Arts has adopted the following policies in order to provide additional security for all participants. These policies are designed primarily for the protection of the participants; however, they also serve to protect the personnel from false accusations of abuse.

No One-on-One Contact

One-on-one private meetings between personnel and participants is permitted in situations that require personal attention, such as private conferences, instruction, or the like. The meeting is to be conducted in view of other staff members, and/or participants or be an open-door meeting. Should an exceptional situation require direct one-on-one contact (such as a single staff member driving a sole participant to a Paramount event), such contact may be permitted only with the clear and direct approval of the participant's parent or legal guardian, or if over 18 approval by the Executive or Program Director.

All participants of Paramount Performing Arts' programs must adhere to the Partner system (Buddy System), at all times, except as noted below. The partner system means that no participant should be alone. Examples include walking between rehearsal locations, walking between a rehearsal location and sleeping area, at performance sites, at any part of the housing site, at bus stops, in a vehicle or bus, etc.

The goal is to increase the safety of participants by ensuring that no one takes on additional risk by being alone. Note that the partner system does not extend to areas and times where individual privacy is reasonably expected or required.



For example: All individuals should be alone in bathroom stalls and in their bed/sleeping bag.

Restroom and Shower Facilities

If separate shower and restroom facilities are not available, separate times for male, female, and alternative needs use should be scheduled and posted. If you require an alternative need, please inform the Executive or Program Director.

Zero Tolerance:

Cell phones and electronic device usage are not permitted in locker rooms or showers.

Sexual Harassment

Harassment can have significant negative effects on the individuals who are subject to it – humiliating and degrading them or causing them to feel threatened.

- Sexual Harassment o Sexual harassment by definition is unwelcome sexual conduct that either creates a hostile environment or is presented as a demand in exchange for gaining something (in the workplace or institution). Such behavior is illegal.
- Such conduct has the purpose or the effect of unreasonably interfering with a Member’s routine performance, or that creates an intimidating, hostile or offensive working or learning environment.

Sexual harassment encompasses a broad spectrum of behaviors that are generally defined to include the following:

- Visual: Ogling or staring; or inappropriate texts, posters, pictures, magazines, or fliers.
- Verbal: Repeated requests for dates, questions about personal life, lewd comments/jokes, or whistling.
- Written: Love letters, obscene letters, or lewd bumper stickers or cards.
- Touching: Violating space, patting/grabbing, pinching, caressing, or kissing. § Power: Relationships; using position to request dates, sex, etc. § Threats: Quid pro quo demands (I’ll give you preferential treatment if ...)
- Force: repeatedly asking for an intimate relationship when disinterest has been expressed

Sexual Assault: Sexual Assault is sexual contact or behavior that occurs without explicit consent of the victim. This includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent because of their temporary or permanent mental or physical incapacity, because they are below the minimum age of consent, or because they are incapacitated due to the use of drugs and/or alcohol.

Sexual Exploitation: Sexual Exploitation includes taking sexual advantage of another person for the benefit of oneself or a third party without consent. This includes, but is not limited to, indecent or lewd exposure, recording any person engaged in sexual, private, or intimate activity in a private space without



that person's consent, distributing personal sexual information, images, or recordings, or inducing incapacitation in another person with the intent to engage in sexual conduct.

Stalking: Stalking is a pattern of repeated and unwanted attention, harassment, contact or any other course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, and suffer substantial emotional distress. Stalking also includes conduct that occurs via electronic communications, including social media (i.e., cyber stalking)

Sexual Relationships vs Age: Sexual relationships between a person who is under 18 years of age and a person who is 18 years of age or older are strictly prohibited. Such prohibition exists notwithstanding laws that may permit such relationships. Operational Adjunct Policies are used to ensure member and youth safety. Not following the Organization's operating procedures listed here or communicating to members can result in disciplinary actions including dismissal.

