



# UNITED PERCUSSION

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## CODE OF CONDUCT FOR MEMBERS, STAFF AND VOLUNTEERS

This code of conduct is established to assist the Staff and Volunteers of the United Percussion and Arts, Inc., and all performing groups including United Percussion World and United Percussion 2 with clear guidelines and regulations while being a **member**, **staff** or **volunteer**.

**Staff:** A person who is engaged by a participating group in a Creative, instructional or administrative capacity.

**Volunteer:** A person who gives of their time freely to a participating group as a chaperone or provides support in any capacity.

**Member:** a person who is a contracted part of Cast and active with group.

*United Percussion and Arts, Inc., will not tolerate any conduct that impacts negatively on the organization.* All members, staff, and volunteers should consider themselves as ambassadors of United Percussion and Arts, Inc. All parties are not only expected to uphold these policies, but help remind others of them when necessary. Further, United Percussion and Arts Inc., reserves the right to discipline, discharge or suspend anyone who engages in or is credibly alleged to have engaged in improper or unlawful activity as an official United Percussion event to the extent consistent with applicable law.

## ALCOHOL & CONTROLLED SUBSTANCES

All participants have the right to participate in an environment free of alcohol and controlled substances. UP members, staff and volunteers are not to possess, distribute or be under the influence of alcohol or controlled substances including, but not limited to, narcotics, inhalants, marijuana or other dangerous drugs. It is unlawful to bring alcohol and controlled substances onto any school grounds and most arena facilities.

The United Percussion organization prohibits the use of illegal substances by its staff and volunteers and prohibits the use of tobacco products by minors. The United Percussion organization follows the laws of the United States of America and the various States relative, but not limited to, the illegal use of chemical substances, narcotics, inhalants, marijuana or other dangerous drugs.

Staff, Members and Volunteers are to understand that they will refrain from consumption of alcoholic beverages prior to all rehearsals and performances. Staff, Members and Volunteers are expected to be sensible regarding their responsibilities and at no time will provide or consume alcoholic beverages within the presence of ensemble members.

## **ETIQUETTE**

While being a United Percussion member of the Organization you are expected to represent the organization with class at all times. Always remember that you as an individual represent the group and that your actions towards other groups or individuals will reflect on the United Percussion and Arts Inc. as a whole.

Etiquette is the foundation the United Percussion and Arts Inc. has been built upon. Your etiquette towards others is to be based on mutual understanding and respect. If challenges occur or you become aware of issues, please inform the ensemble director immediately to get the matter resolved.

Rehearsal Etiquette is established through the guidance of the Staff and the volunteers of the Ensemble. Come to each rehearsal ready to be an A+. Be a positive force for organization. In the unlikely event that you are found to be disruptive to the ensemble rehearsal you may be asked to leave the ensemble.

We consider ourselves a family. With that in mind we will not tolerate harassment, bullying, abusive or threatening/foul language or behavior towards one another. Simply put, we do not accept any type of inappropriate behavior of any kind at any time. Should we become aware of such behavior it will be grounds for immediate dismissal from the ensemble. Should we become aware of prior inappropriate behavior that was not disclosed to us during the vetting process, it will be grounds for immediate dismissal.

## **HARASSMENT AND MISCONDUCT**

United Percussion and Arts Inc. strictly prohibits all conduct which could pose a threat to the safety of anyone. Behavior that may be considered inappropriate or may be deemed as harassment is not allowed. Harassment refers to a full spectrum of offensive behavior. When the term is used in a legal sense, it refers to actions that can be found to be threatening or disturbing, and beyond those that are sanctioned by society. Conduct that creates a hostile environment is prohibited. Such conduct may include:

- Any misconduct of a sexual nature or potentially classifiable as a sex offense under applicable law, including without limitation so-called "victimless" activities such as prostitution, pornography, and indecent exposure.
- Any misconduct in which actual or suggested sexual relations is an element.
- Any harassing behavior about, in whole or in part, an individual's sex, gender, sexual orientation or gender expression
- Repeated unwanted sexual flirtations, advances, or propositions
- Verbal abuse of any kind and any behavior that creates a hostile environment to another staff member or volunteer.
- Verbal comments about an individual's body
- Sexually degrading words used to describe an individual
- Unwanted physical contact
- Any conduct involving harm to a minor.
- Cyber-bullying or social media abuse
- Any other behavior that is not socially acceptable in a professional environment

### **ANTI-RETALIATION AND WHISTLEBLOWER POLICY**

In an effort to protect everyone and address our commitment to integrity and ethical behavior, United Percussion and Arts Inc. will not tolerate any retaliation against anyone who makes a good faith report, or threatens to make a good faith report, regarding United Percussion and Arts Inc., another organization, or an individual, whose suspected violation of the law or other violation endangers the health or safety of an ensemble member, staff, volunteer, or the general public.

