



TABLE OF CONTENTS

ORGANIZATIONAL POLICIES	2
BOARD OF DIRECTORS CONFLICT OF INTEREST POLICY	2
RECORDS RETENTION POLICY	3
WHISTLEBLOWER & ANTI-RETALIATION POLICY	4
CONDUCT POLICIES	6
SEXUAL HARASSMENT POLICY	6
SEXUAL ABUSE POLICY	6
HAZING POLICY	7
PARTICIPANT DRUG & ALCOHOL POLICY	8
STAFF & EMPLOYEE DRUG & ALCOHOL POLICY	8
BOARD OF DIRECTORS SOCIAL MEDIA POLICY	8
EMPLOYMENT POLICIES	9
BACKGROUND SCREENING POLICY	9
EXPENSE & REIMBURSEMENT POLICY	10
TRAVEL POLICY	10

ORGANIZATIONAL POLICIES

BOARD OF DIRECTORS CONFLICT OF INTEREST POLICY

Rev. 6.18

Purpose: To promote the non-profit purpose of the Genesis Drum & Bugle Corps (the "Corporation"), to assure performance by each Director's duty of loyalty to the Corporation, and to safeguard against matters, contracts, transactions, or arrangements that could result in inappropriate individual benefit to the detriment of the Corporation, the Board will adopt, enforce and periodically review a Conflicts of Interest Policy, which applies to Directors and persons serving on committees with Board-delegated authority.

Conflict of Interest Defined: Conflict of Interest, which includes a Financial Interest (as defined below) means any action that directly or indirectly is adverse to the Corporation's non-profit purpose and which may result in personal gain or advantage to the detriment of the Corporation. Conflict of Interest may include, but is not limited to, (1) competition between the Director (or related person or entity in which the Board member has a Financial Interest) and the Corporation to the detriment of the Corporation and for the personal gain or advantage of the interested Director; (2) a matter, contract, transaction or business arrangement with an interested Director (or related person or entity in which the Director has a Financial Interest) that is other than arms-length; (3) the use of personal influence by the interested Director to urge the Corporation to enter into a matter, contract, transaction, or business arrangement that results in improper personal gain or advantage to the interested Director (or related person or entity in which the Director has a Financial Interest) and to the detriment of the Corporation.

Financial Interest means the Director, directly or indirectly through business, investment or family ties, has (1) an ownership or investment interest personally or in an entity with which the Corporation enters into a matter, contract, transaction or business arrangement; (2) a compensation arrangement with the Corporation (which includes direct and indirect remuneration); or (3) a potential ownership or investment interest or compensation arrangement with a person or entity in which the Corporation is negotiating a contract, transaction or business arrangement.

Duty to Disclose: Upon appointment, and annually, or when an actual or potential Conflict of Interest occurs, each Director must identify and disclose at any meeting (in which a matter, contract, transaction or business arrangement is being discussed or voted upon) all material facts and details relating to the actual or potential Conflict of Interest, so that the disinterested Directors can make an objective, business determination that is consistent with the Corporation's purpose and best interests, without undue influence by, or regard to, the Director with the Conflict of Interest.

Determination: The President of the Board, or Board as a whole, will determine whether an actual Conflict of Interest exists. The President or Board may request a legal opinion, if appropriate, on whether a potential Conflict of Interest constitutes an actual Conflict of Interest.

Not Vote of Assert Influence Affecting Vote: Any Director with an actual Conflict of Interest in any matter, contract, transaction, or arrangement with the Corporation must not vote or use his or her personal influence regarding any vote or action taken by disinterested Directors on behalf of the Corporation. The Director may be counted for the limited purpose of establishing a quorum under the Code of Regulations.

The Director with a Conflict of Interest must recuse himself or herself by leaving any meeting when a discussion, debate and vote occurs on any matter, contract, transaction, or business arrangement in which the Director has a Conflict of Interest. Notwithstanding, the disinterested Directors, where appropriate and in the

Corporation's best interests, may ask questions or seek other relevant information from the Director who has the Conflict of Interest.

