



2019-2020 Safety & Policy Manual

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Background Check Policy & Process

Rev. 1.15.2020

The Crossmen organization relies on volunteers, employees, and independent contractors to support its educational programs. With the need to protect our members, the Crossmen will complete criminal background checks. Therefore, we establish the following policy and process for the screening of our volunteers, employees, and independent contractors:

1. Each volunteer, employee and independent contractor who will have regular, direct contact for more than two consecutive 24-hour periods or who intends to sleep in the same general area as the corps membership shall be subject to a background investigation.
2. Crossmen shall use an independent entity to process the investigation. As of August 25, 2015, this company is OneSource Background Check Company.
3. To protect the confidentiality of the volunteer, employee, or independent contractor, the information gathered shall be sent to the Crossmen Productions administration.
4. The Crossmen Productions administration shall have all rights to reject, allow, or limit a volunteer, employee, or independent contractor's participation with Crossmen based on the information obtained from the background investigation.
5. A volunteer, employee, or independent contractor who has had their participation rejected by the Crossmen Productions administration may appeal the decision to the Board of Directors. As part of the appeal, both parties are allowed to present their case at the next regularly scheduled meeting of the Board.
6. Crossmen recognizes that, at times, the screening process cannot be completed before the volunteer, employee or independent contractor is needed. In such cases, the screening will still occur and the volunteer, employee or independent contractor will be subject to item 4 above.
7. Crossmen will encourage all individuals who might be willing to volunteer or contract for more than the consecutive 24-hour periods to complete the background check form in advance of their volunteerism or work.
8. Individuals who volunteer or work on an annual basis shall be subject to a background investigation every 2 years.
9. Crossmen will keep the background information on file for at least 2 years.

ADVERSE ACTION CRITERIA

Subject to extenuating or mitigating circumstances and a majority vote of the Board of Directors:

- A felony conviction of any violent crime, or a misdemeanor conviction for a violent crime within the past 10 years, will disqualify an applicant.
- Felony or misdemeanor convictions of any sex-based crime will disqualify an applicant
- Felony conviction of any non-violent crime within the past 10 years will generally disqualify an applicant.
- Misdemeanor conviction of a non-violent crime within the past 5 years will generally disqualify an applicant.
- The Crossmen Productions administration, on a case-by-case basis, shall evaluate any reported convictions that fall outside the scope of the categories identified above.

Equal Employment Opportunity & Non-Discrimination Policy

Rev. 1.15.2020

Crossmen Productions Inc is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation based on an individual's race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other status protected by federal, state, or local laws. Crossmen is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

Crossmen will conduct a confidential, prompt, and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy. Crossmen will take appropriate corrective and remedial action, if and where warranted. Crossmen prohibits retaliation against any employees or contracted staff members who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your supervisor or any other designated member of management.

Workplace Harassment Policy (Staff)

Rev. 1.15.2020

Crossmen Productions Inc has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other status protected by federal, state, or local laws.

This policy protects all applicants and employees or contracted staff members (including managers and supervisors) from unlawful harassment and discrimination. This includes harassment by employees, managers, supervisors, contractors, interns, volunteers, vendors, suppliers, and customers. In addition, this policy extends to conduct connected with an individual's work, even when the conduct takes place away from the workplace, such as a business trip or business-related social function.

Harassment

Harassment means disrespectful or unprofessional conduct, including disrespectful or unprofessional conduct based on an individual's race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other status protected by federal, state, or local laws.

While it is not possible to list all the circumstances that may constitute other forms of workplace harassment, some examples of conduct that may constitute workplace harassment include:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on Crossmen premises, or circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

Sexual Harassment

Sexual harassment means harassment based on sex or conduct of a sexual nature, and includes harassment based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, or gender expression. It may include all of the actions described above as harassment, as well as other unwelcome sex-based conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature. Sexually harassing conduct need not be motivated by sexual desire and may include situations that began as reciprocal relationships, but that later cease to be reciprocal.

