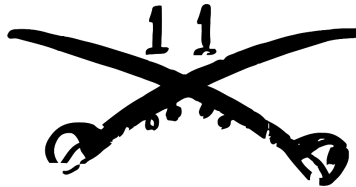


Staff Manual  
of the

# TROOPERS



*Updated 03/26/2025*

## I. INTRODUCTION

On behalf of the Members, staff, volunteers and years of alumni, we welcome you to the Troopers.

Teaching others – especially young adults – is a unique and valuable opportunity. You will of course be teaching our Members musical performance skills, but there is so much that this activity offers, and you are an integral part of that. Camaraderie, tolerance, patience and teamwork are life lessons that will remain with them forever.

Not all of these experiences will be easy ones, but we trust you will create in these young people lifelong skills, a sense of constructive learning, and passion for music performance and the arts.

Once you have read through all of the policies of this handbook, you are required to continue to [www.TroopersDrumCorps.org/staffportal](http://www.TroopersDrumCorps.org/staffportal) to fill out all mandatory onboarding forms, conduct your background check, complete online safety trainings.

Your onboarding will not be considered complete until all of these steps have been completed. Those that do not comply with the requirements of this process will be not be permitted to continue with the Troopers organization.

Thank you for your time and attention to these important matters. I truly look forward to the incredible journey we are about to undertake.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael Gough", with a long horizontal flourish extending to the right.

Michael Gough  
Executive Director

The policies and procedures outlined in this document are intended to cover individuals and independent contractors receiving compensation from the organization for managerial, medical, instructional, operational, or design services, as well as interns and volunteers. This is not an exclusive compilation of standards and rules you are to follow while associated with the Troopers, however, this Handbook does outline the fundamental principles, rules and values upon which we operate and is designed to ensure you have a basic and workable knowledge of the behavior that is expected of you. Failure to adhere to the policies and procedures of the Troopers, or committing an ethical violation, may result in the termination of your contract or your relationship with the Troopers.

Should you have any questions about any of these rules and policies, or feel the need for additional guidance in any situation at any time, we encourage you to speak with the Chief Executive Officer, the Corps Director, any member of the Board of Directors, or the Corps Attorney.

*Your relationship with the Troopers is "at will." Nothing in this Manual, 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, the Troopers. Employment and independent contractor status at all staff and administrative levels of the Troopers is "at will," meaning such employment or independent contractor status may be terminated by the Troopers or the employee or independent contractor at any time, with or without notice, and for any or no reason.*

## II. DEFINITIONS

The following definitions are provided so that you can better understand your role within the organization. Your classification is based on the terms of your independent contractor agreement, the description of your position, and the nature of your position.

**TROOPERS, ORGANIZATION, or CORPS** refers to the Troopers Drum and Bugle Corps, Inc.

**STAFF** refers to any individual providing instructional, design, managerial, medical, or operational services either in a compensated or uncompensated capacity. All Staff other than the Corps Director are independent contractors.

**VOLUNTEER** refers to any individual providing non-compensated services that do not fall under the definitions of "Faculty" or "Staff."

**MEMBER** refers to the marching/performing members of the Corps proper, including the drum major, horn line, percussion battery and pit, and the color guard.

This Handbook may refer to all of the above-listed terms, other than Member, collectively as "Staff"

All individuals, regardless of compensation status, receiving reimbursement for expenses and/or transacting commercial business for the organization (e.g. merchandise sales, purchase of fuel, purchase of food, purchase of supplies) are required to adhere to all financial policies and controls of the Troopers.

As an independent contractor or volunteer, you are not an agent or legal representative of the Troopers, and you may not act on behalf of or incur any obligation of any kind on behalf of the Troopers. If you represent yourself as an agent or legal representative of the Troopers and do incur any obligation of any kind, you agree to indemnify, defend, and hold harmless the Troopers from any such obligation.

### III. TROOPERS VALUES

#### MISSION STATEMENT

To provide a youth activity with positive educational experience that promotes the growth and development of specific life skills consistent with the Trooper Tradition of Excellence.

#### CORE VALUES

- HONOR, LOYALTY, DEDICATION
- TRUST
- MUTUAL RESPECT
- RESPONSIBILITY & ACCOUNTABILITY
- CONSTRUCTIVE AND OPEN COMMUNICATION
- POSITIVITY
- GROWTH & DEVELOPMENT

#### OUR PRIORITY IS OUR MEMBERS

The priority of the Troopers, at all times and in all we do, is the health and safety of our Members, staff and volunteers. All decisions and planning must be driven by the need to ensure that the young people who have been placed in our care are safe, protected, and well cared for.

#### OUR PHILOSOPHY

The Troopers' organization strives to seek the highest caliber instructional staff to accomplish the stated goals of the organization. Throughout its history, the Troopers have been blessed with an instructional staff which understands the positive development of our youth participants is the vehicle for their own self-fulfillment. Our activities provide us with an unparalleled opportunity to make meaningful impacts upon the lives of our youth participants.

A majority of our activities are, by their nature, competitive. The Trooper organization is responsible for developing and assimilating its own philosophy with that of its members, staff, volunteers and parents. In the Troopers' organization, our philosophy is that competitive success will be a natural result of our on the field and off the field efforts.

We define "winning" as doing the best possible job, both on and off the field of competition. We cannot win without making sure that our Members' health, safety, and welfare are protected and that they have a positive experience. The young people who come to our organization and the parents who entrust us with their children place

in us the ultimate trust to do what is right for them. In the face of our competitive battles, we expect our staff to never let their egos and personal goals supersede the goals of our organization.

### EQUAL OPPORTUNITY EMPLOYMENT

The Troopers Drum & Bugle Corps, Inc. provide equal employment opportunities to all applicants without regard to race, color, religion, sex, national origin, age, gender identity, sexual orientation, disability, or veteran status, in accordance with applicable federal, state, and local laws. This policy applies with respects to all terms and conditions of employment and independent contractor status, including hiring, compensation, benefits, and termination.

## IV. GENERAL POLICIES

### WHAT YOU CAN EXPECT FROM THE TROOPERS

The Troopers believe in a work environment that fosters trust, mutual respect, accountability, collaboration, positivity, growth and development. Through this commitment, our Staff and Volunteers provide our Members with an enriching and positive educational experience.