Policies can not foresee every specific behavior or safety issue. Behavior both inside and outside of Paramount activities that are not aligned with Paramount policies, culture, and values can affect your membership in and employment, contract, or volunteer status at Paramount. Inappropriate social media posts can also affect your membership in and employment at Paramount.

Please refer to our Communications Protocols for all communications between adults and participants. Training Paramount will require various training to ensure member and youth safety. The US Center for SafeSport offers a formal online comprehensive overview of facts, principles, and strategies to help organizations provide a safe and positive environment. Topics include sexual misconduct, awareness and education; mandatory reporting; and physical and emotional misconduct including bullying, hazing, and harassment. Completion of designated SafeSport training and Background checks are required by each Staff Member and Board of Director member per Winter Guard International's specifications.

SEXUAL ABUSE

Complaint Procedures

If you have a reasonable belief that you or any other person has violated any part of the above policy or has been the victim of harassment or discrimination, you must report the conduct to management promptly, so that, whenever possible, any problem can be remedied at the earliest opportunity. You may, as you believe appropriate under the circumstances, report incidents directly to:

- Executive Director (Rick Subel)
- Program Director (Andria Foerch)
- Any member of the Administrative Team
- Any member of Paramount Board of Directors
- Online at www.paramountwg.org/safety



You may directly contact any of the above-listed positions. Complaints are not required to be in any particular format and may be oral or written.

In the cases of abuse reports: If the victim is an adult, the abuse can be reported to the local or state Adult Protective Services (APS) Agency. If a child is the victim, the designee will report it to the local or state Child Abuse Agency. Appropriate family members of the victim must be notified immediately of suspected child abuse.

Investigations

All reports of such conduct will be investigated promptly by the individual designated by Paramount and will be handled as confidentially as possible, consistent with doing a thorough and complete investigation. Both the complainant and the alleged violator will be interviewed, as well as any witnesses.

All Paramount representatives must cooperate with the investigation. Depending on the complexities of the investigation, all parties involved should be informed of the status of the complaint as promptly as possible, consistent with conducting a thorough investigation. After the investigation, all facts will be presented to and reviewed by the appropriate parties and decision-makers, and appropriate corrective action will be taken.

We reserve the right to place the subject of the investigation on an involuntary leave of absence or to reassign that person to responsibilities that do not involve personal contact with individuals or members. If the subject of the investigation is a participant, the individual(s)' status with the ensemble is suspended.

Reinstatement is possible upon full completion of any investigation. To the fullest extent possible, but consistent with our legal obligation to report suspected abuse to appropriate authorities, we will endeavor to keep the identities of the alleged victims and investigation subjects confidential. If the investigation substantiates the allegation, our policy provides for disciplinary penalties, including but not limited to termination of the participant's relationship with our organization.

Persons who are found to have violated this policy are subject to disciplinary measures, up to and including termination of their association with Paramount. Such violations can also result in personal legal and financial liability. If any law is broken, the incident will be reported directly to the appropriate authorities.

Confidentiality

Paramount will make every effort to maintain the confidentiality of the complainant, the accused, and the witnesses to the greatest possible extent under the circumstances. Paramount cannot promise absolute confidentiality, but pledges to conduct the investigation maintaining confidentiality on a need-to-know basis. Only those who must know about the complaint and the identity of the complainant will be made aware of and have access to such information.



GENDER EXPANSIVE PARTICIPANTS

This policy addresses the support, needs, and concerns of transgender, non-binary, and gender-expansive students to ensure a safe, affirming, and healthy learning environment where everyone can participate. This policy cannot and does not anticipate every situation that may occur; every participant is different and that includes transgender, non-binary, and gender-expansive students. The support and accommodations for each student must be assessed and addressed individually based on the specific requests and needs of each participant.

NAMES, PRONOUNS, & SCHOOL RECORDS

We believe that every participant should be addressed by the name and pronouns that correspond to their identity. Regardless of whether a transgender, non-binary, or gender-expansive student has legally changed their name or gender, Paramount allows such participants to use a chosen name and gender pronouns that reflect their identity.

