



Program Productions, Inc.
2050 Finley Dr. Suite 80
Lombard, IL 60148
Phone: (630) 792-9700
Fax: (630) 792-9900
www.programproductions.com

Field Employee Handbook

Updated: May 2018



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 PPI. This Handbook applies to all field employees retained by PPI and we therefore require that you 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 your Crew Coordinator.

We place special emphasis on our employees as individuals and firmly believe that each of you contribute directly to PPI'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 Field Employee Handbook ("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 and a question arises during a job, you are encouraged to contact your Crew Coordinator, Point of Contact or Event Coordinator.

This edition replaces all previously issued handbooks, policies, procedures, and amendments 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. This Handbook and amendments to this Handbook will be on our website. **ALL EMPLOYEES ARE RESPONSIBLE FOR REVIEWING THE CONTENTS OF THIS HANDBOOK AND ANY AMENDMENTS THAT ARE POSTED TO THE WEBSITE.**

Each crew sheet will include an acknowledgement/affirmation that you have read, understand and agree to abide by the policies contained in this Handbook, including any amendments. Your acknowledgement is required within thirty (30) days of the date on the crew sheet and can be accomplished electronically through the employee portal, or alternatively, by printing out the acknowledgement form in this Handbook and emailing it to PPI at hr@programproductions.com.

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. Because our employees are located in various locations, each employee is responsible for checking the various notices for his or her jurisdictions for such things as sick time documentation, family leave, etc. which are on the website.

IN ADDITION, PPI HAS COLLECTIVE BARGAINING AGREEMENTS WITH A NUMBER OF UNIONS AND IT IS PPI'S INTENT IS TO BE IN FULL COMPLIANCE WITH THOSE AGREEMENTS. IF ANY PART OF THIS HANDBOOK CONFLICTS WITH AN APPLICABLE UNION AGREEMENT, THE HANDBOOK'S PROVISION(S) WILL BE MODIFIED AND APPLIED ONLY TO THE EXTENT IT IS NOT IN CONFLICT WITH THAT UNION AGREEMENT. PPI ENCOURAGES ALL UNION EMPLOYEES TO FAMILIARIZE THEMSELVES WITH THE UNION AGREEMENT THAT GOVERNS THEIR WORK FOR PPI.

Finally, if any employee does not understand the policies and procedures contained in this Handbook, or has a question or concern that has not been satisfactorily addressed by his or her

Crew Coordinator, the employee is expected to take his or her question or concern to the next level, including PPI Management in Illinois.

Definitions

In order to be consistent in how we use specific terms in this Handbook and in the field, and to avoid any confusion, the following will be defined as follows:

Client: The person or entity that has requested production services from PPI. Examples include a regional or national broadcast company.

Crew Coordinator: The Crew Coordinator is a PPI supervisory employee and is your primary contact with PPI. The Crew Coordinator may work from a local office or at PPI headquarters in Illinois. Your Crew Coordinator has primary responsibility for your geographic area and such matters as scheduling, assignments, initial notifications, crew changes, and general PPI policies and procedures.

Local Crew Affiliate: The Local Crew Affiliate is an agent for PPI who is retained locally to assist PPI with local crewing needs.

PPI Management: The PPI Management team consists of PPI officers and others who generally work out of PPI's corporate or regional locations. PPI Managers are generally involved in decisions which go beyond a specific event, and may involve corporate policies, procedures, and the like.

Point of Contact: The Point of Contact ("POC") is a member of the crew who handles certain recording and administrative tasks for PPI and reports back to the Crew Coordinator.

Event Coordinator: The Event Coordinator is the lead person at the jobsite who is designated to give technical directions to the Crew during the event. Such person may have various titles, depending on the event, such as Producer, Director or Technical Manager, and may or may not be a PPI employee.

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.

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

PPI FULLY RESPECTS THE LEGAL RIGHTS OF ITS EMPLOYEES, INCLUDING THEIR RIGHTS UNDER THE NATIONAL LABOR RELATIONS ACT, TO ENGAGE IN PROTECTED, CONCERTED LABOR ORGANIZATION ACTIVITIES. NOTHING IN THIS HANDBOOK IS INTENDED OR SHOULD BE INTERPRETED TO PROHIBIT OR LIMIT ITS EMPLOYEES'

LEGAL RIGHTS TO PARTICIPATE IN THESE PROTECTED ACTIVITIES, NOR SHALL ANY EMPLOYEE BE DISCIPLINED OR ADVERSELY IMPACTED FOR SUCH PARTICIPATION.

As with any employer, PPI has the right to manage its employees to maintain and improve the efficiency and quality of the work. PPI's managerial rights include, without limitation, 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 assignments or minimum hours per pay period. In addition, PPI has various insurance policies that may apply to its employees. As such, if PPI obtains any information about a technician that has a negative effect on PPI's insurance coverage or cost of premiums, PPI will verify and confirm the information obtained; PPI reserves the right to take appropriate action based on that information.

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, union affiliation or any other status protected by law. Applicants and employees will be considered solely on the basis of merit and their ability to perform.

Americans with Disabilities Act

PPI is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, including providing reasonable accommodations when appropriate. It is your responsibility to notify your Crew Coordinator if you are in need of an accommodation. Upon doing so, the Crew Coordinator 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.

Anti-Harassment Policy

It is PPI's policy to provide a work environment that is free from harassment, including harassment based on sexual, racial, age, sexual orientation, physical or mental disability, national origin or any other characteristic. As such, harassment of any kind, whether against another employee, Client or third party, is strictly prohibited. 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, derogatory language, or other words or conduct which are intended to humiliate another or which create an intimidating, hostile, offensive environment. 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;
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, or brushing up against another's body;
- Condoning or encouraging harassment by co-employees or any third party.

All employees are responsible for ensuring that PPI's Equal Employment Opportunity and Anti-Harassment policies are followed in all employment-related matters whether you are the victim or have witnessed harassment of any kind. You are **required** to report a violation of this policy to your POC and Crew Coordinator as soon as possible. If you feel you cannot go to these individuals, you should report the violation to the President of PPI or his designee. Your complaint will be kept as confidential as practicable. PPI 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.

Anti-Bullying Policy

PPI will also not tolerate acts of bullying that impact PPI's employees, the performance of their job responsibilities, or PPI's business interests.

Workplace bullying is defined generally as an intentional abusive act that is threatening and causes physical, psychological, or emotional harm to another and/or causes harm to PPI because the bully's personal agenda interferes with PPI's legitimate business interest of fostering a positive work environment. The victim may be, but is not always, close to the bully because of the nature of their relationship, such as supervisor to subordinate or co-worker to co-worker.

Workplace bullying can be verbal, nonverbal, or through electronic means such as social media, text or email. Examples of bullying behavior include, but are not limited to the following:

- Words or conduct that are intimidating, abusive or humiliating to another person;
- Words or actions that interfere with PPI's legitimate business practices, such as scheduling and assignments, with the intent of manipulating, interfering with, or preventing a victim or other employees from accepting an assignment or properly performing their work;
- Verbal abuse;
- Stalking; or
- Attempts to control or influence the victim's job, career, income, or health through the use of intimidation, coercion, humiliation, interference, or abuse.

Employees who believe they are the target of bullying or subjected to behavior prohibited by this Anti-Bullying Policy, or who have observed any such behavior, are **required** to report the incident to their POC and Crew Coordinator as soon as possible. If you feel you cannot go to these individuals, you should report the violation to PPI Management. The report will be investigated and appropriate action taken. Any violation of this policy, including engaging in workplace bullying or failure to report bullying, may result in disciplinary action, up to and including termination.

Workplace Violence Prevention Policy

PPI does not tolerate 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 to report the incident to their POC, Event Coordinator and Crew Coordinator as soon as possible. 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. In addition, if the Event Coordinator or Crew Coordinator have a reasonable belief that an employee may be a danger to himself or herself, or to others, the Event Coordinator or Crew Coordinator has the right to immediately remove the employee from the workplace.

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

Alcohol and 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, legal or illegal, 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 controlled substances that are illegal under either federal or state law, the use of alcohol, or the use of any drugs 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 PPI Management and could result in discipline, up to and including immediate termination of employment. In addition, if the Event Coordinator or Crew Coordinator has a reasonable belief that an employee is in violation of this policy while on a job, the Event Coordinator or Crew Coordinator has the right to take immediate action if there is a possible risk to the safety and health of others, including the employee. If an employee is required by a medical provider to take prescription medications that may affect the employee's mental or physical state, the employee must report his or her condition to the Crew Coordinator in advance of any job assignment to determine if a reasonable accommodation can be made pursuant to the Americans with Disability Act.

Alcohol and Drug Testing Policy

If PPI believes an employee is impaired, it will immediately initiate an investigation, including an interview of the employee. PPI Management may request a drug and/or alcohol test if, in PPI Management's reasonable discretion, drugs or alcohol may be affecting an employee's work performance or contributed to an accident at the worksite. Prior to testing, PPI requires that the employee sign a consent form.

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. In some circumstances, a second confirmation test will be done. All records and information about drug testing and test results will be treated as private and confidential.

Any employee who fails to cooperate in PPI's investigation, provides false information or knowingly omits relevant information, refuses to sign the consent form or submit to testing, or whose test results indicate evidence of alcohol or drug use, may be subject to disciplinary action, up to and including termination.

