



## **InnoVision Talent Agency's Code of Conduct**

InnoVision Talent Agency is committed to providing our productions with Talent who exercise the highest standards of professional and ethical conduct. When Talent are booked on a show or production, they are being hired for work and are expected to conduct themselves in a professional manner at all times.

These guidelines on unacceptable conduct, and others that may be established from time to time, help to protect the rights and safety of productions and Contractors. These common-sense rules are included here as guidelines to InnoVision Talent Agency's expectations of Background Actors and/or Talent. Productions may also have their own standards of conduct and behavior that are in addition to InnoVision Talent Agency's standards. The following are examples, and not a complete list, of what is considered to be unacceptable conduct and behavior at InnoVision Talent Agency.

Disciplinary action up to and including suspension and termination may result for any misconduct or violation of company policy and/or procedure.

1. Falsification of Talent Agency Relationship records, Talent Agency Relationship information or any legally required document.
2. Negligence causing harm or intentionally causing harm to InnoVision Talent Agency, production, and/or the Contractors of InnoVision Talent Agency, Talent, production, or third parties.
3. Harassing or discriminating activities including verbal, visual, physical or sexual activities. This includes, for example, jokes that are sexual in nature, or jokes based on (but not limited to) a person's age, race, color, religion, disability, medical condition, national origin, sex, gender identity, gender expression, or sexual orientation. See InnoVision Talent Agency's Anti-Harassment Policy.
4. Retaliating against anyone who reports or provides information in good faith about harassment or discrimination.
5. The use of threatening or profane language, including hand gestures, and bullying behavior toward Contractors of InnoVision Talent Agency, its parent company, Talent, or Contractors of production.
6. Violating InnoVision Talent Agency's Anti-Piracy & Confidentiality Policy. See InnoVision Talent Agency's Anti-Piracy & Confidentiality Policy. By way of examples, taking any photos or video on your cell phone while on the premises of a production and posting details about the production on social media are violations of InnoVision Talent Agency's Anti-Piracy & Confidentiality Policy. Some productions may require that you 'check-in' your cell phone to the production staff who will provide you a ticket with a corresponding ticket placed in a plastic bag with your phone. The bag containing the cell phone will be held by production. You will be allowed to use your phone for emergency purposes or as permitted by production.
7. Participating in criminal conduct during work time, while on InnoVision Talent Agency's premises or while on the premises of a production or show you are booked to work.
8. Accepting a booking or job and then failing to report to it.
9. Excessive tardiness.

10. Failure to notify InnoVision Talent Agency in advance when unable to report to your scheduled call. Advance means before the assigned call time with reasonably enough time for InnoVision Talent Agency to hire, or book, a replacement.
11. Selecting and sending your replacement to a set.
12. Working overtime without authorization.
13. Recording the work time of another Talent or allowing another Talent to record your work time, or allowing falsification of any time record, either your own or another Talent's time.
14. Leaving the work location for any reason during your scheduled call without proper permission, except during unpaid meal periods authorized by production.
15. Bringing any visitors or guests with you to your scheduled call without prior authorization from InnoVision Talent Agency even if authorization is given by production.
16. Participating in horseplay or practical jokes while on either InnoVision Talent Agency premises or the premises of a production or show you are booked to work.
17. Provoking, threatening or planning a fight or fighting while on the premises of a production you are booked or hired to work or while on InnoVision Talent Agency's premises.
18. Sleeping on the job, avoiding doing work, or preventing others from performing their job.
19. Gambling while on the premises of InnoVision Talent Agency or while on the premises of a production or show you are booked to work.
20. Engaging a principal actor(s) while on the premises of a production on which you are working without authorization or asking them for pictures or their autograph including taking pictures without permission. You may interact with the principal actor(s) if they approach you or if you are directed to do so by production.
21. Insubordination, including but not limited to, failure or refusal to obey the reasonable work-related orders or instructions of a supervisor or member of management.
22. Using mobile devices in any way that impedes your work, is offensive and/or violates any guideline(s) established in this document. Production may have their own policies and/or guidelines regarding use of your cell phone.
23. Poor work performance.
24. Engaging in inappropriate contact anywhere on production or InnoVision Talent Agency premises whether during work hours or not.
25. Reporting to work, or working, under the influence of (or in possession of) alcohol, marijuana, or illegal drugs while on InnoVision Talent Agency's premises or while on the premises of a production or show you are booked to work or during work time.
26. Reporting to work, or working, while taking prescribed drugs that adversely affect your ability to safely and effectively perform your job duties.
27. Carrying firearms or any other weapon(s) while on InnoVision Talent Agency premises or the premises of a production or show you are booked to work. When a prop weapon is issued or assigned to you, you must follow production's direction on how to appropriately handle the assigned prop and not use it in an unauthorized or threatening manner.
28. Distribution of materials and/or contact information to any individuals for the purposes of self-promotion or personal gain.
29. Theft, deliberate or careless damage, or destruction of any property of InnoVision Talent Agency, another Talent, or production, or any third party.
30. Unauthorized use of either InnoVision Talent Agency's or production's equipment, time, materials, or facilities.
31. Removing or borrowing property belonging to InnoVision Talent Agency, another Background Actor and/or Talent, production or any third party without prior authorization.
32. Violation of any safety, health, security, or InnoVision Talent Agency policy, rule or procedure.

Nothing in this document alters that InnoVision Talent Agency is an at-will employer; therefore the Talent Agency Relationship relationship may be terminated at any time, for any reason or no reason, without cause and without notice, by either the Contractor or InnoVision Talent Agency.

**Note regarding bookings:** You are considered booked, or hired, for a job when an offer of Talent Agency Relationship is extended and accepted, this includes being told you are booked and will be called later with details, you receive your details from the casting staff at the time of accepting the job or your details are given to a calling service. Calling services are third parties unrelated to InnoVision Talent Agency. If details are given to a calling service, this is done so at your direction, and it is your responsibility to assume all risk regarding the booking. InnoVision Talent Agency is not responsible for any error or omissions made by a calling service.

**Acknowledgement of receipt and compliance**

Please complete by signing the bottom portion and return with your registration form.

I, \_\_\_\_\_ (print full name), hereby acknowledge the receipt of the InnoVision Talent Agency Background Actor and/or Talent Standards of Conduct and Behavior and realize that it is my responsibility to read it in detail so that I clearly understand the material.

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*Registrant's signature*

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*Date signed*