



SIEGE

PERCUSSION

**STAFF &
VOLUNTEER
HANDBOOK**

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WELCOME TO SIEGE PERCUSSION

MISSION STATEMENT

Siege Performing Arts is a youth arts organization dedicated to providing students with an accessible high-quality music and visual performance arts education.

VISION

Siege Performing Arts exists to cultivate creativity, expression, perseverance, and dedication to positively transform young people's lives through music and movement in the marching arts.

PURPOSE

This handbook compiles the rules, policies, and procedures that apply to all employees, independent contractors, and volunteers of Siege Performing Arts, Inc. (dba "Siege Percussion"). The information and policies contained in this handbook are to cement our legacy of Responsibility, Excellence, and Dedication that we value so much at Siege Percussion. While we have made every effort to make this document comprehensive, the policies and procedures as established by the Siege Performing Arts Board of Directors and Siege Percussion Administration are subject to change at any time and without notice, so this document may not contain all applicable policies and procedures.

APPLICABILITY

In this document "Staff" shall refer to all employees, contractors, chartered or subcontracted workers, interns, and any unpaid individual, who may or may not be considered a "volunteer." Therefore, this handbook applies to all "teams," including, but not limited to, the Administrative Team, Instructional Team, Design Team, Operations Team, Marketing & Merchandising Team, Food Service Team, Transportation Team, and Health & Wellness Team. Your relationship with Siege Percussion is "at will." Nothing in this handbook, and nothing in any written or oral policy or statement, shall be deemed to create procedural or property rights in, or expectations of continued employment or independent contractor status with Siege Percussion. Employment and independent contractor status at all staff and administrative levels of Siege Percussion is "at will," meaning such employment or independent contractor status may be terminated by Siege Percussion or the employee or independent contractor at any time, with or without notice, and for any or no reason.

OUR VALUES

LOYALTY

Being dedicated and committed to the group's goals and mission. It involves showing unwavering support for your fellow ensemble members, instructors, and the ensemble as a whole. Loyalty also implies prioritizing the success and well-being of the group over individual interests or conflicts.

ACCOUNTABILITY

It means taking responsibility for one's actions, commitments, and duties within the group. Members are accountable for attending rehearsals, practicing their parts, and meeting deadlines. Being accountable ensures that everyone can rely on each other to fulfill their roles effectively.

RESILIENCE

Resilience refers to the ability to persevere and adapt in the face of challenges and setbacks. Members may encounter difficulties, such as mastering complex rhythms or overcoming performance anxiety. Resilience involves not giving up, practicing diligently, and seeking help when needed to overcome these obstacles. It also means maintaining a positive attitude and continuing to contribute to the group's progress despite setbacks.

HONOR

Honor is a high standard of ethical behavior, integrity, and respect within the ensemble. It involves treating fellow members, instructors, and competitors with dignity and respect. Honorable conduct means being honest, fair, and considerate of others' feelings and perspectives. It also implies adhering to the rules and guidelines set by the ensemble and the larger percussion community.

These values are not only important for individual growth but also for the overall success and cohesion of the ensemble. Emphasizing these values helps create a positive and supportive environment where members can learn, improve, and contribute to the ensemble's education, artistic, and competitive goals.

Together, these values create a culture of excellence and a sense of community that is essential to the success of the ensemble.

PHILOSOPHY

Because we have selected the indoor percussion activity as our flagship program for teaching these values, we accept that there are rules to be credible and successful in the performance arena. In short, the indoor percussion activity is competitive, and we expect it to be taken seriously.

Siege Percussion is a metaphor for a value-centered life. An indoor percussion ensemble isn't successful unless the performers and staff embrace a common set of values and standards to achieve a common purpose greater than the sum of its individuals. Within this context, our primary job is not to create the best percussionists and performers; our job is to help make great people.

Competitive success is not contradictory to a mission-centered experience. It is and should be, the byproduct of good teaching, preparation, and design. It can't be the end, in and of itself, because we can't control the competition. We can't make the groups above us worse, and we can't control the opinions of the adjudicators. What we can do is be better every day... better teachers, better performers, better designers, better mentors, and better leaders.

The indoor percussion production is a 4:30-6:00 minute performance in a gymnasium. The "stage" is typically a basketball court covered with a tarp "floor"; at first glance, not an intensely artistic medium. This is why the purpose-driven experience is important. If we can't transcend the 4:30-6:00 minute show, if that show is the end-all of what we do, our best and brightest staff would tire of it soon, and our Performers' experience would seem hollow. For us, the indoor percussion activity is an adjunct experience that helps round out our lives. It gives us the opportunity to work with some of the most amazing young performers in the state of Florida and beyond, and provide them with a life-changing experience they will never forget.

