



Sirius Video Productions, Inc  
26015 Oakridge Dr.  
The Woodlands, TX 77380  
281-367-8388

## CONTRACTOR CONDUCT POLICY

We believe that the crew's attitude, ability to work together and professionalism are the most important factors that determine the perceived success or failure of a shoot.

We now require all of our contractors to adhere to the following policies and practices governing behavior while working with Sirius Video.

We believe that television production is a team sport. We expect all contractors to:

1. Be a professional player at their position at all times. Attitude is never part of the package.
2. Work safely. It is your responsibility to protect yourself, the client, the talent, and the people around the area from possible injury. No running with scissors.
3. Our goal is to serve the client's needs. While conditions are not always ideal, we expect every crew member to make the situation work toward a positive outcome. We're here to have fun making pictures. Keep it light, but no horseplay or sarcasm.
4. Respect the chain of command and each other's skills and talent. You are working because you are skilled and talented, but always use a low-key approach to helpful suggestions. A quick discussion in private to the appropriate person is usually best. Go with the decision. Keep us informed.
5. Respect the equipment. Make sure that all parts of the package stay together and are returned configured and in good condition. Report problems, broken or missing equipment, and technical issues so that they can be fixed.
6. Respect your profession. It is wrong to use a media pass or credential to enter private or backstage areas if you are not actually working. It is a violation of a special trust and the repercussions can be severe and widespread. Do not jeopardize future credential access for our clients as well as yourself.
7. Respect confidentiality. We see people at their best and worst. Discussing particulars of a shoot outside of the crew is prohibited. What happens at the shoot, stays at the shoot.

Alcohol and drug use will not be tolerated.

Smoking is discouraged.

Poor hygiene will not be tolerated. A neat professional appearance is required.

Tardiness makes us all look bad. Crew members are expected to be well rested and on time. If there is a problem and you will be late, call the client and let them know what's going on so they can adjust their schedule. Then call us with a heads up.



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Many times we are in corporate environments or homes. Be sensitive to everyone involved in the production, including “innocent bystanders.” No profanity. No sexual innuendo. No loud talk. Always be polite. Limit “war stories”.