

EXPOSURE SCREEN ACTING DRAMA TRAINING SCHOOL

CODE OF CONDUCT REGULATIONS

The following rules and regulations apply to - and must be adhered to at all times – by every member of the Exposure Screen Acting Drama Training School. Failure to do so will result in the termination of your membership and your participation in the E-Drama Web TV soap opera production.

GENERAL CONDUCT

1. The Exposure Screen Acting Drama Training School is committed to providing high quality drama training to individuals committed to achieving the ambition of entering the entertainment industry. Applicants applying to attend the Exposure Screen Acting Drama Training School should work towards the highest performance standards possible. Applicants unwilling to make such a commitment need not apply.
2. Each and every member of the Exposure Screen Acting Drama Training School will be regarded as a professional in their field and will be expected to behave and carry out their assigned duties in a professional manner.
3. As both the E-Drama Web TV soap opera filming production environment and the Exposure Screen Acting Drama Training School training workshops are learning environments, members will be expected to create a tolerant working environment that will be both supportive and encouraging to every individual in attendance. Derogatory comments of any nature will be deemed unacceptable behaviour and will be disciplined accordingly.
4. Chewing gum is prohibited from the Exposure Screen Acting Drama Training School training workshops and the E-Drama Web TV soap opera production environment.
5. Egos of any size will not be tolerated on the filming set or during the training workshops. Any artistic differences must be settled amicably. Any disruptive behaviour from cast or crew members will be disciplined accordingly.
6. Members should come dressed appropriately for movement work when attending the training workshops. Expensive clothing and jewellery are not advised.
7. The Exposure Screen Acting Drama Training School and the E-Drama Web TV soap opera filming production environment are professional working environments and friends or relatives that are not enrolled with the training school will not be allowed entry without prior permission. Any guests invited to the training workshops or filming environment must be officially logged into the 'Visitor Book' in advance.
8. Any behaviour deemed by staff as inappropriate or offensive to other training workshop members or E-Drama Web TV soap opera production staff will result in disciplinary measures being taken. Continued inappropriate behaviour will result in the individual's expulsion from both the training workshops and the soap opera filming environment.
9. Members wishing to complain about a member's inappropriate or offensive behavior should email their complaint to training school staff who will take appropriate action.
10. As a member of the Exposure Screen Acting Drama Training School, you will at all times be acting as an ambassador for the Exposure Screen Acting Drama Training School and the E-Drama Web TV soap opera production. Any public behaviour that brings the training school or the E-Drama Web TV soap opera into disrepute will result in disciplinary measures being taken against the individual(s) concerned, and in the most extreme cases, expulsion.
11. We maintain the right to refuse membership and entry to the E-Drama Web TV soap opera production environment and the Exposure Screen Acting Drama Training workshops.

SMOKING WHEN ATTENDING WORKSHOP/FILMING LOCATIONS

1. Smoking of any kind is prohibited from taking place within the workshop training locations; within the main E-Drama Web TV soap opera filming location address; and when filming internally on location.
2. Members wishing to smoke during filming at the main location addresses must do so outside and should discard their cigarettes using the sand pots provided. Cigarettes must not be casually discarded in the gardens of the film location addresses or anywhere within the immediate vicinity.
3. When attending the training workshops or when filming externally on location, all members must adhere to the smoking regulations of the workshop/location premises.

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ENVIRONMENT CONDUCT WHEN FILMING

1. All members acknowledge that the filming of the E-Drama Web TV soap opera takes place in a private residential area, which must be respected at all times.
2. Members are asked to show consideration to the local neighbourhood area, keeping noise levels to a minimum at all times, particularly during late evening & night shoots.
3. Where applicable, members should park their vehicles in a place appropriate to the requirements of the surrounding neighbourhood, ensuring designated parking spots reserved for local residents are not used and that resident's garages and driveways are not blocked.
4. All members acknowledge that vehicles are parked at their own risk. The Exposure Screen Acting Drama Training School and E-Drama take no responsibility whatsoever for any damage done or violation made to any member's vehicle when parked at the filming location address.

