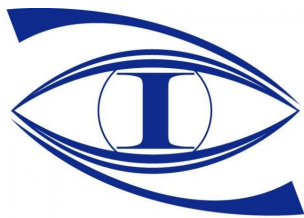


INCOGNITO
DRUM & BUGLE CORPS
POLICY HANDBOOK

Incognito Drum & Bugle Corps, Inc.
2500 E Imperial Hwy STE 201 #119
Brea, CA 92821

www.IncognitoDBC.org
Facebook, Twitter & Instagram: **@IncognitoDBC**



INCOGNITO
DRUM & BUGLE CORPS

Incognito Drum & Bugle Corps, Inc.
2500 E Imperial Hwy STE 201 #119
Brea, CA 92821

www.IncognitoDBC.org
Facebook, Twitter & Instagram: @IncognitoDBC

TABLE OF CONTENTS

Background Check Policy..... 3

Contraband Policy 4

Fraternization Policy..... 5

Hazing & Anti-Bullying Policy..... 6

Non-Discrimination Policy 7

Sexual Harassment & Sexual Abuse Policy 8

Whistleblower & Non-Retaliation Policy..... 10



BACKGROUND CHECK POLICY

BACKGROUND CHECK POLICY AND PROCESS

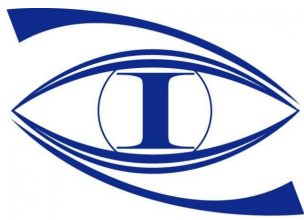
Incognito Drum and Bugle Corps relies on volunteers, employees and independent contractors to support its educational programs. With our need to protect our students, Incognito will complete criminal background checks. Therefore, we establish the following policy and process for the screening of our volunteers, employees and independent contractors.

- Each volunteer, employee and independent contractor who will have regular, direct contact for more than two consecutive 24-hour periods or who intends to sleep in the same general area as the corps membership shall be subject to a background investigation.
- Incognito shall use an independent entity to process the investigation.
- To protect the confidentiality of the volunteer, employees or independent contractor, the information gathered shall be sent to the Corps Director.
- The Corps Director shall have all rights to reject, allow or limit a volunteer, employee or independent contractor's participation with Incognito based on the information obtained from the background investigation.
- A volunteer, employee or independent contractor who has had their participation rejected by the Corps Director may appeal the decision to the Board of Directors. As part of the appeal, both parties will be allowed to present their case at the next regularly scheduled meeting of the Board.
- Incognito recognizes that, at times, the screening process cannot be completed before the volunteer, employee or independent contractor is needed. In such cases the screening will still occur and the volunteer, employee or independent contractor will be subject to the Corps Director's review of the report.
- Incognito will encourage all individuals who might be willing to volunteer or contract for more than the consecutive 24-hour periods to complete the background check form in advance of their volunteerism or work.
- Individuals who volunteer or work on an annual basis shall be subject to a background investigation every 2 years.
- Incognito will keep the background information on file for at least 2 years.

ADVERSE ACTION CRITERIA

Subject to extenuating or mitigating circumstances and a majority vote of the Board of Directors:

- A felony conviction of any violent crime, or a misdemeanor conviction for a violent crime within the past 10 years, will disqualify an applicant.
- Felony or misdemeanor convictions of any sex-based crime will disqualify an applicant.
- Felony conviction of any non-violent crime within the past 10 years will generally disqualify an applicant.
- Misdemeanor conviction of a non-violent crime within the past 5 years will generally disqualify an applicant.
- The Corps Director on a case-by-case basis shall evaluate any reported convictions that fall outside the scope of the categories identified above.



