

# **Ethical Code of Conduct**

I understand that certain Ethical Standards must be maintained in this setting and when I represent the organization out in the public and entertainment community. I have received training about those standards, in the form of an ethics manual, individual training, or group training. I further understand that failure to maintain those standards will be considered grounds for disciplinary action, up to and including my immediate dismissal.

## **CONFIDENTIALITY STATEMENT:**

All information, scripts, audio and video relating to this production is to be treated as confidential. The privacy and confidentiality of this production are protected under the Ethics Codes of the film industry, the laws and regulations of the State of Michigan and Federal Regulations.

## **The Following Are Inappropriate, Unethical, And/Or Illegal:**

1. Discussing/revealing all information, scripts, audio and video relating to this production to anyone outside Simply Ministry Inc. (e.g., friends, family, fellow students or supervisees, etc.).
2. Removing any all information, scripts, audio and video relating to this production from this Simply Ministry Inc. for any purpose (including working from home) without explicit authorization. Racial and Gender Equality.
3. Discussing/revealing all information, scripts, audio and video relating to this production to another employee who has no legitimate need to know.
4. Obtaining access to all information, scripts, audio and video relating to this production not directly necessary for performing your job duties.

5. Copying all information, scripts, audio and video relating to this production or other information onto your own computer
6. Sending any and or all information, scripts, audio and video relating to this production via e-mail or FAX without explicit authorization from the clinician.
7. Copying all information, scripts, audio and video relating to this production or other information onto CD, floppy disk, or other electronic medium, without explicit authorization for a specific purpose, except when conducting authorized computer backup on a scheduled basis.
8. Placing all information, scripts, audio and video relating to this production onto the internet or into any other publicly-available forum.
9. Overpromising beyond your role within the organization.
10. Placing the Health and Safety or others during rehearsals, interviewing, representing the company, other otherwise violating Local and State, and Federal laws.
11. Accounting Practices Misleading or inaccurate reporting, including inaccuracy, incompleteness and questionable re-category.
12. Tax Evasion.
13. Lack Of Transparency In Accounting Decisions.
14. Fraud.

## **CONFIDENTIALITY AGREEMENT**

\_\_\_\_\_I hereby acknowledge, by my signature below, that I understand that any and all information, scripts, audio and video relating to this production to which I have access is considered confidential, including records, financial records, or any other identifiable information about a production.

\_\_\_\_\_I understand that confidentiality must be maintained whether the information is stored on paper or on computer, or was communicated orally or through any other means.

\_\_\_\_\_I understand that I am authorized to have access only to certain information, scripts, audio and video relating to this production, and I understand that said mentioned should not necessary for fulfilling my specific job description should not be read or discussed.

\_\_\_\_\_I understand that said information of a private or sensitive nature must also be treated as confidential, including employment records, job evaluations, etc. I have been informed that it is illegal for me to access computerized information without official authorization of the Executive Producer or Casting Director.

\_\_\_\_\_I understand the non-disclosure guidelines of Simply Ministry Inc.. I know that I have received a copy of this “Ethical Standards Statement” which describes the confidentiality and non-disclosure guidelines, and that these authorize me to have access to certain information in the performance of my routine duties.

\_\_\_\_\_I understand that further authorization would be needed for me to disclose that information to anyone for any other purpose.

\_\_\_\_\_I agree to disclose no information without being explicitly notified by the Executive Producer or Casting Director.

\_\_\_\_\_I understand that unauthorized disclosure of information, or any other confidential or proprietary information from Simply Ministry Inc., is unethical and/or illegal, and that it is grounds for disciplinary action, up to and including my immediate dismissal.

\_\_\_\_\_I understand that this duty of confidentiality and non-disclosure will continue to apply even after I am no longer working in Simply Ministry Inc.

\_\_\_\_I am aware of the special importance of the confidentiality standards of this profession. I am also aware of the Ethics Codes that are inherent to the role/office/position I am auditioning for and I agree to abide by them.

\_\_\_\_I have read the Confidentiality Statement above and agree to abide by them as well.

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*I, the UNDER signed, have read this Ethical Standards Statement and agree to abide by the term and conditions as stated above. I further understand that I may have to sign additional Ethical standards and my training and role in the production may change.*

Name (Print)\_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature\_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature\_\_\_\_\_ Date: \_\_\_\_\_