If the participant has previously been known at the program by a different name, faculty, staff, volunteers, and members will use the student's chosen name and appropriate pronouns. To ensure consistency among all, every effort will be made to update participant records at Paramount with the student's chosen name and appropriate gender markers.

As Paramount does have many volunteers, staff, consultants, etc come in at various times, please feel free to always politely correct any incorrect names or pronouns used to the individual. You may always notify the Executive or Program Director to address the misuse as well if needed.

BULLYING, HARASSMENT, AND DISCRIMINATION

As stated in the Paramount Performing Arts policies, discrimination, bullying, and harassment on the basis of sex, sexual orientation, gender identity, gender expression, race, religion, disability and age is prohibited within The Paramount Organization. Privacy/Confidentiality Paramount Performing Arts shall ensure that all personally identifiable and medical information shall be kept confidential in accordance with applicable state, local, and federal privacy laws.

Board, staff, volunteers, parents/guardians, and students should not disclose any medical information, including students, parents or guardians, and other school staff, unless legally required to do so or unless the performer/student has authorized such disclosure.

Paramount is committed to maintaining a safe, respectful, and inclusive environment for all members, staff, volunteers, and participants. Harassment is defined as repeated or severe behavior that causes fear,



humiliation, or distress, particularly when it reflects discriminatory bias based on characteristics such as age, race, ethnicity, gender, sexual orientation, culture, religion, national origin, or physical or mental disability. Such behavior is often intended to establish dominance, superiority, or power over an individual or group.

Harassment also includes any actions that create a hostile environment. A hostile environment occurs when conduct is so severe or pervasive that it interferes with, limits, or deprives any individual of their ability to participate in any Paramount program, rehearsal, performance, or activity. Harassment can take place in person or through virtual means, including social media or electronic communication.

HOSTILE REHEARSAL ENVIRONMENT POLICY

The rehearsal space at Paramount is where creativity is nurtured, routines are developed, and teamwork is fostered. A rehearsal environment refers to periods when the group is actively practicing under the direct supervision of an instructor, director, or coordinator. It is a violation of this policy for any individual to engage in severe or pervasive behavior that prevents others from participating fully or meaningfully in rehearsals.

The rehearsal environment should always remain educational, both in the techniques used and the feedback provided. When rehearsal methods or commentary lose their educational value, it can create a hostile rehearsal environment. Any conduct prohibited by this Code, such as harassment, hazing, or bullying, is strictly prohibited in rehearsals. Additional behaviors that violate this policy include:

- Creating an environment designed to make any participant excessively afraid, nervous, or anxious, regardless of intent. This does not include professionally accepted coaching methods.
- Withholding essential educational information necessary for participants to learn and perform skills safely.
- Attacking or criticizing the personal character of participants rather than focusing on aspects of their performance.
- Rehearsing for extended periods while denying, discouraging, or withholding necessary hydration, nutrition, medical attention, or sleep.

At Paramount, our goal is to ensure that rehearsals are safe, educational, and supportive of all participants' growth and well-being.

ADDITIONAL POLICIES AND PROCEDURES

- **Proper Preparation to Minimize Risk:** All activities involve inherent risk. All activities should be reviewed. No activity that involves increased risk should be undertaken without proper preparation, equipment, clothing, supervision, and safety measures.



