

# Human Resources Policies and Procedures

## 1. Attendance

- a. All members of the IRFI teams should make an effort to attend all meetings pertaining to their area.
  - i. Meeting dates will be provided with a sufficient amount of time so as to allow for arrangements to attend.
- b. Missing consecutive meetings could result in a change of position.
  - i. If three or more meetings are missed without proper communication, a lesser role may be given.
  - ii. If three or more meetings are missed, dismissal from an IRFI event may take place.
  - iii. Reasonably communicated reasons for missing meetings include, but are not limited to.
    1. Dr's appointment
    2. Family emergency
    3. Vehicular distress

## 2. Family Ties, Relationships, and Attendance

- a. IRFI expects all cast, crew, managers, directors, volunteers, and any other people associated with IRFI to make their families a top priority. If there is a family emergency, medical crisis, or special event; attend to that first, before worrying about IRFI or any of our events.
- b. Family Relationships take precedent over IRFI and its events. If you are liable to lose family relationships over attendance at IRFI events or meetings, attend to your family first.
- c. Family attendance at IRFI is not mandatory, nor is it complimentary. Family and friends who come to visit at IRFI events are still required to pay at the front gate, and IRFI personnel will still be expected to fulfill their shifts.

## 3. Recruitment

- a. Flyers will be posted to our social media and to specific locations around the valley two months prior to each IRFI event.
- b. All applications for event volunteers will be vetted no less than two weeks prior to any IRFI event.
- c. Any applications received after the two-week time period will be added to the following events applications.
- d. No person under the age of fourteen will be permitted to volunteer with IRFI per the state requirements of age for a working person.
  - i. Each IRFI event will have its own cast age restrictions.
    1. The Idaho Renaissance Faire age requirement is fourteen.
    2. Beltane Fantasy Festival age requirement is sixteen.
    3. Skål Viking Festival age requirement is sixteen.

#### 4. Social Media

- a. IRFI has a designated social media team. Any and all posts made on behalf of IRFI must go through this team. Failure to do so could result in one of the following.
  - i. Termination
  - ii. Up to a three-year probationary period from all IRFI events
- b. Personal posts regarding IRFI, or its events are asked to maintain an upbeat and positive note.
- c. Any and all information that is sensitive and or confidential to IRFI may not be shared freely.
  - i. Anyone found to be sharing such information will be prosecuted to the fullest extent available by local and federal law.
  - ii. If you are unsure if something you wish to share falls under this listing, direct your question to your direct manager, any member of the Board, or bring it directly to HR.

#### 5. Breaks

- a. During IRFI events, all volunteers and members of staff are required to take at least two 10-minute breaks, as well as one 45-minute lunch break each day.
- b. A break schedule will be provided for all to view.
- c. Should more breaks be needed, please speak to your area manager to arrange what is needed. These appropriate additional breaks include, but are not limited to.
  - i. Medical Needs
  - ii. Physical Restrictions
  - iii. Religious Needs

#### 6. Cell Phones

- a. IRFI encourages all volunteers and members of staff to keep their phones on them at all times. However, they need to be concealed as a part of the costume.
- b. IRFI events are meant for entertainment, learning and commerce. If a cellular device begins to impede event proceedings, all volunteers or members of staff found to be the cause will be reprimanded.
- c. If a member who has previously been reprimanded is found to be the cause of a second issue, they will be asked to leave the event.

#### 7. Weapons

- a. All weapons on a costume must remain in the possession of the volunteer or staff member using said prop.
- b. All prop weapons MUST be peace tied.
- c. If any patron is found to be in possession of a volunteer or staff member's weapon an investigation into how said patron came to have said weapon shall be conducted.
  - i. If it is found that the weapon was forcefully taken, the patron will be escorted from the premises.
  - ii. Should it be found that the weapon was handed over to the patron, the volunteer or member of staff will be expelled from the IRFI event.
    1. Subsequently, they will be unable to volunteer for a probationary period of up to five years.

- d. Volunteers nor staff members will be allowed to brandish a weapon towards any patron in any fashion that could be seen as threatening.
  - e. Only those who have trained for specific choreographed fights will be allowed to use their weapon props as anything other than for looks.
  - f. All other self-defense equipment users must follow state law and or carry a license to brandish said self-defense equipment.
    - i. Self defense equipment are as follows, but are not limited to.
      - 1. Pepper Spray
      - 2. Tasers
      - 3. Firearms
8. Drug Use
- a. The use of recreational drugs is strictly prohibited.
  - b. Doctor prescribed medications must be disclosed so as to provide appropriate accommodations for breaks and storage.
  - c. Medications at events must be kept in the designated areas or in a vehicle.
9. Alcohol Use
- a. IRFI has a zero-tolerance policy. Any volunteer or member of staff found to be imbibing at an IRFI event will be dismissed immediately.
  - b. Anyone dismissed due to alcohol use at an IRFI event will not be allowed to return as a member of the organization for the minimum period of one year.
10. Harassment
- a. IRFI has a zero-tolerance policy for sexual harassment. Any confirmed cases of sexual harassment will result in a permanent ban from all future IRFI activities, as well as a barring from future events.
  - b. Any complaints must be brought to either the management over the specific volunteer area, a member of the board, or directly to HR.
  - c. Written complaints are highly encouraged and will be filed appropriately. These will be used to help build cases against offending persons.
  - d. Upon notice of verified, or multiple complaints against, any one specific person, a disciplinary committee will be called by the board. This committee will convene to decide the appropriate actions needed, up to and including a permanent ban from all IRFI activities.
  - e. False accusations will be treated as slander and said accuser will be disciplined in accordance to a disciplinary committee ruling.
11. Dating
- a. Dating amongst volunteers is not discouraged, as this is a community building organization. It is only natural for close feelings between volunteers to build and become noticeable.
  - b. Public Displays of Affection (PDA) will need to be held to a respectful level at any and all IRFI meeting/event. The following are examples of respectful PDA.
    - i. Hugs are permitted, so long as they do not involve full body contact, grinding, or any pelvic thrusting of any sort.

- ii. Kisses are permissible that do not involve tongue play, multiple lip contact and lip release (ie. A make out session), or any long lip contact going beyond a five second duration.
  - iii. Hand holding is permissible until it goes beyond simple hand holding and advances into petting or allowing hands to drift/ stroke to other areas of the body. Grabbing personal body parts (the buttocks, crotch or chest) is not tolerated.
- c. These rules apply regardless of sexual orientation or gender identity. If a point of clarification is needed, please bring your questions to a member of the board or the appropriate manager for the area in which you are volunteering.
- d. If at any point you feel you are being dismissed about your concerns, please contact Tyson Stucki in HR.