



## **RAGTAG FILM SOCIETY, A MISSOURI 501(c)(3) POLICIES + PROCEDURES**

### **Objective**

True/False Film Fest (T/F) is a project of the Ragtag Film Society. Ragtag Film Society (RFS) strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The festival environment should be characterized by mutual trust and the absence of intimidation, harassment, and exploitation. For that reason, Ragtag Film Society will not tolerate unlawful discrimination or harassment of any kind. All volunteers are covered by and are expected to comply with the following policies and should take appropriate measures to ensure that prohibited conduct does not occur.

### **Anti-Discrimination**

Ragtag Film Society follows an equal opportunity employment policy and accepts volunteers without regard to race, color, religion, sex, sexual orientation, gender expression, age, national origin, disability, or military status. All qualified volunteers with a disability are entitled to reasonable accommodations or modifications that would permit the individual equal opportunity and use of festival premises. This policy also applies to RFS internal operations, training, terminations and dealings with the general public. Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination. Issues of discriminatory treatment on any of these bases should immediately be reported to your direct manager and/or one of the three RFS Co-Custodians, Arin Liberman ([arin@truefalse.org](mailto:arin@truefalse.org)), Camellia Cosgray ([camellia@truefalse.org](mailto:camellia@truefalse.org)), and Barbie Banks ([barbie@ragtagcinema.org](mailto:barbie@ragtagcinema.org)).

Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act 1964, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. This policy is not only intended to comply with the prohibitions stated in these anti-discrimination laws, but is a reflection of the values of the Ragtag Film Society.

### **Anti-Harassment**

RFS has a zero-tolerance policy with regards to workplace harassment of any kind, including sexual harassment, and will take appropriate action in response to complaints or knowledge of violations of this policy. For the purposes of this policy, harassment includes, but is not limited to, any verbal or physical conduct intended to threaten, intimidate or coerce any individual working for or on behalf of RFS. Verbal taunting that impairs an employee or volunteer's ability

to perform his or her work is included in the definition of harassment. Incidents should immediately be reported to your direct manager and/or one of the three RFS Co-Custodians, Arin Liberman ([arin@truefalse.org](mailto:arin@truefalse.org)), Camellia Cosgray ([camellia@truefalse.org](mailto:camellia@truefalse.org)), and Barbie Banks ([barbie@ragtagcinema.org](mailto:barbie@ragtagcinema.org)).

### **Code of Conduct**

Ragtag Film Society exists to captivate and engage communities in immersive arts experiences. We value inclusivity and encourage an atmosphere of festivity, free from hate, discrimination, and bigotry in all forms. Ragtag Film Society reserves the right to revoke, without notice or refund, passes, credentials, and/or access to True/False Film Fest and Ragtag Cinema.

### **Drugs & Alcohol**

RFS seeks to promote a safe and fun experience for all volunteers, attendees and guests. In order to make sure that we provide a world-class customer service experience, volunteers are not allowed to drink or use any illegal drugs while they are working a shift for the organization. Volunteers who are required to operate a motor vehicle of any kind shall not consume any drugs or alcohol prior to their shift. Volunteers will not share or distribute any alcohol during their shift unless required to do so by their job description and will not share or distribute any drugs at any time. Impairment by drugs or alcohol by a volunteer will be subject to disciplinary measures up to and including termination. If you see something related to this policy or our prohibition against drinking and driving, please say something to your direct manager and/or one of the three RFS Co-Custodians, Arin Liberman ([arin@truefalse.org](mailto:arin@truefalse.org)), Camellia Cosgray ([camellia@truefalse.org](mailto:camellia@truefalse.org)), and Barbie Banks ([barbie@ragtagcinema.org](mailto:barbie@ragtagcinema.org)).

### **True/False Lab Policies and Procedures**

1. All volunteers must sign a volunteer waiver and return to Production Manager before starting any work at the Lab.
2. Do not remove any tools from the Lab for any reason.
3. All power tools must be turned off and disconnected when finished. All tools and equipment should be returned to their storage places.
4. Please clean up after yourself when you are finished with your work for the day. This includes washing paint brushes, rollers, and trays;
5. If you need a space to store in-progress work at the Lab, consult with the Lab Manager and/or Production Manager before claiming a spot.
6. We endeavor to keep our tools in proper and safe working order. If you notice that something needs attention, please bring it to the attention of a production staff member. Do not attempt to fix a broken tool yourself.
7. Volunteers are not allowed to consume alcohol while at the Lab. Smoking or vaping is not permitted inside the Lab.
8. The storage space (the "Back 40") is off limits unless you have been given permission to work or go into that space. Make sure that you know where the Back 40 is.
9. Locked/closed rooms are off limits at all times. Do not enter Jamie's workspace unless he has given you express permission. Do not enter the sound equipment storage rooms.

10. Avoid blocking doorways or access to equipment, tools, or materials in the Lab.

### **Lab Safety**

1. First aid kits are located on the premises; be sure that you know where they are located.
2. If you are seriously injured while at the Lab, notify the production staff member on duty immediately. An accident report form must be filled out in the event of injury at the Lab.
3. **Do not use any power tool in the Lab if you have not been trained in its operation.** If you need to use one of the power tools, please see the Lab Manager to arrange the necessary training. **You must be trained in the specific tool you need to use to be able to use it.** Volunteers below the age of 14 are not permitted to use power tools; volunteers below the age of 18 must have parental permission.
4. Take safety precautions if you use any power tools or potentially dangerous materials.
  - a. Always use eye protection when using any tool which may cause objects to fly through the air (nailer, staple gun, grinder, etc.).
  - b. Wear gloves if necessary. Note: Wearing gloves may be dangerous when using certain power tools; check with a member of production staff if you're unsure.
  - c. Don't wear loose clothing or hanging jewelry that could get caught in power tools. Tie back long hair.
  - d. Wear hearing protection if necessary.
5. Be aware of others working around you. Their safety is also your concern. If you are doing a job that makes a lot of noise or dust, consider moving outside. Signal others around you ("NOISE!") before making any loud noises.
6. Any use of solvents, spray paint, or other materials containing volatile or hazardous chemicals must be done outside the Lab.
7. Do not stand on chairs to get items out of your reach. We have both ladders and a bench (affectionately known as "fake tall") that can be used for this purpose. Make sure that you have been shown the proper operation of fake tall. (This may seem silly, but it's easy to set it up wrong, which could lead to injury.)