



OFFICIAL ELEMENT ESPORTS POLICY

STAFF AND MEMBER CONDUCT POLICY

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POLICY OWNER	ELEMENT ESPORTS LEADERSHIP

Element Esports is the non-FPS sister organization of ADHD Esports. This edition preserves the shared leadership and operating standard while applying Element branding, contacts, community structure, and game scope.

Role terminology: formal position names govern authority and responsibility. Element-themed names are friendly Discord display roles only unless a written appointment states otherwise.

1. **PURPOSE** Element Esports expects people to represent the organization with integrity, dignity, competence, accountability, and respect. This policy defines the minimum conduct expected of appointed members and the additional duties that come with leadership, staff permissions, confidential access, public affiliation, control of resources, or responsibility for another person.
2. **SCOPE** This policy applies to Ownership, Management, department heads, team leads, staff, formal players, Academy and Development players, creators, volunteers, contractors when incorporated by agreement, and any person authorized to act for Element Esports. It covers organization-controlled spaces, work, competition, events, accounts, public representation, and outside conduct when there is a meaningful connection to safety, safeguarding, trust, operational access, partner obligations, or the person's ability to serve.
3. **RELATIONSHIP TO OTHER STANDARDS** The Staff & Player Handbook supplies the shared ethical and procedural baseline. Community Standards govern public and community spaces; Competitive Integrity governs competition; specific safety, safeguarding, minor, privacy, travel, brand, conflict-resolution, discipline, and agreement terms control their subjects. A stricter valid law, platform, publisher, tournament, or partner requirement controls when applicable.
4. **ETHICAL DUTY** - Use authority, access, information, resources, and organizational identity only for legitimate purposes. - Treat people with dignity regardless of role, performance, popularity, identity, diagnosis, or personal relationship. - Communicate honestly, correct material mistakes, disclose conflicts, and avoid deceptive or retaliatory conduct. - Protect minors, vulnerable participants, private information, accounts, money, equipment, and organizational credibility. - Report serious risk in good faith and accept review of decisions without destroying evidence or pressuring participants.
5. **RESPECTFUL AND PROFESSIONAL COMMUNICATION** Communication may be direct, urgent, corrective, informal, or competitive without becoming abusive. Do not demean, ridicule, scream at, threaten, sexually harass, repeatedly target, publicly humiliate, or organize hostility against another person. Feedback should identify the behavior, work, decision, or result; leaders should give sensitive correction privately when practical.
6. **HARASSMENT, DISCRIMINATION, AND RETALIATION** Harassment, discriminatory abuse, hostile sexual conduct, stalking, unwanted repeated contact, doxxing, coercion, and retaliation are prohibited. No person may punish, isolate, demote, threaten, expose, or interfere with someone for reporting, requesting help, participating in review, seeking accessibility, taking approved time away, refusing clearly prohibited conduct, or raising a good-faith disagreement.
7. **VIOLENCE, THREATS, AND SAFETY** Violence, credible threats, swatting, intimidation, weapon threats, dangerous stunts, and conduct creating an unreasonable safety risk are prohibited. Immediate danger belongs first with emergency or appropriate external services. Leadership may separate people, limit access, preserve records, or pause duties while risk is assessed.
8. **SAFEGUARDING AND MINORS** Adults must follow observable, role-based, age-appropriate boundaries with minors. No grooming, sexual interaction, secret relationship, private gift intended to build dependency, request for intimate content, or instruction to conceal communication is permitted. Guardian permission and Academy, Development, or creator eligibility do not reduce safeguarding duties. Suspected exploitation or abuse must be escalated under the Safeguarding Policy without vigilante investigation.
9. **PRIVACY AND CONFIDENTIAL INFORMATION** Access personal, competitive, partner, applicant, personnel, health, financial, identity, report, investigation, credential, and strategy information only when the role requires it. Do not gossip, expose, threaten to reveal, scrape, export, or reuse private information for leverage. Use approved channels and share on a need-to-know basis. Confidentiality does not prohibit good-faith reports to appropriate authorities or professional advisors.
10. **ACCOUNTS, CREDENTIALS, AND SECURITY** Use unique passwords and multi-factor authentication where available. Never share personal credentials, reuse another person's account, bypass permissions, install unapproved automation, or retain access after the need ends. Report compromise, suspicious login, lost equipment, mistaken disclosure, excessive permissions, or credential exposure promptly. Organization accounts and records must remain recoverable by authorized leadership.
11. **AUTHORITY AND SUPERVISORY CONDUCT** Authority exists to coordinate people and protect the mission, not to demand personal loyalty, suppress criticism, obtain favors, pursue relationships, or create unofficial punishment. Leaders

must stay within assigned authority, explain material expectations, document consequential instructions, avoid favoritism, and transfer decisions when personally conflicted. Higher position creates greater responsibility, not immunity.

12. REASONABLE DIRECTIONS AND THE DUTY TO REFUSE IMPROPER INSTRUCTIONS Members should follow lawful, safe, role-related, and reasonably clear directions from authorized leaders. A member may pause and seek clarification when an instruction appears outside authority, unsafe, unlawful, contrary to policy, deceptive, retaliatory, or likely to compromise competition, privacy, safeguarding, accounts, or evidence. Refusal of clearly prohibited conduct must not be punished.

13. CONFLICTS OF INTEREST AND RELATIONSHIPS Disclose a personal, financial, romantic, family, sponsor, opponent, vendor, betting, or outside-organization relationship when it could influence or appear to influence an Element Esports decision. A person should not control selection, discipline, compensation, purchasing, reporting, or review involving a close relationship when another qualified decision-maker is available. Relationships are not automatically misconduct; concealment, coercion, favoritism, and abuse of power are.

14. RELIABILITY, ATTENDANCE, AND VOLUNTEER CAPACITY Current roles are volunteer-only unless a separate signed agreement states otherwise. Members should accept realistic assignments, monitor designated channels, communicate deadlines and absences early, complete agreed work or arrange handoff, and avoid disappearing with critical access or records. Health, disability, school, employment, family, military, caregiving, and burnout needs should be handled through reasonable planning rather than shame or retaliation.

15. COMPETENCE, TRAINING, AND ACCESSIBILITY Use only permissions, tools, systems, equipment, and decision authority for which you are trained or supported. Ask for help before a preventable mistake becomes a larger risk. Leaders should provide clear role information and reasonable access to policies, procedures, and training. Element Esports will consider practical accessibility adjustments within its capacity and does not require disclosure beyond what is reasonably needed.

16. PUBLIC REPRESENTATION AND SOCIAL MEDIA Members may express personal views but must not falsely present them as official Element Esports positions. Do not announce confidential rosters, partners, investigations, discipline, prizes, financial information, or strategic decisions without approval. Do not use the organization identity to threaten critics, attack another organization, mislead the public, or promise authority, jobs, products, sponsorships, or outcomes you cannot grant.

17. BRAND, CONTENT, AND INTELLECTUAL PROPERTY Use current approved marks, templates, sponsor assets, music, footage, photographs, game assets, and licensed material. Follow the Brand Guidelines and obtain approval for official announcements, seasonal logo variations, sponsor activations, paid promotions, merchandise, and material alterations. Do not claim ownership of another person's work, strip credits, publish unreleased source files, or retain commissioned assets against authorized offboarding instructions.

18. PARTNERS, SPONSORS, GIFTS, AND ENDORSEMENTS Treat partners and vendors accurately and professionally. Do not promise deliverables, discounts, exclusivity, appearances, data, inventory, or access without authority. Disclose gifts, referral benefits, side deals, affiliate relationships, or competing sponsor interests that could affect judgment. Required advertising and affiliate disclosures must be clear and compliant with platform and legal rules.

19. MONEY, PURCHASES, PRIZES, AND FUNDRAISING Only authorized people may collect, spend, reimburse, allocate, transfer, or promise organization funds, prizes, donations, fees, or purchases. Keep approvals, receipts, terms, and ownership clear. Do not commingle funds improperly, invent fees, solicit money through personal pressure, alter records, use organization resources for undisclosed personal benefit, or withhold funds as punishment outside executed terms and applicable law.

20. EQUIPMENT, PROPERTY, AND RECORDS Use organization and loaned property carefully and only for approved work. Do not sell, pledge, alter, lend, discard, or deny reasonable return of equipment, credentials, source files, records, codes, or other property. Create accurate operational records, preserve required documents, and never falsify approvals, times, scores, expenses, permissions, reports, or official communications.

21. SUBSTANCES AND IMPAIRMENT Do not perform safety-sensitive, public-facing, financial, administrative, competitive, driving, travel, or supervisory duties while impaired in a way that creates material risk. Follow event, tournament, travel, and

law requirements. Lawful health information should remain private and be shared only through an appropriate route when an accommodation or safety plan is needed.

22. COOPERATION, REPORTING, AND EVIDENCE Respond honestly to proportionate requests for organization records or information within your control. Preserve relevant messages, files, account logs, approvals, and equipment when a concern is raised. Do not coordinate stories, intimidate witnesses, coach false responses, destroy evidence, or conduct an unauthorized investigation. Use Report a Concern or the next uninvolved leadership level for serious matters.

23. OFF-DUTY AND OFF-PLATFORM CONDUCT Element Esports does not control every lawful private choice. Outside conduct may be reviewed only when there is a meaningful organizational connection, such as public representation, safety, safeguarding, targeted harassment, threats, doxxing, fraud, cheating, account security, confidentiality, partner obligations, discriminatory abuse, or a demonstrated inability to perform the role responsibly. Rumor, unpopular opinion, or personal dislike alone is insufficient.

24. CORRECTIVE ACTION AND APPEAL Potential violations follow the Discipline & Appeals Policy. Protective access changes may occur before a final finding when necessary. Ordinary first-time performance or communication concerns should generally begin with clarification or coaching; serious or repeated misconduct may justify stronger action. A directly affected person may appeal a formal outcome on the grounds and timeline defined by that policy.

25. ACKNOWLEDGMENT AND LEADERSHIP EXAMPLE Every member is responsible for reading the standards applicable to their role, asking questions when unclear, and updating leadership when circumstances affect safe or reliable service. Owners, managers, department heads, and team leads must model the policy, accept scrutiny, correct mistakes, and avoid creating one set of rules for insiders and another for everyone else.

APPENDIX A - CONDUCT DECISION CHECK - Authority - Is this action within my role and properly approved? - Purpose - Does it serve the organization rather than a personal dispute or benefit? - Dignity - Would I communicate or decide the same way if the relationship or status were different? - Safety - Does it protect minors, privacy, accounts, evidence, and vulnerable people? - Conflict - Should I disclose a relationship, interest, gift, or benefit and step aside? - Accuracy - Are the facts, records, claims, approvals, and public statements honest and complete enough? - Record - Does this instruction, purchase, access change, warning, approval, or outcome need to be written? - Review - Would I be comfortable explaining the decision to an uninvolved responsible leader?

APPENDIX B - MEMBER ACKNOWLEDGMENT I acknowledge that I received access to the Element Esports Staff & Member Conduct Policy, understand how it relates to the Staff & Player Handbook and role-specific standards, know where to ask questions and report concerns, and accept responsibility for following the requirements applicable to my role. This acknowledgment does not create employment, wages, benefits, tenure, or a guarantee of continued appointment.

APPENDIX - DISCORD ROLE DISPLAY NAME CROSSWALK

These themed labels make the public community more approachable. They do not independently grant authority, employment, compensation, access, or a formal appointment. The formal position controls policy interpretation.

DISCORD DISPLAY ROLE	FORMAL POSITION / COMMUNITY GROUP
Primordial Flame	Owner / Founder
Echo of Ember	Executive Director / Co-Owner
Heart of the Storm	Community Lead
Vision Weaver	Creative Lead
Windspeaker	Social Media Lead
Bridgewalker	Creator Liaison
Stonecaller	Team Builder
Elementals	Moderators
Stormforged	Competitive Players
Lightwoven	Creators
Aetherkind	VIPs and Friends
Kindred Sparks	Supporters
Driftlings	General Community Members

Questions, reports, and requests for the current controlled copy: contact@elementesports.com