

Spoon's Voices Code of Practice



DEFINITIONS

AGENT

The individual or Corporation tasked with the general representation, procurement of work, management of information and work-related assistance/advising of the Performer as it pertains to the entertainment industry.

PERFORMER

An individual, also referred to as talent or artist, either seeking representation or currently represented by the Agency via verbal and/or written contract, within the entertainment industry.

PRODUCTION

The company, corporation, organisation and/or their representatives that controls, administers, directs, and is responsible for the hiring of Performers, whether or not he, she, or it is or will be an owner of copyright of the finished product.

The Agent/Performer relationship is not considered an employer/employee relationship.

The Performer is considered a self employed contractor, employed by Production and/or their representatives.

GENERAL

EQUAL OPPORTUNITY AGENCY

The Agency proudly represents and will strive to acquire bookings for any Performer regardless of age, race, sex, creed, colour, sexual orientation, gender identity, disability, or national origin, as requested by Production and/or their representatives.

FREEDOM FROM PERSONAL HARASSMENT

The Agency abides by an in-house zero tolerance policy regarding discrimination and harassment, including but not limited to sexual, racial or personal harassment and violence.

FREEDOM TO ADVERTISE

The Agency reserves the right to selectively advertise its services to the public through various media.

AGENCY COMMUNICATIONS

The Agency manages communications with the Performer via multiple channels, including but not limited to telephone based, web based, SMS/RCS based and others. We strive to utilise the latest, most reliable and efficient communications available for the Performer.

AVAILABILITY TO THE PERFORMER

The Agency strives to maintain a high level of availability to all Agency Performers for consultation via the communication methods described above. For prospective and existing Performers, web based communications are the primary means of communication; managed and responded to in the most efficient and reasonable time frame. This primary means of communication helps save the Performer valuable time and expedites Performer support.

WORKING ON THE PERFORMERS BEHALF

The Agency is tasked with the general representation, procurement of work, management of information and work-related assistance of the Performer as it pertains to the entertainment industry. This includes but is not limited to:

- Performer submissions to Production/production representative(s) for suitable roles
- Information management critical to Performer success
- Resolution of performance category & payment errors/disputes

PERFORMER CONFIDENTIALITY

The Agency will maintain Performer confidentiality at all times with the exception of Production officials such as Casting Directors or other Production representatives for the purpose of representation on the Performers behalf.

In the event of a significant breach of Agency Codes & Standards, or the law, Production officials, Equity, and/or law enforcement may be given access to all relevant Performer information.

ON-SET / STUDIO COMMUNICATIONS

At times and when required, Agency representatives may be present at a studio or on set. At no point will these representatives discuss specific business-related matters with prospective Performers looking for representation with the Agency, while on location. Proper channels of communication are required in these circumstances, which include email and phone communication.

AGENCY WORKSHOPS/COURSES

From time to time the Agency may offer courses and/or workshops specific to the entertainment industry. They are not a requirement for representation nor does their successful completion in any way imply a guarantee of work.

WORK & PAYMENTS

- The Agency will make no work guarantees to prospective or current Performers at any time.
- Upon registration, the Agency will confirm with the Performer that all associated Agency fees, including registration amounts, commission rates, expected payment timelines and penalty fees are understood and agreed to, as it relates to Agency representation.
- The Agency will always issue a statement / receipt to the Performer, upon receiving payment.

Any further questions can be submitted by contacting us in writing or via phone:

Spoon's Voices trading as FAADA LTD,

85 Great Portland Street, First Floor, London, W1W 7LT, United Kingdom

talent@spoonsvoices.com

+44 2070303771