LOCATION CONDUCT DURING FILMING

1. All members arriving at the filming location address should acknowledge their arrival in the provided 'FILMING ATTENDANCE LOG BOOK'. Members should record their arrival time in this log book, dating and signing their entry in accordance with Health and Safety procedures.
2. Members should ensure they are aware of what time they are required for filming and arrive on set in plenty of time so as not to delay the filming schedule. Member's arrival times will be monitored and those cast members who consistently fail to attend the scheduled filming on time will lose their character role. We advise that members inform the production crew at the first possible instance in the event of arriving late for filming (see the Terms and Conditions).
3. All members should acknowledge that the planned weekly filming schedule times are variable and that some filming may over-run or under-run, subject to events on set. Members should therefore maintain a degree of flexibility around the proposed filming times due to the variable nature of the filmed E-Drama Web TV soap opera production. If a cast member is unable to remain on set later than scheduled, they should inform Exposure Drama School staff at the first possible instance before arriving on set.
4. Members scheduled for filming at a specific time should be ready to film at that time, already wearing their costume, makeup, etc. In the event of having to prepare character costume or make-up, members should ensure they arrive on set in advance of the stated filming time so they are ready for filming at the specified time.
5. Once filming has completed for the day and the filming location has been tidied and all equipment packed away, all cast and crew members should ensure they vacate the set within 30 minutes of the filming day being completed.
6. All visitors permitted to attend the filming location address should acknowledge their arrival in the 'FILMING ATTENDANCE LOG BOOK'.
7. When leaving the filming location address - for whatever reason - members and guests must log their departure time in the 'FILMING ATTENDANCE LOG BOOK', again signing their entry in accordance with Health and Safety procedures.
8. Members arriving early for their scheduled scene filming should enter the filming location address, taking care not to interrupt or impede any filming that may be taking place. In the event of filming overrunning, crew members will be strategically placed to inform arriving cast members of this occurrence, preventing them from entering inappropriately.
9. Members not involved in filming but who are present at the filming location awaiting the commencement of their scheduled scenes must wait quietly within the location address and should come prepared for such a wait. Waiting cast members are asked to respect their fellow performers and are expected to behave appropriately while awaiting their scheduled filming. This means not engaging in conversation while others are filming. In the event of this clause being violated, members will be disciplined accordingly.
10. Continual violation of the above clause by members will result in the termination of their membership and their expulsion from the E-Drama Web TV soap opera production environment.
11. Members are requested not to leave the location address when awaiting the commencement of their scheduled scenes. In the event of this being necessary, members must record their departure in the 'FILMING ATTENDANCE LOG BOOK'.
12. Members are asked to switch off all mobile phones (phones *must* be switched off and not put on vibrate or silent) when at E-Drama Web TV soap opera filming locations, both to prevent disruption to filming and to prevent interference with the filming equipment.

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13. A fine of £25.00 will be made to any cast or crew member who's ringing or vibrating mobile phone interrupts the filming process resulting in a scene or shot needing to be recorded again. All monies obtained via this fine will be donated to the E-Drama Web TV soap opera production fund. Members will be invoiced accordingly and, in the event of non-receipt of payment, will not be scheduled for filming until payment of the fine is received. If, after one month of the invoice date, the member has still not paid the fine, the member will be suspended from filming with the E-Drama Web TV soap opera until the fine has been paid. If need be, their character role will be recast.
14. A period of time will be allocated at the start of each filming slot to allow cast members to change into their character's costumes. Changes should take place using the toilets of the filming location and other designated changing areas. All members are asked to sensitively respect the privacy of changing members and to show them due respect and courtesy.
15. All members bring to and leave their personal belongings at the filming locations at their own risk. The Exposure Screen Acting Drama Training School and E-Drama take no responsibility whatsoever for any valuables stolen or lost while attending E-Drama filming location environments. Members are advised not to bring unnecessary items of significant value to filming locations.
16. Any member caught stealing from the filming location address, or when filming at an external location, will immediately be expelled from the Exposure Screen Acting Drama Training School and will have their membership cancelled. Their details and a report of the theft incident will be passed to the police and prosecution sought.
17. Members are asked to treat all production props and costumes with the utmost care and respect. At the completion of filming, cast members are asked to ensure their props and costumes are left in a respectable condition ready for the next filming day.
18. Any damages made to prop or costume items should be reported to The Exposure Screen Acting Drama Training School/E-Drama staff immediately. Invoices may be raised to replace any damaged items, depending on the circumstances. Invoices will be emailed to the individual and members will be given a period of 28 days to pay for any damages made. Each incident will be assessed on its own individual basis.
19. When filming in public places, all members are asked to behave in a professional manner and not to leave the filming environment until granted permission by the particular episode's Director, Producer or Floor Manager. Members should record their departure in the 'FILMING ATTENDANCE LOG BOOK' before departing for the day.
20. At the end of the filming day when filming at the main filming location, all members must assist with the tidying of the filming location before departing, helping pack away the equipment, Hoover the floors, do the washing up, etc. In the event of departing the set as others continue filming, departing members must ensure that any cups/dishes/cutlery they have used during their stay have been appropriately washed and tidied away and that any other resources used have been appropriately tidied away.

