

POLICY HANDBOOK**Table of Contents**

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POLICY HANDBOOK

1. Code of Conduct

Rev 9/21/2022

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, 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 employees, officers, directors, volunteers, participants, contractors, vendors and alumni.

- 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 provide for 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 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, and emotional abuse or harassment towards 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.

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REPORTING CODE OF CONDUCT VIOLATIONS

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)
- Ensemble Director (Andria Foerch)
- Administrative Team Member (JP Castro)
- Any member of Paramount Board of Directors

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.

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. 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 extent possible 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.

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, and the wishes of the accuser, as well as 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 no-retaliation policy will be disciplined or terminated from their association with Paramount.

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2. Communication Protocols

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Communications 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 an staff/volunteers using suggestive language, sexual innuendo or invitation, abusive language or intimidation, or unseemly behavior or language. And 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 seeks managerial participation in conducting a private, three-person meeting with that participant in which more appropriate behavioral standards and expectations are defined and mandated. This should be dealt with quickly and directly, but not in a one-on-one meeting. Both adults should write up a synopsis of this incident and provide copies to the Executive 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 favorable way to communicate.
2. BandApp, Slack, or other identified communication applications
3. Text messages with a preference of a 2 to 1 ratio. This is the least favorable way to communicate.

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 into the participants' personal sites. Paramount Performing Arts adult person is always deemed to be but not limited to an instructor, teacher, etc... not a buddy of the participants.

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3. NOVEL CORONAVIRUS-19 ACTION PLAN

Initial _____

Rev 9/21/2022

Health and safety is the #1 priority for all our members, our staff and facility personnel in order to reduce the spread of COVID.

Following recommendations set forth by the CDC, the Georgia High School Association for Sports, the Tennessee Secondary School Athletic Association, 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.

With the continuing increase in the incidence of the novel coronavirus COVID-19, 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 for protecting 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 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.
- Physical contact (hugging, shaking hands, etc.) will 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.

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Additionally, the following will remain in effect:

- DO NOT attend any Paramount event if you have any COVID-19 symptoms (Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea)
- If you experience any COVID-19 symptoms while at practice, inform the Director and leave practice immediately. DO NOT return to practice until you are symptom-free for at least 72 hours without the use of fever reducing medications.
- In the event that your household has tested positive for COVID-19, please communicate to the directors for appropriate action.
- 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 COVID-19, follow your healthcare provider's instructions regarding isolation and quarantine.

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. We are asking all members and staff members to share a copy of their COVID vaccination cards for the program to keep on file. Not only does this provide transparency, but offers peace of mind to the program.

Q: Are parents or friends allowed to come 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 that needs to be health and temperature checked. We encourage our membership to share our COVID guidelines with their parents, friends, and families to alleviate any concern for health and safety. Paramount will offer publicly open events from time to time.

Q: What happens if someone gets sick? Does the entire team need to quarantine?

We follow GA/TN State and Federal CDC guidelines to communicate any impact to our members, staff and facility personnel. We rely on proper reporting before each rehearsal to further reduce the impact and spread. In the event a member or staff member tests positive, then the organization will be informed and all will be encouraged to get tested before returning to rehearsal.

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.

Q: How will students eat/refill water during rehearsals?

All members are required to use their own water bottles, food containers and eating utensils. Sharing is strictly prohibited. We recommend you write your name on all your belongings – as many items may look identical.

POLICY HANDBOOK**4. Diversity & Inclusion Policy**

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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, to promote inclusion, to instill a global perspective in its students, and to 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 are inconsistent with the purposes of Paramount Performing Arts and their Ensembles.

If you find yourself in a position in which you experience (first hand 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 info@paramountwg.org.

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5. Fraternalization and Sexual Relations Policy

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Rev 9/21/2022

Staff/Member Relations

The relationship between staff and member is central to the Mission of Paramount Performing Arts. Non-professional ties or fraternization between staff/intern/volunteers and active members are prohibited. Paramount Performing Arts holds a zero-tolerance policy for consensual sexual relations between staff/intern/volunteers and members. Paramount Performing Arts prohibits any and all sexual relations between staff/intern/volunteer and members. 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 is prohibited. Sexual or romantic relationship 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 - is inconsistent with the proper role of the staff member and is prohibited. This restriction applies regardless of 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 married couple that have been approved by the Executive Director.