- **No Secret Organizations/Social Groups:** Paramount Performing Arts does not recognize any secret organizations or social groups as part of the organization. All activities of Paramount Performing Arts are open to observations by parents, personnel, and volunteers.
- **Appropriate Attire:** Proper clothing for activities is required. We are often in a scholastic environment. Please ensure that attire is appropriate if an administrator of that facility were to enter the building.
- **Possession of Weapons:** Paramount Performing Arts prohibits the possession or use of weapons of any kind during any Paramount activity or function and during any event sponsored by the Paramount, SAPA, WGI or any affiliates.
- **Violation of Law:** Any violation of federal, state, or local law by any person related to the Paramount organization is prohibited.
- **Respect for Property:** Showing disrespect for the property and property rights of another person also shows disrespect for the person, and is contrary to the Paramount values. Theft or damage to property owned by another person or organization is prohibited. This includes the property and facilities used by Paramount, which should be left in as good a condition, if not better, as it was when Paramount first started to use it. ("Leave no trace.")
- **Harm and Threats of Harm:** No person involved with Paramount should engage in acts that may injure another person, nor shall such persons threaten to engage in such acts.
- **Racist, Sexist, and Other Discriminatory Language and Symbols:** Racist, sexist, or anti-religious, or other discriminatory behavior, slurs, statements, or jokes, as well as the display of any symbols supporting such discrimination, is prohibited by Paramount.
- **Behavior:** Upholding a high standard – Inside and outside of Paramount activities, you are expected to uphold a high standard in your personal behavior.

CODE OF CONDUCT VIOLATIONS

Disciplinary Action

If management finds that the above policy has been violated, proper disciplinary action will be taken. Such actions include, but are not limited to verbal/written reprimand, suspension, and dismissal. The seriousness of the violation, the existence and nature of conduct complaints and/or policy breaches, the wishes of the accuser, and other considerations will be taken into account when determining disciplinary action.

Retaliation against any party involved – the accused, accuser, witnesses, and investigators– will not be tolerated. Persons who violate Paramount's no-retaliation policy will be disciplined or terminated from their association with Paramount.



2. Communication Protocols

Initial _____

Communication between staff and participants should always be of a professional, not personal nature. There is no tolerance for staff/volunteers crossing the line into a participant's personal, mental, or physical space. There is no tolerance for staff/volunteers using suggestive language, sexual innuendo or invitation, abusive language or intimidation, or unseemly behavior or language.

In this age of cyber communications, it is deemed inappropriate and unacceptable to transmit messages or images that contain overtly or subtly personal or sexual content between Paramount Performing Arts participants.

Particular care must also be taken to protect private information about any participant. This would include health issues, family issues, behavioral issues, addresses, phone numbers, social security numbers, etc. Directors and administrative team members will be provided only with data required for managing their assigned participants. There should be no sharing of such private information between staff. Even group emails should be sent utilizing "bcc," (blind copies), to prevent others from seeing the email addresses of other participants.

In the event that a participant makes inappropriate overtures of any kind toward a staff or volunteer of Paramount Performing Arts, it is recommended that he/she/they seek managerial participation in conducting a private, three-person meeting with that participant in which more appropriate behavioral standards and expectations are defined and mandated. Both adults should write up a synopsis of this incident and provide copies to the Executive or Program Director. If the situation is not resolved as a result of this process, then the Executive Director will determine the level of consequence required to protect the adult and organization from any escalation, up to and including expelling the participant from further participation in any Paramount Performing Arts activities. Paramount has four forms of official communication between participants and adults:

1. PPA-provided emails (@paramountwg.org). This is the preferable way to communicate.
2. BandApp, Slack, or other identified communication applications
3. Text messages with a preference for a 2 to 1 ratio.
4. Social Media

No staff should initiate an opportunity to give and/or have participants their personal social media and networking sites (including but not limited to Facebook, LinkedIn, YouTube, Reddit, Tumblr, Snapchat, Instagram, Blogs, etc.), or other "buddy-oriented" web addresses. Staff can authorize and accept student-initiated connections to their own personal sites but should not initiate



invitations to connect to the participants' personal sites. Paramount Performing Arts adult person is always deemed to be but not limited to an instructor, teacher, staff, etc.

3. Contagious Illness Protocol

Initial _____

A contagious illness is defined as a communicable disease that can spread rapidly from person to person through direct contact (touching a person who has the infection) and indirect contact.