Minutes: The minutes of any meeting of the Directors or committee with Board-delegated authority will list the name of any Director who disclosed a Conflict of Interest; the nature of the potential of actual Conflict of Interest; abstention by the interested Director in voting and participating in discussion; the record of votes by disinterested Directors and how the action taken was reasonable, fair and in the best interest of the Corporation.

Failure to Disclose or Comply: Any Director, who knowingly fails to make timely, accurate and full disclosure, as required by this Conflict of Interest Policy and law will be subject to appropriate corrective action or discipline, which may include sanction or removal, or declaring the matter, contract, transaction, or business arrangement null and void.

Acknowledgment and Disclosure Statement: Every Director must annually sign an Acknowledgment and Disclosure Statement stating that he or she has received, read and agrees to comply with the Conflicts of Interest Policy, and that he or she has made, and will continue to make, timely, full and accurate disclosure of any actual and potential Conflict of Interest.

Note: Acknowledgement form available on request.

RECORDS RETENTION POLICY

Rev. 6.18

Genesis Drum & Bugle Corps ("Genesis") is committed to a records management and retention program that will permit the Genesis to efficiently store and manage Genesis documents, to comply with state and federal requirements regarding the retention of certain records, and to respond to public records information requests in a timely manner. To meet these stated objectives, the Genesis will maintain its records in the manner described in the Records Retention Schedule set forth below.

<u>Type of Document</u>	<u>Minimum Requirement</u>
Accounts payable, ledgers, and schedules	7 years
Audit reports	Permanently
Bank reconciliations	4 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently

Depreciation schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense analysis / expense distribution schedules	7 years
Year-end financial statements	Permanently
Insurance policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws, and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years
Student and participant records	Current year + 7 years

WHISTLEBLOWER & ANTI-RETALIATION POLICY

Rev. 6.18

Purpose: This Whistleblower and Anti-Retaliation Policy of Genesis Drum & Bugle Corps (“Genesis”): (1) encourages staff, volunteers, students, and other constituents to come forward with credible information on Prohibited Practices or Violations of Law; (2) specifies that Genesis will protect the person from retaliation; and (3) identifies where such information can be reported.

(1) Encouragement of reporting. Genesis encourages complaints, reports or inquiries about Prohibited Practices or Violations of Law, including illegal or improper conduct by Genesis itself, by its leadership, or by others on its behalf. For purposes of this policy, “Violations of Law” means a violation of any state, federal or local law that Genesis has the authority to correct and the reporting staff member, volunteer, student, or other

constituent reasonably believes to be: (i) a criminal offense that is likely to cause an imminent risk of physical harm to persons, (ii) a hazard to public health or safety, or (iii) a felony. For purposes of this policy, “Prohibited Practices” means conduct that a reporting staff member, volunteer, student, or constituent reasonably believes to be a serious violation of the policies and practices established by Genesis and that would financially or detrimentally impact the organization, such as incorrect financial reporting, financial improprieties, accounting or audit matters, or detrimentally impact the reputation of Genesis, such as ethical violations, fraudulent conduct, or other similar improper practices or policies.

Other subjects on which Genesis has existing complaint mechanisms should be addressed through those mechanisms, such as raising matters of alleged discrimination or harassment via Genesis’ human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms. Sexual Harassment or abuse claims should be reported immediately to the Executive Director. See Sexual Abuse and Sexual Harassment policies for more information.

2. Protection from retaliation. Genesis prohibits retaliation by or on behalf of Genesis against staff, volunteers, students, or other constituents for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This includes retaliation in the form of an adverse employment action such as termination, decrease in compensation, or the threat of physical harm. Every effort will be made to protect the confidentiality of the individual making the report. However, a reporting individual’s identity may have to be disclosed in order to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense.

This protection extends to those whose allegations are made in good faith but prove to be mistaken. Genesis reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy. Any individual who makes a report under this policy who believes he or she is being retaliated against must immediately contact the Genesis’ Executive Director or President of the Board of Directors; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to any member of the Board of Directors not so implicated.