The most powerful way to measure our success is through performer retention. Our objective is to retain 50 to 60 percent of our eligible Performers from one year to the next. We believe that creating a compelling and meaningful experience at Siege Percussion Ensemble will result in that objective.

DIVERSITY, EQUITY & INCLUSION

Siege Percussion complies with all applicable anti-discrimination laws and does not illegally discriminate against, or give preferential treatment to any individual or group on the basis of age, race, gender, color, economic status, ethnicity, linguistic heritage, cultural background, national origin, ancestry, religious creed, marital status, employment status, housing status, sexual orientation, gender identity or veterans status or distinction that is protected by law in the selection of participants.

EXPECTATIONS

PROFESSIONAL BEHAVIOR

Staff and volunteers agree to:

- Adhere to all policies in the policy handbook outlined by Siege Percussion.
- Act in a way that represents the best interests of Siege Percussion and its students.
- Act in accordance with our contractual responsibility to our corporate partners.
- Establish and maintain a positive learning environment
- Be sensitive to the local community and to our housing agreements at all times, including rehearsals, warm-ups, and performances. Noise concerns are the primary reason it's difficult to find rehearsal and camp facilities
 - Amplified metronomes are the #1 complaint of communities that host an ensemble. Don't use them too early, too late, too long, or too loudly.
 - Whenever possible, point directional instruments away from homes and businesses.
 - Keep percussion sections as far from homes and businesses as possible.
 - Respect the private property of our host communities.
 - Most neighborhoods don't follow the time schedule of an indoor percussion ensemble. Reduce the late-night and early-morning sound levels.
- Behave in a professional manner. Unprofessional behavior includes:
 - Sexual conduct with a student
 - Insulting or offensive language
 - Participating in or encouraging hazing or other demeaning behavior
 - Disorderly or violent behavior
 - Inability to perform assigned tasks due to alcohol or drug use
 - Substance abuse
 - Violation of housing policies regarding alcohol and tobacco use

CONFLICTS

Staff and volunteers will have disagreements. These disagreements should never be apparent to the students. Staff and volunteers are expected to resolve conflict through discussion and compromise, or by bringing the topic of disagreement to the appropriate supervisor. Staff and volunteers should never involve students in any staff and volunteer conflict.

THE ENSEMBLE DIRECTOR

The ensemble director of Siege Percussion is responsible for all aspects of the operations of Siege Percussion, both on and off the performance stage. As such, the ensemble director's decisions are based on what is best for the ensemble as a whole after consideration of the input of others and all the circumstances of any given situation. While Siege Percussion encourages constructive debate, the authority of the ensemble director of Siege Percussion to make decisions regarding the best interests of the ensemble is absolute. Once made, such decisions are to be honored and respected. While acting in the best interests of Siege Percussion, the ensemble director may act in their sole and absolute discretion.

FAILURE TO PERFORM DUTIES

A violation of your duties or any policies of this handbook will be determined in the sole and absolute discretion of the ensemble director. In such an event, you will be notified and disciplined as deemed appropriate in the sole and absolute discretion of the ensemble director, up to and including the immediate suspension or termination of any independent contractor, employee, or volunteer relationship and separation from Siege Percussion.

PERSONAL DATA

Siege Percussion is required to keep current information regarding names and contact information for all staff and volunteers. You are responsible for notifying Siege Percussion of any changes in your personal data. Personal mailing addresses, telephone numbers, emergency contacts, and other such status reports should be accurate and current at all times. If any personal data has changed, please contact the ensemble director immediately.

SCHEDULING/REHEARSAL ATTENDANCE

Rehearsal schedules are set collaboratively by the program coordinator, ensemble coordinator, and caption coordinators working within the parameters established by the ensemble director and administration. Caption coordinators are responsible for ensuring that adequate numbers of staff are in attendance at each sectional, rehearsal, and performance.

COMPENSATION

Compensation will be disbursed by check on the first weekend of each month for hours worked the prior month, as per our agreement.

As an independent, at-will 1099 contractor, no taxes or withholdings will be deducted from your compensation by Siege Percussion. No benefits are available. You shall assume sole responsibility for any taxes, debts or liabilities that may be incurred by you as an independent contractor fulfilling the terms of your independent contractor agreement.