Health and safety is a priority for all our members, our staff, and facility personnel in order to reduce the spread of contagious illnesses. Following recommendations set forth by the CDC, the Southern Association for Performance Arts, and Winter Guard International, Paramount Performing Arts/Paramount Winter Guard is instituting guidelines for all participants (members, staff and administration) to ensure a healthy and safe experience, all season long.

Paramount Performing Arts is committed to keeping our participants, members, staff, and volunteers safe and informed. We understand the importance of health and disease prevention and have adopted the following policies and guidelines to help keep our members safe and healthy. We encourage members to follow CDC guidelines to protect themselves from the spread of COVID-19 and other common viruses. Listed below are key recommended actions that can be taken to mitigate the potential spread of the virus:

- Avoid close contact with individuals who present symptoms.
- Practice good hand hygiene by washing hands frequently and efficiently.
- When unable to wash with soap and water, use an alcohol-based hand sanitizer containing at least 60% alcohol.
- No sharing of food and drinks or participating in other activities that may result in exposure to saliva or secretions.
- Use social distancing strategies inside and outside of practice locations whenever possible.
- Refrain from shaking hands and hugging
- Consult the CDC page for more specific guidance on proper hand washing and hand sanitizing techniques: <https://www.cdc.gov/handwashing/when-how-handwashing.html>

The following guidelines have been adopted by Paramount Performing Arts. These guidelines will be continually evaluated and adjusted based on information from local and state agencies, individual events, facilities, and other guidelines provided by, and or required by, our facility hosts:

- The responsibility of cleaning/sanitizing the facility (prior and post-use) will be based on the guidance of the facility and handled by Paramount if deemed appropriate.
- All members, staff, and volunteers will be required to observe direction from the organization regarding social distancing, wearing of masks, testing, etc. at all events. Any refusal to do so will result in an individual forfeiting participation in the event.

PARAMOUNT

- Physical contact (hugging, shaking hands, etc.) should be limited.
- Members should keep their personal effects and equipment clean with disinfectant wipes or use alternative means to sanitize.
- Members attending an event will be required to bring with them their own supply of water and/or snacks as appropriate.

Additionally, the following will remain in effect:

- DO NOT attend any Paramount event if you have any COVID-19 or other contagious illness symptoms (Fever or chills, cough, shortness of breath or difficulty breathing, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea)
- If you experience any contagious illness symptoms while at practice, inform the Director. Proper protocols will be implemented at that time based on the information provided.
- DO NOT attend rehearsal until you are fever-free for at least 24 hours without the use of fever reducing medications.
- In the event that your household has tested positive for any contagious illness, please communicate to the directors for an appropriate action plan.
- At the start of every event, members may be asked to complete a brief wellness questionnaire verifying adherence to the above criteria. Please immediately notify staff and/or Director if any of the above conditions apply. If you are diagnosed with any contagious illness, follow your healthcare provider's instructions regarding isolation and quarantine.
- Do not share drinks or utensils to prevent spreading of any illness/germs.

FAQs:

Q: Do I have to wear masks during rehearsal?

Paramount Performing Arts will continuously monitor the guidance from our local, state, and federal agencies. This includes mask-wearing.

Q: Are parents or friends allowed to come to watch rehearsal?

No. Even without health guidelines, Paramount Winter Guard has always implemented closed-door rehearsals. We understand that many parents may want to get a feel for the environment of rehearsal, but it adds another person who needs to be health and temperature checked. Any attendees at rehearsal must have prior approval by the Executive or Program Director. Paramount will offer publicly open events from time to time.

Q: Do staff have to take the same safety precautions as performers?

Yes, all participants of the Paramount Winter Guard organization, which includes members, staff, and administration are required to follow the COVID-19 Guidelines set forth.