### WHAT THE TROOPERS EXPECT FROM YOU

Staff and Volunteers are expected to behave professionally, ethically, respectfully and responsibly, holding themselves to the highest standards of personal conduct, while placing the safety, health and wellness of the Members above all else. Adherence to, and the enforcement of, all policies and procedures are requirements that are critical to the welfare and success of the Troopers and its Members. We expect and depend upon all Staff and Volunteers to perform the tasks for which you are contracted or which you are assigned to the best of your ability and to act in ways reflecting positively on the Troopers and yourself.

### RIGHT TO REVISE

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

The Troopers reserve 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 the Troopers and will be disclosed in writing. No oral statements or representations can in any way alter the provisions of this Handbook.

The policies stated in this Handbook are subject to applicable COVID-19 restrictions that may be in place. Due to the ever changing nature of the COVID-19 pandemic, restrictions are likely to be dynamic and change quickly. We will endeavor to provide you with as much advanced notice of any changes to the policies as possible, and will do so in writing as soon as possible. We ask that you remain flexible and patient.

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.

## THE CORPS DIRECTOR

The Corps Director of the Troopers is responsible for all aspects of the operations of the Troopers, both on and off the field. As such, the Corps Director's decisions are based on what is best for the Corps as a whole after consideration of the input of others and all the circumstances of any given situation. While the Troopers encourage constructive debate, the authority of the Corps Director of the Troopers to make decisions regarding the best interests of the Corps is absolute. Once made, such decisions are to be honored and respected. While acting in the best interests of the Troopers, the Corps Director may act in their sole and absolute discretion. If you have concerns about whether any decisions of the Corps Director are contrary to law or the policies stated in this Handbook or the Troopers' Code of Conduct, please contact the Executive Director, Chief Executive Officer, any member of the Board of Directors, or the Corps Attorney.

## GENERAL RESPONSIBILITIES

All staff members are expected to monitor and uphold the rules, policies and philosophies of the Troopers and be role models for our Members at all times. Therefore, our responsibilities are governed by the highest standards of conduct and professionalism on and off the field. You are expected to teach and set a positive example at all times, not only when actively teaching, but before and after rehearsals, during the set-up, clean-up and inspection of facilities, and during breaks and days off.

All staff members are expected to support the actions of the Board of Directors, the Chief Executive Officer, the Executive Director, and the Corps Director, Tour Manager, fellow staff members, volunteers, office personal and tour staff. Any concerns or grievances must be communicated to your caption heads, the Corps Director or other administrative personnel (depending upon which level you deem most appropriate) and resolved.

## GENERAL DUTIES

If you are an independent contractor, your independent contractor agreement will set forth your duties and job responsibilities. Nonetheless, you are required to perform your contractual obligations to the standard set by the Troopers. While your contract may not require it, you may be asked to perform additional duties or assist others with performing their duties. Your flexibility and cooperation is appreciated.

If you are an employee or a Volunteer, your supervisor will explain your job responsibilities and expected performance standards to you. Your job responsibilities may change at any time during your term of employment or volunteering. You may be asked to work on special projects, to assist with other work necessary or important to the operation of the troopers. In some cases, the operational needs of the Troopers



may require a change of your availability. Your cooperation and assistance in performing additional work or working a different schedule is expected and appreciated.

Remembering our responsibilities to the Members we serve, it is essential that our Staff and Volunteers set a positive and respectful example at all times. The unique nature of our organization and the activity in which we participate – living with our Members throughout the summer under extreme conditions – gives us a powerful influence in the lives of our Members. These circumstances place a special and extraordinary responsibility upon us.

All Staff and Volunteers are expected to support the actions of the Board of Directors, the CEO, Executive Director, the Corps Director, Tour Manager, fellow Team Members, volunteers, officer personnel and tour staff. Any concerns or grievances should be first communicated to your supervisor according to the Open-Door Policy, and then to the Corps Director. If your concern or grievance involves the Corps Director or is not adequately addressed by the Corps Director, please contact the Executive Director, Chief Executive Officer, any Board Member, or the Corps Attorney. You may also make a complaint via anonymous whistleblower complaints with DCI at <https://www.dci.org/static/complaints-and-concerns> or with the Troopers at <https://www.troopersdrumcorps.org/membersafety>.

## PERSONAL DEPARTMENT

Remembering our responsibilities to the youth we serve, it is essential that our staff set a positive and respectful example at all times. We must remember that the unique nature of our organizations and the activity in which we participate – living with our students all day and every day throughout the summer under extreme conditions – give us a powerful influence in the lives of our Members. These circumstances place a special and extraordinary responsibility upon us. In recognition of this responsibility, the following rules and policies have been designed to govern our staff and volunteers.

## CODE OF CONDUCT

The Code of Conduct of the Troopers, a copy of which is attached, is primarily for the use and direction of our Members. However, it should be considered a part of this Manual, and its values and principles should also be used to guide your interactions and behaviors.

## FAILURE TO PERFORM DUTIES

The Troopers have the sole and absolute discretion to determine if you have performed your duties satisfactorily as required by your independent contractor agreement. A violation of your duties or any policies of this Handbook will be

determined in the sole and absolute discretion of the Troopers. In such an event, you will be notified and disciplined as deemed appropriate in the sole and absolute discretion of the Troopers, up to and including the immediate suspension or termination of any independent contractor, employee, or volunteer relationship and separation from the Troopers.

## ELIGIBILITY AND BACKGROUND CHECKS

The Troopers are committed to promoting the safety and security of our Staff, Members, Volunteers, and property consistent with the requirements of the law. To that end, it is the policy of the Troopers to require that a criminal background check and due diligence be performed for independent contractors, employees, volunteers and interns who are contracted or assigned to perform any duties or work in or on any facilities, transportation or premises utilized by the Troopers.

An individual with a criminal record will not automatically be disqualified from receiving an independent contractor agreement, employment, volunteer position or internship. In the event an investigation reveals criminal record information, the Troopers will determine on a case-by-case basis whether the individual is qualified based on factors such as: specific duties of the position; nature of each offense; length of time between offense and application with the Troopers; employment history; efforts at rehabilitation; and accuracy of the information that the individual provided on application and disclosure forms.

The Troopers will not offer independent contractor agreements, employment, volunteer positions or internships to any individual if information is obtained that the individual has been convicted or placed on deferred prosecution for an offense that would require the person to a) register as a sex offender in any jurisdiction, including but not limited to Sexual Assault, Sexual Abuse of a Child, Aggravated Sexual Assault, Possession or Distribution of Child Pornography; or b) an offense under the laws of any state or federal law that is equivalent to an offense requiring such registration.

Before any Staff or Volunteer becomes formally associated with the Troopers, you will be subject to a criminal report and a background check. This is a mandatory requirement of the Troopers. Your relationship with the Troopers will be determined after the criminal record and the background check is completed and reviewed and your association with the Troopers approved. You have the right to a copy of the criminal record and background check, the right to submit any additional information for consideration, such as a teacher certification, and the right to contest the results of the criminal record and background check.

Upon request, anyone seeking to become formally associated with the Troopers, including volunteers, shall complete the attached form entitled "Authorization to

Release Information and Records.” The release should be submitted to the designated representative of the Troopers for retention in your personnel file.

Anyone seeking to become formally associated with the Troopers will be notified by the designated representative of the Troopers of the results of the background investigation by phone, email or letter, and a document verifying the notification will be placed in the individual’s personnel file. The Release and the results of any background check will be kept strictly confidential by the Troopers.

### PERSONAL DATA

The Troopers are required to keep current information regarding names and contact information for all Staff and Volunteers. You are responsible for notifying the Troopers 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 Corps Director immediately.

### SCHEDULING

Due to the nature of our activity, the Troopers operate under a wide variety of schedules. In some instances, your availability may not align with organizational needs or may need to be adjusted. The schedule within which you are to complete your contractual duties will be established with your supervisor. Independent contractors will work with the Corps Director and their Supervisors to plan a schedule during which their duties must be completed.

### COMPENSATION

Direct deposit is the automatic deposit of your compensation into the financial institution account(s) of your choice. You may begin and stop direct deposit at any time. To begin direct deposit, complete a Direct Deposit Authorization form and submit it to the Corps Director.

As an independent, at-will contractor, no taxes or withholdings will be deducted from your compensation by the Troopers. 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.

## V. STANDARDS OF CONDUCT

Special care must be taken in the operations and governance of youth organizations. The teaching of young people requires us to be consistent in our treatment and discipline of them, and requires us to be vigilant in maintaining a positive and trusting environment. To ensure orderly operations and provide the best possible environment, the Troopers expect all Staff and Volunteers to follow rules of conduct that will protect the interests and safety of all Members, Staff, Volunteers, and the organization as a whole.

The purpose of these standards is not to restrict your rights, but rather to be certain that you understand what standard of conduct is necessary. While it is not possible to list all the forms of behavior that are considered unacceptable in this environment, the following are examples that may result in disciplinary action, up to and including the immediate suspension or termination of any independent contractor, employee or volunteer relationship, separation from the Troopers and the reporting of the incident to law enforcement officials if appropriate. This list is illustrative only. ANY CONDUCT THAT, IN THE SOLE AND ABSOLUTE DISCRETION OF THE TROOPERS, THREATENS SECURITY, PERSONAL SAFETY, MEMBER HEALTH AND WELFARE, OR ORGANIZATIONAL OPERATIONS IS ALSO PROHIBITED.

- Violation of any Troopers' conduct, safety, health or security policy, rule or procedure;
- Neglect or unsatisfactory performance of responsibilities as detailed by independent contractor agreement and/or direction from Supervisors and/or the Corps Director;
- Falsification, misrepresentation or alternation of personnel records or information;
- Theft, unauthorized use/removal/borrowing and/or deliberate or careless damage or destruction of any Troopers' property, or the property of any Staff, Volunteer, Member or host facility in any manner;
- Engaging in acts or threats of acts of violence or coercion with or towards anyone, intimidating, fighting or provoking a fight at any time while associated with the Troopers or when representing the Troopers;
- Engaging in criminal conduct whether or not related to performance of duties;
- Insubordination, including but not limited to the failure or refusal to obey the lawful requirements of your independent contractor agreement, instructions of a Supervisor, the Corps Director or Troopers' management, or the use of abusive or threatening language toward a Supervisor, the Corps Director or Troopers' management;
- Using inappropriate language including, but not limited to, cursing, swearing, vulgar, obscene, abusive or insulting language, including unwelcome name-calling, inappropriate jokes, or racial, ethnic or sexual slurs;
- Displaying indifference, rudeness or disorderly/antagonistic conduct towards a

Member;

- Immoral conduct or indecency on Troopers' event premises;
- Committing any fraudulent act or breach of trust under any circumstances;
- Participating in any act of harassment or telling any jokes based on race, color, religion, sex, national origin, age, gender identity, sexual orientation, disability, or veteran status;
- Being under the influence of a controlled substance while with the Troopers, except medications prescribed by a physician that do not impair performance of duties, or the use, possession or sale of a controlled substance in any quantity while with the Troopers.

Please note, nothing in this list alters the Troopers' at-will policy. Either you or the Troopers remains free to terminate your relationship at any time, with or without notice, and in the absence of violation of any of these rules.

### DRESS CODE

While your day to day dress may be casual due to the physical nature of drum corps, 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 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.

### NON-DISCRIMINATION POLICY

The Troopers seeks to create an atmosphere free of discrimination and harassment in any and all forms. To this end, the Troopers expressly prohibits any form of harassment based on race, color, religion, sex, national origin, age, gender identity, sexual orientation, disability, or veteran status. All Staff are responsible for assuring that the Troopers is free from harassment or discrimination of any kind. Improper interference with the ability of any Member, Staff, or Volunteer to perform their expected duties in a healthy and safe environment will not be tolerated. Further, no Staff member or Volunteer may allow any other person, whether they are Staff, Volunteer or Member, to harass any other individual in any way. All violations must be reported to Supervisors and the Corps Director immediately. If the Corps Director is in violation of this policy, reports should be made to the Chief Executive Officer, any Board Member, or the Corps Attorney.

### NON-HARASSMENT POLICY

The Troopers Drum and Bugle Corps, Inc. is committed to creating and maintaining a positive and healthy atmosphere for its Members, Staff, and Volunteers. Essential to this is an environment that is free from any form or threat of harassment. Harassment is a form of discrimination, and includes any conduct that adversely affects a positive learning environment, including but not limited to actions or comments that are sexual in nature, violent or threatening violence, hazing, or demeaning, that the perpetrator knew, or reasonably should have known, would be unwelcome. Harassment leads to adverse impacts to the person(s) experiencing harassment as well as those around them, and negatively impacts the camaraderie we value.

Harassment can take many forms, but generally involves conduct, comments, or display(s) that is insulting, intimidating, humiliating, hurtful, demeaning, belittling, malicious, degrading or otherwise causing offense, injury or potential injury, discomfort, personal humiliation or embarrassment to a person or group of persons.