1099 Form: The Internal Revenue Service (IRS) requires the corporation to issue a Form 1099 to contractors that are paid at least \$600 worth of work over the course of the operating year. All 1099 forms will be sent out every January for the prior taxable year.

W-9 Form: All contractors must submit a completed W-9 form for 1099 reporting.

DRESS CODE

While your day-to-day dress may be casual due to the physical nature of indoor percussion, you are still expected to dress appropriately and should be readily distinguishable from members. You are expected to dress neatly and in a manner appropriate to the work environment while exercising good hygiene. Staff and volunteers who are inappropriately dressed may be asked to leave the area until they are properly dressed or groomed. Examples of inappropriate dress include but are not limited to, clothing with sexist, racist, or offensive language or imagery, or clothing that is overly revealing.

CRIMINAL VIOLATIONS

The arrest of any staff member or volunteer for any criminal offense – whether while with Siege Percussion or not – is to be reported immediately to the ensemble director. An arrest is grounds for immediate termination of your relationship with Siege Percussion in the sole and absolute discretion of the ensemble director.

TRAVEL

All requests for travel-related expenses must be requested and cleared through the ensemble director in advance. Any changes in the individual's travel itinerary once a ticket has been purchased will be made at the sole expense of the person requesting the change. You will be responsible for reimbursement to the ensemble by cash, check, or bank transfer. All travel as a result of other work (outside camps, clinics, etc.) or for personal reasons shall be at the expense of the employee or contractor. All travel that will be reimbursed must have receipts as backup.

Siege Percussion will not, at any point, provide travel for volunteers or unpaid interns.

MISCELLANEOUS EXPENSES

The ensemble director must approve all expenses in advance. When small items are purchased, for example, tape, photocopies, etc., it is best to pay for them yourself and list them on an expense sheet with the receipts attached. No expenses will be reimbursed without receipts. Expense sheets must be submitted to the ensemble so that your expenses can be reimbursed in a timely manner.

PRIVACY

PERSONAL PROPERTY

For security reasons, staff, and volunteers should not leave personal belongings of value unattended or unsecured while in the workplace. Siege Percussion will not be responsible for the loss, theft, or damage of personal property.

RECORDS & PERSONNEL FILE

You have a right to inspect certain documents in your personnel file, as provided by law, in the presence of a Siege Percussion representative at a mutually convenient time. You may add your comment to any item in the file. Siege Percussion recognizes our staff and volunteers' rights to privacy; therefore, Siege Percussion will restrict disclosure of your file to authorized individuals within the organization. Any request for information contained in files must be directed to the ensemble director. Disclosure of information to outside sources will be limited. Siege Percussion will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations as otherwise legally required.

SECURITY INSPECTIONS

Facilities, vehicles, housing sites, and other areas and devices may be provided for the convenience of staff and volunteers, but remain the sole property of Siege Percussion. Accordingly, they, as well as any articles found within them, may be inspected by an authorized representative of Siege Percussion at any time, with or without prior notice. Personal property belonging to staff and volunteers, including but not limited to, packages, luggage, purses, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of contraband or Siege Percussion's property. Siege Percussion reserves the right to inspect all property to ensure compliance with its rules and regulations. Notice will be provided to staff and volunteers, and the staff and/or volunteers may ask a witness of their choosing to be present.

WORKPLACE ETIQUETTE

CONFIDENTIALITY

In the course of your affiliation with Siege Percussion, you may have access to confidential information regarding Siege Percussion, its suppliers, its members, or fellow staff and volunteers. It is the responsibility of all staff and volunteers to safeguard sensitive organizational information obtained during employment. Sensitive organizational information is defined as trade secrets or confidential information relating to work processes, know-how, recruiting lists, designs, drawings, arrangements, financial data, marketing data, accounting, pricing or salary information, business plans and strategies, negotiations and contracts, and personal data.

If, during your affiliation with Siege Percussion, you are given access to or come upon non-public Personally Identifiable Information (PII) including but not limited to social security numbers, national identification numbers, driver's license numbers, credit card and debit card numbers,

date and place of birth, genetic and biometric information, mother's maiden name, and zip codes, outside of any job functions that require disclosure, you must never intentionally disclose or discuss any PII that you become privy to regarding members, staff, volunteers, etc. You agree to maintain physical, electronic, and procedural safeguards of this information as directed by the ensemble director.