### **GENERAL CONDUCT**

Our reputation depends on the conduct of all parties involved in United Percussion and Arts Inc. Good manners, courtesy, and common sense are generally all that is required to ensure appropriate conduct and behavior. Conduct or language that could be perceived by a reasonable person as being rude, inappropriate, abusive, disorderly, derogatory, immoral or threatening will not be tolerated. If an undue and unfair pressure is applied to a staff member, volunteer, or ensemble member through inappropriate behavior, then this places the experience at risk.

### **SOCIAL NETWORKING**

United Percussion and Arts Inc. respects the right to use social networking sites and does not wish to discourage from self-publishing or self-expression. Nevertheless, we expect all involved in United Percussion and Arts Inc. to follow applicable guidelines and policies. All persons using social media should be clear that any posts are their own and they are not authorized to speak on behalf of United Percussion and Arts, Inc. Our policies prohibit the use of social media to post or display comments that are vulgar, obscene, threatening, intimidating, harassing, or hostile on account of race, color, religion, national origin, age, sex, sexual orientation, veteran

status, marital status, physical or mental disability, or any other basis or characteristic protected by applicable law on platforms controlled by United Percussion and Arts Inc. Any personal posts, made with UP branding, logos or photos must adhere to the aforementioned restrictions.

### **BACKGROUND CHECKS**

In accordance with the requirements of WGI, United Percussion and Arts, Inc., requires that all staff and volunteers complete SafeSport training AND a background check in his/her state of residence. The background check required will be paid for by the staff member or volunteer and he/she will be reimbursed by United Percussion and Arts, Inc. once the background check is submitted to the organization along with a receipt for payment.

### **FRATERNIZATION**

United Percussion and Arts, Inc, prohibits any inappropriate interaction between participants and staff, contractors, volunteers, or board members at all times and under all circumstances, as well as the appearance of inappropriate interactions. Inappropriate actions includes (but is not limited to) sexual activity of any nature even if the activity is consensual, messages on any social media platforms, texting and direct messaging.

Any inappropriate behavior or act between staff and participants, should be reported to the onsite administration or through [www.unitedpercussion.org](http://www.unitedpercussion.org) or [info@unitedpercussion.org](mailto:info@unitedpercussion.org) immediately.

Staff and volunteers are expected to maintain professional boundaries between themselves and the participants at all times. One-on-one interactions are strongly discouraged between staff and participants but are permitted in situations that require personal instruction, such as individual feedback or confidential instruction.

Whenever possible, communication with a member should be made via channels provided by United Percussion and Arts, Inc. and via the use of a [unitedpercussion.org](http://unitedpercussion.org) email address.

### **DISCIPLINARY ACTION**

Individual participants, staff, or volunteers who are found to be in violation of this Code of Conduct may be subject to further investigation. United Percussion and Arts Inc. reserves the right to terminate any position at will. .

**VIOLATION(S) OF ANY OF THE ABOVE AT ANY TIME IS GROUNDS FOR IMMEDIATE AND PERMANENT DISMISSAL FROM UNITED PERCUSSION.**

**United Percussion Staff, Member and Volunteer Code of Conduct Agreement:**

I understand that any violation of the rules and regulations could result in suspension or dismissal from the ensemble. I agree to complete the background check process in my state of residence. I agree to release, indemnify and hold harmless, the United Percussion and Arts, Inc., United Percussion World, and United Percussion 2 and its board of directors, staff, members and agents from any and all liability involving any issues surrounding my actions.

**Signature of Staff Member/Volunteer:**

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**Date:** \_\_\_\_\_

*(this agreement can be electronically signed online through the website)*