

## BAFTA Codes of Conduct

Below is a general Members' code of conduct that should be respected at all times.

### Code of Conduct

#### By accepting membership of the Academy, I agree to:

1. Support the Academy's published charitable aims and objectives including by sharing my expertise with other members and the public through attending events and contributing to learning activities and initiatives (where appropriate) as part of the Academy's charitable remit.
2. Allow BAFTA staff to contact me to keep me informed about BAFTA activities and initiatives.
3. Abide by the Academy's Codes of Conduct for Events, Screenings and Awards Campaigns.
4. Treat with courtesy (whether in person, in writing or on the telephone) all Academy staff and employees, fellow members and their guests, and all associated personnel on Academy premises, or at any screening or event held elsewhere by the Academy or on the Academy's behalf, or as part of an Awards campaign.
5. Behave in an appropriate manner on Academy premises and at any screening or event held elsewhere by the Academy or on the Academy's behalf.
6. Refrain from soliciting guest lecturers, participants in Q&A sessions, fellow members or other Academy guests to accept scripts, or any other business materials, and from requesting autographs or photographs either at Academy premises or at any Academy event held elsewhere (including private events organised as part of an Awards campaign).
7. Respect the rules of film companies, broadcasters and venues (and their representatives) who put on screenings, Q&A sessions and other events, on the understanding that these are private events to which Academy members and Academy guests are invited for voting or educational purposes, and not a right of membership.
8. Note that Academy membership cards are for the use of the member only, and may not be altered or duplicated in any way nor loaned to other parties, including family members or friends. Membership cards remain the property of the Academy and must be presented or surrendered upon request. Membership cards must be swiped or shown when using 195 Piccadilly or attending screenings and events.
9. Pay membership dues within the specified time frame or risk cancellation of membership.
10. Accept that no member may speak for the Academy, or make commitments on its behalf without the authority of the Board.
11. Have my name kept on a register of members' names which will be printed in a membership directory and on the Academy website.
12. Be responsible for the behaviour of my guest(s) on Academy premises and at any screening or event held elsewhere by the Academy or on the Academy's behalf.

Any member judged to have breached this Code of Conduct in any way will be subject to review by the Board and may face disciplinary action, including suspension or termination of membership, in accordance with the rules and constitution of the Academy. Please refer to the Academy's Disciplinary Code which is an extract of our Constitution dealing with disciplinary procedures. Any additions or adjustments to this and other Codes of Conduct must

be adhered to. In addition, any member of a BAFTA branch must adhere to all bylaws of the relevant branch. Please ask your local membership department for details.

## **SUB-CODES OF CONDUCT**

### **ACADEMY SCREENINGS AND EVENTS**

**This sub-code applies to all Academy screenings and events.**

**The Academy's screenings and events programme is designed to provide members with the best possible viewing experience for voting and educational purposes.** For this reason, we ask members and their guests to abide by the following rules:

1. Latecomers may not be admitted.
2. The use of cameras or recording equipment of any kind is strictly prohibited at screenings and events without the prior authorization of the Academy. Any notes or authorized photographs or recordings taken during an event cannot be published in any form without the authorisation of the Academy.
3. Attendees should not disrupt or disturb the viewing experience of others. Therefore:
  - a. Mobile phones and electronic devices must be switched off completely throughout the screening (and for screenings followed by a Q&A, the duration of the interview) or event.
  - b. There should be no talking during screenings.
  - c. For screenings, attendees should remain in their seats until the end of the closing credits. For screenings followed by a Q&A, members should remain for the duration of the interview.
4. For screenings and events in the Princess Anne theatre at 195 Piccadilly, attendees who need to leave in an emergency- which is not a general evacuation- are asked to leave by the door at the back of the auditorium and not the door by the stage. For screenings and events elsewhere, please observe the rules of the venue, as indicated through signage or verbal request.
5. No food or drink is allowed in the Princess Anne Theatre at 195 Piccadilly, except for water in plastic bottles. For screenings and events elsewhere, please observe the rules of the venue, as indicated through signage or verbal request.
6. Please keep feet off seats.
7. If you are unable to attend the screening or event, please cancel your booking with appropriate notice so that other members have the opportunity to take your place. Members who fail to attend screenings or events without cancelling their booking with appropriate notice may be prevented from booking in future.
  - a. *(For screenings and events in England)* Members must cancel their booking (including guest tickets) by 6pm on the day before the screening or event. Members who miss two screenings without cancelling within a 30 day period will be suspended from online booking for 60 days.
  - b. *(For screenings and events in Scotland, Wales and the USA)* Please check with your local membership department for details of current cancellation rules and penalties.

8. Members may book for themselves and one guest unless otherwise stated. Bookings are non-transferable, and unaccompanied guests are not permitted.

9. Screening and event bookings are allocated as fairly as possible and members should not request preferential treatment.

In order to preserve high standards, we ask members to actively enforce the above rules. Please contact the Membership Department if you witness inappropriate behaviour or any conduct in contravention of these rules. Any members who break these rules will be contacted by the Academy and disciplinary action may be taken.

## **ACADEMY CAMPAIGNS**

**This sub-code applies to members registered to vote in our Awards: if you have opted to receive additional information relating to the British Academy of Film and Television Arts Awards from outside parties, you have agreed to be bound by the Code of Conduct set out below.**

Please note: "Screener" refers to any content entered into the British Academy of Film and Television Arts Awards which is provided to voting members on any format, including content distributed electronically.

1. Screeners are provided solely to help inform members as they vote. If you do not exercise your vote, you may not be eligible to receive them in future.

2. If you RSVP to attend a screening organised by an entrant (rather than BAFTA) and fail to attend, the organiser may permanently remove your name from their mailing list for future screenings.

3. Members may be given access to content pre-release either through screenings or screeners. This content is for voting or educational purposes only. Members should assume, unless told otherwise, that a reporting embargo is in place and refrain from publishing or posting reviews or details of the film, programme or game.

4. Screening invitations are non-transferable, and must not be forwarded or shared.

5. Screeners should be treated as a supplement to the other opportunities to see the entered content. As screeners and screenings represent only a portion of the entries, voting members must undertake to view eligible material throughout the year (by attending the cinema, watching television, playing games etc as appropriate).

6. The delivery of screeners, screening invitations or other relevant voting materials from outside parties is provided at the discretion of the entrants and are not guaranteed to every voting member; they should therefore not be considered to be a right or benefit of membership. Budget constraints may mean that on occasion they are sent only to members in a particular area or to a random selection of members.

7. Neither the Academy nor outside parties can enter into correspondence regarding the distribution of specific screeners or screening invitations.

8. Any reports of members behaving abusively toward Academy staff or staff of outside parties will result in such members losing their voting rights and may lead to further disciplinary action.

## **Screener Agreement**

**Any screener provided to a BAFTA member is subject to the following terms:**

1. Screeners are provided for promotional commercial purposes only, specifically for personal viewing for consideration for the Orange British Academy Film Awards.
2. Any screener sent remains the property of the distributor who has provided it, who may request its return (at their cost) after the Orange British Academy Film Awards;
3. If distributors have not requested their return, unwanted screeners must be destroyed or safely disposed of.
4. Screeners must not be distributed, loaned, sold or given to anyone and not reproduced by any means.
5. Any theft or loss of screeners must be reported to the Academy immediately.

Any breach of this agreement may result in loss of membership of the British Academy of Film and Television Arts, and if appropriate, legal action.

### **195 PICCADILLY**

**This sub-code applies to the facilities at 195 Piccadilly, which are available to Full members of the Academy, and to Associate (England) members.**

1. Members must swipe their membership card either at the front door, in the lift or at reception when entering the building.
2. All guests must be signed into reception by the member. Unaccompanied guests are strictly not permitted in the members' bar and restaurant.
3. Members may sign in up to four guests at a time to the members' bar and restaurant. Members wishing to bring more than four guests may do so by prior agreement of the General Manager.
4. Members are eligible for a range of discounts on room hire for personal bookings, and corporate bookings if their company satisfies the published industry rate criteria.

The member booking the event must be the contracting party with BAFTA Management Limited and be the person paying the invoice.

The benefit of discounted rates cannot be passed onto third parties by the member, unless acting on behalf of a client who also fulfils the industry rate criteria: in this case, members may not use the benefit of the discounted rate for commercial gain (ie the full benefit of the discounted rate must be passed on to the client).

## **CODE OF CONDUCT for MEMBERS IN GOOD STANDING of BAFTA in NEW YORK**

In addition to adhering to the overall Code of Conduct of the British Academy of Film and Television Arts (the “Academy”). Every member of the British Academy of Film and Television Arts in New York (“BAFTA in New York”) will abide by the following Sub-Code specific to the New York branch.

Application and interpretation of the Sub-Code of Conduct will be determined by the Board of BAFTA in New York in its sole discretion. Any member not adhering to these principles and policies may be subject to review by the Board and may face disciplinary action, including but not limited to suspension or termination of their membership, in accordance with the bylaws of the Academy and additionally as defined in this Sub-Code of BAFTA in New York. In the event of a discrepancy between the overall BAFTA Code of Conduct and the Sub-Code of BAFTA in New York regarding conduct and penalties related to BAFTA in New York events, the Sub-Code shall prevail.

Comments or questions may be brought to the attention of BAFTA in New York in writing, by email, or by telephone, directed to the Chairman or Chief Executive of BAFTA in New York, or if relating to a specific committee’s activities, to the chair(s) of that committee.

**Every member of BAFTA in New York will, at all times:**

1. Pay their dues within two months of their renewal date. All paying members will receive at least three email reminders regarding their renewal.
2. Note that BAFTA in New York membership cards are for the use of the member only and are not transferable. They may not be altered or duplicated, nor loaned or given to other parties including family members, friends, or members of the press.

### **Screenings and Other Events**

1. Members are asked not to register for a screening unless they are reasonably certain that they will attend, as reserving seats they will not be using prevents other Members from being able to register.
2. Cancellations for members and guests will be closed at midnight prior to the screening. For weekend screenings, the cutoff time is noon on Friday. Members who do not cancel prior to this time will be recorded as no-shows.
3. Two no-shows or three cancellations within a thirty-day period will result in a member being blocked for at least thirty days from being able to register for screenings or events until 48 hours prior to the event. Repeat offences will result in a 90-day suspension of early registration privileges.
4. No-shows and cancellations shall be counted by the number of screenings or events missed, not the total number of seats reserved. However, persistent and excessive guest cancellations will be subject to review.
5. Members generally need not worry about changing a guest’s name on the RSVP list if there is a late switch. However in certain circumstances, for security purposes, the name

of the guest will be required to be entered into a master security list. The invitation will make it clear when names are required.

6. A printed confirmation will be required if a registration was made on the day of the screening or event.
7. Members will be required to show their current BAFTA membership card at check-in and a confirmation will additionally be required if a reservation was made on the day of the screening. They should be prepared also to show a valid photo ID if asked.
8. Members are responsible for making sure that they and their guests are checked in, so that they will not be counted as no-shows.
9. All screenings will start at the scheduled start time. The check-in desk will close five minutes before start time to allow everyone to find a seat. If the check-in desk has closed when a member arrives, that member will be counted as a no-show. Members may not request or demand that their name be checked off on the reservation list after the check-in desk has closed.
10. Inappropriate behavior by Members or their guests is not acceptable. Any Member who has an issue at a BAFTA screening or event may take the matter up with a Screening Committee member or Board member in attendance, or afterwards via email sent to [screeningadminny@bafta.org](mailto:screeningadminny@bafta.org).

### **For Full Members**

For the purposes of voting for the British Academy Awards, BAFTA provides distributors with a mailing list of voting Full members for distribution of materials such as screeners and screening invitations. "Screeners" includes both material sent to members on DVD, and material made available online for streaming or downloading.

Voting members of BAFTA in New York agree to abide by the Academy's Code of Conduct regarding screeners <https://www.bafta.org/members/codes-of-conduct.html>

A member who does not exercise his or her vote may not be eligible to receive screeners in the future.

**BAFTA in New York, Sub-Code October 1, 2011**