If someone outside of Siege Percussion requests personal or confidential information from you, and you are concerned about the appropriateness of giving them certain information, you are not required to answer. Instead, refer the request to the ensemble director.

No one is permitted to remove or make copies of any records, reports, or documents that do or may contain confidential or proprietary information, trade secrets, or PII without prior approval of the ensemble director. Disclosure of this information could lead to termination of your independent contractor agreement, as well as other possible legal action.

Affiliation with Siege Percussion is contingent upon compliance with this policy. Staff or volunteers who improperly use or disclose trade secrets or confidential business information will be subject to termination and legal action, even if they do not actually benefit from the disclosed information.

Upon separation from Siege Percussion, staff and volunteers must promptly return any and all documents containing the above information, knowledge or data, or relating thereto, to Siege Percussion. Confidential information obtained during your affiliation with Siege Percussion may not be discussed, disclosed or divulged to any third party, including future employers.

INTERPERSONAL RELATIONS

The success of Siege Percussion depends greatly upon the quality of the relationships between the organization, our members, staff, volunteers, parents, and the general public. Our policy is to provide our members with the best possible educational experience in a professional and thoughtful manner at all times. If you encounter an uncomfortable situation that you do not feel capable of handling, contact your supervisor or the ensemble director immediately.

USE OF COMMUNICATION DEVICES

Electronic communication and media may not be used in any manner that would be discriminatory, harassing, or obscene, or for any other purpose that is illegal, against Siege Percussion policy, or not in the best interest of the organization. Examples of violations of communication systems include, but are not limited to:

- Offensive or disruptive messages, including messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, appearance, sexual orientation, gender identity, religious or political beliefs, national origin, or disability;
- Unwelcome propositions or romantic communications;
- Messages that disparage anyone or any entity, including but not limited to Siege Percussion, its staff and volunteers, members, sponsors or their employees, or competitors.

- Messages that include defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions.

Staff and volunteers should be aware of unintentionally or inadvertently invading the privacy of other individuals with video, picture, and audio recording devices.

The use of any device capable of recording or transmitting visual images in or near showers, locker rooms, restrooms, or other areas where privacy is expected is not allowed. Violations of this policy will be subject to termination of and the involvement of the appropriate law enforcement officials if appropriate.

USE OF EQUIPMENT AND VEHICLES

All Siege Percussion property assigned to staff and volunteers, including instruments, electronics, vehicles, work areas, facilities and other equipment, are to be used and maintained according to Siege Percussion rules and regulations. It is the responsibility of all staff and volunteers to reasonably protect and safeguard Siege Percussion equipment from loss or damage through the supervision of its proper use by our members.

All staff and volunteers authorized to drive Siege Percussion-owned or leased vehicles or personal vehicles in conducting Siege Percussion business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately. A valid driver's license must be in your possession while operating a vehicle off or on Siege Percussion property, or any Siege Percussion housing or performance site. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times. Siege Percussion-owned or leased vehicles may be used only as authorized by the ensemble director. Staff and volunteers who drive on Sieges' business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones and tablets, while driving. Further, even if use is permitted, staff and volunteers are prohibited from texting while driving under all circumstances.

MEDIA INQUIRIES

Staff and volunteers may be approached for interviews or comments by the news media. All media inquiries, whether verbal or written, should be immediately forwarded to the ensemble director. While it is acceptable for you to comment on the ensemble' show or performance, at no time should you offer any commentary or response to anyone from the media regarding staffing, personnel, member complaints, or ensemble' operations without explicit permission from the ensemble director.

OFF-DUTY CONDUCT

Due to the unique scheduling and time requirements of our activity, it is important to detail what Siege Percussion considers to be inappropriate conduct when off-duty. During the weekend rehearsals and at shows, you are considered On-Duty during any Siege Percussion events in which you are:

- Working on a scheduled duty day
- Visiting on a non-scheduled duty day
- In view of members
- While supervising, teaching, instructing or coaching members
- On or around Siege Percussions' vehicles, rehearsal facilities, school grounds, performance venues, or housing sites

Staff and volunteers are expected to conduct their personal affairs in a manner that does not adversely affect Siege Percussion or their own integrity, reputation or credibility. Illegal or immoral off-duty conduct that adversely affects Siege Percussion's legitimate interests, your ability to perform your duties, violates state and/or federal laws, or endangers the health, safety or welfare of members, staff, or volunteers will not be tolerated and will result in termination.

POLICIES

YOUTH PROTECTION POLICY

Siege Percussion is committed to providing a safe and healthy environment for every constituent who participates in our organization. Siege Percussion takes harassment and misconduct very seriously and has been actively working for many years to put the very best practices in place to ensure the safety and wellbeing of everyone in our organization. We serve many young people of various ages and backgrounds, and we strive to be very clear about what is, and is not, acceptable behavior.

We have recently reviewed our existing policies and found they were completely relevant and up to date and being enforced to protect our students and staff as completely as possible. Since performing the audit, we have made additional changes and updates to our policies. We are committed to reviewing and updating policies as often as needed to make sure that our organization is as safe as it possibly can be for all of our constituents.

All members of our organization, including board members, staff, and volunteers, must read and become familiar with these policies and expectations.

SEXUAL HARASSMENT POLICY

Siege Percussion prohibits sexual harassment by any person in any manner, whether that person is an employee, independent contractor, staff member, volunteer, or participant. Sexual harassment includes all unwelcome sexual advances, requests, or demands for sexual favors, and any other verbal and/or physical conduct of a sexual nature. Such harassment shall also include but is not limited to, sexually orientated humor or language, questions or comments about sexual behavior or preference, and unwelcome or undesired physical conduct. Sexual advances, requests, or demands for favors are never appropriate. Sexually harassing conduct will not be tolerated. All persons are encouraged to report sexual Harassment of any form immediately to the administration or via the report system. All complaints are confidential, and retaliatory action will not be tolerated.

Siege Percussion has adopted the definitions and policies of the Equal Employment Opportunity Commission as to sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such is made either directly or indirectly a term or condition of employment or participation;
- Submission to or rejection of such conduct is used as the basis for employment or participation decisions which affects an employee, volunteer or member;
- Such conduct has the purpose or effect of unreasonably interfering with an employee's, volunteer's or member's routine performance, or that creates an intimidating, hostile or offensive working or learning environment.

The following are some examples of conduct that may be considered sexual harassment and, therefore, are prohibited by this policy:

- Repeated unwelcome and offensive sexual flirtations, advances or propositions;
- Verbal or written abuse of a sexual nature;
- Graphic verbal or written commentaries about a person's body or behaviors;
- Display of sexually suggestive objects or pictures;
- Continued or repeated suggestive sexual comments or remarks;
- Insults, humor or jokes about a person's sex, gender, sexual orientation or traits relating to sex;
- Continued or repeated touching, pinching or brushing a person's body.

Sexual harassment does not refer to occasional, socially acceptable compliments. It refers to behavior that is unwelcome, personally offensive, or sufficiently severe or repeated so that it alters the conditions of employment or learning or creates an abusive or unproductive environment.

SEXUAL ABUSE POLICY

Siege Percussion does not permit or allow sexual abuse or molestation to occur in the workplace or at any activity sponsored by or related to the organization. To make this "zero-tolerance" policy clear to all board members, employees, independent contractors, volunteers, and participants, we have adopted mandatory procedures that employees, independent contractors, 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 the actor who is functioning as a participant, instructor, or volunteer with the organization. Sexual abuse includes sexual assault, exploitation, molestation, or injury. It does not include sexual harassment, which is another form of behavior which is prohibited by Siege Percussion.

All board members, employees, independent contractors, volunteers or participants who learn of sexual abuse being committed must immediately report such conduct to the ensemble director or to the online reporting mechanism. If the victim is an adult, the abuse will be reported by Siege Percussion to the local or state Adult Protective Services (APS) Agency. If a child is the victim, Siege Percussion 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.

Siege Percussion takes allegations of sexual abuse 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. Our investigation may be undertaken by either an internal team or we may hire 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 reassigning that person to responsibilities that do not involve personal contact with individuals or participants. If the person under investigation is a participant, the participants' status with the program will be 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 actor's relationship with Siege Percussion.

There are several "red flags" that suggest someone is being sexually abused. They take the form of physical or behavioral evidence. Physical evidence of Sexual Abuse may include, but is not limited to:

- Difficulty walking or ambulating normally;
- Stained, bloody or torn undergarments;
- Genital pain or itching or physical injuries involving the external genitalia.
- Behavioral signals suggestive of sexual abuse include but are not limited to:
 - Fear or reluctance about being left in the care of a person;
 - Recoiling from being touched;
 - Bundling oneself in excessive clothing, especially night clothes;
 - Discomfort or apprehension when sex is referred to or discussed; and
 - Nightmares or fear of night and/or darkness.

We prohibit any retaliation against anyone, including an employee, volunteer, board member, student or individual, who in good faith reports sexual abuse, alleges that it is being committed or participates in the investigation. Intentionally false or malicious accusations of sexual abuse are prohibited. Anyone who retaliates against someone who has made a good faith allegation of sexual abuse, or intentionally provides false information to that effect, will be subject to discipline, up to and including removal from the organization.

CONTRABAND POLICY

The possession of contraband by staff members and ensemble members is prohibited. As used here, "contraband" includes any item or material that poses a risk of harm to any individual – whether or not associated with Siege Percussion. "Contraband" includes but is not limited to weapons, flammable or explosive substances, firearms or ammunition, fireworks, controlled substances, and toxic substances. Contraband will be immediately seized, and appropriate disciplinary action will be taken at the sole discretion of the ensemble director.

TOBACCO, VAPING, ALCOHOL & CONTROLLED SUBSTANCES

- Tobacco use is prohibited on any school grounds and housing sites at all times. There is to be no tobacco use in or around Corps' vehicles, rehearsal fields and camp locations.
- Vaping use is prohibited on school grounds and housing sites at all times. There is to be no vape use in or around Corps' vehicles, rehearsal fields and camp locations.
- The possession, use, consumption, distribution and/or display of alcohol is absolutely prohibited in and around Corps' vehicles, rehearsal fields, school grounds, housing sites and camp locations. Being under the influence to any degree in the vicinity of the ensemble or its members at any time is expressly prohibited.
- The possession, use, consumption, or distribution and/or display of any controlled substances, including but not limited to marijuana, cocaine, amphetamines, tranquilizers, barbiturates, or opioids, is strictly prohibited.
- The misuse of otherwise legally prescribed medications, or the distribution of them without a prescription, is strictly prohibited.

These policies on tobacco, vaping, alcohol, and controlled substances are in place from your arrival at each camp through your departure from each camp. They are also in place continuously from the first day of audition rehearsals through the completion of the season with Siege Percussion at WGI Championships.

Use of alcohol is forbidden by all members, even if the member is of legal drinking age. The management of Siege Percussion reserves the right to search personal belongings in the event that drug or alcohol use is suspected.

FRATERNIZATION POLICY

It is the policy of Siege Percussion to prohibit any inappropriate interaction between staff or volunteers and members at all times and under all circumstances, as well as the appearance of inappropriate interactions.

One-on-one contact between adults, staff, and volunteers of Siege Percussion and the members of the Corps is expressly prohibited. In situations requiring an individual or personal conference, such as a meeting to discuss disciplinary or medical issues, the meeting is to be conducted with the prior knowledge of and in clear view of other adult staff or volunteers.

The prohibition on one-on-one contact between adults, staff, and volunteers and the marching members applies as well to written, digital, and electronic communications. No one-on-one private online communications or engagement in one-on-one digital activities (games, social media, etc.) with youth members will be permitted.

Should direct written, digital and electronic communications occasionally become absolutely necessary and required, and no other readily acceptable method can be used, a parent and another staff member or volunteer shall be included on such necessary written, digital and electronic communications. This safeguard ensures that no private, one-on-one contact takes place in text, social media, or other forms of written, digital and electronic communications.

Romantic and sexual relationships between staff and marching members, or between volunteers and marching members, regardless of their respective ages, are also expressly prohibited.

Further, staff, volunteers, and members must be aware of the potential for unintentionally or inadvertently invading the privacy of other individuals with video, picture and audio recording devices. The use of any device capable of recording or transmitting visual images in or near showers, locker rooms, restrooms, or other areas where privacy is expected is not allowed.

All persons involved in Siege Percussion must immediately report to local authorities any good-faith suspicion or belief that any member is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, exposed to any form of sexual exploitation including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. This duty cannot be delegated or passed along to any other person.

Immediate reporting of any such good-faith suspicion or belief, or of any other violation of any policy of Siege Percussion shall also be immediately reported to the ensemble director or member of the Siege Performing Arts Board of Directors. This duty cannot be delegated or passed along to any other person. Immediate and appropriate action shall be taken for the safety of our members, staff, and volunteers, as well as for appropriate notifications and follow-up with appropriate investigating agencies. Any and all actions taken will be at the sole and absolute discretion of Siege Percussion.

Any violation of this policy will be grounds for immediate and summary disciplinary action by Siege Percussion in its sole and absolute discretion. Such action may include immediate and summary dismissal from Siege Percussion

DUTY TO REPORT VIOLATIONS

It is the affirmative obligation of all management, staff, volunteers, and members to immediately report in good faith any violation of the law or of the policies of Siege Percussion to either the ensemble director or any member of the Siege Performing Arts Board of Directors. Should circumstances prevent such immediate reporting, any violation shall be reported as soon as possible.

Upon receiving any such report, appropriate action shall be taken to protect the health, welfare and rights of the reporting parties, supervisors, witnesses, and any other individuals involved. The nature of the complaint, the identity of the reporting party, and any other individuals involved shall be kept confidential until the matter is reviewed by the ensemble director or the Board President. Confidentiality shall apply and remain to the maximum degree possible.

Siege Percussion shall take any and all measures they feel appropriate to investigate any violation of law or the policies of Siege Percussion, including interviews with the individuals involved and witnesses to any conduct, and review of written and electronic communications. Should a complaint be substantiated, disciplinary action in the sole and absolute discretion of the ensemble director or the Board of Directors shall be taken, up to and including termination of the individual's relationship with Siege Percussion and reporting the incident to appropriate civil or law enforcement officials.

Similarly, false reporting will also not be tolerated. Should it be determined after appropriate investigation that an allegation was brought based upon revenge, anger, dislike, or any other

improper motive, the individual or individuals making the false report are subject to immediate disciplinary action as set forth above, in the absolute and sole discretion of the ensemble director or the Board of Directors.

NO RETALIATION/WHISTLEBLOWER POLICY

Retaliation against any director, employee, student, parent, volunteer, agent, contractor, or supporter of Siege Percussion who raises concerns regarding potential violation of the law or of Siege Percussion's standards of conduct is prohibited. Retaliation against any individual for the good-faith reporting of real or potential compliance and policy violations is cause for immediate and appropriate actions, up to and including summary dismissal from Siege Percussion in its sole discretion.

No director, employee, contractor, subcontractor, or agent of Siege Percussion shall discharge, demote, suspend, threaten, harass, or in any other manner knowingly and intentionally discriminate against any individual in the terms and conditions of their relationship with Siege Percussion because of any act done by the individual:

To provide information, cause information to be provided, or otherwise assist in an investigation regarding any conduct which the reporter reasonably believes constitutes a violation of state or federal law applicable to Siege Percussion or Siege Percussion's policies and procedures, when the information or assistance is provided to, or the investigation is conducted by:

- any state or federal regulatory or law enforcement agency;
- any lawfully constituted investigative body; or
- a person with supervisory authority over the individual or such other person working for Siege Percussion who has the authority to investigate, discover, or discipline misconduct; or
- to file, cause to be filed, testify, participate in, or otherwise assist in a proceeding filed or about to be filed relating to an alleged violation of state or federal law applicable to Siege Percussion.

Reports of real or potential violations of law or violations of the policies and procedures of Siege Percussion shall be reported to the ensemble director or the President of the Board of Directors, who shall take immediate action as deemed necessary and appropriate in their sole discretion to protect the health and welfare of the members and all individuals associated with Siege Percussion, up to and including reporting of the incident to appropriate law enforcement authorities.

SOCIAL MEDIA POLICY

Social media is a powerful communication tool that has a significant impact on organizational and professional reputations. Because it blurs the lines between personal voice and institutional voice, Siege Percussion has crafted the following policy to help clarify how best to enhance and protect personal and professional reputations when participating in social media.

Social media is defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include but are not limited to Facebook, Instagram, LinkedIn, Snapchat, Twitter, and YouTube.

Both in professional and institutional roles, participants need to follow the same behavioral standards online as they would in real life. The same laws, professional expectations, and guidelines for interacting with students, parents, and other Siege Percussion constituents apply online as in the real world. Participants are liable for anything they post to social media sites.

Protect confidential and proprietary information: Do not post confidential or proprietary information about Siege Percussion, students, staff, or alumni. Participants must follow the applicable federal requirements such as FERPA and HIPAA. Participants who share confidential information do so at the risk of disciplinary action or termination.

- Age-Inappropriate Content: Due to participation by students under the age of 18 on personal social networking sites, any sexual or otherwise age-inappropriate content is grounds for termination. Participants are responsible to monitor sites under their control for inappropriate content posted by others.
- Respect copyright and fair use: When posting, be mindful of the copyright and intellectual property rights of others and of Siege Percussion.
- Don't use Siege Percussion logos for endorsements: Do not use the Siege Percussion logo or name on personal social media sites or to promote a product, cause, or political party or candidate.
- Terms of Service: Obey the Terms of Service of any social media platform employed.