3. Where to report. Complaints, reports, or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the Genesis Executive Director or President of the Board of Directors; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to any member of the Board of Directors not so implicated. A form will be provided on the Genesis website that allows any individual to securely submit a report directly to the Executive Director. These reports will be delivered only to the Executive Director. Genesis will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that Genesis may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.

4. Handling of Reported Violations. The Executive Director will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The Audit Committee of the Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing, or any other complaint brought forth pursuant to this policy. The Executive Director shall immediately notify the Audit Committee of any such complaint and work with the committee until the matter is resolved.

CONDUCT POLICIES

SEXUAL HARASSMENT POLICY

Rev. 6.18

Genesis prohibits sexual harassment by any person in any manner, whether that person is an employee, independent contractor, staff member, volunteer, or participant. Sexual harassment includes all unwelcome sexual advances, requests or demands for sexual favors, and any other verbal and/or physical conduct of a sexual nature. Such harassment shall also include but is not limited to sexually orientated humor or language, questions or comments about sexual behavior or preference, and unwelcome or undesired physical conduct. Sexual advances, requests, or demands for favors are never appropriate. Sexually harassing conduct will not be tolerated.

In addition, any and all close physical or emotional relationships between any student participant and a teacher, volunteer, or manager over the age of 21 are strictly prohibited. This is a year-round requirement and violation at any time could be considered a violation of the sexual harassment policy.

All persons are encouraged to report sexual harassment of any form immediately to the Executive Director or CFO/COO. All complaints are confidential, and retaliatory action will not be tolerated.

SEXUAL ABUSE POLICY

Rev. 6.18

Genesis does not permit or allow sexual abuse or molestation to occur in the workplace or at any activity sponsored by or related to it. To make this “zero— tolerance” policy clear to all board members, employees, independent contractors, volunteers and members, we have adopted mandatory procedures that employees, independent contractors, 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 actor who is functioning as a member, instructor, or volunteer with the organization. Sexual abuse includes sexual assault, exploitation, molestation or injury. It does not include sexual harassment, which is another form of behavior which is prohibited by the Genesis.

Reporting Procedure: All board members, employees, independent contractors, volunteers or participants who learn of sexual abuse being committed must immediately report it to the Executive Director. If the victim is an adult, the abuse will be reported by this designee 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 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. Our investigation may be undertaken by either an internal team or we may hire 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 students. If the subject of the investigation is a participant, the performer's status with the ensemble will be 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 actor's relationship with our organization.

There are several "red flags" that suggest someone is being sexually abused. They take the form of physical or behavioral evidence. Physical evidence of sexual abuse includes, but is not limited to:

- Sexually transmitted diseases;
- Difficulty walking or ambulating normally;
- Stained, bloody or torn undergarments;
- Genital pain or itching or physical injuries involving the external genitalia

Behavioral signals suggestive of sexual abuse include, but are not limited to:

- Fear or reluctance about being left in the care of a person;
- Recoiling from being touched;
- Bundling oneself in excessive clothing, especially night clothes;
- Discomfort or apprehension when sex is referred to or discussed; and
- Nightmares or fear of night and/or darkness.

Retaliation Prohibited: We prohibit any retaliation against anyone, including an employee, volunteer, board member, student or individual, who in good faith reports sexual abuse, alleges that it is being committed or participates in the investigation. Intentionally false or malicious accusations of sexual abuse are prohibited. Anyone who improperly retaliates against someone who has made a good faith allegation of sexual abuse, or intentionally provides false information to that effect, will be subject to discipline, up to and including termination.

HAZING POLICY

Rev. 6.18

"Hazing" in any form is against the law in many states and is strictly prohibited by Genesis. When this policy is violated, action may be taken against all participants.

"Hazing" is defined as any action taken, or situation created intentionally, to produce mental or physical discomfort outside the parameters of the activity itself, or to create embarrassment, harassment or ridicule. Any mental or physical requirement, request or obligation placed upon any person that could cause pain, disgrace or injury, or is personally degrading or violates any federal, state, local statute or organization policy is also considered hazing and is prohibited.

Anyone experiencing or witnessing a violation of the hazing policy should report the incident to a member of the Genesis Administrative Staff. All reported incidents of hazing will be handled through the Genesis Administrative Staff. You have the responsibility as a participant, volunteer, or staff member of Genesis to report all suspected violations of the hazing policy.

PARTICIPANT DRUG & ALCOHOL POLICY

Rev. 6.18

Because Genesis is committed to providing positive experiences to youth through leadership, personal, character and social development skills, using or being under the influence of illegal drugs is not permitted. No participant may use, possess, distribute, sell or be 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.

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 ensemble housing site, at show sites, on the bus, during rehearsal, or during performances.

Participants who smoke must do so at designated times and places. Per state laws in most states, including Texas, there is NO SMOKING or other tobacco use on school grounds, including parking lots. NO smoking is permitted during rehearsals, in or around busses or other organization vehicles, while in uniform, or while using any Genesis equipment. Smoking is also prohibited inside ANY housing site.

Violation of these tobacco, alcohol and drug policies may result in disciplinary action, up to and including immediate termination. Violators may also be subject to legal action by local authorities.

STAFF & EMPLOYEE DRUG & ALCOHOL POLICY

Rev. 6.18

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

BOARD OF DIRECTORS SOCIAL MEDIA POLICY

Rev. 6.18

The Genesis organization is increasingly exploring ways social media will empower their creative endeavors, reputational character, relationship growth and financial position, as well as the larger drum corps community. Given the global reach of messages on the internet, Directors are encouraged to engage in responsible online discourse by doing the following:

Be Authentic and Responsible. Genesis promotes transparency and honesty. Feel free to express your opinion openly online, taking responsibility for what you publish in all forms of digital media. Even when you are sharing as an individual, people may perceive you to be publishing on behalf of Genesis given your role as Director. Maintaining separation between your personal and professional positions can only be done by stating upfront that your words are your own and not a message from Genesis when you speak of any drum corps related matter. Be clear in identifying who you are, use your real name, and state that you are a Director on the Genesis Board of Directors but are not representing the organization in your online communications.

Be Smart and Respectful. Most social media posts can be seen by everyone on the internet. Be mindful that what you write will be public for a long time. Please respect the Genesis members, employees, volunteers, alumni, sponsors, suppliers, hosts, fans, competitors and the other Directors. Maintaining these excellent relationships require your exercise in good judgment, discretion, and common sense, especially during passionate discussion or debate online. Also keep in mind that Genesis is a global organization with members, employees, and fans with a diverse cultural background, customs, and values.

Social media is a great way to share information about Genesis, but making sure you have permission to share the information is vital. Follow the laws regarding copyright and the allowed use of copyrighted materials owned by others, especially all copyrights and brands owned by Genesis. Frequently the music of drum corps requires copyright permission that is strictly limited in use and does not include permission for distribution on social media. Be mindful of republishing content, especially video or audio materials, which others have posted without express permission of the copyright owner. When permission is granted, attribute credit when you post the content.

Please refrain from disparaging or goading competitors or others into inflammatory debates. This will likely harm your reputation, and the Genesis reputation, in the process. Genesis does not encourage competition online, rather a platform for sharing, connecting and informing.

Protect Confidential Information. You may have access to confidential information regarding Genesis matters, employees, donors, volunteers, members, or Directors. Maintain the confidentiality that has been entrusted to you. Do not discuss documents, any person's personal details, design plans, or other confidential information online. Please share content originating from the Genesis' official website, official Facebook page, official Twitter feed, or other official online platforms. If you are uncertain as to whether or not sharing any content is acceptable ask the Executive Director for permission.

EMPLOYMENT POLICIES

BACKGROUND SCREENING POLICY

Rev. 6.18

Genesis reserves the right to screen staff members, volunteers, and other individuals who will interact with student participants for previous violations of laws and principles that may put the organization in "at risk" situations. No screening will take place without the consent of the individual and only the Executive Director and/or President of the Board will be privy to the information obtained as a result of the screening process.

The standard screening process will consist of individuals completing required information at [genesisdcb.formstack.com/forms/staff background form](https://genesisdcb.formstack.com/forms/staff-background-form). The results of the screening will be securely submitted directly to the Executive Director at no cost to the individual.