4. Diversity & Inclusion Policy

Initial _____

Paramount Performing Arts believes that freedom of thought, innovation, and creativity are fundamental characteristics of a community of performers. To promote such a learning environment, Paramount has a special responsibility to seek diversity, promote inclusion, instill a global perspective in its students, and nurture sensitivity, dialogue, and mutual respect.

Discrimination against or harassment of individuals on the basis of race, color, national origin, religion, sex, sexual orientation, age, disability, veterans' status, gender identity, or expression is inconsistent with the purposes of Paramount Performing Arts and their Ensembles. If you find yourself in a position in which you experience (firsthand or as a witness) discrimination or violations against our Diversity and Inclusion Policy, it is encouraged you report to Paramount Performing Arts or report online to www.paramountwg.org/safety or to the Executive Director.

5. Media Relations Policy

Rationale Initial _____

Effective communications with the media are critical to Paramount Performing Arts' ability to carry out its Mission and promote continued support for SAPA, WGI and all Paramount program offerings.

The Executive Director of Paramount Performing Arts serves as the official organization spokesperson on matters pertaining to Paramount, its operations, and SAPA/WGI/other affiliate organizations, except as appropriately delegated to the Ensemble Director or other program director. The official spokesperson conveys official information on issues of general impact or significance as well as situations that are of a particularly controversial or sensitive nature. Inquiries from the media about such issues are to be referred to the Executive Director and/or the official communications designee.

- Informing all stakeholders about programs;
- Promoting Paramount achievements, activities, and events;
- Expanding the Paramount brand and general visibility; and
- Ensuring that all stakeholders (e.g. members, staff, parents, alumni) receive accurate information regarding incidents and issues of a controversial and/or sensitive nature.

Depending on the specific circumstances, the Executive Director of Paramount may also assign communications duties to an alternate spokesperson on a specific issue. No Paramount stakeholder may speak in a derogatory manner about another participating organization or about DCI/WGI/other affiliate organization. Any questions regarding another organization should be referred to the affected



organization, and those regarding DCI/WGI/other affiliate organizations are to be sent to the Executive Director.

In the event of a crisis or emergency affecting the Paramount organization, the Executive Director and the Paramount communications team will handle all contacts with the media and will coordinate the information flow from Paramount to the public. In such situations, all stakeholders are to refer calls from the media to the Executive Director.

PARAMOUNT GUIDELINES ON MEDIA INTERACTION POLICIES

To protect all members, staff, and volunteers, the Paramount Performing Arts have established the following:

- Refer all media inquiries to the designated spokesperson for the organization.
- Do not speak to the media, without the organization spokesperson present to ensure accuracy of all disseminated information.
- Require a staff member of Paramount to be present with the organization spokesperson during all media interaction with members and volunteers.
- If approached separately or in an unsupervised situation, all participants must take reporters to the organization spokesperson.

Guidelines for communicating with the media when the issue is non-controversial and limited to the participating organization:

- Obtain the name of the person calling, the media organization and, if available, the anticipated release time of information in print, broadcast, and/or online publication.
- Ask for a copy of the stories from the reporter and send information to the DCI, WGI or other affiliated organizations' communications team for expanded use and for coverage records. Do not answer or respond to questions regarding:
 - Legal issues
 - Personnel issues
 - Questions that involve Paramount's or any other participating organization's integrity such as ethics or issues that may result in harm to others
 - A crisis or emergency

Do not offer speculations or gossip or answer a reporter's question with "no comment." Make sure the reporter understands the responses and ask if there is anything needed. Provide a contact name, phone number and/or e-mail address for follow-up questions.

Remember that in responding to the media, the interview subject can be viewed as representing and speaking for the entire Paramount organization or even for the DCI, WGI, or other affiliated organizations' community. Individual opinions should be clearly and carefully identified as such. Any



media inquiries involving information about specific people are to be directed to the Executive Director, and/or the communications team, or the DCI/WGI/affiliated organization's communications team. Such inquiries will be handled in strict compliance with applicable privacy laws. Request assistance from the Executive Director, and/or the communications team if needed.