The Troopers expressly prohibit harassment of any kind under any and all circumstances.

### SEXUAL HARASSMENT POLICY

The Troopers have 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 independent contractor status, employment or participation;
- Submission to or rejection of such conduct is used as the basis for independent contractor status, employment or participation decisions which affect Staff, Volunteers, or Members;
- Such conduct has the purpose or the effect of unreasonably interfering with a Staff, Volunteer, 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. This list is non-exhaustive and for illustrative purposes only.

- Repeated unwelcome and offensive sexual flirtations, advances or propositions;
- Verbal or written abuse of 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.

All Staff and Volunteers are responsible for complying with this policy by reporting all instances of alleged harassment and cooperating in any investigation of the alleged harassment.

Supervisors are responsible for implementing this policy throughout the Corps, keeping the Troopers free from any form of harassment, ensuring that all Staff, Volunteers, and Members understand this policy, taking complaints about harassment seriously and notifying the Corps Director immediately about any complaints of sexual or other forms of harassment.

## HAZING

Hazing is expressly prohibited by the Troopers under any and all circumstances and between and among our Team Members, Members, and volunteers. Hazing includes, but is not limited to:

- Any direct or indirect action or inaction that causes or poses a risk of harm to the mental or physical health or safety of one or more people;
- Subjecting or encouraging any person to commit an act or omission for the purpose of "initiating" a person, causing shame, abuse, insult, humiliation, intimidation or disgrace; or
- Any physical assault or battery, or threat thereof.

## BULLYING

Bullying will not be tolerated. In this context, "bullying" includes actions, whether threatened or real, towards or against any individual or group, whether by actions, words, gestures, symbols, or verbal or physical intimidation of any kind. It is designed to intimidate, embarrass, coerce, or shame an individual or group. Bullying is utterly inconsistent with who we are and what we strive to be.

## WORKPLACE VIOLENCE

It is the Troopers' policy that any threats, threatening language or any other acts of aggression or violence made toward or by any Staff or Volunteer will not be tolerated. Staff and Volunteers have a duty to warn their Supervisors and the Corps Director of any suspicious behavior, situations or incidents that they observe or that they are aware of that involve other current or former Staff, Volunteers, Members, visitors or other parties. These situations include, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, or similar behavior.

The Troopers will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. In order to maintain safety and the integrity of its investigation, the Troopers may suspend individuals suspected of workplace violence or threats of violence, either with or without compensation, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of their relationship with the Troopers.

#### WHISTLEBLOWER PROTECTION POLICY

Retaliation against any Staff, Volunteer, Member, parent, agent, contractor or supporter of the Troopers who raises concerns regarding potential violation of the law or of the Troopers' 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 the Troopers in its sole discretion.

No Staff, Volunteer, Member, contractor, subcontractor, or agent of the Troopers 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 the Troopers 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 the Troopers or the Troopers' 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 the Troopers who has the authority to investigate, discover, or discipline misconduct.



- 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 the Troopers.

Reports of real or potential violations of law or violations of the policies and procedures of the Troopers shall be reported to the Chief Executive Officer or the Chair 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 the Troopers, up to and including reporting of the incident to appropriate law enforcement authorities.

### CONTRABAND

The possession of contraband by Staff, Volunteers, and 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 the Troopers. "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 in the sole discretion of the Corps Director.

### TOBACCO, ALCOHOL & DRUGS

Smoking and other tobacco use is detrimental to the health of the user and those around them, and sets a dismal example of positive and healthy decision making and behavior. Despite this, it is a legal activity. The Troopers therefore enforce the following policies regarding the use of tobacco.

Tobacco use is prohibited on 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.

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 or hungover to any degree in the Members at any time is expressly prohibited. Due to the concerns raised by COVID-19, Staff and Volunteers may not be allowed to leave the Corps' location as they normally would. In limited circumstances, the Corps Director *may*, in his absolute discretion, allow the responsible consumption of alcohol by Staff and Volunteers who are legally allowed to consume alcohol. However, under no circumstances shall any alcohol be consumed on the grounds of any school or in site of any Member, and under no circumstances shall any Staff or Volunteer drink to the point of drunkenness. Staff and Volunteers may not consume alcohol outside of the limited circumstances approved by the Corps Director.

The possession, use, consumption, or distribution of any controlled substances, including but not limited to marijuana, cocaine, amphetamines, tranquilizers, crack, barbiturates or "diet pills," is strictly prohibited. This policy applies regardless of whether the Troopers are in a state where marijuana use has been legalized.

The misuse of otherwise legally prescribed medications, or the distribution of them without a prescription, is strictly prohibited.

These policies on tobacco, 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 Spring Training through the completion of the season with the Troopers at Championships.

The possession, use, consumption, distribution and/or display of any unauthorized substance is grounds for immediate termination and reporting to the appropriate law enforcement officials.

### CRIMINAL VIOLATIONS

The arrest of any Staff member or Volunteer for any criminal offense – whether while with the Troopers or not – is to be reported immediately to the Corps Director. An arrest is grounds for immediate termination of your relationship with the Troopers in the sole and absolute discretion of the Corps Director.

## VI. PRIVACY

### PERSONAL PROPERTY

For security reasons, Staff and Volunteers should not leave personal belongings of value unattended or unsecured while in the workplace. The Troopers 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 Troopers representative at a mutually convenient time. You may add your comment to any item in the file.

The Troopers recognizes our Staff's and Volunteer's rights to privacy; therefore, the Troopers will restrict disclosure of your file to authorized individuals within the organization. Any request for information contained in files must be directed to the Corps Director. Disclosure of information to outside sources will be limited. The Troopers will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

### SECURITY INSPECTIONS

Facilities, vehicles, housing sites, and other areas and devices may be provided for the convenience of Staff, but remain the sole property of the Troopers. Accordingly, they, as well as any articles found within them, may be inspected by an authorized representative of The Troopers 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 Troopers' property. The Troopers 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 Volunteer may ask a witness of their choosing to be present.

### SOCIAL MEDIA POSTING

The Troopers recognizes that some of our Staff and Volunteers may post personal information on the Internet through personal websites, blogs, or chat rooms, by uploading content, or by making comments on other websites or blogs, including but not limited to social media sites like Facebook, Instagram, and Twitter.

