



The Daffodil Festival Discipline Policy & Procedure

(Rev. 10/2021)

The Daffodil Festival expects a Royalty experience that is positive, memorable, and very rewarding. However, if a problem occurs the procedure below will be followed:

The Director of Royalty is charged with maintaining a positive atmosphere and culture within the Royalty Program. Guidance and adjustments are a continual process throughout the mentorship and leadership development process with the Royalty.

1. **A minor violation** to the Royalty Character Code will result in a documented letter detailing the infraction(s) and be presented in a confidential meeting with the Member of Royalty, Director of Royalty, Festival President, Executive Board Member(s) and parent(s) of the Princess. An action plan will be put into place and Royalty responsibilities will continue.

2. **A second minor violation** or **a major violation** to the Royalty Character Code will result in a meeting with the Member of Royalty, Director of Royalty, Executive Committee (President, President Elect, Secretary, Treasurer and Past President), Executive Director and parent(s) of the Princess.

The intent of this meeting is the dismissal of the Royalty member from the Daffodil Festival Royal Court. There will be an opportunity to appeal the dismissal by the parent(s) or Princess to the Executive Committee.

The Executive Committee has final authority to release the princess from our Royalty Program. Harassment and bullying is **a zero tolerance** policy, which is grounds for dismissal from the Festival Royalty program - a formal investigation will occur and written reports taken. If it is determined that a princess is not fulfilling her obligations, has been uncooperative, has had disciplinary, attendance, or promptness problems, or has engaged in any behavior that is inappropriate, the Executive Committee will give a report to the Scholarship Foundation, which at their discretion, may choose to reduce the amount of that princess's scholarship, or withdraw the scholarship altogether.

Daffodil Festival Code of Conduct

(Rev. 10/2021)



Below is a list of conduct and ethics that are important to The Daffodil Festival. It is presented to make all volunteers aware of them and to be a reminder of the issues that could arise. This list is a general guideline and does not address all issues of behavior that may arise. Failure to abide by this Code of Conduct can lead to disciplinary action or grounds for removal by The Daffodil Festival.

The Daffodil Festival will address any reported incident immediately. It is our duty and responsibility to follow this Code and to remind others of its importance. By failing to address an actual or perceived issue by others, you become equally responsible.

Respect

It is Daffodil Policy that all who you are in contact with are treated with respect. Remember you are representing The Daffodil Festival. This includes the general public as well as other Daffodilians, float crew, and royalty. Use clean and uplifting language at all times.

Harassment

Harassment or discriminatory action based on race, gender, national origin, age, religion, disability, color, or actual or perceived sexual orientation will not be tolerated. It can include verbal, physical, social or electronic media including but not limited to texts, email, and social media platforms. This is a **zero tolerance policy** and a formal investigation and written report will be filed. This is a major violation and is grounds for removal from the festival.

Interactions with Royalty and the Public

Be positive and respectful when dealing with all Royalty and public individuals. Do not put yourself in a situation that could be considered unwanted or aggressive behavior. This behavior could be, but is not limited to, solicitation or sale of personal items or services, sexual advances, personal contact or invasion of personal space. Limit your public expressions of political or religious opinion. Your remarks could be considered that of The Daffodil Festival.

Alcohol

Daffodilians and Festival volunteers may not consume alcohol at any events where Daffodil Festival Royalty are in attendance.

Appearance

As a representative of The Daffodil Festival, a clean and well cared for appearance is important. Clothing should not be tattered or torn and logos or other verbiage on shirts or hats should not be offensive. Wearing Festival approved apparel is usually best for public appearances.

Confidentiality

You must maintain the confidentiality of all information entrusted to you by The Daffodil Festival or others with whom we may conduct business. Confidential information includes all information that might be harmful to The Daffodil Festival, our sponsors, royalty court members, clients or Daffodilians/volunteers.

Mandated Reporting

As a member of the Daffodil Festival, you are obligated to file a written report if you witness any of the above listed rules broken by a member or toward a member of Daffodil Royalty, or if there are concerns for the safety or wellbeing of a Royalty member. Failure to act in the best interest of the Festival and Royalty may result in disciplinary action.

I, the undersigned, have read the above Code of Conduct and agree to comply with these rules and guidelines. It is understood that failure to follow this Code of Conduct can lead to disciplinary action up to and including dismissal from any further participation in The Daffodil Festival.

Name (print) _____ Signature _____ Date _____