



ST MANAGEMENT LTD

CODE OF ETHICS

DEFINITIONS:

AGENT

The individual or corporation tasked with the general representation, procurement of work, management of information and work-related assistance/advising of the Performer as it pertains to the entertainment industry.

PERFORMER

An individual either seeking representation or currently represented by the Agency via verbal and written contract, within the entertainment industry.

PRODUCTION

The company, corporation, organisation and their representatives that control, administer, direct, and are responsible for the hiring of Performers, whether he, she, or it is or will be an owner of the copyright of the finished product.

The Agent/Performer relationship is not considered an employer/employee relationship. The Performer is considered a self-employed contractor, employed by Production and their representatives.

GENERAL:

EQUAL OPPORTUNITY AGENCY

The Agency proudly represents and will strive to acquire bookings for any Performer regardless of age, race, sex, creed, colour, sexual orientation, gender identity, disability, or national origin, as requested by Production and their representatives.



FREEDOM FROM PERSONAL HARASSMENT

The Agency abides by an in-house zero-tolerance policy regarding discrimination and harassment, including but not limited to sexual, racial or personal harassment and violence.

FREEDOM TO ADVERTISE

The Agency reserves the right to advertise its services to the public through various media selectively.

AGENCY COMMUNICATIONS

The Agency manages communications with the Performer via multiple channels, including but not limited to telephone-based, web-based, SMS based and others. We strive to utilise the latest, most reliable and efficient communications available for the Performer.

AVAILABILITY TO THE PERFORMER

The Agency strives to maintain a high level of availability to all Agency Performers for consultation via the communication methods described above. For prospective and existing Performers, web-based communications are the primary means of communication; managed and responded to in the most efficient and reasonable time frame. This primary means of communication helps save the Performer valuable time and expedites Performer support.

WORKING ON THE PERFORMERS' BEHALF

The Agency is tasked with the general representation, procurement of work, management of information and work-related assistance of the Performer as it pertains to the entertainment industry. This includes but is not limited to:

- Performer submissions to Production/production representative(s) for suitable roles
- Information management critical to Performer success
- Resolution of performance category and payment errors/disputes



PERFORMER CONFIDENTIALITY

The Agency will always maintain Performer confidentiality except for Production officials such as Casting Directors or other Production representatives for representation on the Performers behalf.

ON-SET COMMUNICATIONS

At times and when required, Agency representatives may be present on set. At no point will these representatives discuss specific business-related matters with prospective Performers looking for representation with the Agency, while on set. Proper channels of communication are required in these circumstances, which include email and phone communication.

AGENCY WORKSHOPS/COURSES

From time to time, the Agency may offer courses and workshops specific to the entertainment industry. They are not a requirement for representation nor does their successful completion in any way imply a guarantee of work.

WORK AND PAYMENTS

The Agency will make no work guarantees to prospective or current Performers at any time.

Upon registration, the Agency will confirm with the Performer that all associated Agency fees, including registration amounts, commission rates, expected payment timelines and penalty fees are understood and agreed to, as it relates to Agency representation.

The Agency will always issue a receipt to the Performer, upon receiving payment.

Written 21st January 2020