No staff member may be alone with a Paramount Performing Arts program participant at any time (Rule of Three). At least two staff members must always be present in a vehicle, room or location with one Paramount Performing Arts program participant OR one staff member must always be present with at least two or more program participants. Should a private conversation be needed or a situation need to be addressed privately, two staff members need to be present, one of which may simply be an observer within view.

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 of relationships or incidents is to notify the Executive Director and info@paramountwg.org immediately. 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.

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6. Hazing Policy and FAQs

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Initial _____

Hazing is prohibited

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 which 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 also includes any action taken or situation created, intentionally or unintentionally, whether presented as optional or required, to produce: mental, physical, or emotional discomfort; servitude; degradation; embarrassment; harassment; or ridicule for the purpose of (or implying such as a requirement for) initiation into, affiliation with, or admission to, or as a condition for continued membership in a formal or informal group, clique, team, or other organization, 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 captain head, a staff member or a Paramount administrator to this activity?
- 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. Aiding and abetting another person who is engaged in hazing is prohibited.

Any member found in violation of this policy is subject to disciplinary action including, but not limited

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to suspension and/or dismissal from the organization. No refund for tuition is given to members in violation of this policy and is expected to be financially and logistically responsible for their transportation away from the organization.

Aiding and abetting another person who is engaged in hazing is prohibited.

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 (any participant) witness a hazing incident, you are responsible for making sure you report the incident to Paramount Administration and info@paramountwg.org. 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.

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7. Media Relations Policy

Rev 9/21/2022

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Rationale

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.

Policy

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.

General Procedures for Interacting with the Media

A Paramount spokesperson will respond to requests from the media regarding their own programs, policies and procedures, activities, events, and other topics related to Paramount. In such cases,

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when appropriate and relevant, the appropriate Paramount spokesperson should receive notification as soon as possible to inform them of the contact. Such notification can be particularly important if Paramount or other SAPA/WGI/other affiliate organizations may need to make follow-up inquiries to ensure a coordinated, consistent response. If the inquiry involves issues with SAPA/WGI/other affiliate organizations that are significant and/or are of a controversial or sensitive nature, Paramount will refer the media representative to the Executive Director or CEO (the key leader) of SAPA/WGI/other affiliate organizations.

Since positive media solicitation is an integral element of Paramount's branding program, any story, ideas for articles or pieces that would positively portray the organization, its programs and activities, or its member organizations should route to the Executive Director and/or the communications team. In a comparable manner, Paramount will notify SAPA, WGI and other affiliated organizations about negative occurrences that are likely to rise to the level of media interest.

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, or
- A crisis or emergency. Refer all such inquiries to the Executive Director, and/or the communications team.

The most effective approach with the media is to be prompt, helpful, and honest. All initial inquiries from the media should be answered as soon as possible and the reporters' deadlines considered in scheduling interviews.

Interview subjects should always make sure they understand each question from the media before answering. If answering would be inappropriate or if the interview subject is uncomfortable providing a response, the organization representative should take the reporter's contact information and advise him/her that someone who can provide the information will contact him/her as soon as possible. Follow up by contacting the Executive Director, and/or the communications team.

Keep the interaction positive. 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

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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.

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8. Member Smoking, Alcohol, & Drug Policy

Initial _____

Rev 9/21/2022

Smoking

Smoking and the use of tobacco products, e-cigarettes, vape refillable oil devices, juuls, etc. is **ILLEGAL** on school grounds in the United States, and therefore members/performers/students may not smoke, possess or use these products anywhere on or around the campus.

It is illegal under Georgia law for anyone under the age of 21 to smoke or use tobacco products, e-cigarettes, vape refillable oil devices, juuls, etc., and therefore members/students under the age of 21 may not smoke, possess or use these products.

Members/Students that are of legal smoking age are prohibited from use, possession, and selling tobacco products, e-cigarettes, vape refillable oil devices, juuls, etc. at any housing or rehearsal site, show sites, on a van/bus or any Paramount vehicle, during any time that is not "Designated Off Time", or when representing the Paramount Organization in any way. If the Director has formally specified a "Designated Off Time" event for the entire program (which refers to items such as free-time after a performance, or a no-night-block time), members of legal age can make their own responsible decisions with regard tobacco products, e-cigarettes, vape refillable oil devices, juuls, etc. However, the prohibitions remain in place with regard to housing or rehearsal sites, show sites, on a van/bus or any Paramount vehicle and when representing the Paramount Organization in any way.