GUIDELINES

This section applies to those posting on behalf of Siege Percussion, though the guidelines may be helpful for anyone posting on social media in any capacity.

- Think twice before posting: There is no privacy in the world of social media. Consider how posts may reflect both on the poster and Siege Percussion. If you are unsure about posting a comment or response, ask the ensemble director for direction.
- Strive for accuracy: Review content for factual, grammatical and spelling errors.
- Remember your audience: A presence in the social media world is or easily can be made available to the public at large. This includes prospective students, current students, parents, etc. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.
- On personal sites, do not reference the organization in your personal views. If you identify yourself as a Siege Percussion participant online, it should be clear that the views expressed are your own, and not necessarily those of Siege Percussion.
- Photography: Photographs posted on social media sites can easily be appropriated by visitors. Consider posting images at 72 dpi. Images at that size are sufficient for viewing on the web, but not suitable for printing.
- Institutional Social Media:
 - If you post on behalf of Siege Percussion, the following policies must be adhered to in addition to all policies and best practices listed above.
 - Notify the ensemble director: Participants that have a social media page for a group of other participants (e.g. 2027 Tenor Page) or would like to start one

should contact the ensemble director for coordination with all other Siege Percussion media. All institutional pages must have an authorized Siege Percussion staff identified as being responsible for content.

- Acknowledge who you are: If you are representing Siege Percussion when posting on a social media platform, acknowledge this.
- Link back to the Organization: Whenever possible, posts should be brief, redirecting a visitor to content that resides within the Siege Percussion organization.
- Protect the institutional voice: Posts on social media sites should protect Siege Percussion by remaining professional in tone and in good taste.

VIOLATION AND SANCTIONS

Participants alleged to have violated the policies stated above may be referred to the ensemble director or the Compliance Committee, depending on the nature of the violation. Those found to be in violation of the policies may be asked to remove or edit the post, face disciplinary action, up to and including contract termination.

FFCC POLICIES

All Staff and volunteers need to adhere to all FFCC (Florida Federation of Colorguard Circuit) policies & procedures. FFCC's policy and procedures can be found here at <https://ffcc.org/ffcc-members/policy-and-procedures/>

WGI POLICIES

All Staff and volunteers need to adhere to all WGI (Winter Guard International) policies & procedures.

WGI's code of conduct can be found at <https://wgi.org/about-wgi/code-of-conduct/>
WGGI's policy manual can be found at <https://wgi.org/wp-content/uploads/2023/09/WGI-Policy-Manual-September-2023.pdf>

OTHER POLICIES

The following policies, not included in this handbook, can be found in the policy handbook as outlined by Siege Percussion. A copy of the policy handbook can be found on www.siegepercussion.org/policies.

- Background Check Policy
- Health and Wellness Policy
- Anti-Racism and Hate Speech Policy
- Hazing and Bullying Policy

TERMINATION

Your relationship with Siege Percussion is at-will. The relationship is at the mutual consent of you and Siege Percussion and is controlled by the terms of your independent contractor agreement. At-will relationships may be terminated with or without cause and with or without notice at any time by you or Siege Percussion. Nothing in this handbook or in individual compensation agreements constitutes a contract of employment, nor limits the right to terminate an at-will relationship. No manager, supervisor, or agent of Siege Percussion has any authority to make an agreement for employment on other than at-will terms.

Violation of policies and rules of Siege Percussion may warrant disciplinary action. The organization may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, termination of your independent contractor agreement. Siege Percussion policy of discipline in no way limits or alters the at-will employment relationship.

FINAL PAYCHECK

All staff who receive compensation will receive final paychecks based on applicable state and federal laws, pursuant to the applicable pay schedule for your position and the terms of your independent contractor agreement. Final paychecks will include all compensation earned but not paid through the date of your termination.

RIGHT TO REVISE

This handbook contains the policies and procedures of Siege Percussion in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

Siege Percussion reserves the right to revise, modify, delete or add to any and all policies, procedures or rules stated in this handbook or in any other document, except for the policy of at-will status. Any written changes to this handbook will be distributed to all staff and volunteers so that everyone will be aware of new policies or procedures.

Changes will be effective on the dates determined by Siege Percussion and will be disclosed in writing. No oral statements or representations can in any way alter the provisions of this handbook.

Nothing in this handbook or in any other documents creates or is intended to create a promise or representation of employment or continued right to contract.