

CODE OF CONDUCT

Lone Star Film Festival Summer Film Camp

1. To protect Lone Star Film Society staff, volunteers, and program participants, at no time during the **Lone Star Film Festival Summer Film Camp** may a staff person or volunteer be alone with a film camp attendee behind closed doors, where the staff person or volunteer cannot be observed by others.
2. Staff shall not abuse film camp attendees or use corporal punishment of any kind. This includes physical abuse, verbal abuse, sexual abuse, mental abuse, or neglect. Any type of abuse will not be tolerated and is cause for dismissal.
3. Staff and volunteers will respect film camp attendees' rights to not be touched in ways that make them feel uncomfortable. A film camp attendee's right to say "No" is to be encouraged and respected.
4. Staff and volunteers will use appropriate touch, including pats on the back or shoulder, side hugs, handshakes, and high-fives. Staff and volunteers will refrain from full frontal hugging, touching of personal areas, or patting of the buttocks.
5. Staff and volunteers will use positive techniques of guidance, including redirection, positive reinforcement, and encouragement.
6. Staff and volunteers will not give gifts or special favors to individual film camp attendees or show preferential treatment to a single individual or group of attendees to the exclusion of others.
7. Staff and volunteers will not have private interactions through social media with any camper attending the Lone Star Film Festival Summer Film Camp.
8. Lone Star Film Society may send daily follow-up emails to film camp attendees and their parents. Film Camp-related correspondence is permitted as long as it pertains to filmmaking and film camp.
9. Staff and volunteers will respond to film camp attendees with respect and consideration and treat all equally regardless of gender, race, religion, sexual identity, or culture.
10. Staff and volunteers will refrain from intimate displays of affection toward others.
11. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
12. Smoking or the use of tobacco in the presence of film camp attendees or parents during working hours is prohibited.
13. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment is prohibited.
14. Staff members (film instructors, production assistants, volunteers) are not to transport film camp attendees in their own vehicles.
15. Under no circumstance should staff release film camp attendees to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian [written parent authorization on file with the Lone Star Film Society].
16. Staff and volunteers are required to report any suspicion of child abuse to the proper authorities and are required to read and sign all policies relating to identifying, documenting, and reporting child abuse and attend prevention training.

I understand that any violation of this Code of Conduct may result in termination.

Employee Signature & Date

Supervisor Signature & Date