Alcohol

Members/Students who are not of legal drinking age (21) are prohibited from use, possession, selling, or being under the influence of alcohol at any time. Violations will result in disciplinary action up to and including dismissal from the organization.

Members/Students that are of legal drinking age are prohibited from use, possession, selling or being under the influence of alcohol at any housing or rehearsal site, show sites, on a van/bus or any Paramount vehicle, during any time that is not "Designated Off Time", or when representing the Paramount in any way. If the Director has formally specified a "Designated Off Time" event for the entire program (which refers to items such as free-time after a performance, or a no-night-block time), members of legal drinking age can make their own responsible decisions with regard to alcohol. However, the prohibitions remain in place with regard to housing or rehearsal sites or show sites.

Members/Students can never arrive at the organization or back to the program under the influence. Violations will result in disciplinary action up to and including dismissal from the organization.

Paramount prohibits the supplying of alcohol to a member by any staff member or volunteer and prohibits any member from supplying alcohol to another member (regardless of age).

Drugs and other illegal substances

Paramount fully supports the federal laws of the United States relative to the use of chemical substances. Paramount are opposed to the non-medical use of any drugs by its members, staff or volunteers. In addition, no member may use, distribute, sell, or be under the influence of marijuana, regardless of local or state laws that may legalize it in some places.

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Paramount prohibits the supplying of any regulated or illegal substance to a member by any staff member or volunteer and prohibits any member supplying alcohol to another member.

During all activities:

The Paramount Performing Arts policy on smoking, alcohol, and drugs is in place for any and all Paramount activities, including the full time periods (24 hours per day) of clinics/camps, rehearsals, events, during the season and rides up to WGI World Championships, other than the exceptions stated above for when Director has formally specified a “Designated Off Time”.

Reporting

In the event this policy is violated, it is your responsibility to report the actions of others and yourself. Violators including the person violating, and those that know but do not report, will face disciplinary action, including suspension or dismissal from the program. Under such a situation, the violator is responsible for their immediate transportation home from the ensemble. If the violation is deemed serious enough, the authorities will be contacted.

Reporting should be done as soon as possible to the Director. If the Director is not available, reporting should be done to any administrative staff member. See additional reporting methods in the Ethics Reporting Policy.

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9. Participant Safety, Behavior, Protection, & Sexual Misconduct Policy Rev 9/21/2022

Initial _____

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 employees, staff, contractors, and volunteers. Being personnel of Paramount Performing Arts is a privilege, not a right. The quality of the programs and the safety of the participants call for exemplary leaders. Thus, Paramount Performing Arts works to recruit the best possible leaders.

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 written approval by the participant filed in Paramount Performing Arts offices.

The Rule of Three

No staff member may be alone with a Paramount Performing Arts program participant at any time. At least two staff members must always be present in a vehicle, room or location with one Paramount Performing Arts program participant OR one staff member must always be present with at least two or more program participants. Should a private conversation be needed or a situation need to be addressed privately, two staff members need to be present, one of which may simply be an observer within view.

The Rule of Two

When the Rule of Three is not in use, all participants of Paramount Performing Arts' programs must adhere to the rule of two, or the Partner system (Buddy System), at all times, except as noted below. The Rule of Two means that no participant should be alone. Examples include during "Designated Off Time" (which refers to items such as, free-time after a performance, or a no-night-block time), walking between rehearsal locations, walking between a rehearsal location and sleeping area, at

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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 “Rule of Two” 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 and female use should be scheduled and posted.

Zero Tolerance: Cell phones and electronic devices are not permitted in locker rooms or showers.

