

THE ROLE INITIATIVE

Event Code of Conduct

Our **Volunteer Code of Conduct company policy** outlines our expectations regarding a Volunteer's behavior towards their colleagues, supervisors, and overall organization.

The Role Initiative, Inc. (TRI) promotes freedom of expression and open communication, and we expect all Volunteers to follow our code of conduct. They should avoid offending, participating in serious disputes or disrupting our events. We expect them to foster a well-organized, respectful and collaborative environment.

Scope

This policy applies to all TRI Volunteers (Administrators, Dungeon Masters, Executives, and TRI Board of Directors) regardless of agreement or rank. For full details, please see our DM Event Handbook.

Policy elements

What are the components of a Volunteer Code of Conduct Policy?

Company Volunteer are bound by their contract to follow our Volunteer Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:

- Compliance with law
- Respect to others in the greater community
- Protection of TRI Property
- Maintain a professional appearance and approach

Compliance with law

All Volunteer must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect Volunteer to be ethical and responsible when dealing with our company's finances, products, partnerships and public image. This included copyright law.

Respect for others in the gaming community

All Volunteers should respect their colleagues within TRI and the greater gaming community. Discriminatory behavior, harassment, or victimization is not tolerated within our organization. Please see the full Harassment Policy. Volunteers should conform with our equal_opportunity policy in all aspects. Please see Equal Opportunity Policy.

Protection of Company Property

All Volunteers should treat our organization's property, whether material or intangible, with respect and care.

Volunteers:

- Shall not misuse company equipment or use it frivolously.
- Shall respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports etc.) Volunteers should use them only to complete their role.

Volunteers should protect company facilities and other material property from damage and vandalism, whenever possible.

Professionalism

All Volunteers must show professionalism while volunteering for the organization and shall conduct themselves in a professional manner when representing TRI.

Personal appearance

All Volunteers are representatives of The Role Initiative, Inc. therefore must consider their personal appearance when at TRI events. This may include considerations regarding:

- Audience (refraining from attire, conduct and language which may be considered inappropriate).
- Common sense hygiene practices.

Duties and authority

All Volunteers should fulfill their duties with integrity and respect toward customers, stakeholders and the community. Volunteers mustn't abuse their authority. We expect them to delegate duties to their team members considering their competences and workload. Likewise, we expect team members to follow a volunteer's instructions and complete their duties with skill and in a timely manner.

We encourage mentoring throughout TRI.

Absenteeism and tardiness

Volunteers are expected to be on time when they are assigned tasks or are scheduled for events. Any exceptions should be addressed proactively with the appropriate Coordinator.

Collaboration

Volunteer should be friendly and collaborative. They should try not to disrupt or present obstacles to others.

Communication

All Volunteers must be open to communication with others.

Policies

All Volunteers should read and follow all documentation provided to them. If they have any questions, they should ask a member of The Role Initiative, Inc. executive team.

Compliance with Sponsoring Event Code of Conduct

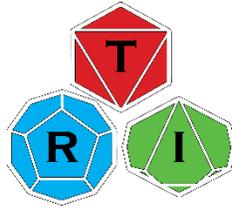
All Volunteers must also follow the Code of Conduct of an event or convention that The Role Initiative, Inc. is supporting.

Disciplinary actions

Our company may have to take disciplinary action against a Volunteer who repeatedly or intentionally fails to follow our code of conduct. Disciplinary actions will vary depending on the violation. Possible consequences include:

- Demotion or removal from TRI-sponsored events and activities.
- Reprimand.
- Suspension or termination for more serious offenses.

We may take legal action in cases of corruption, theft, embezzlement or other unlawful behavior.



THE ROLE INITIATIVE

Event Harassment Policy

TRI has a commitment to maintain an organization that is free of harassment, so our Admins/Volunteers/DMs/Players can feel safe and happy. We will not tolerate anyone intimidating, humiliating or sabotaging others. We also prohibit willful discrimination based on [*age, sexual orientation, ethnicity, race, religion or disability.*]

Scope

This workplace harassment policy applies to all volunteers, players, sponsors, public visitors, customers and anyone else whom volunteers and players come into contact with.

Policy elements

What is the definition of harassment?

Harassment includes, but is not limited to: bullying, intimidation, direct insults, malicious gossip and victimization. Here are some examples that we consider harassment:

- [*Sabotaging someone's work on purpose.*]
- [*Engaging in frequent or unwanted advances of any nature.*]
- [*Derogatory comments regarding a person's ethnic heritage or religious beliefs.*]
- [*Starting or spreading rumors about a person's personal life.*]
- [*Ridiculing someone in front of others or singling them out to perform mundane tasks unrelated to their role against their will.*]

Sexual harassment is illegal and TRI will seriously investigate relevant reports. If an Admin/Volunteer/DM/Player is found guilty of sexual harassment, their affiliation with The Role Initiative will be terminated.

How to address harassment

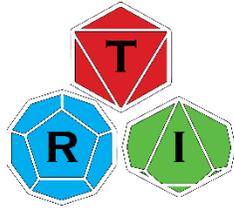
If you're being harassed, whether by a player, fellow DM, Volunteer, or an Admin of the TRI run event, you can choose either to talk to any of these

people or if you are uncomfortable, you may also utilize the “X” Card during a game:

- **Offenders.** If you suspect that an offender doesn't realize they are guilty of harassment, you could talk to them directly to resolve the issue. This tactic is appropriate for cases of minor harassment (e.g. inappropriate jokes between colleagues.) Avoid using this approach with customers or stakeholders.
- **Executive team member.** If customers, stakeholders or team members are involved in your claim, you may reach out to an executive team member. they will assess your situation and resolve the situation appropriately.
- For your safety, contact an executive team member as soon as possible in cases of serious harassment (e.g. sexual advances). Anything you disclose will remain confidential.
- X cards are cards with a large X on them. In the event an individual is uncomfortable with something happening at the table, the player can use the x card to indicate as such, giving the DM and other players knowledge of the situation and a safe way to move away from the scene, content, or direction of the game.

Disciplinary Consequences

Punishment for harassment depends on the severity of the offence and may include a requirement for outside counseling, reprimands, suspensions or a termination of affiliation with The Role Initiative, Inc.



THE ROLE INITIATIVE

Event Equal Opportunity

Our Equal Opportunity Policy reflects our commitment to ensure equality, treat everyone with respect and promote diversity.

Scope

This Equal Opportunity Policy applies to all executive team members, administrators, volunteers, dungeon masters, players, contractors, and visitors.

Policy elements

Being an equal opportunity company means that we provide the same opportunities for everyone without discriminating due to protected characteristics like:

- age
- gender
- sexual orientation
- ethnicity/ nationality
- religion
- disability
- medical history

What is an EO policy?

We built our EO policy around preventive and affirmative actions to ensure equal opportunity within The Role Initiative, Inc. This list is not exhaustive.

We are responsible for assessing our processes company wide and ensuring they are bias-free. Whenever we find biases interfering, we will act immediately to refine our processes, train our people to combat their biases and protect possible victims of discrimination. We will give everyone the chance to perform in an environment where their rights are respected.

Actions

To promote Equal Opportunity, we:

- *[Use inclusive language in all signs, documents and webpages.]*
- *[Provide documentation to all individuals on communication and diversity within our organization.]*
- *[Implement “open door” practices so individuals can report issues more easily.]*

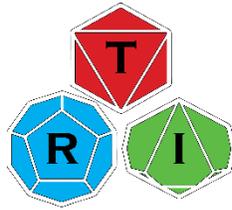
Grievance Procedure

Everyone is responsible to enforce equal opportunity practices. Everyone should comply with our policy by treating others with respect.

If you see or suspect that our EO policies are being violated, feel free to inform an executive team member immediately and we will investigate promptly.

Disciplinary Consequences

When someone discriminates, they will be subject to disciplinary action depending on the severity of their actions. For example, unintentionally offending a someone might warrant a reprimand, but harassing someone systematically might result in demotion or termination of affiliation with The Role Initiative, Inc.



THE ROLE INITIATIVE

EVENT ACCIDENT WAIVER AND RELEASE OF LIABILITY FORM

I HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING IN ANY/ALL ACTIVITIES ASSOCIATED WITH THIS EVENT, including by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective equipment or property owned, maintained, or controlled by them, or because of their possible liability without fault.

I certify that there are no health-related reasons or problems which preclude my participation in this activity. I certify that I am physically fit enough to participate in this activity and have not been advised to not participate by a qualified medical professional.

I acknowledge that this Accident Waiver and Release of Liability Form will be used by the event holders, sponsors, and organizers of the activity in which I may participate, and that it will govern my actions and responsibilities at said activity.

In consideration of my application and permitting me to participate in this activity, I hereby act for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows:

(A) I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from this activity, THE FOLLOWING ENTITIES OR PERSONS: The Role Initiative, Inc., (TRI) and/or their directors, officers, employees, volunteers, representatives, and agents, and the activity holders, sponsors, and volunteers;

(B) INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the entities or persons mentioned in this paragraph from any and all liabilities or claims made as a result of participation in this activity, whether caused by the negligence of release or otherwise.

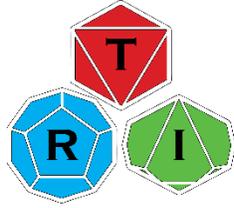
I acknowledge that TRI and their directors, officers, volunteers, representatives, and agents are NOT responsible for the errors, omissions, acts, or failures to act of any party or entity conducting a specific activity on their behalf.

I hereby consent to receive medical treatment which may be deemed advisable in the event of injury, accident, and/or illness during this activity.

I understand while participating in this activity, I may be photographed. I agree to allow my photo, video, or film likeness to be used for any legitimate purpose by the activity holders, producers, sponsors, organizers, and assigns.

The Accident Waiver and Release of Liability Form shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

I CERTIFY THAT I HAVE READ THIS DOCUMENT AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL.



THE ROLE INITIATIVE

Event Acknowledgement of Receipt and Agreement for the following:

- Code of Conduct
- Harassment Policy
- Equal Opportunity
- Accident Waiver and Release of Liability

Participant's Name

Age

Participant's Signature
(Please print legibly.)

Date

Parent/Guardian Signature

Date

(If under 18 years old, Parent or Guardian must also sign.)