We value your creativity and honor your interest in engaging in these forms of personal expression on your own time. However, problems can arise when a personal posting

identifies or appears to be associated with the Troopers, or when a personal posting is used in ways that violate the Troopers' rights, copyright, or the rights of other Staff, Volunteers, or Members. Accordingly, the Troopers advise you of the following:

- You are legally responsible for content you post to the Internet, in a blog or otherwise. You can be held personally liable for defaming others, revealing trade secrets or proprietary information, and copyright infringement, among other things.
- You may not use personal postings to harass or threaten Members, Staff, or Volunteers or reveal organizational trade secrets or confidential information. Embarrassing or unkind comments about other Staff, Volunteers, Members, management, board, fans, or competitors are also prohibited. Please keep in mind that many of our Members are minors, and therefore should be treated with extra care and caution.
- If, in the process of making a personal post or upload on the Internet, you identify yourself as being affiliated with the Troopers, whether by explicit statement or by implication, you must clearly state that the views expressed in your post, your blog or website, are your own and do not reflect the views of the Troopers.
- You may not make unauthorized use of Troopers' trademarks, logos, or other images, nor may you make false or misleading statements about the organization's philosophy, products, services, opinions, or affiliations with other companies or organizations.

Please keep in mind that your personal postings will be read not only by your friends and family, but possibly by Members, Staff, Volunteers, Troopers' Management and Board, as well as the Troopers' fans and competitors. Even if you post anonymously or under a pseudonym, your identity can be discovered relatively easily. Please use your common sense when deciding what to include in a post or comment. Don't say something that you wouldn't want to appear on the front page of a newspaper.

## VII. WORKPLACE ETIQUETTE

The Troopers strive to maintain a positive environment where everyone treats each other with respect and courtesy. Sometimes issues arise when Staff and Volunteers are unaware of the organizational structure, preferred practices and expectations, or behavior that may be disruptive or in violation of personal privacy. Many of these day-to-day issues can be addressed by politely talking with fellow Staff or Volunteers to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution.

The Troopers encourages all Staff and Volunteers to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another individual's privacy or productivity.

### CONFIDENTIALITY

In the course of your affiliation with the Troopers, you may have access to confidential information regarding the Troopers, 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 the Troopers, 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 Corps Director, Chief Executive Officer, or Corps Attorney.

If someone outside the Troopers 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 Corps Director, Chief Executive Officer, or Corps Attorney.

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 Corps Director. Disclosure of this information could lead

to termination or your independent contractor agreement, as well as other possible legal action.

Affiliation with the Troopers 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 the Troopers, Staff and Volunteers must promptly return any and all documents containing the above information, knowledge or data, or relating thereto, to the Troopers. Confidential information obtained during your affiliation with the Troopers may not be discussed, disclosed or divulged to any third party, including future employers.

### INTERPERSONAL RELATIONS

The success of the Troopers 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 Corps 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 Troopers 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 the Troopers, 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, Volunteers, and Members 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 Troopers' property assigned to Staff and Volunteers, including instruments, electronics, vehicles, work areas, facilities and other equipment, are to be used and maintained according to Troopers, rules and regulations. It is the responsibility of all Staff and Volunteers to reasonably protect and safeguard Troopers, equipment from loss or damage through the supervision of its proper use by our members.

All Staff and Volunteers authorized to drive Troopers-owned or leased vehicles or personal vehicles in conducting Troopers' 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 Troopers' property, or any Troopers' 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. Troopers-owned or leased vehicles may be used only as authorized by the Corps Director. Staff and Volunteers who drive on Troopers' 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.

### ROMANTIC RELATIONSHIPS

The Troopers strongly believe that an environment where Staff and Volunteers maintain clear boundaries between personal and business interactions is necessary for effective and safe operations. Although this policy does not prevent the development of friendships or romantic relationships between Staff or Volunteers who have reached the age of 18, it does establish boundaries as to how relationships are conducted during working hours and within the working environment.

Individuals in supervisory roles and those with authority over others are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information, and their ability to affect the individuals in subordinate positions.

The following procedures must be followed by all Staff and Volunteers:

- During working time and in working areas, Staff and Volunteers are expected to conduct themselves in an appropriate workplace manner that does not

- interfere with others or with overall productivity.
- During non-working time, such as lunches, breaks, and before and after work periods, Staff and Volunteers engaging in personal exchanges in non-work areas should observe an appropriate workplace manner to avoid offending or putting others in an uncomfortable position.
  - Staff and Volunteers are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate in the workplace by a reasonable person while anywhere on Troopers' property, in Troopers' vehicles, or on Troopers' housing, rehearsal and performance sites, whether during working hours or not.
  - Staff and Volunteers who allow personal relationships with other Staff and Volunteers to adversely affect the work environment will be subject to the disciplinary policy, including counseling for minor problems. Failure to change behavior may lead to termination.
  - Your off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between supervisors and subordinates.
  - Any supervisor or manager, or other Troopers official in a sensitive or influential position with the Troopers must disclose the existence of a romantic or sexual relationship with another co-worker. Disclosure may be made to the individual's immediate supervisor and the Corps Director. Troopers will review the circumstances to determine whether any conflict of interest exists. If the conflict involves the Corps Director, disclosure may be made to the Executive Director or the CEO. If the conflict involves the Executive Director and/or CEO, disclosure may be made to the Executive Committee of the Troopers Board of Directors.
  - When a conflict-of-interest or potential risk is identified due to a Staff or Volunteer relationship with another Staff or Volunteer, the Troopers will work with the parties involved to consider options for resolving the problem. The initial solution may be to make sure the parties no longer work together on matters where one is able to influence the other or take action for the other. Matters such as contract extension, termination, performance management, compensation decisions and financial transactions are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage. If one or both parties refuse to accept a reasonable solution, such refusal will be deemed a voluntary resignation.
  - Failure to cooperate with Troopers to resolve a conflict or problem caused by a romantic or sexual relationship between co-workers or among managers, supervisors or others in positions of authority in a mutually agreeable fashion may be deemed insubordination and result in termination.
  - The provisions of this policy apply regardless of the sexual orientation of the parties involved.
  - Where doubts exist as to the specific meaning of the terms used above, Staff and Volunteers should make judgments based on the overall spirit and intent



- of this policy.
- Any concerns about the administration of this policy should be addressed to the Corps Director.
  - ROMANTIC AND/OR SEXUAL RELATIONSHIPS BETWEEN STAFF OR VOLUNTEERS AND STUDENT MEMBERS ARE ABSOLUTELY PROHIBITED UNDER ALL CIRCUMSTANCES. IF YOU ENGAGE IN A ROMANTIC OR SEXUAL RELATIONSHIP WITH A MEMBER, REGARDLESS OF THE AGE OF THE MEMBER, YOUR RELATIONSHIP WITH THE TROOPERS WILL BE TERMINATED IMMEDIATELY, AND YOU WILL BE REPORTED TO THE APPROPRIATE LAW ENFORCEMENT AGENCY, IF APPLICABLE. IF IT COMES TO OUR ATTENTION THAT YOU WERE TERMINATED FROM A PREVIOUS POSITION WITH ANY OTHER EMPLOYER OR ORGANIZATION DUE TO INAPPROPRIATE RELATIONSHIPS WITH SUBORDINATES, STUDENTS, OR MEMBERS, YOU WILL BE SUBJECT TO TERMINATION.

### OPEN DOOR POLICY

The Troopers strives to maintain a positive and pleasant environment for all individuals. To help us meet this goal, we have an open-door policy, by which Staff and Volunteers are encouraged to report work-related concerns.

If something about your affiliation with the Troopers or your duties is bothering you, or if you have a question, concern, idea, or problem related to your duties, please discuss it with your immediate Supervisor as soon as possible. If for any reason you don't feel comfortable bringing the matter to your Supervisor, feel free to raise the issue with the Corps Director, Chief Executive Office, or the Board. We encourage you to come forward and make your concerns known - we can't solve a problem we don't know about!

### COMPLAINT RESOLUTION

The Troopers is committed to providing the best possible working conditions for its Staff and Volunteers. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Management. If a situation occurs when you believe that a condition you are experiencing or a decision affecting you is unjust or inequitable, we encourage you to discuss it with your Supervisor. If you do not feel comfortable discussing your concerns with your Supervisor, or are not satisfied with the response, you are encouraged to contact the Corps Director, the Chief Executive Office, or the Board. Every effort will be made to maintain confidentiality to the extent possible. However, it is important to know that from time to time, information gathered and statements taken may be shared with others on a need-to-know basis only. Appropriate action will be taken where warranted.

You will not be penalized, formally or informally, for voicing a complaint with the organization in a reasonable, business-like manner, or for using the problem resolution procedure which requires you to report to your Supervisor first and then the Corps Director. Retaliation against anyone utilizing this procedure will not be tolerated.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can Staff, Volunteers, and Management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious environment.

### SECURITY & MONITORING

The Troopers have developed guidelines to help maintain a safe and secure workplace. All Staff and Volunteers should be aware of people loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious person or activities to your Supervisor or the Corps Director. Secure your personal belongings, and do not leave valuable and/or personal articles that may be accessible unattended. The security of facilities as well as the welfare of our Members, Staff, and Volunteers depends upon the alertness and sensitivity of every individual.

Notify your supervisor or the Corps Director immediately when you see people acting in a suspicious manner in or around Troopers' property or vehicles or housing, practice or performance sites, or when keys are missing.

### 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 Corps Director. While it is acceptable for you to comment on the Corps' show or performance, at no time should you offer any commentary or response to anyone from the media regarding staffing, personnel, Member complaints, or Corps' operations without explicit permission from the Corps Director.

### MISCELLANEOUS EXPENSES

All expenses must be approved by the Corps Director in advance. No expenses will be reimbursed without receipts. Expense sheets and receipts must be submitted to the Corps office by the 25th day of each month.

### OFF-DUTY CONDUCT

Due to the unique scheduling and time requirements of our activity, it is important to detail what the Troopers consider to be inappropriate conduct when off-duty. During

the summer tour and at camps, you are considered On-Duty during any Troopers 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 Troopers' 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 the Troopers' or their own integrity, reputation or credibility. Illegal or immoral off-duty conduct that adversely affects the Troopers' 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.

## VIII. TRAVEL

The purpose of the Troopers' travel policy is to provide all Staff with a clear and consistent understanding of approved travel procedures. Please be aware that you represent the Troopers as you travel and remember to conduct yourself in a professional manner at all times.

### GENERAL TRAVEL POLICIES

- All travel must be approved in advance of booking by the Corps Director
- Reimbursement requests must be submitted within five (5) days of the qualifying expense to the Corps Director; receipt(s) should accompany the requests if applicable.
- Food/Drinks, Hotel Accommodations, and/or upgrades/incidentals are not eligible for reimbursement
- Any equipment or supply expenses must be approved in advance by the Corps Director
- All travel and reimbursements must be scheduled and approved by your Supervisor and the Corps Director
- Do not book travel arrangements without the prior approval of your Supervisor and the Corps Director
- Volunteers are ineligible for travel reimbursement of any kind.

### FLIGHT POLICIES

- Camps: Captions are allotted a fixed travel budget that they must adhere to.
- Spring Training/Tour: Captions are allotted a fixed travel budget
- A reasonable effort will be made to book preferred airlines/flight times - please be flexible!
- Checked baggage fees are not eligible for reimbursement.
- You may retain frequent flyer program benefits; however, participation in such programs will not influence flight selection that would result in an increased cost to the Troopers.
- 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.
- All travel as a result of other work (outside camps, clinics, etc.) or for personal reasons shall be at the sole expense of the Staff member.

### VEHICLE POLICIES

Whenever a personal vehicle is used for travel requested by the Troopers, reimbursement will generally be made for fuel used to travel to and from the corps location. The following policies will be in effect:

- Camps: Faculty and Staff driving more than 50 miles roundtrip are eligible for fuel reimbursement
- Spring Training/Tour: Reimbursements are issued at the discretion of the appropriate Caption Manager
- Unless otherwise approved in advance, rental vehicles are not eligible for reimbursement

#### NON-REIMBURSABLE TRAVEL EXPENSES

Non-reimbursable expenses include, but are not limited to: alcoholic beverages for personal consumption; airline club dues; rental car club membership fees; airline headset rental; in-room movies; fines for traffic violations (parking fines or tickets); personal travel expenses; personal medication; insurance on life or personal property while traveling; purchase of clothing and/or other personal items; or expenses for family, child, pet, home and property care while traveling. Any exceptions must be pre-approved by the Corps Director.

## IX. MEMBER HEALTH AND SAFETY

All persons involved with the Troopers shall comply with standard practices and ethical conduct towards Members by respecting and obeying the law, Troopers' policy and DCI policy, and demonstrating personal integrity. In accepting a position of trust, you shall hold the health and safety of the Members in your care as your primary responsibility.

### ETHICAL CONDUCT TOWARDS MEMBERS

All Staff and Volunteers are required to follow the following policies:

- You shall not reveal confidential information concerning Members unless disclosure serves lawful professional purposes or is required by law.
- You shall not intentionally, knowingly, or recklessly treat a Member in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student.
- You shall not intentionally, knowingly, or recklessly misrepresent facts regarding a Member.
- You shall not exclude a Member from participating, deny benefits to, or grant an advantage to a Member on the basis of race, color, sex, gender identity, national origin, religion, family status, or sexual orientation.
- You shall not intentionally, knowingly, or recklessly engage in the physical mistreatment, neglect, or abuse of a Member.
- You shall not solicit or engage in sexual conduct or a romantic relationship with a Member.
- You shall not furnish alcohol, illegal/unauthorized drugs, or tobacco to any person considered a Member of the Troopers or knowingly allow any person considered a Member of the Troopers to consume alcohol, illegal/unauthorized drugs, or tobacco in your presence.
- You shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

### STAFF & MEMBER RELATIONSHIPS

Inappropriate interaction between Staff and Volunteers and Members, as well as the appearance of inappropriate interactions, is absolutely and strictly prohibited at all times and under all circumstances, as

One-on-one contact between Staff and Volunteers of the Troopers 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 another Staff or Volunteer of the same sex as the Member present and with the prior knowledge of and in clear view of other Staff.

The prohibition on one-on-one contact between Staff and Volunteers and the marching Members applies to written, digital, and electronic communications, including but not limited to text messaging, instant messaging, Snapchat and email. No one-on-one private online communications or engagement in one-on-one digital activities (games, social media, etc.) with Members is permitted. Should direct written, digital and electronic communications occasionally become absolutely necessary and required, and no other readily acceptable method can be used, the Member's parent and another Staff 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. This policy does not apply to the Zoom Private Lessons that are offered as part of the Corps' audition tier this year.

Romantic and sexual relationships between Staff or Volunteers and marching Members, regardless of their respective ages, are also expressly prohibited.

Any violation of these policies will lead to immediate termination and a report to appropriate law enforcement agencies, if applicable.

#### MANDATORY REPORTING

All persons involved in the Troopers must immediately report to the Corps Director and local authorities any good-faith suspicion or belief that any Staff, Volunteer, or Member is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, or 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 the Troopers shall also be immediately reported to the Chief Executive Officer, Tour Manager or member of the Board of Directors of the Troopers. 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, Volunteers, as well as for appropriate notifications and follow-up with appropriate investigating agencies.

It is the affirmative obligation of all Staff, Volunteers, and Members to immediately report in good faith any violation of the law or of the policies of the Troopers by the Corps Director to either the Chief Executive Officer or any member of the 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 Chief Executive Officer and Board Chairman. Confidentiality shall apply and remain to the maximum degree possible. All Staff and Volunteers must fully cooperate with any and all investigations conducted by the Troopers, DCI, and/or law enforcement.

The Troopers shall take any and all measures they feel appropriate to investigate any violation of law or the policies of the Troopers, 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 Chief Executive Director or the Board of Directors shall be taken, up to and including termination of the individual's relationship with the Troopers 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 termination, in the absolute and sole discretion of the Chief Executive Officer or the Board of Directors.

## **SAFETY POLICIES**

To help the Troopers maintain a safe environment, we expect everyone to be safety-conscious at all times. All Staff and Volunteers should devote their full time, skill and attention to the performance of their responsibilities utilizing the highest standard of care and good judgment. In addition to following Troopers' guidelines, rules, and regulations at all times, Staff is responsible for:

- Ensuring the appropriate adherence to the stated member hydration policies;
- Immediately reporting any work-related or member injury or illness to the Corps Medical Team;
- The proper use of protective clothing, sunscreen or equipment;
- Attending all training sessions related to health and safety;
- Following the directions of the Corps Medical Team, Supervisors and Corps Management;
- Reporting and containing unsafe conditions and taking appropriate steps to eliminate and reduce hazards;
- Their own safety, as well as that of others in the workplace.



Failure to comply with Troopers' rules or safety guidelines will be considered serious infractions and will result in disciplinary action up to and including termination.

## MEMBER SUPERVISION

Every Staff member is responsible for providing appropriate supervision of members at all times during Troopers' events and activities. The Member Handbook states many behavioral expectations - an important duty of all Team Members is enforcing all guidelines, policies and procedures detailed within. There must always be a Staff member present to supervise Members at all times.

## POLICIES FOR APPROPRIATE SUPERVISION

- Supervise students in all activities and areas including:
  - Preparation for training and performances
  - Warming Up / Cooling Down
  - Training, Performance & Competition
  - Facilities, including Restrooms/Shower and Sleeping Areas<sup>1</sup>
  - Loading/Unloading Equipment
  - Maintaining Equipment
  - Traveling to and from training, performances and competition when appropriate
  - Meal Breaks / Supervised Free Time
- Act quickly and decisively to correct conditions and actions that could lead to injury or damage.
- Insist that members use appropriate training techniques.
- Ensure that members use equipment in accordance with its intended use.
- Make sure that members use facilities, fields, and courses as they are intended to be used.
- Be alert to conditions that require additional supervision.
- Be alert to changing environmental or field conditions that could increase the risk of injury.
- Properly investigate and report all accidents or injuries.
- Check all facilities, fields and equipment for noticeably dangerous conditions and report your findings

## MEMBER INJURIES & ILLNESS

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<sup>1</sup> Given the privacy concerns of these areas, only members of Corps' Administration may enter when a situation requires immediate attention. Any member of the Corps' Administration must announce themselves before entering and must be of the same gender as the Members in the area, unless an emergency threatening the immediate health, safety, and welfare of a Member exists.

The health and safety of the members at the Troopers is of the utmost importance. We are committed to providing a safe environment for students to practice, perform and compete, and we strive toward best practices in prevention and care for our student members.

### OBJECTIVE OF THE ATHLETIC TRAINER (AT)

The Athletic Trainer is an allied healthcare professional who specializes in injury prevention, recognition, evaluation, and rehabilitation. The AT assumes the responsibility and obligation of establishing and maintaining an athletic training program for the organization. The AT provides athletic injury management and other health services for all Members and assists Faculty & Staff with the design and implementation of injury prevention programs. The Athletic Trainer will review all Member physicals, medical histories, and medical releases to ensure authenticity. The AT shall receive all medical documentation on injury and relay that material to relevant Staff. The Athletic Trainer works with the Health & Wellness Team, including an EMT, and reports directly to the Corps Director.

