

YIFM / NYFAS Code of Professional Conduct

YIFM requires that all participants read, understand, and agree to adhere to this Code of Conduct. Participation in our programmes implies consent to these rules and an understanding of the consequences regarding any breach of conduct.

The Purpose of this Code Our goal is to foster a professional, creative environment that promotes cooperation, integrity, and mutual respect. We aim to create a space where you can build confidence and develop your skills safely.

Core Expectations

To ensure a positive experience for everyone, participants are expected to:

- **Engage Respectfully:** Treat peers and staff with courtesy. Collaborative work requires listening to others and offering constructive, supportive feedback.
- **Respect Equipment:** Handle all production equipment and facilities with care and responsibility.
- **Communicate Openly:** Follow the guidance of facilitators. If you have concerns, issues, or grievances, please approach a staff member proactively to resolve them.
- **Maintain Safety:** Contribute to a safe environment free from intimidation or disruption.
- **Respect others privacy:** only students that are assigned to a dorm room are permitted to be in that dorm room, there is a common room for people to catch up.

Zero Tolerance Policy

The following behaviors are strictly prohibited and may result in immediate removal from the course.

- Bullying, harassment, or discrimination of any kind.
- Disrespectful or aggressive behavior toward staff or peers.
- Conduct that disrupts the workshop or makes others feel unsafe or uncomfortable.
- Use of offensive, derogatory, or inappropriate language.
- The use of alcohol or drugs.
- Smoking or vaping on Kilkenny College Campus
- Leaving Kilkenny College Campus without permission, this will only be given due to exceptional circumstances and we reserve the right to refuse this request if it interferes with the running of the workshops or it is deemed not to be an exceptional circumstance.

Digital Device Policy (Summer Camp)

To protect privacy and focus on the creative process, the following rules apply:

- **Usage:** Mobile phones are restricted to break times only and must not be a distraction.
- **Privacy & Copyright:** The unauthorized taking of photographs or videos is strictly prohibited.
- **Social Media:** No content from inside the camp (including photos of other participants) may be posted to social media.
- **Content:** Viewing or sharing inappropriate material on any device is strictly forbidden.

> **Note:** *This document serves as a general overview of professional standards. It is not an exhaustive list of all possible misconduct.*

Disciplinary Procedures

Failure to adhere to the Code of Conduct will result in the following actions:

Stage 1: Verbal Warning If your behavior falls below the expected standards, a facilitator will address the issue with you directly and require an immediate adjustment in conduct.

Stage 2: Formal Warning Repeated failure to follow the code, or a more serious initial infraction, will result in a formal warning. YIFM will document the incident and notify a parent or guardian.

Stage 3: Dismissal If there is no improvement in behavior following previous warnings, we will contact your parent/guardian to explain the situation, and you will be removed from the remainder of the camp.

Gross Misconduct Any participant involved in behavior deemed as Gross Misconduct (actions that severely threaten the safety or dignity of others) will be removed from the programme immediately without prior warning.

> **Future Participation:** *Please be aware that removal from a YIFM workshop due to disciplinary issues may result in management refusing admission to future programmes.*