

Akademi Dance Artist Code of Conduct

This code of conduct incorporates Akademi's standards of ethical and professional practice in both a professional performance setting and in community dance practice. It is designed to enable dancers to understand the levels of professional competence and responsibility expected of dance artists when working for Akademi. Regardless of the group of people you are working with, the age range, ability or setting; we expect artists to maintain the same professional standard whenever you are representing Akademi in a teaching capacity or performance capacity.

Please read carefully the enclosed information and sign to acknowledge that you have read and understood the content herein.

Akademi's commitment to you:

- To **provide clear information** relating to requirements and payment of any contracted work, and be available to answer any further questions you may have
- To **pay invoices within 30 days** of receipt
- To provide **safe working environments** and ensure your safety and wellbeing during this time
- Whilst working on an Akademi contract you will be covered by Akademi's insurance
- To **credit you** on any photographic or publicity material relating to Akademi contracted work (except in 3rd party publications where Akademi will provide information but cannot guarantee final print)
- To **respond to queries** via email or telephone within 5 working days
- To provide as much notice as possible if the details of a contracted event change, or are cancelled
- To **listen to artist feedback** regarding Akademi's projects/performances in order to help develop and improve our work for the future

My commitment to Akademi:

Professional Competence

As a professional dance artists and/or community dance practitioner I have a responsibility to myself, Akademi and the people I work with to do the best that I can. I aim to bring the highest level of quality to my work in performance and/or participatory activity and commit to investing in my own continual professional development.

- I provide all relevant details to Akademi about **my professional training and qualifications** when applying for a contract
- I commit to **developing and improving my skills** as a dancer and/or community dance practitioner to ensure I am meeting the standards required of me and am up to date with current practice and legislation
- I commit to **maintaining training levels** between contracted periods
- I am clear that I am responsible for proactively working to **prevent personal injury** and the injury of others and report any related injuries or trauma to a member of Akademi staff
- I am clear about the boundaries of my professional competency and work within them
- I will work with Akademi's **Health and Safety and Safeguarding policies**
- On completion of an Akademi contract, I will **provide honest feedback** either written or verbally to the lead contact at Akademi

Professional presentation and conduct

As an Akademi dance artist I will ensure I adhere to the levels of professionalism expected by Akademi and myself and to present myself and the company in a positive light.

I commit to:

- **Arrive at least 30 minutes prior** to the beginning of a dance workshop or performance, giving enough time for transportation difficulties
- Wear **appropriate attire** for the work I have been contracted for including neat hair, makeup and relevant costume
- **Adhere to the health and safety guidelines** provided by the venue I am working in and follow the instructions of venue staff
- Not invite any additional people (relatives/friends), unless previously approved by Akademi, into backstage or workshop areas
- Provide all **relevant paperwork** including contracts, lesson plans, DBS certifications, insurance paperwork, photographs (including photographer's name within the file title) and biographies at least 3 weeks prior to a contracted event
- **Contact Akademi staff only by email or office telephone number** within working hours (10am – 6pm) unless otherwise stated due to the nature/timing of the event
- To **adhere to contracted dates** unless in the case of an emergency or illness
- To **notify Akademi staff** as soon as possible if unable to attend a contracted event due to emergency or illness
- To ensure that my **mobile phone is turned off** during workshops and performances
- To **ensure I credit Akademi** on any images, written work or performance relating to Akademi contracted work, including social media, internet and printed collateral
- **Monitor the quality of my work**, seek feedback from participants, employers and colleagues and use this information to reflect upon and develop my work for future
- To ensure the safety of participants in a workshop or performance setting and **report any concerns to a member of staff**

Please sign below to confirm that you have read, fully understood and agree to adhere to the Akademi code of conduct.

Artist name

Artist Signature

Date

Akademi staff

**Signed on behalf of
Akademi**

Date