GENERAL ATTENDANCE & ABSENCE POLICY

1. Member's attendance will be strictly monitored while attending the Exposure Screen Acting Drama Training Schools training workshops. Action will be taken if members are absent more than three times in a twelve week period (1/4 of the time). If absenteeism continues, the member's involvement in the workshops will be terminated and no monies paid in advance will be returned.
2. Lateness will not be tolerated. Workshops will commence on time as scheduled and members should ensure they are within the workshop location for the commencement of the lesson.
3. To receive the emailed weekly workshop notes, members must ensure they give sufficient notice of their absence in advance of any drama workshop they are to miss.

E-DRAMA FILMING ATTENDANCE

1. During production, all cast and behind-the-scenes production roles will be assigned to members on a week-by-week basis, in accordance with the requirements of the week's episode(s). A production schedule will be issued to all appointed cast and production crew in advance on a week-by-week basis, sent by email, and all selected cast and crew members will be expected to be available on the dates and times specified in this schedule. (The production schedule will take into account each appointed member's working, family and other commitments and will be based on each member's notification of availability.)

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2. Members will advise of their own availability several months in advance as directed by the Producer preferably by using the Availability Forms provided.
3. All cast and crew members will be expected to check their emails on a regular basis during the week to see if they are scheduled for filming. In the event of non-access to email, cast and crew members should call the main production office to confirm whether they are required for filming.
4. To receive the maximum benefits that the Exposure Screen Acting Drama Training School can provide its members, all members should ensure that they are available for filming every designated weekend. In the event of any cast member being unavailable for filming due to other commitments for a prolonged length of time, the Producer maintains the right to recast their character role with another training school member to ensure that the filming of the E-Drama Web TV soap opera production can continue without delay. It is unfair that the entire production should be prevented from filming due to the unavailability of one or two persons.
5. In the event of prolonged cast member unavailability, scripts will be rewritten to reduce the profile of unavailable cast members and future scripts will be planned placing cast members unable to commit to the filming schedule in minor roles to ensure that the filming of the E-Drama soap opera production can continue with minimal delay.
6. Failure to notify Exposure Screen Acting Drama Training School staff in advance of any absence from the filming schedule will result in disciplinary measures being taken. Failure to inform staff of absence on two or more occasions will result in the individual's membership being terminated and their character role being recast. A letter will be sent informing members of this action having taken place.
7. Members must put in writing notice of their wish to withdraw from the E-Drama Web TV soap opera production or the screen acting training workshops, giving at least 4 week's prior notice. Leading actors in the cast of the E-Drama Web TV soap opera production are requested to provide at least 6 week's notice.
8. Members should be aware they forfeit the right to be credited in broadcast episodes when withdrawing from the screen acting training workshops.

CONDUCT DURING SCREEN ACTING DRAMA TRAINING WORKSHOPS

1. All members are expected to commit to attending the weekly screen acting drama training workshops. Attendance will be strictly monitored and failure to commit will result in your screen acting training school membership being terminated and your E-Drama Web TV soap opera role being recast.
2. All members, when arriving at the training workshops, should acknowledge their arrival in the provided 'WORKSHOP ATTENDANCE LOG BOOK'. Members should record their arrival time in this logbook, dating and signing their entry in accordance with Health and Safety procedures. The class tutor may decide to manage this procedure by calling a register at the start of every workshop.
3. Members are asked to switch off all mobile phones (and *not* put them on vibrate or silent) when attending the screen acting training workshops, both to prevent disruption to the workshops and to prevent interference with the filming equipment.
4. When leaving the screen acting training workshops at the end of each session, members should log their departure time in the 'WORKSHOP ATTENDANCE LOG BOOK', again signing their entry in accordance with Health and Safety procedures.
5. Members are requested not to leave the workshop premises during the training sessions. In the event of this being necessary, members must record their departure in the 'WORKSHOP ATTENDANCE LOG BOOK'.
6. All members bring to and leave their personal belongings at the screen acting training workshop locations at their own risk. The Exposure Screen Acting Drama Training School takes no responsibility whatsoever for any valuables stolen or lost while attending screen acting training workshops. Members are advised not to bring unnecessary items of significant value to the training workshops.
7. Any member caught stealing from the workshops will immediately be expelled from the training workshops and have their membership cancelled. Their details and a report of the theft incident will be passed to the police and prosecution sought.
8. If members bring food to the workshop locations, they must ensure they dispose of any food wrappers in a responsible manner using litter bins provided. In the event of no bins being provided, members should take any rubbish home with them.