INCOGNITO
DRUM & BUGLE CORPS

Incognito Drum & Bugle Corps, Inc.
2500 E Imperial Hwy STE 201 #119
Brea, CA 92821

www.IncognitoDBC.org
Facebook, Twitter & Instagram: @IncognitoDBC

CONTRABAND POLICY

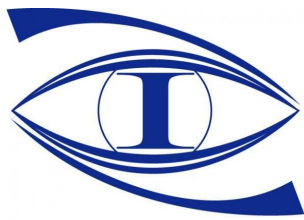
CONTRABAND

The possession of contraband by staff members and Corps Members is prohibited. As used here, “contraband” includes any item or material that poses a risk of harm to any individual – whether or not associated with Incognito. “Contraband” includes but is not limited to weapons, flammable or explosive substances, firearms or ammunition, fireworks, controlled substances, and toxic substances. Contraband will be immediately seized, and appropriate disciplinary action will be taken in the sole discretion of the Corps Director.

TOBACCO, ALCOHOL, AND DRUGS

- Tobacco use is prohibited on school grounds and housing sites at all times. There is to be no tobacco use in or around Corps’ vehicles, rehearsal fields and camp locations.
- The possession, use, consumption, distribution and/or display of alcohol is absolutely prohibited in and around Corps’ vehicles, rehearsal fields, school grounds, housing sites and camp locations. Being under the influence to any degree in the vicinity of the Corps or its Members at any time is expressly prohibited.
- The possession, use, consumption, or distribution of any controlled substances, including but not limited to marijuana, cocaine, amphetamines, tranquilizers, crack, barbiturates or “diet pills,” is strictly prohibited.
- The misuse of otherwise legally prescribed medications, or the distribution of them without a prescription, is strictly prohibited.

These policies on tobacco, alcohol, and controlled substances are in place from your arrival at each camp through your departure from each camp. They are also in place continuously from the first day of auditions through the completion of the season with Incognito.



INCOGNITO
DRUM & BUGLE CORPS

Incognito Drum & Bugle Corps, Inc.
2500 E Imperial Hwy STE 201 #119
Brea, CA 92821

www.IncognitoDBC.org
Facebook, Twitter & Instagram: @IncognitoDBC

FRATERNIZATION POLICY

It is the policy of Incognito to prohibit any inappropriate interaction between staff or volunteers and members at all times and under all circumstances, as well as the appearance of inappropriate interactions.

One-on-one contact between adults, staff, and volunteers of Incognito and the members of the Corps is expressly prohibited. In situations requiring an individual or personal conference, such as a meeting to discuss disciplinary or medical issues, the meeting is to be conducted with the prior knowledge of and in clear view of other adult staff or volunteers.

The prohibition on one-on-one contact between adults, staff, and volunteers and the marching members applies as well to written, digital, and electronic communications. No one-on-one private online communications or engagement in one-on-one digital activities (games, social media, etc.) with youth members will be permitted.

Should direct written, digital and electronic communications occasionally become absolutely necessary and required, and no other readily acceptable method can be used, a parent and another staff member or volunteer shall be included on such necessary written, digital and electronic communications. This safeguard ensures that no private, one-on-one contact takes place in text, social media, or other forms of written, digital and electronic communications.

Romantic and sexual relationships between staff and marching members, or between volunteers and marching members, regardless of their respective ages, are also expressly prohibited.

Further, staff, volunteers, and members should be aware of unintentionally or inadvertently invading the privacy of other individuals with video, picture and audio recording devices. The use of any device capable of recording or transmitting visual images in or near showers, locker rooms, restrooms, or other areas where privacy is expected is not allowed.



Incognito Drum & Bugle Corps, Inc.
2500 E Imperial Hwy STE 201 #119
Brea, CA 92821

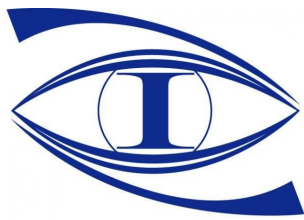
www.IncognitoDBC.org
Facebook, Twitter & Instagram: @IncognitoDBC

HAZING & ANTI-BULLYING POLICY

Hazing is defined as any action taken or situation created intentionally: that causes embarrassment, harassment or ridicule, risks emotional and/or physical harm, to members of a group or team, whether new or not, regardless of the person's willingness to participate. Hazing is a felony; it is a crime. Incognito espouses and values strong character, dignity and integrity – all traits which are the antithesis to the aspects of where hazing begins. We should always treat fellow members, staff and volunteers with the utmost of respect.

