Non Disclosure Agreement:

By agreeing to be on the team, you agree to a non disclosure agreement, which mean you cannot tell/share any information or other material to people outside the team until a project is publicly and fully released. This includes holding your agreement while trailers/WIPs for projects are being publicly released. Generally, you are only allowed to tell others that you are on the team and working in X department. Please also make sure that any WIP files are secure to a place only you have access to. The NDA agreement is still in effect if any individual leaves the team/project at any time.

Cosigner Full Name:

_____   DATE:____/____/____

Cosigner Signature:

_____

Full Name:

_____   DATE:____/____/____

Signature:

_____

CODE OF CONDUCT

Time Commitment/Communication:
By agreeing to be on the team, you agree to at least 5 hours of work per week (can range depending on project schedule, average 10-20 hours) and the ability to communicate with KP/ department heads on a regular basis. Leadership should not have trouble contacting you for any longer than 24 hours. **Any delayed communication without advance notice longer than one week will result in a strike.** Agreeing to work you cannot commit to can eventually lead to project delays. Personal projects are allowed, but cannot be used as an excuse to neglect Team KP work and underperform.

Any upcoming needed break time (final exams, vacations, ect.) is allowed as long as it is requested in advance so we can make sure your workload is taken care of and break requests are not abused.

Project Schedule:
Generally, projects are assigned on an individual basis. For large projects, jobs are divided by people assigned to the project.
Individual (Usually for non-weekly editing tasks and small artist tasks): Script/assets is written and given, first rough pass (complete rough draft of project) deadline and final deadline (critiqued and approved version) is assigned to project holder. We usually do this on a "what's fair for you and your schedule" basis if the project is not time sensitive, but we are also aware of how long these projects take, so sometimes a cap is chosen (for example 2 weeks is a cap for a general off-season weekly video edit). Obviously we will not hold it against you if you don't have all assets (VA lines., art assets, ect.), but leave those out of the first rough pass, as well as late feedback from your department head, which should not happen. After a given project is completed the individual is allowed to request a break if needed between projects. Break length is dependant on how long your project was.

Group (Usually for big animation projects):
Group projects work is usually assigned in group project meetings by how much an individual can get done in a given week. Project meetings are usually around 6 PM EST on Fridays. We just ask that any work you are assigned is fair and doable in your coming week so the project will not be delayed due to one individual, and please tell us otherwise. All work assigned is due the following project meeting. Please have the raw file ready as well as a quick preview option for group critique in project meetings (for example. for animations have the FLA file as well as a swf file uploaded to puush rendered before the meeting.)
If you cannot make a project meeting, make sure all work is handed in beforehand to your department head.
Please keep all raw project files saved until a project is publicly released.

KP Project Asset License:
Project assets like KP vector faces, flash puppets, backgrounds, animatics, music, and other assets made for the team are not allowed for public release at any time and are made for the team's use only. Depending on the project and asset, you might be able to publicly release files after the project is over with explicit permission from your department head, but in most causes the Team holds license to any work that will be used/made and it is made for the Team's use.

KP reserves the right to change the way the team is managed at any time depending on the channel's needs.

Assets released for monetary gain by the Team/KP will be done in cases of charity work only. (For example putting artwork on t-shirts, selling songs, ect.)

Automatic Firing:
Failing to abide by the following rules may lead to immediate termination.
1. Harassment to other team members
2. Continual rude or disrespectful behavior
3. Lying on Team KP Application/Interview
4. Breaking the NDA Agreement/Sharing Official Assets

Strike System:
The strike system is in place to keep the Team organized and to prevent projects from getting delayed due to one individual. Generally strikes are giving if:
● Late for a deadline without advance notification and/or viable reason
● Continual extensions for deadlines.
● Continued problems with communication via Skype and/or email.
● Missing a project/department meeting without notification beforehand.

1 strike is erased each 4 completed projects/big assignments - but can be negotiated by a combination of smaller projects.

In general, we will work for you within reason if there is a problem outside your control like technology problems, real life problems, ect. as long as you notify us ASAP and work out a new deadline plan that fits your needs. We are also here to help if you have any questions/problems! Please, we don't bite if there are problems, but we NEED to be notified so we know what's going on so we can work with you!

Example:
A Week Before Deadline: Sorry, I can't meet a Friday deadline because of X, but I can definitely meet it Sunday. **(NO STRIKE.)**

Day Before or Of Deadline: I can't meet the deadline, I forgot. **(STRIKE.)**

Basic Rule of Thumb: We will work with you as long as you tell us problems/issues in advance.

The Applejack Principal:
This is a common mistake with new people, and it should be addressed. Many times people accept too much work, overwhelm themselves, get frustrated due to deadline stress, and quit. To avoid this, please take these next words with caution.

- **Be aware of how much work you can take on.** Weeklies editing is pretty much full time, and smaller projects usually still require much work. For example, if you have a part time job, make that aware and imagine how much time you can devote to a project.
- **Make your limits known.** Communicate these with your group head. We can usually accommodate if you tell us ahead of time, and it saves much frustration and stress for everyone.
- **Ask for help if you need it!** Don't be afraid to ask for something small or big if you need it! Don't be an Applejack! We have department heads for a reason!

Computer Problem Policy:
We understand that things can happen when stuff breaks (broken computer, laptop, ect.), but in general if you are unable to work on a project for **2 months or more** due to any issues, than we realistically need to find a replacement for your work load. So basically if something happens, you have a 2 month limit to fix the problem.

In Case of Emergency:
If there is a family/real life emergency outside your control..
- Notify your department head ASAP
- If there are WIP assets that will prevent the project from being done, render/send them out as soon as you can so we can give the project to someone else.
- Have a plan for updates. Many people disappear do to these kind of things. We understand if anything happened, but we just need a plan to check in with you every 1-2 weeks so we can plan ahead!
- If you need a break or are uninterested in being on the team due to emergency situations, please let us know so we can work with you!

Leadership and Leadership Duties
Leadership is in place to make sure any individual gets any help they need by someone familiar with their skill/department. Leadership also tracks everyone's progress to make sure deadlines are meet. Generally, we have two leadership spots for each department, a Head and a Assistant Head. Leadership members have 4 basic jobs. Leadership members also have the power to give strikes.
- Understanding who is doing what in their department and assigning both first rough pass and final pass deadlines (graphs usually help).
- Ability to track all individuals in the department to make sure they are on task for their deadlines (asking for WIP previews is almost a must, DO NOT take an individual's word, you need proof).
- Be available/able to communicate and provide help with each person in your department if needed. Others should be able to come to you.
- Sending reminder emails/tracking who is attending department/project meeting.

If for some reason a leadership member is unresponsive with either help requests/check-ups, let another department head know. Leadership can get in trouble too!

Contact Hierarchy

Below is the order of which you should contact people in your division.

Manual:
- Read Your Department Manual

Heads:
- Scheduling Conflicts
- Assets
- Project Assistance
- Technical Questions (Tier 3)
- Deadlines
- Roughs/Sketches
- Membership Questions
- Where Can I Find _____?
- Off Season Weekly Assignment
- Game Night
- Eligibility For Con Representation
- Feedback
- Meeting Times
- Questions About The Team in General
- Computer Problems
- Leaving the Team / Change in Availability
- Expectations/Responsibilities
- If You Have A Problem With Another Member

Co-Members:
- If On A Project With Another Member
- Technical Questions (Tier 2)

KP:
- On Season Weekly Videos
- Only If Given Explicit Direction to Contact via Your Head

Team KP Chat Rules/Skype Names
We have multiple chats via Skype for every department for specific questions or general socialization. Each person will be put in two chats, one for their department, and one for the whole production team. Please change your Skype name (if possible) to include your department title, for example if "John Smith" is an artist he would be "John Smith [Artist]". This helps with organization between everyone. Heads are "John Smith [Team KP: Head Artist]" in case they have to go outside the production team for questions. Big projects also have their own skype chats for convenience and for their weekly group calls. General rules about social graces apply to the chats, please use common sense.

- Please refrain from excessive curing, and ALL CAPS USE.
- All material posted must be of a PG-13 rating, remember we have minors on the team. So no posting of the obvious gore, sexual themes, ect.
- If posting images, DO NOT post/send an image directly in the Skype chat, use a secondary source for sharing (anything that produces a link).
- Spoilers are allowed, as long as all outside media is marked "SPOILER" and the spoiler is not disclosed in the chat.

We highly recommend getting Skype mobile if possible for the fastest communication possible.

Press/Convention Press Policies
In the case that anyone from the team is approached online to give insight to press sources (Equestria Daily, ect.) about how the team works or questions, they must ask their department head for approval before agreeing.. **Under no circumstances** can one individual reflect the whole team unplanned, as this can eventually lead to miscommunications and problems. We want to try to avoid those if possible.

For conventions, if a press team is needed, we request that individuals on the team bring their own equipment if possible. It is your job to either take notes or get as much footage as they can. After the convention, we either save individual clips for use on the weekly videos, or sometimes put together a big video celebrating to convention if pre-established. If you are on press, please be courteous, professional and kind to anyone that approaches you.

Panelist Opportunities:
        If you wish to be a panelist at an "Reviewing With ILoveKimPossibleAlot" panel, you must meet the following requirements:
- Must be comfortable speaking in front of a crowd (at least 50 people).
- Working on the Team for at least 6 months and/or in a leadership position.
- Must have worked on at least 4 projects (Note: only 1 complete long project for animators (4-6 months duration) and/or a combination of smaller projects.)
- Guaranteed attendance to the convention where the panel is pitched regardless of panel position.
- Approval from KP.
- Must meet minimum age panelist restrictions for panelist (varies by con).
- If there are an influx of people interested on the panel, people with the longest time period, past panel experience and leadership positions have priority.

By signing this I signify that I have read and understand the code of conduct, including the KP Assets License Clause, and the Strike System. In addition to this I agree to store all Team KP assets, received or created, in a place that only I have access to that is a private source and not available or subject to possible distribution whether by intent or mistake. This represents that all information given on applications and interviews is correct and honest to my best knowledge. I understand that strong violations of this agreement grants immediate permission of dismissal upon which will be determined by management. KP and the current leadership members reserve the right to dismiss any individual who disrupts the function of the team as a whole or is in violation of the Code of Conduct. I understand that this is a volunteer job and I will not, and should not, expect financial reimbursement for any resources invested in this organization.

Cosigner Full Name:

_____   DATE:_____/_____/_____

Cosigner Signature:

_____

Full Name:

_____   DATE:_____/_____/_____

Signature:

_____