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9. All members are responsible for the cleanliness of the workshop training environment. Members should ensure that the workshop locations are left in the same condition as found at the commencement of the evening's workshop session.
10. All members are responsible for their own workshop scripts, writing materials and training materials. They are advised to bring them to every training workshop.
11. Each week the workshop notes from the previous workshop will be emailed to all attending members to aid the learning process. These notes remain the property of The Exposure Screen Acting Drama Training School and are not to be copied or used elsewhere unless authorized by the school.

SCREEN ACTING TRAINING WORKSHOP ATTENDANCE

1. Notification of absence from the screen acting training workshops must be received by drama school staff no later than 3 hours prior to the commencement of each class.
2. In the event of booked holiday or impending absence, notification of this absence must be given in writing or via email to drama school staff at the first possible instance.
3. Failure to notify drama school staff in advance of any absence from the training workshops will result in disciplinary measures being taken. Continual failure to inform staff of absence will result in the individual's membership being terminated and their immediate expulsion from the training school. A letter will be sent informing the member of this action.
4. Members must put in writing notice of their wish to withdraw from the screen acting training workshops, giving at least 2 weeks prior notice.
5. In the event of resignation or expulsion, where applicable, no monies already paid to the Exposure Screen Acting Drama Training School will be returned or refunded.

AMENDMENTS AND ALTERATIONS

1. Changes can be made to this 'Code of Conduct' at any time. Members will be informed of any amendments and alterations by the Exposure Screen Acting Drama Training School. Any changes to this Code will come into effect and be enforced immediately.
2. This 'Code of Conduct' supersedes all previous agreements, representations or promises and sets out all conduct terms agreed between the Exposure Screen Acting Drama Training School, the E-Drama Web TV soap opera production and the individual member.
3. Any amendment or alteration to this 'Code of Conduct' must be made in writing and signed by an authorised signatory of each party.

By signing and completing this 'Code of Conduct', I acknowledge, agree and promise to at all times adhere to the regulations of this 'Code of Conduct'. I understand that if I act in breach of this Code that I will face disciplinary procedures and, in the worst instance, will be expelled from the E-Drama Web TV soap opera production environment and the Exposure Drama School screen acting training workshops. My membership will be terminated and no monies paid will be returned or refunded to me (if applicable).

PLEASE PRINT ONE COPY OF THIS DOCUMENT, FULLY COMPLETE AND SIGN BOTH COPIES OF THIS 'CODE OF CONDUCT MEMBERS AGREEMENT' AND RETURN ONE COPY TO THE EXPOSURE SCREEN ACTING DRAMA TRAINING SCHOOL, WHILE KEEPING ONE COPY FOR YOUR OWN REFERENCE.

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Code of Conduct Member's Agreement

FROM: _____ (the member)
(PRINT FULL NAME)

of _____

(Full Permanent Address)

Signed by _____

Date: ____/____/____

To: **The Exposure Screen Acting Drama Training School** (registered in England with number 12610574)

Signed by _____
FOR AND ON BEHALF OF **The Exposure Screen Acting Drama Training School**

Date: ____/____/____

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Code of Conduct Member's Agreement

FROM: _____ (the member)
(PRINT FULL NAME)

of _____

(Full Permanent Address)

Signed by _____

Date: __/__/__

To: **The Exposure Screen Acting Drama Training School** (registered in England with number 12610574)

Signed by _____

FOR AND ON BEHALF OF **The Exposure Screen Acting Drama Training School**

Date: __/__/__