Bullying is defined as unwanted, aggressive behavior that involves a real or perceived power imbalance. Verbal bullying is saying or writing mean things. Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Physical bullying involves hurting a person's body or possessions. All forms of bullying are not tolerated within the Incognito organization and are grounds for dismissal.

Violations of this policy may be reported to the Incognito Corps Director or the Board of Directors.



INCOGNITO
DRUM & BUGLE CORPS

Incognito Drum & Bugle Corps, Inc.
2500 E Imperial Hwy STE 201 #119
Brea, CA 92821

www.IncognitoDBC.org
Facebook, Twitter & Instagram: @IncognitoDBC

NON-DISCRIMINATION POLICY

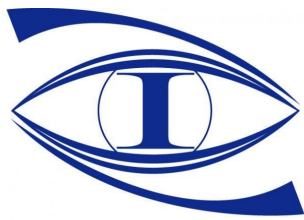
EQUAL EMPLOYMENT AND MEMBERSHIP OPPORTUNITY

Incognito is committed to equal employment opportunity. We will not discriminate against staff members or applicants for employment on any legally recognized basis ["protected class"] including, but not limited to: race; color; religion; genetic information; national origin; sex; pregnancy, childbirth, or related medical conditions; age; disability; citizenship status; uniform service member status; or any other protected class under federal, state, or local law.

In California, the following also are a protected class: race; religious creed; color; national origin; ancestry; physical disability; mental disability; medical condition, including genetic characteristics; genetic information; marital status; sex; pregnancy, childbirth or related medical conditions; perceived pregnancy; actual or perceived gender; gender identity or expression; sexual orientation; civil air patrol membership; service in the military forces of the State of California or of the United States; military and veteran status; lawful conduct occurring during nonworking hours away from organization premises; and age [40 or over]. Included in the definition of each protected category is the perception of membership in a protected category and an individual's association with an actual or perceived member of a protected category.

You may discuss equal employment opportunity related questions with the Corps Director or any other designated member of management.

Violations of this policy may be reported to the Incognito Corps Director or the Board of Directors.



INCOGNITO
DRUM & BUGLE CORPS

Incognito Drum & Bugle Corps, Inc.
2500 E Imperial Hwy STE 201 #119
Brea, CA 92821

www.IncognitoDBC.org
Facebook, Twitter & Instagram: @IncognitoDBC

SEXUAL HARASSMENT & SEXUAL ABUSE POLICY

SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other visual, verbal or physical conduct of a sexual nature. Incognito Drum & Bugle Corps strives to provide an environment free of sexual harassment, intimidation or exploitation. It is expected that volunteers, members and staff will treat one another with respect.

All volunteers, members and staff are subject to this policy. Individuals who violate this policy are subject to immediate suspension and possible dismissal of their obligations and responsibilities to Incognito.

Reports of sexual harassment are taken seriously and will be dealt with promptly. The special action taken in any particular case depends on the nature and gravity of the conduct reported, and may include intervention, investigation and the initiation of disciplinary processes. Where sexual harassment is found to have occurred, Incognito will act to stop the harassment, prevent its recurrence and discipline those responsible.

SEXUAL ABUSE

All persons involved in Incognito must immediately report to local authorities any good-faith suspicion or belief that any member is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, exposed to any form of sexual exploitation including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. This duty cannot be delegated or passed along to any other person.

Immediate reporting of any such good-faith suspicion or belief, or of any other violation of any policy of Incognito shall also be immediately reported to the Corps Director or member of the Board of Directors of Incognito. This duty cannot be delegated or passed along to any other person. Immediate and appropriate action shall be taken for the safety of our members, staff and volunteers, as well as for appropriate notifications and follow-up with appropriate investigating agencies. Any and all actions taken will be in the sole and absolute discretion of Incognito.

Any violation of this policy will be grounds for immediate and summary disciplinary action by Incognito in its sole and absolute discretion. Such action may include immediate and summary dismissal from Incognito.

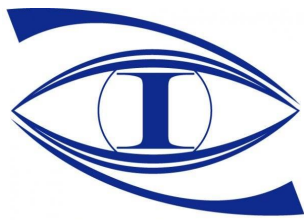
DUTY TO REPORT VIOLATIONS

It is the affirmative obligation of all management, staff, volunteers and members to immediately report in good faith any violation of the law or of the policies of Incognito to either the Corps Director or any member of the Board of Directors. Should circumstances prevent such immediate reporting, any violation shall be reported as soon as possible.

Upon receiving any such report, appropriate action shall be taken to protect the health, welfare and rights of the reporting parties, supervisors, witnesses, and any other individuals involved. The nature of the complaint, the identity of the reporting party, and any other individuals involved shall be kept confidential until the matter is reviewed by the Corps Director or the Board Chairman. Confidentiality shall apply and remain to the maximum degree possible.

Incognito shall take any and all measures they feel appropriate to investigate any violation of law or the policies of Incognito, including interviews with the individuals involved and witnesses to any conduct, and review of written and electronic communications. Should a complaint be substantiated, disciplinary action in the sole and absolute discretion of the Corps Director or the Board of Directors shall be taken, up to and including termination of the individual's relationship with Incognito and reporting the incident to appropriate civil or law enforcement officials.

Similarly, false reporting will also not be tolerated. Should it be determined after appropriate investigation that an allegation was brought based upon revenge, anger, dislike or any other improper motive, the individual or individuals making the false report are subject to immediate disciplinary action as set forth above, in the absolute and sole discretion of the Corps Director or the Board of Directors.



INCOGNITO
DRUM & BUGLE CORPS

Incognito Drum & Bugle Corps, Inc.
2500 E Imperial Hwy STE 201 #119
Brea, CA 92821

www.IncognitoDBC.org
Facebook, Twitter & Instagram: @IncognitoDBC

WHISTLEBLOWER / NON-RETALIATION POLICY

Retaliation against any Director, employee, student, parent, volunteer, agent, contractor or supporter of Incognito who raises concerns regarding potential violation of the law or of Incognito' standards of conduct is prohibited. Retaliation against any individual for the good-faith reporting of real or potential compliance and policy violations is cause for immediate and appropriate actions, up to and including summary dismissal from Incognito in its sole discretion.

No Director, employee, contractor, subcontractor, or agent of Incognito shall discharge, demote, suspend, threaten, harass, or in any other manner knowingly and intentionally discriminate against any individual in the terms and conditions of their relationship with Incognito because of any act done by the individual:

- To provide information, cause information to be provided, or otherwise assist in an investigation regarding any conduct which the reporter reasonably believes constitutes a violation of state or federal law applicable to Incognito or Incognito's policies and procedures, when the information or assistance is provided to, or the investigation is conducted by:
 - any state or federal regulatory or law enforcement agency;
 - any lawfully constituted investigative body; or
 - a person with supervisory authority over the individual or such other person working for Incognito who has the authority to investigate, discover, or discipline misconduct; or
- To file, cause to be filed, testify, participate in, or otherwise assist in a proceeding filed or about to be filed relating to an alleged violation of state or federal law applicable to Incognito.

Reports of real or potential violations of law or violations of the policies and procedures of Incognito shall be reported to the Executive Director or the Chair of the Board of Directors, who shall take immediate action as deemed necessary and appropriate in their sole discretion to protect the health and welfare of the members and all individuals associated with Incognito, up to and including reporting of the incident to appropriate law enforcement authorities.