### EMERGENCY ACTION PLAN (EAP)

The purpose of the EAP is to provide an organized method and process should an emergency occur during any activities of the Troopers, including but not limited to practice, performance and free time. When followed, emergency care will be administered in the most efficient manner possible for the benefit and health of the Member.

### INJURY REPORTING

It is important that Staff and Volunteers understand that all injuries must be reported immediately to the AT or EMT. If the injury is an emergency, Staff or Volunteers should immediately inform the AT who will activate the EAP. If the athletic trainer is not on site, the Staff or Volunteer shall contact the Corps Director and use his and her best judgment in activating the EAP.

### CONCUSSION PROTOCOL

The Troopers have established a protocol that follows current best practices to provide education about concussion for Members, Staff, and Volunteers. The protocol outlines our procedures in managing activity-related concussions as well as protocol for return to activity following a concussion. If a Team Member suspects that anyone may have suffered a concussion, the Staff or Volunteer must immediately remove the individual from participation until a qualified healthcare professional has evaluated the student. It is also necessary for Staff and the AT to make sure that all Members understand the

symptoms of a concussion and appreciate the importance of keeping the Staff and Volunteers and AT informed of anyone exhibiting or experiencing said symptoms.

## MEDICAL TREATMENT

Anytime a Member's participation is restricted by a medical professional, it is necessary for them to also have a full written release before resuming activity. A medical note shall be given directly to the AT or EMT who will retain a copy for documentation. The AT and EMT will interpret the document and communicate with relevant Staff the participation status of the student.

## MEMBER HYDRATION POLICY

Enforcement and adherence to the Troopers' Hydration Policy, combined with monitored self-care and appropriate attire, is imperative in helping ensure that our members are being afforded the necessary amount of water and rest breaks required to maintain a high-performance level.

- Water Break Frequency During Activity
  - Every 15 minutes
    - Minimum Break Duration: 1 Minute
  - Every Hour
    - Minimum Break Duration: 5 Minutes
- Frequency should increase during periods of intense activity
- Frequency should increase during periods of elevated temperatures
- Unlimited access to water is available during exercise/activity
  - Performers are required to have their own water bottle
- Performers are allowed to drink as much as they want
- Performers are able to drink for the entire break period if they wish

Staff is responsible for the following:

- Monitoring activity/break intervals to ensure adherence to policy
- Monitoring the outside temperature
- Monitoring participants for signs of dehydration:
  - Nausea / Vomiting
  - Headache / Poor Concentration
  - Weakness
  - Fatigue/Exhaustion
  - Lightheadedness
  - Cramps
  - Fainting
  - Loss of Muscle Coordination
  - Decreased Performance

- Notifying the Athletic Trainer or EMT IMMEDIATELY regarding any participants exhibiting signs of dehydration

### INCLEMENT WEATHER

Monitoring weather conditions is the responsibility of the Faculty & Staff. All should be aware of the potential dangers posed by different weather conditions and work together to keep the Members and other participants as safe as possible. Faculty & Staff should monitor weather conditions including warnings and watches issued by the National Weather Service. According to the National Weather Service, a “watch” means severe weather is possible during the next few hours, while a “warning” means that severe weather has been observed or is expected soon.

### HEAT ADVISORY

Staff should be familiar with conditions that may predispose a student to heat illness, and are expected to monitor the heat index in hot conditions. The Corps Director will check the heat index in hot conditions. If the heat index is 104 degrees or higher, all practice and performance plans will be adjusted to fit within the Troopers Heat Index Plan.

### SEVERE STORM

Severe storms can produce damaging high winds, hail, heavy rain, lightning and/or tornadoes. If a severe storm approaches the Troopers’ facilities or performance area, the safety of the Members, Staff, and Volunteers may require that the activities be suspended and immediate shelter sought. Staff and Volunteers should always err on the side of caution when considering whether to delay or cancel activities for weather concerns.

### LIGHTNING

Lightning is the second leading cause of storm related deaths (flooding is first). Lightning can strike up to 10 miles outside of a thunderstorm. The danger from lightning can persist for at least 30 minutes or more after a thunderstorm has passed. The National Weather Service does not issue watches or warnings for lightning by itself. If a person can hear thunder, or see lightning, the danger is already present. A clear, sunny sky overhead with storm clouds nearby can still be dangerous.

The following policies shall be followed in the event of lightning:

- If you see lightning, all activity should be suspended and shelter immediately sought.
- Know the availability and location(s) of nearby shelter(s) in advance.

- Shelter should be in larger, enclosed structures. Do not stay in open, unprotected areas. Smaller, open structures such as tents, trees, and isolated areas should be avoided. Buses can provide good shelter. Avoid contact with metal or other conducting materials to the outside surfaces.
- Activity should not be restarted for at least 30 minutes after the last roll of thunder is heard.

Staff and Volunteers will be advised of notification and evacuation plans and places to seek shelter near practice and competition sites pursuant to the Troopers Inclement Weather Plan.

Please consult our Weather Handbook for all of the latest requirements and guidelines that have been established by our meteorologist team. Defer to the Weather handbook if you are in any doubt. [CLICK HERE](#) to download the weather handbook.

## X. TERMINATION

Your relationship with the Troopers is at-will. The relationship is at the mutual consent of you and the Troopers 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 the Troopers. Nothing in this handbook or in individual compensation agreements constitutes a contract of employment, nor limits the right to terminate at-will relationship. No Manager, Supervisor, or agent of the Troopers has any authority to make an agreement for employment on other than at-will terms.

Violation of policies and rules of the Troopers 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. The Troopers policy of discipline in no way limits or alters the at-will employment relationship.

If you choose to voluntarily resign from the Troopers, we ask that you provide at least two week's advance notice of your resignation. This notice should be in writing and should briefly state the reason for leaving and the anticipated last day of work.

### 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.

### REFERENCES AND VERIFICATION OF AFFILIATION

The Troopers do not respond to verbal requests for references or verification of affiliation. All such requests must be made in writing. The Troopers only disclose the dates of affiliation and the title of the last position held by any Staff or Volunteer. Authorization to disclose this information must be made in writing by the Staff or Volunteer.