Sexual Misconduct

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

- Submission to such is made either directly or indirectly a term or condition of participation.
- Submission to or rejection of such conduct is used as the basis for participation decisions which affects a Member.
- 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
 - 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. Sexual harassment encompasses a broad spectrum of behaviors that are generally defined to include the following:
 - Visual: Ogling or staring; or inappropriate 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: Physical assault or rape.
- Sexual Assault
 - Sexual Assault 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, sexual voyeurism, indecent or lewd exposure, recording any person engaged in sexual, private, or intimate activity in a private space without that person’s consent,

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- distributing personal sexual information, images, or recordings or inducing incapacitation in another person with the intent to engage in sexual conduct.
- Stalking
 - Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to
 - fear for their safety or the safety of others
 - suffer substantial emotional distress
 - stalking includes conduct that occurs via electronic communications, including social media (i.e., cyberstalking)
- Sexual Relationships vs Age
 - Sexual relationships between a person that is under 18 years of age and a person that is 18 years of age or older, are strictly prohibited. Such prohibition exists notwithstanding laws that may permit such relationships.

Operational Adjunct Policies

A variety of operating policies are used to ensure member and youth safety. Not following the Organizations operating procedures listed here or communicated to members can result in disciplinary actions including dismissal. The following lists some, but not all, of the procedures that are used.

- 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. For example, skinny-dipping is not appropriate as part of Paramount Performing Arts.
- Hazing Prohibited: Any and all kinds of hazing and/or initiations are prohibited and may not be included as part of any Paramount Performing Arts procedure.
- Training and Supervision of New Personnel: Long time adults must monitor and guide the leadership/instruction techniques used by the new adults to ensure that all policies are followed.
- 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. Policies can not foresee every

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specific behavior or safety issue. Behavior both inside and outside of Paramount activities that is not aligned to 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 on-line 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 is required by each Staff Member and Board of Director member per Winter Guard International's specifications.

Medical

Paramount will work with the participants to provide a safe environment. Each year specific medical policies will be put in place and communicated to participants. They may include some of the following:

- Requirement of a member to pass a sports physical by an MD
- Providing medical history and concerns
- The Member must represent that there are no known health conditions that would prohibit the Member's full participation in Paramount Performing Arts' programs.
- Proof of specific Vaccinations
- Members will provide emergency contact information
- Members are encouraged to have medical insurance during the time period that they are with Paramount. Proof of insurance will be requested
- Paramount Performing Arts is not assuming responsibility for, and will not pay, any medical expenses incurred by the Member.
- Members are encouraged to have a personal "tele-health" option that they can use during their time with Paramount.

POLICY HANDBOOK**10. Policy for Transgender, Non-Binary,
and Gender Expansive Participants**

Initial _____

Rev 9/21/2022

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.

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, or gender expression is prohibited within The Paramount Organization.

Privacy/Confidentiality

Paramount Performing Arts shall ensure that all personally identifiable and medical information relating to transgender, non-binary, and gender expansive students 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 information that may reveal a student's gender identity to others, including students, parents or guardians, and other school staff, unless legally required to do so or unless the performer/student has authorized such disclosure.

Names, Pronouns, and 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 participant 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.

POLICY HANDBOOK**11. Sexual Abuse Policy**

Rev 5/2/2022

Initial _____

Paramount Performing Arts, Inc does not permit or allow sexual abuse or molestation to occur in the workplace or at any activity sponsored by or related to Paramount Performing Arts. As such, there are adopted mandatory procedures that staff, volunteers, family members, board members, individuals and victims must follow when they learn of or witness sexual abuse or molestation. Sexual abuse takes the form of inappropriate sexual contact or interaction for the gratification of those involved who function as a member, prospective member, student, staff, volunteer or any participant in a Paramount activity. Sexual abuse includes sexual assault, exploitation, molestation or injury.

Reporting Procedure

All Paramount Board Members, staff, volunteers or participants who learn of sexual abuse being committed must immediately report it to the Executive Director and info@paramountwg.org. If the victim is an adult, the abuse is 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.

Investigation and Follow Up

We take allegations of sexual abuse very seriously. Once the allegation is reported we will promptly, thoroughly and impartially initiate an investigation to determine whether there is a reasonable basis to believe that sexual abuse has been committed. The investigation may be undertaken by either an internal team or an independent third party. We will cooperate fully with any investigation conducted by law enforcement or regulatory agencies and we may refer the complaint and the result of our investigation to those agencies. 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 subject 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.

POLICY HANDBOOK**12. Acknowledgement**

Signature of parent or guardian:

Printed Name of parent or guardian:

Signature of Participant:

Printed Name of Participant:
