

**Ballet Arts of Jackson, Inc.**  
**Volunteer Code of Conduct and Family Commitment**

This Code of Conduct applies to all individuals who act in a volunteer capacity with Ballet Arts. Ballet Arts volunteers are expected to conduct themselves and the work they perform on behalf of Ballet Arts in a manner that honors Ballet Arts' reputation and does not detract from the public's trust and respect for Ballet Arts. Accordingly, all volunteers must comply with the Code of Conduct described below.

**1. Respect for role**

Volunteers must understand the nature of their role and responsibilities within the organization. Volunteers must remain accountable to responsible authorities within the organization such as the Board, committee chairs, and paid staff as appropriate.

**2. Confidentiality**

At all times, the privacy and dignity of members, dancers, paid staff, and other volunteers must be respected. In the course of their work, volunteers may need access to information and documents relating to members, other volunteers, or Ballet Arts business that are private and confidential in nature. Reasonable care and caution will be exercised to protect and maintain total confidentiality. Volunteers will not access such information unless there is a legitimate purpose. All member records are the property of Ballet Arts and are kept in a secure location in the Ballet Arts office.

**3. Intellectual Property**

Any intellectual property developed by a volunteer in the course of his or her role with Ballet Arts (for example: choreography, costume design, professional photography) will not be used by volunteers without written permission or purchase of such property.

**4. Respectful Conduct**

Volunteers must treat with respect all fellow volunteers, dancers, Ballet Arts staff, and all others with whom they interact while conducting Ballet Arts business. Harassment, discrimination or other behaviors that compromise the dignity and self-worth of others cannot be tolerated, and will be addressed promptly, in confidence, and in accordance with the standards of due process developed by Ballet Arts. These are minimum standards and by no means cover every contingency. However, any material failure to comply with these standards will be sufficient grounds for disciplinary action up to and including termination of the individual from their volunteer position.

**5. Family Commitment**

Ballet Arts is a wonderful opportunity for your child to develop her dance skills while receiving superior, quality dance instruction. While the artistic directors are preparing the dancers for their performances, it's the dedication

and commitment of the dancer's family and volunteers that help Ballet Arts run smoothly.

- All families are required to serve on at least one committee.
- All families are to perform a minimum of 30 volunteer hours per Ballet Arts production, also to participate in at least one poster plastering party per season.
- All families are required to attend at least 3 Friends and Family meetings during the Ballet Arts season.
- All families agree to attempt to resolve any problems or issues in a positive manner with one another. If it cannot be resolved they should contact the Member Care Coordinator so that issues can follow the proper chain of command and be handled in a way that preserves relationships and is kept confidential.
- All families agree to be encouraging to all Ballet Arts dancers and supportive of decisions made by the artistic directors.
- All families agree to ensure that their dancer will be present and on time for all rehearsals and performances per the dancer agreement signed at their first company class.
- All families allow their child's photo/videos to be used for marketing the Company
- To keep our membership fees down, all families agree to help with fundraising projects for Ballet Arts. Areas include: Ballet Ticket Buddies, Ads for the program, Sweet Shoppe donations, and points of contact for financial contributions.

Volunteer participation will be monitored by the Member Care Coordinator and tracked through Track it Forward. Any volunteers who violate the policies can be subject to meeting with the Member Care Coordinator and the grievance committee as deemed appropriate by the Member Care Coordinator. Any volunteer who is uncertain of the application of this Code of Conduct shall contact the Member Care Coordinator or the Board of Directors of Ballet Arts.

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Volunteer signature and date

### **Anti-Discrimination Policy**

No person on the basis of race, color, national origin, disability, age, religion, or sex shall be excluded from participation in, or be denied benefits of, or otherwise be subject to discrimination of services, programs, and employment provided by Ballet Arts, Jackson, Inc.