Sexual Harassment (cont'd)

Sexual harassment is generally categorized into the following two types:

- Quid pro quo sexual harassment (“this for that”), which includes:
 - Submission to sexual conduct when made explicitly or implicitly a term or condition of an individual’s employment.
- Submission to or rejection of the conduct by an employee when used as the basis for employment decisions affecting the employee.
 - Hostile work environment sexual harassment is conduct of a sexual nature or on the basis of sex by any person in the workplace that unreasonably interferes with an employee’s work performance and/or creates an intimidating, hostile, or otherwise offensive working environment.

Examples include:

- Unwelcome sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, notes, emails, voicemails, or gifts.
- Sex, gender, or sexual orientation-related comments, slurs, jokes, remarks, or epithets.
- Leering, obscene or vulgar gestures, or sexual gestures.
- Displaying or distributing sexually suggestive or derogatory objects, pictures, cartoons, or posters or any such items.
- Impeding or blocking movement, unwelcome touching, or assaulting others.
- Any sexual advances that are unwelcome as well as reprisals or threats after a negative response to sexual advances.
- Conduct or comments consistently targeted at one gender, even if the content is not sexual.

Retaliation

Retaliation means any adverse employment action taken against an employee because the employee engaged in activity protected under this policy. Protected activities may include, but are not limited to, reporting or assisting in reporting suspected violations of this policy and/or cooperating in investigations or proceedings arising out of a violation of this policy.

Adverse employment action is conduct or an action that materially affects the terms and conditions of the employee’s employment status or is reasonably likely to deter the employee from engaging in protected activity. Even actions that do not result in a direct loss of compensation may be regarded as an adverse employment action when considered in the totality of the circumstances.

Examples of retaliation under this policy include but are not limited to: demotion, suspension, reduction in pay, denial of a merit salary increase, failure to hire or consider for hire, refusing to promote or consider for promotion because of reporting a violation of this policy, harassing another employee for filing a complaint, denying employment opportunities because of making a complaint or for cooperating in an investigation, changing someone’s work assignments for identifying harassment or other forms of discrimination in the workplace, treating people differently such as denying an accommodation, not talking to an employee when otherwise required by job duties, or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

Reporting Discrimination, Harassment, and/or Retaliation

If you feel that you have witnessed or have been subjected to any form of discrimination, harassment, or retaliation, immediately notify Natalie Steele, 512.638.2855, natalie@crossmen.org or any member of management.

Crossmen prohibits retaliation against staff, volunteers, and members who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

Reporting Discrimination, Harassment, and/or Retaliation (cont'd)

We will promptly and thoroughly investigate any claim and take appropriate corrective and/or remedial action where we find a claim has merit. If Crossmen begins an investigation, we will endeavor to conduct the investigation in a timely manner and will keep the investigation confidential to the extent possible. In the same way, anyone involved in an investigation of harassment has an obligation to keep all information about the investigation confidential. That is why Crossmen will only share information about a complaint of harassment with those who need to know about it. Failure to keep information about an investigation confidential may result in disciplinary action. Investigations will be documented and tracked for timely resolution.

When the investigation has been completed, Crossmen will normally communicate the results of the investigation to the complaining individual, to the alleged harasser and, if appropriate, to others who are directly involved. If our policy against harassment is found to have been violated, appropriate corrective action, up to and including termination, will be taken against the harasser so that further harassment will be prevented. Both the rights of the alleged harasser and the complainant will be considered in any investigation and subsequent action.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If Crossmen determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, Crossmen may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, Crossmen will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

In addition to our internal complaint procedure, employees or contracted staff members may also contact either the Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH) to report unlawful harassment. You must file a complaint with the DFEH within three years of the alleged unlawful action. The EEOC and the DFEH serve as neutral fact-finders and will attempt to assist the parties to voluntarily resolve their disputes. For more information, contact the Office of Human Resources or the nearest EEOC or DFEH office.

Fraternization Policy

Rev. 1.15.2020

Staff/Member Relations

The relationship between staff and member is central to the Mission of the Crossmen.

Non-professional ties or fraternization between staff/intern and active members are prohibited. Crossmen Productions holds a zero-tolerance policy for consensual sexual relations between staff/intern and members. Crossmen Productions prohibits any and all sexual relations between staff/intern and members.

This includes, but is not limited to: inappropriate physical contact, non-professional messaging/texting, inappropriate dialogue, 'sexting', and non-professional, inappropriate, sexual messages via any social media platform.

Staff may not meet with members alone in a closed setting. All staff members should have another staff member present when meeting with a member privately. Any staff, volunteer, or member knowingly violating this policy is subject to disciplinary action, which may include immediate reprimand, suspension, or dismissal.

Reporting Incidents

If fraternization is evident, it is your responsibility to report said activity. The procedure for reporting of incidents is to notify the Corps Director OR Tour Manager immediately. Appropriate action is taken dependent on the details of the incident. Reporting is also available online at www.crossmen.org/safety.

Hazing Policy and FAQs

Rev. 1.15.2020

Hazing: What is it?

Hazing is a fundamental violation of human dignity. It is defined in the Texas Education Code. Hazing is a broad term encompassing any action or activity which does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties or sleep deprivation; which may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants. Hazing can also be defined as any action or situation, which intentionally or unintentionally endangers a student seeking admission into or affiliation with an organization.

Why Do You Want to Avoid Hazing? It is against state law.

Hazing and the failure to report hazing by an individual are misdemeanors in the state of Texas, and violators can be prosecuted to the full extent of the law, which may include fines, imprisonment, and community service.

It is against Crossmen policy.

If the Crossmen administration discovers that an incident of hazing has occurred, disciplinary action is taken up to and including possible dismissal from the corps.

It is inconsistent with our Unity Spirit.

Since hazing involves harm to another person, it is inconsistent with the true meaning of brotherhood and sisterhood. Our traditions demand that we respect others, and hazing is a form of disrespect.

Who Hazes and Why?

Individuals who haze are insecure young men and women who think they can gain respect from other individuals by threatening, beating, taunting, mocking, humiliating, or torturing new members of the group.

Do I Have the Power to Stop Hazing?

Becoming more aware of what constitutes hazing and informing others of the risks and dangers of hazing are steps that will help eradicate it. All members of the Crossmen share the responsibility to challenge and make known to the Crossmen Administration acts of apparent hazing. Apathy in the presence of hazing or agreeing to being hazed, are not neutral acts. Individuals who participate in acts of hazing as perpetrators or victims are personally accountable under this policy. If you are a new member or a veteran, simply refuse to participate in hazing activities.

Are You Still Sure It's Hazing?

Some activities are easily categorized as hazing. Others may not be so easily classified. If you are not sure about whether an activity may be hazing, ask yourself the following questions:

- Does this activity add to the worth and growth of the individual?
- Would you be willing to invite your caption head, a staff member or a Crossmen administrator to this activity?
- Would you be willing to invite your parents, or the parents of the new member involved to the activity?
- Would you be prepared to go to court to defend the merit of this activity?
- Is this an activity in which new members and initiated members can participate equally?

If you answer "no" to any of these questions, the activity could be considered hazing, and you should reconsider.

A hazing incident may be reported by anyone: a person whom the activity directly or indirectly affects, a person who assisted in the implementation of the activity, Crossmen personnel who witnessed the

activity, or community members who witnessed the activity. Therefore, members, administrators, staff, and community members should report any activity that an individual may construe as hazing.

Crossmen Actions

When any member is alleged to have participated in hazing activities, the report should be directed to the CEO or, in their absences, any member of the Crossmen Administration.

Any member found in violation of this policy is subject to disciplinary action including, but not limited to suspension and/or dismissal from the corps. No refund for tuition is given to members in violation of this policy and is expected to be financially and logistically responsible for their transportation away from the corps.

Hazing has no place in the drum corps experience. It is a dangerous form of intimidation that makes a mockery of the whole purpose of the drum corps experience. It does not strengthen the bonds of friendship. It does not demonstrate leadership. It does not prove an individual's superior qualification in any way. Hazers break the basic rights to human dignity that new members should not forfeit by joining the Crossmen.

Who is Responsible for Reporting and Preventing Hazing?

YOU ARE. If you witness a hazing incident or if you are hazed, you are responsible for making sure you report the incident to the following authorities – Crossmen Administration; Emergency 911. It is your responsibility to report and prevent hazing. If you observe hazing and stand by silently, your silence condones these illegal activities and makes you just as liable as the hazers themselves.

Sexual Abuse Policy

Rev. 1.15.2020

Crossmen Productions, Inc does not permit or allow sexual abuse or molestation to occur in the workplace or at any activity sponsored by or related to it. As such, there are adopted mandatory procedures that staff, 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 participant who is functioning as a member, staff, or volunteer with the organization. Sexual abuse includes sexual assault, exploitation, molestation or injury.

Reporting Procedure

All Crossmen Board Members, staff, volunteers or participants who learn of sexual abuse being committed must immediately report it to the CEO. If the victim is an adult, the abuse is reported to the local or state Adult Protective Services (APS) Agency. If a child is the victim, the designee 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.

Investigation & Follow Up

We take allegations of sexual abuse very 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. The investigation may be undertaken by either an internal team, or 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 members. If the subject of the investigation is a participant, the performers status with the ensemble is 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 participant's relationship with our organization.

Sexual Harassment Policy

Rev. 1.15.2020

Crossmen Productions, Inc. has adopted the EEOC's definition of sexual harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature are considered to be sexual harassment when:

- Submission to such conduct is made either directly or indirectly as 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 affect staff, volunteers or members;
- Such conduct has the purpose or the effect of unreasonably interfering with the routine performance of staff, volunteers, or members; and/or creating an intimidating, hostile, or offensive working environment.

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

- Repeated, unwelcome and offensive sexual flirtations, advances or propositions;
- Continued or repeated verbal abuse of sexual nature;
- Continued or repeated graphic verbal commentaries about a person's body;
- Display of sexually suggestive objects or pictures;
- Continued or repeated suggestive sexual comments or remarks;
- Continued or repeated insults, humor or jokes about a person's sex 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 that it alters the conditions of employment and creates an abusive working environment.

Any staff, volunteers, or members knowingly violating this policy is subject to disciplinary action, which can include reprimand, suspension, or dismissal.

Sexual Harassment Reporting Procedures

In the event that a person is either a victim of the above sexual harassment circumstances or is a witness to such harassment, said person must immediately report the details to Crossmen Operations. In the event of their absence, said incident must be reported to the CFO or CEO. If the incident involves executive staff behavior or actions, report to our Board of Directors – ethics@crossmen.org

Smoking, Alcohol, & Drug Policy (Member)

Rev. 1.15.2020

Smoking

Crossmen maintain a strict policy on smoking for our members. Smoking and the use of tobacco products, e-cigarettes, vape refillable oil devices, juuls, etc. is ILLEGAL on school grounds in the United States, and therefore members may not smoke or use these products anywhere on or around the campus. It is illegal under Texas law for anyone under the age of 21 to smoke or use tobacco products, e-cigarettes, vape refillable oil devices, juuls, etc. Any member under the age of 21 will not smoke, use tobacco products, or any of the aforementioned devices. Members also may not smoke in or around the corps vehicles, in uniform, and other instances in which they represent the corps.

Alcohol

Use of alcohol by participants who are not of legal drinking age (21) will not be permitted at any time. In addition, no participant (regardless of age) may use, possess, sell, or be under the influence of alcohol at any housing site, at show sites, on the bus, during rehearsal, or during performances.

Drugs

Crossmen fully support the federal laws of the United States relative to the use of chemical substances including but not limited to marijuana, cocaine, amphetamines, tranquilizers, crack, barbiturates, and diet pills. Crossmen are opposed to the non- medical use of any drugs by its members or staff, and PROHIBIT use, possession, distribution, sale, or being under the influence of illegal drugs. In addition, no member may use, distribute, sell, or be under the influence of marijuana, regardless of local or state laws that may legalize it in some places.

Drum Corps

The corps policy on smoking, alcohol, and drugs is in place for each camp weekend beginning 6:00 P.M. Friday evening, and finishing at the close of rehearsal on Sunday at 2:00 P.M. It is also in place continuously (24 hours) beginning May 15, 2020 and lasting through the completion of the season and dismissal from the Crossmen on August 9, 2020.

Reporting

In the event this policy is violated, it is your responsibility to report the actions of others. Violators will face disciplinary action, including suspension or dismissal from the corps. Under such a situation, the violator is responsible for their immediate transportation home from the ensemble. If the violation is deemed serious enough, the authorities will be contacted.

Smoking, Alcohol, & Drug Policy (Staff)

Rev. 1.15.2020

Smoking

Crossmen maintain a strict policy on smoking for our staff. Smoking and the use of tobacco products, e-cigarettes, vape refillable oil devices, juuls, etc. is ILLEGAL on school grounds in the United States, and therefore members may not smoke or use these products anywhere on or around the campus. Staff also may not smoke in or around the corps vehicles, or in other instances in which they represent the corps. It is illegal under Texas law for anyone under the age of 21 to smoke or use tobacco products, e-cigarettes, vape refillable oil devices, juuls, etc.

Alcohol & Drugs

Crossmen prohibits the use (or being under the influence) of drugs or alcohol by any staff member or volunteer during program rehearsals or events, or at any time in front of any members. Drug or alcohol use is not allowed at any housing site, and at no time shall any staff member or volunteer operate any Crossmen vehicles if he or she has been consuming alcoholic beverages.

Drum Corps

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Reporting

In the event this policy is violated, it is your responsibility to report the actions of others. Violators will face disciplinary action, including suspension or dismissal from the corps. Under such a situation, the violator is responsible for their immediate transportation home from the ensemble. If the violation is deemed serious enough, the authorities will be contacted.

Whistleblower/Anti-Retaliation Policy

Rev. 1.15.2020

Crossmen requires staff, volunteers, and members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Representatives of Crossmen must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable policies, laws, and regulations.

While Crossmen hopes that all those who come in contact with Crossmen feel unhindered and unthreatened in raising concerns, Crossmen recognizes that it is essential to also provide for confidential and anonymous submission of such concerns to ensure Crossmen has a full opportunity to investigate and address any potential violations of policy, law, or regulation in the conduct of Crossmen activities.

Accordingly, the purpose of this Whistleblower Policy is to establish policies and procedures for:

- The submission of concerns regarding questionable accounting practices, questionable business ethics, conflicts of interest, acceptance, provision, or solicitations of bribes or kickbacks, legal and regulatory violations, or unsafe practices or activities by staff, volunteers, members and other Crossmen stakeholders on a confidential and anonymous basis.
- The receipt, retention, and treatment of complaints received by Crossmen regarding accounting, internal controls, conflicts of interest, acceptance, provision, or solicitations of bribes or kickbacks, legal or regulatory violations, or unsafe practices or activities.
- The protection of directors, volunteers, members and their families, and staff reporting concerns from retaliatory actions.

Reporting Responsibility

Each staff, volunteer, and member of Crossmen has an obligation to report, in accordance with this Whistleblower Policy:

1. questionable accounting matters, questionable business ethics, conflicts of interest, acceptance, provision, or solicitations of bribes or kickbacks, legal or regulatory violations, or unsafe practices or activities by staff, volunteers, members and other Crossmen stakeholders, and
2. violations and suspected violations of Crossmen Policies and Procedures. Reports shall be made to the CEO or any member of the Board. The Board will determine the appropriate designee(s), including appointment of appropriate Board members to a specially formed committee, for the conduct of an investigation or other further action.

To ensure that anyone affiliated with Crossmen has the ability to report concerns, complaints and issues, the email address ethics@crossmen.org has been established.

Investigation and Confidentiality

The Board, upon recommendation of the appropriate Board committee or other designee, has the authority to retain such outside investigators and experts as it deems necessary or appropriate to assist with any investigation or any other acts associated with the issues or concerns raised. All reports of concerns will be promptly investigated and the individual making the report (if not anonymous) will be notified of receipt of the report promptly, but no later than 7 days thereafter. Following conclusion of the investigation, the appropriate committee or designee will render a report to the Board along with conclusions and recommendations for any follow up action. Follow up with the complaining party shall be considered in consultation with appropriate legal counsel. Reports, investigations, reports of investigations, and any follow up will be maintained as confidential as reasonably possible.

Retaliation

Crossmen will not retaliate, and prohibits retaliation by its staff, volunteers, and members, against anyone who makes a report in good faith pursuant to this Whistleblower Policy. Crossmen reserves the right to take action against anyone who makes a report based upon false or misleading information, or without a reasonable basis for believing any wrongdoing has occurred.

Media Relations Policy

Rev. 1.15.2020

Rationale

Effective communications with the media are critical to Crossmen Productions' ability to carry out its Mission and promote continued support for DCI, WGI and all Crossmen program offerings.

Policy

The CEO of Crossmen Productions serves as the official organization spokesperson on matters pertaining to Crossmen, its operations, and DCI/WGI/other affiliate organization. The official spokesperson conveys official information on issues of general impact or significance as well as situations that are of a particularly controversial or sensitive nature. Inquiries from the media about such issues are to be referred to the Corps Director and/or the official communications designee.

- Informing all stakeholders about programs;
- Promoting the Crossmen achievements, activities, and events;
- Expanding the Crossmen brand and general visibility; and
- Ensuring that all stakeholders (i.e. members, staff, parents, alumni, etc.) receive accurate information regarding incidents and issues of a controversial and/or sensitive nature.

Depending on the specific circumstances, the CEO of Crossmen may also assign communications duties to an alternate spokesperson on a specific issue.

No Crossmen stakeholder may speak in a derogatory manner about another participating organization or about DCI/WGI/other affiliate organization. Any questions regarding another organization should be referred to the affected organization, and those regarding DCI/WGI/other affiliate organization are to be sent to the CEO.

In the event of a crisis or emergency affecting the Crossmen organization, the CEO and the Crossmen communications team will handle all contacts with the media and will coordinate the information flow from Crossmen to the public. In such situations, all stakeholders are to refer calls from the media to the CEO.

Crossmen Guidelines on Media Interaction Policies

To protect all members, staff, and volunteers, the Crossmen have established the following:

- Refer all media inquiries to the designated spokesperson for the organization.
- Do not speak to the media, without the organization spokesperson present to ensure accuracy of all disseminated information.
- Require a staff member of the Crossmen to be present with the organization spokesperson during all media interaction with members and volunteers.
- If approached separately or in an unsupervised situation, all participants must take reporters to the organization spokesperson.
- These requirements are in effect at the beginning of the year and throughout the competitive season, as needed.

General Procedures for Interacting with the Media

A Crossmen spokesperson will respond to requests from the media regarding their own programs, policies and procedures, activities, events, and other topics related to Crossmen. In such cases, when appropriate and relevant, the appropriate Crossmen spokesperson should receive notification as soon as possible to inform them of the contact. Such notification can be particularly important if Crossmen or other DCI/WGI/other affiliate organizations may need to make follow-up inquiries to ensure a coordinated, consistent response. If the inquiry involves issues with DCI/WGI/other affiliate organization that are significant and/or are of a controversial or sensitive nature, the Crossmen will refer the media representative to the CEO of DCI/WGI/other affiliate organizations.

Since positive media solicitation is an integral element of Crossmen's branding program, any story, ideas for articles or pieces that would positively portray the organization, its programs and activities, or its member organizations should route to the Corps Director and/or the communications team. In a comparable manner, Crossmen will notify DCI, WGI and other affiliated organizations about negative occurrences that are likely to rise to the level of media interest.

Guidelines for communicating with the media when the issue is non-controversial and limited to the participating organization:

1. Obtain the name of the person calling, the media organization and, if available, the anticipated release time of information in print, broadcast, and/or online publication.
2. Ask for a copy of the stories from the reporter and send information to the DCI, WGI or other affiliated organizations' communications team for expanded use and for coverage records.

Do not answer or respond to questions regarding

1. Legal issues,
2. Personnel issues,
3. Questions that involve Crossmen's or any other participating organization's integrity such as ethics or issues that may result in harm to others, or
4. A crisis or emergency. Refer all such inquiries to the Corps Director and/or the communications team.

The most effective approach with the media is to be prompt, helpful, and honest. All initial inquiries from the media should be answered as soon as possible and the reporters' deadlines considered in scheduling interviews.

Interview subjects should always make sure they understand each question from the media before answering. If answering would be inappropriate or if the interview subject is uncomfortable providing a response, the organization representative should take the reporter's contact information and advise him/her that someone who can provide the information will contact him/her as soon as possible. Follow up by contacting the Corps Director and/or the communications team.

Keep the interaction positive. Do not offer speculations or gossip or answer a reporter's question with "no comment." Make sure the reporter understands the responses and ask if there is anything needed. Provide a contact name, phone number and/or e-mail address for follow-up questions.

Remember that in responding to the media, the interview subject can be viewed as representing and speaking for the entire Crossmen organization or even for the DCI, WGI or other affiliated organizations' community. Individual opinions should be clearly and carefully identified as such.

Any media inquiries involving information about specific people are to be directed to the Crossmen Director and/or the communications team, or the DCI/WGI/affiliated organization's communications team. Such inquiries will be handled in strict compliance with applicable privacy laws.

Request assistance from the Crossmen Director and/or the communications team if needed.

Youth Safety and Protection Policy

Rev. 2.20.2020

The Rule of Two

Everyone involved with Crossmen Productions programs must adhere to the rule of two, or the buddy system, at all times when the Rule of Three is not in use, except as noted below. Buddies need to be from the same age range and gender as follows:

- Adults age 22 and over
- Program participants age 18-22
- Program participants age 17 and under.
- All individuals should be alone in bathroom stalls and in their bed/sleeping bag.

The Rule of Three

No adult may be alone with a Crossmen Productions program participant or corps member at any time. At least two adults must always be present in a room or location with one Crossmen Productions program participant or corps member OR one adult must always be present with at least two or more program participants or corps members. Should a private conversation be needed or a situation need to be addressed privately, two adults need to be present, one of which may simply be an observer within view and earshot.

Room Assignments and Gym Configurations for Sleeping

When assigning roommates, such as in-residence halls, or a hotel, roommates should always be of the same gender (unless they are a married couple) and age group as follows:

- Adults age 22 and over
- Program participants age 18-22
- Program participants age 17 and under.

Program participants may only share a room with another program participant of the same age group and gender. Staff and volunteers may only share a room with another staff member of the same gender, with the exception of married couples and common law marriages.

One Bed, One Body. One person per bed or sleeping bag for sleeping, except in the case of married couples only (excludes corps members and program participants). Each person must be assigned to their own bed.

HOTELS: Double, triple, and quad room configurations with twin beds are all permitted. Double, queen, and king beds are permitted, but only one person per bed may be assigned, with the exception of married couples (excludes corps members and program participants). Roll-away cots are permitted.

In the case of using a school gym and sleeping bags for a sleeping area for drum corps, the gym must be divided into quadrants or areas as follows:

- Male corps members age 18-22
- Male corps members age 17 and under
- Female corps members age 18-22
- Female corps members age 17 and under

Staff members and volunteers must be separated into other areas for sleeping and be segregated as follows:

- Female Administrative and Instructional Staff
- Male Administrative and Instructional Staff
- Female Volunteers
- Male Volunteers

- Female Drivers
- Male Drivers
- Married Common Law Couples

Locker Rooms and Showers

Scheduled time in both male and female locker rooms and showers should be segregated according to age group as follows:

- Adults age 22 and over
- Corps members age 18-22
- Corps members age 17 and under

Zero Tolerance. Cell phones and electronic devices are not permitted in locker rooms or showers.

Bus Protocols

When traveling by bus, seat assignments must be made such that minors under age 18 sit in the front of the bus with a seat partner that is also a minor of similar age. Those of legal age, 18 and over, sit towards the back with a seat partner of a similar legal age.

The assigned bus captain shall be age 21 or older and serves as a monitor in addition to the bus driver. The bus captain may be an assigned corps member or assigned adult chaperone. Both the bus driver and bus captain are responsible for working together to:

- Ensure that all people assigned to the bus are present before departure from any location
- Keep order and ensure responsible behavior on the bus in alignment with Crossmen Productions' AND Academy Charters' Code of Conduct

Policy for Transgender, Non-Binary, and Gender Expansive Students

Rev. 2.20.2020

This policy addresses the needs and concerns of transgender, non-binary, and gender expansive students to ensure a safe, affirming, and healthy school environment where every child can learn. This policy is meant to support transgender, non-binary, and gender expansive students in the school environment, if such support is needed.

This policy cannot and does not anticipate every situation that may occur; every student is different and that includes transgender, non-binary, and gender expansive students. The support and accommodations for each student must be assessed and addressed individually based on the specific requests and needs of each student.

Sleeping

Crossmen Productions will design sleeping arrangements that best support each student's emotional and physical safety. Generally, separating students into groups according to their stated gender identity is most appropriate, but the composition of the group and/or the nature of the trip environment may require another arrangement in which we will supply.

Restrooms, Locker Rooms & Showers

With respect to all restrooms, locker rooms or changing facilities, students should have access to facilities that correspond to their gender identity. Any student who is uncomfortable using a shared gender-segregated facility, regardless of the reason, shall, upon the student's request, be provided with a safe and non-stigmatizing alternative. This may include, for example, addition of a privacy partition or curtain, provision to use a nearby private restroom or office, or a separate changing schedule.

However, requiring a transgender or gender expansive student to use a separate space threatens to publicly identify and stigmatize the student as transgender and should not be done unless requested by a student. Under no circumstances should students be required to use gender segregated facilities that are inconsistent with their gender identity.

Acknowledgement

Crossmen Productions Inc is committed to providing the members, staff, and volunteers of our ensembles with the best experience possible. Our philosophy is based on being a quality and professional organization, in all aspects. We appreciate your commitment to our organization and to the members we serve.

Should you have concerns or questions regarding the material in this policy manual or something that may not be covered herein, please do not hesitate to reach out to us.

By initialing/signing this agreement you acknowledge that you have read, understand, and agree to be bound by the terms and conditions as outlined in the 2020 Crossmen Policy Manual.

Background Check Policy _____

Non-Discrimination Policy _____

Fraternization Policy _____

Hazing Policy _____

Sexual Abuse Policy _____

Sexual Harassment Policy _____

Smoking, Alcohol, Drugs _____

Anti-Retaliation Policy _____

Media Relations Policy _____

Youth Protection Policy _____

Non-Binary Policy _____

Signature _____ Date _____

Printed Name _____