

**CODE OF CONDUCT and POLICIES for
INSTRUCTORS and VOLUNTEERS at IMPROV UTOPIA**
Revised: March 23, 2022

Camp Improv Utopia thrives only in the safest environment possible. It's a place where campers come to hang out with friends, take workshops from amazing instructors and build lifelong friendships. Below is our CODE OF CONDUCT that we expect all our Volunteers and Instructors to follow. Violation of our CODE OF CONDUCT could lead to a ban from our organization.

What is Expected for INSTRUCTORS:

You are expected to teach 4 classes at 2.5 hours each with your own curriculum. You are also expected to follow this document for Instructors at camp. It is highly encouraged you hang out with campers, talk shop and engage in activities as you wish, but it is not required. We also know you need rest and time to yourself.

What is Expected from our VOLUNTEERS:

Volunteers of Camp Improv Utopia are expected to follow the instructions of the Camp Director, Assistant Camp Director and Operation Manager. Whether you're a Camp Counselor or Volunteer staff please read below as some of this pertains to you as well. You are expected to be on time and work the shifts you are asked to work.

Relationship to the Campers: INSTRUCTORS and VOLUNTEERS are allowed to mingle with campers at camp; however we have a no tolerance policy for harassment, physical contact in a sexual nature, or being inappropriate with any of the campers. You are allowed to hug with consent. Use common sense and please remember you are working this weekend, not picking up on folks or using Camp as a dating app. Camp is a safe place and we don't want our campers to feel violated in any way especially by someone in a position of power. If you are already dating a camper that is attending, which is allowed, you will have to disclose it with Camp Improv Utopia management. If this policy is violated you will be immediately removed from Camp and banned from our organization.

INSTRUCTORS: What Camp Expects from Each Class:

Here at Camp we believe that everyone has a right to have a safe and comfortable workshop environment. We ask during your classes that you do the following:

1. At the top of workshop, ask for pronouns so improvisers can be identified how they prefer.
2. At the top of your workshop, check in with camper's physical boundaries.
3. At the top of your workshop please inform them of our rules about content: We have a no tolerance policy for any of the content that includes the below listed:
 - a. racism
 - b. an individual's gender expression or identity
 - c. race, ethnicity, national origin, or ancestry
 - d. religion
 - e. political affiliation

- f. age
 - g. genetic information
 - h. sexual orientation
 - i. education status, socioeconomic background, or military status
 - j. disability, use of a guide or support animal for disability, or relationship to a person with a disability
4. Instructors please be on time for your workshop.
 5. Please respect campers time and try to keep your workshops on time.
 6. Please be professional while teaching – No drinking or drugs allowed. You may have adult beverages while outside of your classes in the evening, but please drink responsibly.
 7. You have the right to stop a scene if you feel it is dangerous or violates a camper's boundaries.
 8. Discuss the Camper Bill of Rights. This can happen in your first session, you don't have to repeat as they will be informed in each of their first class. (See Below)

Camper Bill of Rights:

- You have the right to be and feel safe during performances, camp activities and workshops
- You have the right to be treated respectfully.
- You have the right to set boundaries regarding physical contact and subject matter that might trigger a negative emotional response. You have the right to dictate what kind of physical touch you will receive.
- You have the right to immediately step out of any scene, performance or camp activity in which you feel unsafe or uncomfortable. And you have the right to excuse yourself from any scene or exercise at any time without explanation.
- You have the right to inform your teacher or camp staff of anything you want them to know ahead of time, such as physical or emotional conditions that might make playing certain games difficult or uncomfortably challenging.
- You have the right to speak to any camp staff member regarding behavior by any person that you feel infringes on your rights.
- If you are personally aware of any conduct that would have been a violation of your rights if directed toward you, you have the same right to report that conduct as if you were the target.
- You have the right to define what feels fun and what feels comfortable (and uncomfortable) for you without judgment from others.
- You have the right to turn down a suggestion you feel is demeaning.
- You have the right to fail.
- You have the right to be brilliant.
- You have the right to love your work.
- You are enough!

Workshop Safety Protocol and Reporting:

1. If a camper has an issue that cannot be resolved in class or with a volunteer, please notify camp staff immediately.

2. If any incident happens, no matter how small, please notify the Camp Director or Assistant Camp Director and explain the incident.
3. If you have any questions, comments, thoughts or concerns please do not hesitate to reach out to the Camp Director, Assistant Camp Director and/or the Operations Manager onsite at camp or via e-mail.
4. ANONYMOUS REPORTING: RED FLAG REPORTING: This is our anonymous reporting system if you'd like to report a violation or incident as well but not want to remain anonymous. The reports go to Nick Armstrong, Jacque Arend and Anita Nicholson. However, if one of these people are mentioned in the report in a positive or negative light they will not receive the report.
 - a. To report please follow these instructions:

Report concerns safely, securely and anonymously 24/7. *If you are uncomfortable with a situation, Be Proactive.*

Red Flag Reporting is your hotline for:

- Fraudulent activity / theft
- Misconduct
- Safety violations
- Unethical behavior

Protect your organization and your co-workers – Because Everyone Deserves to Feel Protected and Safe.

To file a report, provide client code **Utopia** and simply do one of the following:

5. Visit **www.RedFlagReporting.com** and click on “File a Report”
6. Call **1-877-647-3335**
7. Text **RFR** to **234-231-9005**
8. You may also use the following (be sure to be detail oriented, provide our client code, and indicate if you wish to be anonymous our not):
 - a. Fax to **330-572-8146**
 - b. Email to **redflag@redflagreporting.com**
 - c. Mail to **RFR, P.O. Box 4230, Akron, Ohio 44321**

By signing this code of conduct policy I agree with the terms and have read it completely

Signature: _____

Best Contact Info

Print Name: _____

Date: _____

Emergency Contact Info