6. Member Smoking, Alcohol, & Drug Policy

Initial _____

SMOKING

Smoking and the use of tobacco products, including e-cigarettes, vape devices, Juuls, etc., are *ILLEGAL* on school grounds in the United States. As a result, members, performers, and students are prohibited from smoking, possessing, or using these products anywhere on or around campus.

In accordance with Georgia law, it is illegal for anyone under the age of 21 to smoke or use tobacco products, e-cigarettes, vape devices, or Juuls. Therefore, members and students under 21 are strictly prohibited from smoking, possessing, or using these products.

Members and students of legal smoking age are prohibited from using, possessing, or selling tobacco products, e-cigarettes, vape devices, or Juuls at any housing or rehearsal site, show site. If the Director has specified an official "Designated Off Time" for the program (such as free time after a performance or during a no-night-block period), members of legal age are responsible for making their own decisions regarding the use of tobacco products. However, this does not lift the prohibition of smoking at housing, rehearsal, or show sites, or while in a Paramount vehicle or representing the organization.

ALCOHOL

Members and students who are not of legal drinking age (21) are strictly prohibited from the use, possession, sale, or being under the influence of alcohol at any time during Paramount time. Violations of this policy will result in disciplinary action, up to and including dismissal from the organization.

For members and students of legal drinking age, alcohol use, possession, sale, or being under the influence of alcohol is prohibited at housing or rehearsal sites, show sites, on Paramount vehicles, during rehearsal time, shows, Paramount-organized travel, or while representing the Paramount organization. As with smoking, if the Director designates "Designated Off Time" (such as free time after a performance or during a no-night-block period), legal-age members may make their own responsible decisions regarding alcohol use. However, under no circumstances should alcohol be consumed or present at housing, rehearsal, or show sites. Members must never return to the program under the influence of alcohol.

Violations will result in disciplinary action, including potential dismissal from the organization. Paramount strictly prohibits staff members or volunteers from providing alcohol to any member and likewise prohibits members from supplying alcohol to other members, regardless of age.



DRUGS AND OTHER ILLEGAL SUBSTANCES

Paramount adheres to all federal laws regarding drug use and is firmly opposed to the non-medical use of any drugs by its members, staff, or volunteers. Furthermore, no member is permitted to use, distribute, sell, or be under the influence of marijuana, regardless of any local or state laws that may legalize its use during Paramount times.

The distribution of any regulated or illegal substance to a member by staff, volunteers, or other members is strictly forbidden.

DURING ALL ACTIVITIES

The Paramount Code of Conduct (COC) defines what constitutes "official capacity" for members, which includes all rehearsals, performances, clinics, camps, events, and Paramount-organized travel. Paramount's smoking, alcohol, and drug policies apply during these activities 24 hours a day throughout the season, except during officially designated "Designated Off Time." During this "Off Time," while certain restrictions may be lifted, members are still expected to uphold a high standard of behavior and use common sense outside of official rehearsal and performance times.

To clarify, team dinners, housing arrangements, and traveling in personal vehicles to and from shows are not considered Paramount-sanctioned times, and thus certain personal choices (such as smoking or alcohol consumption for those of legal age) may be excused. However, members are still expected to act responsibly and adhere to basic principles of behavior even during non-official times.

REPORTING

In the event that this policy is violated, it is your responsibility to report any violations, whether committed by yourself or others. Failure to report such violations may result in disciplinary action for both the violator and those who fail to report the violation, including suspension or dismissal from the program. Any violator is responsible for arranging their own immediate transportation home from the ensemble. Should the violation be deemed serious enough, law enforcement may be contacted.

Reports should be made as soon as possible to the Director. If the Director is not available, any administrative staff member can be notified.

7. Acknowledgement Signature:

_____ Signature of Participant:
_____ Printed Name of Participant:

Minors:

_____ Signature of parent/legal guardian
_____ Printed Name of parent/legal guardian: