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Field Employee Handbook



From the President

Welcome to Program Productions, Inc. ("PPI"). This Field Employee Handbook ("Handbook") has been prepared to inform you of the expectations we have of our employees and to summarize some of our policies and procedures.

Although no handbook can cover all situations, we believe that this Handbook will answer many questions you may have about our Company. This Handbook applies to all field employees retained by PPI and we therefore encourage you to familiarize yourself with the contents as soon as possible. If you have any questions, whether about this Handbook or something that is not covered, you should contact our Human Resources department for clarification at 630-282-0147.

We place special emphasis on our employees as individuals and firmly believe that each of you contribute directly to our Company's growth and success. We hope that your experience with PPI is challenging, enjoyable and rewarding.

Robert E. Carzoli
President and CEO
Program Productions, Inc.

I. Introduction

Company Overview

PPI is one of the nation's leading providers of live event production support and labor management services for major broadcast networks, as well as clients in sports, entertainment, concerts, conventions, corporate functions and digital media. We are a team bonded by our personal dedication to delivering quality service and meeting the needs of our clients.

Purpose of the Field Employee Handbook

This Handbook is designed to acquaint you with PPI and to provide you with basic information about our policies and procedures. It is not all-inclusive but is intended to provide you with a summary of our employee policies. It is a guide only and does not, and is not intended to, form an employment contract.

Since no handbook can anticipate every circumstance or question, if you have any questions after reading this Handbook, you are encouraged to contact Human Resources.

This edition replaces all previously issued handbooks, policies, or procedures which may have been issued. The provisions contained in this Handbook may be modified or discontinued by PPI at its discretion and at any time without prior notice. Any amendments to this Handbook will be made available to you on our website.

PPI strives to fully comply with all applicable federal, state and local laws. If any portion of this Handbook is found to be in conflict with an applicable law, the applicable law will prevail. It is the further intent of PPI to be in full compliance with any applicable union agreements and if there are any conflicts between this Handbook and any applicable union agreement, the provisions contained in the union agreement(s) will prevail.

Employment

AS AN EMPLOYEE, YOU HAVE THE RIGHT TO CHOOSE WHERE YOU WORK AND TO END YOUR EMPLOYMENT WITH YOUR EMPLOYER FOR ANY REASON, WITH OR WITHOUT NOTICE. YOUR EMPLOYER ALSO HAS THE SAME RIGHT.

YOUR EMPLOYMENT AT PPI IS AT-WILL AND FOR NO DEFINITE PERIOD OF TIME. NEITHER THIS HANDBOOK NOR ANY OTHER DOCUMENTS CIRCULATED TO EMPLOYEES, NOR ANY VERBAL OR WRITTEN STATEMENTS MADE BY MANAGEMENT, ARE INTENDED TO CREATE OR TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED.

As with any employer, PPI has the right to manage its employees to maintain and improve the efficiency and quality of the work. PPI therefore has the right to determine the size and composition of the workforce, the hours to be worked, and the manner in which the work will be done. Your hours will vary according to the needs of PPI and the demands of the client. There is no guarantee of minimum hours per pay period.

II. Company Policies

Equal Employment Opportunity

We are dedicated to the principals of equal employment and are committed to providing a work environment that is free of discrimination of any kind. It is our policy that all applicants and employees will be treated fairly, without regard to race, color, age, religion, national origin, disability, sexual orientation, marital status, disability or any other status protected by law. Applicants and employees will be considered solely on the basis of merit and their ability to perform.

Harassment Prevention Policy

It is PPI's policy to provide a work environment that is free from sexual, racial or any other unlawful form of harassment. Sexual harassment may take many forms, including unwelcome sexual advances, verbal or physical conduct of a sexual nature that is made a condition of employment or the basis for employment decisions, or conduct which creates an intimidating, hostile or offensive work environment. Racial harassment can also take many forms, including racially derogatory language or conduct which creates an intimidating, hostile or offensive work environment. Other examples of harassing communications or conduct include, but are not limited to:

- Written harassment, such as cartoons, posters, calendars, notes, letters, emails;
- Verbal harassment, such as comments, jokes, foul or obscene language, gossiping or questions about another's sexual orientation; and
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, or brushing up against another's body.

All employees are responsible for ensuring that PPI's Equal Employment Opportunity and Harassment policies are followed in all employment-related matters. It is your responsibility to immediately report a violation of this policy to either your supervisor or Human Resources. If you feel you cannot go to either of these individuals, you should report the policy violation to the President of PPI. Your complaint will be kept as confidential as practicable. The President will start an investigation and prompt, appropriate remedial action will be taken. PPI prohibits any form of retaliation against any employee for reporting a violation of its policies or for assisting in an investigation. Violations of any aspect of this policy may result in disciplinary action, up to and including immediate termination of employment.

Americans with Disabilities Act

PPI is also committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, including providing reasonable accommodations when appropriate. It is your responsibility to notify the Human Resources Department if you are in need of an accommodation. Upon doing so, PPI Management may ask for further input from you on the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when

appropriate, we may need additional information from your physician or other medical or rehabilitation professionals.

Substance Abuse Policy

PPI is committed to maintaining a safe, healthy and efficient working environment for its employees, clients, and the public. Employees impaired by alcohol or other drugs during work hours pose safety and health risks, not only to themselves, but also to others. Therefore, as part of PPI's commitment to ensure a safe working environment, the use of alcohol, drugs, and/or controlled substances illegal under either federal or state law, that result in physical or mental impairment is strictly prohibited. Likewise, the illegal possession, manufacture, use, sale, or transfer of a controlled substance by employees during work hours is prohibited. Violations of any aspect of this Substance Abuse Policy will be reviewed by our Human Resources Department and could result in immediate termination of employment.

Alcohol and Drug Testing Policy

At the discretion of PPI Management, drug and/ or alcohol tests may be administered at any time, including after any accident. If test results indicate evidence of alcohol or drug use, such results may be considered misconduct and subject to disciplinary action, up to and including termination.

Prior to testing, PPI requires that the employee sign a consent form. Any employee who refuses to sign the consent form or submit to testing may be subject to disciplinary action, up and including termination.

Qualified facilities and laboratories will administer the drug and alcohol tests and proper chain of custody procedures will be followed to assure the validity of the test results. If an individual's employment status may be affected, a second confirmation test will be done. All records and information about drug testing and test results will be treated as private and confidential.

This policy may be superseded by an applicable union agreement.

Workplace Violence Prevention Policy

PPI has a zero tolerance for violent behavior or the threat of violent behavior against anyone in the workplace, whether directed against other employees, clients, the facility, spectators, or any other third party. Violent behavior includes, but is not limited to, any act or threat of physical, verbal or psychological aggression, and/or the destruction or abuse of property by an individual. Threats may come in many forms; they may be veiled, or conditional threats (e.g., I will harm you if you don't do something), and they may be written or verbal. However, both violence and the threat of violence result in intimidation, harassment, and endangerment of the safety of other people and property and, as such, will not be tolerated.

Employees, who believe they have been subjected to behavior prohibited by this Workplace Violence Policy, or who have observed any such behavior, are required to report the incident immediately to their supervisor and PPI Management. The report will be investigated and appropriate action taken.

Any violation of this policy, including instigation of workplace violence or failure to report, may result in disciplinary action, up to and including termination.

Possession of fireworks, a firearm or other weapon of any kind is strictly prohibited anywhere in the workplace, including any adjacent facilities.

Travel Policy

PPI will approve and arrange all travel for employees in accordance with our travel policy. Travel arrangements made outside of PPI's travel office are permitted only in urgent situations and still must comply with Company travel policies, such as choice of flights, seating arrangements, hotel rooms, and type and model of rental cars. Any changes to a travel itinerary must be approved by PPI's Travel Department or Crew Coordinator.

Employees are responsible for any charges that arise from their own special requests, including changes to travel itineraries and/or any charges incurred outside of PPI's travel policy (including but not limited to, additional charges for airline upgrades, flight changes, air-phones, in-room movies, internet usage, rental car upgrades, hotel phone calls, GPS services, and cell phone roaming charges). PPI's insurance covers rental cars. Employees will not be reimbursed for additional insurance purchased from rental car companies.

Use of personal vehicles for authorized travel will be reimbursed at the standard rate published by and available from, the United States General Services Administration (U.S.G.S.A.) under the Privately Owned Vehicle Mileage Reimbursement Rates applicable to the market area. This mileage reimbursement covers all auto costs (e.g., gasoline, repairs, insurance) other than parking and tolls. Eligible mileage reimbursement will be market specific or covered by union contracts where applicable.

Employees are required to pay highway tolls in accordance with the law. You will be reimbursed for tolls paid provided you submit a receipt for each toll. Employees will be responsible to pay any unpaid tolls, related tickets, fines or other legal actions.

III. Company Procedures and Expectations

Employee Integrity

Employees are expected to treat co-workers, clients, and management with the highest level of respect. Employees shall be truthful in all forms of communication, billing and work practices. Any misleading statements or misrepresentations of any type, whether written or verbal, will not be tolerated.

Attendance and Punctuality

Because of the time sensitive nature of live events, punctuality is a must. In the event of unforeseen circumstances, please contact the crew Point of Contact (POC) and/or the crewing coordinator if you will not be at your assigned location at the designated time.

Cancellations

If PPI cancels an employee's assignment for any reason, the compensation due to that employee is set by the applicable union agreement. PPI encourages all union employees to familiarize themselves with the union agreement that governs their work for PPI. In the event the employee is not working under a union agreement, the compensation due to that employee will be governed by industry standards in the market area.

Overtime

PPI's work week is Monday through Sunday. Overtime pay is governed by the applicable union agreement. If no union agreement is in effect, then applicable state law or industry standards will be used.

Breaks and Meals

In most cases, a one-hour meal break is provided for crew scheduled for a full day who work the scheduled minimum day. However, the issues related to meals and breaks, payment for missed meals, and when the meals and breaks are due, are controlled by the applicable union agreement, including when payments are due and the requirements for approval of missed meals. If working in a non-union market, industry standards for meal breaks will be applied.

Short Turn-Around

The turn-around times, including what constitutes sufficient turn-around time, varies by market and the applicable union agreement.

Holidays

Holiday rules vary by the market and applicable union agreement.

Crew Replacement

In the event of an extreme personal emergency, that prevents you from fulfilling your assigned shift, you must contact your PPI Crew Coordinator or local crewer immediately via phone. The employee must give the reason for not being able to complete the assigned shift. The Crew Coordinator or local crewer will find a replacement for you. Only in extreme emergencies will you need to find your own replacement. If that occurs, all replacement personnel must be approved by PPI and the client prior to the start of the event when practical.

Expenses

PPI will reimburse employees for pre-approved expenses when you notify the PPI Crew Coordinator of the expense amounts via email or text within 24 hours of the event. The receipts for those expense amounts must be submitted to the PPI Crew Coordinator for reimbursement within 14 days of the event. Late reporting or submission of receipts will result in disapproval and you will not be reimbursed for the expense.

Credentials

Crew credentials permit access to the production and broadcast areas only. Crew credentials are not to be used for event seating. You are not permitted in the trucks or television compounds of stadiums unless you are scheduled to be working in those locations at that time.

When asked to work on several shows at the same venue, employees may be granted season credentials. Season credentials are not to be used by employees for any reason other than working the event for which they are scheduled. Of course, they are not transferable to an employee's family or friends. Any violation or misuse of any crew or seasonal credential will result in immediate revocation of the credential, a ban against the employee's further access to the area, and possible termination of employment.

Point of Contact (POC) Procedure

The Point of Contact ("POC") will receive the sign in sheet, exception report, and contact information from the PPI Crew Coordinator two (2) or more days prior to the event. The POC will print the sheets to post at the event site and will make sure all employees are present at the call time listed. If an employee has not arrived by the scheduled call time, the POC will attempt to reach the absent employee by phone. If the absent employee cannot be reached, the POC will call the local crewer and/or the PPI Crew Coordinator to obtain a replacement for the absent employee. The POC is also responsible for: assuring that exact in/out times, missed meals and signatures are present on the sign in sheet for each employee; assuring that exceptions, such as employee changes, rate adjustments, and director/producer approvals are reflected on the exception report; and returning sign in sheets and exceptions to PPI via email, fax or text within 24 hours of completion of the event.

Signing In and Out

Each employee must personally sign in and out with the exact times noted. The sign out time is the time you actually are done working, not necessarily the time scheduled. If an employee is approved to be paid beyond his or her scheduled end time, it should be noted on the Exception Sheet with the signature of the client representative or person who authorized the additional time. Replacement employees must sign in and out on the line designated for the originally assigned employee if the replacement employee signs elsewhere on the sheet, he or she must include the name of the originally scheduled employee. The POC is responsible for returning the sign-in/sign-out sheet to PPI within 24 hours of the completion of the event.

Changes in Personal Data

Each employee must timely inform PPI of any changes in his or her personal data, such as changes in telephone number, address, emergency contacts, and the like.

Dress Code

Employees are expected to dress appropriately, including safe shoes and clothing that are suitable for a live event venue. High heels, sandals, or offensive attire are prohibited. Inappropriate attire as determined by the client or venue is also prohibited.

Age Requirement

All employees must be at least 18 years of age.

Food and Drink

Because of the potential for damage caused by spilled food and beverages, only bottled water is generally permitted inside trucks. Other rules pertaining to food and drink, as established by the truck company or venue also apply.

Smoking

Smoking, including electronic cigarettes, is permitted only within designated smoking areas during breaks and in accordance with state and local laws and venue policies.

Event Strike

All crew members are required to strike the truck, unless specifically exempted by the onsite person in charge. Normally, strike responsibilities are established by the onsite Tech Manager.

Client and Public Relations

As an employee of PPI, you are required to treat as private all information concerning PPI and the client. Employees are prohibited from using or taking advantage of, for your own or another's personal gain, any information learned by you during the course of a professional engagement. Employees must not discuss a client's business with anyone outside of PPI and may only discuss such business with PPI employees who are directly involved with that client's affairs or the specific professional engagement.

Employees are to decline to be interviewed by the media, the press, or any third party about any matter relating to PPI or our clients; should make no statements on any matter relating to PPI or our clients; and should not, in any way, claim to represent PPI's or our clients' opinion or position. All requests for interviews or comments are to be referred to the President of the Company.

Care of Equipment

You are responsible for all equipment entrusted to you. At the start of every shift, you must carefully examine all of the equipment you will be using - regardless of whether it comes out of cases packed on the truck or has been set up by someone else on a previous show. Any questions or problems you have regarding equipment must be reported to the Engineer-in-Charge (EIC). All damaged equipment or missing supplies must be brought to the attention of the EIC and/or POC immediately and should also be noted on the crew Exception Report.

You may be precluded or suspended from working for PPI on future events if equipment is lost or damaged because of your negligence. This is referred to as an "Equipment Suspension." The duration of the Equipment Suspension will be at PPI's sole discretion and will vary according to the circumstances involved, such as the value of the damaged or lost equipment, as well as the cause of the damage or loss of equipment. The employee will not be paid during this Equipment Suspension nor will the normal work cancellation policy apply.

Employees may not use any equipment, including but not limited to, telephones, fax machines, laptops/tablets/computers, networks, and/or the internet, while working for any purpose unless pre-approved by PPI and/or the client.

All outside software and data must be pre-approved by the Engineer in Charge (EIC) or on site Director before being installed on our equipment.

Phone Access and Company Equipment

All electronic systems and equipment, provided by PPI, including but not limited to, computers, telephones, cell phones, the internet, networks, data storage and communication systems (“Company Electronics”), are for business use only. Company Electronics will, at all times, remain the property of PPI, and PPI retains the right to monitor, inspect or replace any Company Electronics at any time. Use of Company Electronics for personal use, including texting, emails, social networking and phone calls, is strictly prohibited unless approved in advance by PPI Management.

Personal Communication Devices and Other Distractions

Our clients retain PPI with the understanding that our personnel will work professionally and focus all of their attention on providing the best possible quality production for them and their audiences. Therefore, outside distractions, such as personal communication devices, are not to be used while working for PPI. This includes, but is not limited to, cell phones, computers, tablets, laptops, cameras, iPods/ iPads, MP3 players, personal head phones and ear buds, PDAs, and any other similar devices. Any exceptions to this rule must be approved by PPI Management in advance.

PPI does not own the content we have been hired to produce for our clients. Therefore, employees, freelancers, contractors, and anyone else retained by PPI are never permitted to use personal devices to photograph, text, blog, email, phone, or otherwise record, publish, or broadcast any content (including scores, updates, news, or similar matters) from events.

Expectation of Professional Conduct at Work

PPI requires all employees to conduct themselves with the highest degree of professionalism in everything they do for PPI and our clients. Employees are expected to treat every person they encounter in the work environment, whether before, during or after their scheduled shift, with the highest level of honesty, courtesy, respect and consideration. This includes not only clients and fellow employees, but also the participants and spectators at the events we are privileged to cover.

All production - recorded or live - must be professional and related to the event. Employees are prohibited from producing anything that may be considered degrading or inappropriate. Employees must also use discretion when participating in or overhearing conversations in the workplace or broadcast via microphones, cameras, tape machines or monitors.

In addition, employees are expected to be aware of, and abide by, any specific client and/or venue policies, rules or regulations, including those that may supersede those of PPI. If any conflicts arise that cannot be resolved immediately and professionally by the employee, the employee must bring the issue

to the attention of his or her direct supervisor. Supervisors are required to bring personnel issues to the attention of PPI Management.

Safety

PPI employees will fully comply with the requirements and regulations of the Occupational Health and Safety Administration (OSHA). Safety manuals, training, and other safety related information are provided to employees on a regular basis. All employees are expected to complete required safety training and requirements set forth by OSHA or other governing entities.

Each employee must use common sense and good judgment, and practice safety in the workplace. It is your responsibility to ensure your safety, the safety of fellow employees and to limit risk to the public. If you believe you are in an unsafe situation, you are required to stop working and immediately report the unsafe situation to your Supervisor.

Equipment Safety Concerns

All equipment that requires set up for an event must be double checked for safety before use. This includes, but is not limited to, tripods, camera mounts, microphones, robotics, and cable runs. You must also protect, and double check for safety, all equipment before leaving it unattended.

Accident Report

Any employee injured while working must notify their Supervisor immediately. The Supervisor and employee must complete a "first report of illness/ injury" form, specific to the state in which the accident occurred. Supervisors must submit this form to PPI within 48 hours of the incident. Contact staff at PPI for a copy of the state specific form. As a precaution against further effects from an injury, employees must report all injuries, even if medical attention is not sought at the time.

Acknowledgement of Employee Handbook

The undersigned employee agrees that he/she has received and read this PPI Field Employee Handbook, understands its content, and will abide by the policies and practices contained within.

The undersigned understands that neither this manual nor any other written or verbal communication by PPI Management is intended in any way to create a contract of employment. This Field Employee Handbook is for informational purposes only. The undersigned also understands that he or she is an employee-at-will and that both the undersigned and PPI may terminate the employment relationship at any time.

ACKNOWLEDGED AND AGREED TO BY:

Employee Signature

Date: _____

Print Name

Email: _____

Street Address

City, State and Zip Code

Please complete and return this page only within 30 days of receipt. Thank you!

Visit www.programproductions.com to complete and submit this form electronically to Program Productions.

If you prefer, you may download this page, complete it then scan or email it to: 630-339-4456.

Email: mmervis@programproductions.com if you would like a printed copy of this Handbook.

Questions? Contact Human Resources at 630-282-0147.