Motor Vehicle Driving Checks Policy

Purpose: Employees driving their own vehicles to and from a worksite must rely on their own personal automobile insurance to cover any accidents that occur. However, PPI's insurance may cover an employee under certain circumstances, such as while driving a PPI, Client or rental vehicle, or while using their personal vehicle for PPI business (collectively, "Company Business"). This policy therefore describes the criteria that all employees must meet to assure safety and insurability while driving on Company Business.

Basic Requirements: Employees driving on Company Business MUST:

Provide PPI with a copy of their current, valid driver's license and proof of personal vehicle insurance, and have these in their possession at all times when operating a vehicle on Company Business;

- Remain insurable by, and not have a negative impact on, PPI's liability insurance carrier;
- Observe all safety, traffic and criminal laws of the jurisdiction, including refraining from consuming alcohol and illegal drugs, or any substances, whether legal or illegal, which could impair the employee's ability to operate the vehicle safely and properly;
- Strictly adhere to PPI's personal device policy, including but not limited to not using cell phones to talk or text while driving;
- Refrain from transporting any non-employee unless advance permission is granted by the Event Coordinator or Crew Coordinator;
- Refrain from conducting personal business while driving on Company Business; and
- Refrain from relinquishing control of the vehicle except in an emergency.

If You are Involved in an Accident: Employees involved in an accident while on Company Business, regardless of fault, time or place, must report the incident to his/her POC and Crew Coordinator immediately or as soon as possible. If the police are called to the scene, employees should be truthful about what happened but should not admit fault. Copies of any documents related to the accident, including citations and police reports, must be promptly provided to PPI. PPI will notify its insurance carrier and additional information may be requested.

Motor Vehicle Records Checks: PPI reserves the right to conduct Motor Vehicle Records Checks ("MVR Checks") on employees operating a vehicle on Company Business, whether the vehicle is rented or owned by PPI, the Client, or the employee. These employees specifically include, but are not limited to, Runners, Production Assistants, and those employees asked or anticipated by PPI to use their personal vehicle to conduct Company Business.

Random MVR Checks and Proof of Insurance. Additionally, PPI reserves the right to conduct random MVR Checks and require proof of vehicle insurance from any PPI employee, including an employee who has or is seeking mileage, parking, tolls, or other vehicle related reimbursement or expense.

MVR Checks Criteria: PPI may refuse to permit an employee to drive on Company Business, or disallow vehicle related reimbursement or expense, if a review of the employee's driving history reveals information that could have an adverse impact on PPI's insurance or premiums, or if a risk of harm to the employee, other persons or property is reasonably foreseeable. Examples include:

- Driving while intoxicated, driving under the influence;
- Driving with suspended license or without proof of insurance;
- Reckless, careless or negligent driving;

- Three (3) or more of the following alone or in combination: moving violations; an at-fault accident; violation of a safety law;
- Any other information that negatively impacts PPI's insurance or premiums.

Findings: PPI shall evaluate its employees' compliance with this policy as well as its employees' driving records. If PPI requires additional information or an explanation concerning an employee's driving records, PPI Management will contact the employee for clarification. If there are no questions, PPI Management will advise the employee if the MVR results disclose any potential issues. All MVR results will be maintained by PPI Management in a separate and secure file.

PPI shall take any and all reasonable actions (such as limiting assignments and/or declining travel reimbursement requests) if an employee fails to cooperate, or otherwise violates with this policy, or if PPI identifies issues that could make the employee driving on Company Business a reasonably foreseeable risk of causing harm to him/herself or others, or that could negatively impact PPI's insurance coverage or costs.

Background Checks Policy

Purpose: PPI is committed to the protection of all persons with whom it associates, including PPI employees, Clients and their staff, venue personnel, event participants and guests. As a result of past incidents, and discussions with PPI insurers, PPI is instituting this background check policy. Background checks on PPI employees will be conducted in accord with applicable law by one of PPI's preferred vendors.

What Is Included in the Background Checks? These background checks will be handled directly by PPI's vendor and may include, but are not limited to, felony and misdemeanor convictions as permitted by the laws governing the venue and/or the employee's place of residence.

How will PPI Use the Background Check: There are several factors that PPI will use in reviewing the results of the background check, including:

- The nature of the conviction;
- The amount of time that has passed since the conviction;
- The number of convictions;
- Whether, in PPI's reasonable discretion, the employee poses an unreasonable risk to its business, other employees, Clients, or third parties.

Procedure: Background investigations may be conducted pursuant to Client staffing requests, as a result of venue or event requirements, in the event PPI receives a complaint of misconduct by an employee, and/or randomly among PPI's employees. Employees on whom a background investigation is to be conducted will be contacted directly by PPI's vendor requesting authorization for the vendor to perform the background check. When authorization is received, the vendor will complete the background check and provide the results to PPI Management.

A prior criminal conviction will not, in and of itself, disqualify an individual from being hired. Hiring decisions may be influenced when the facts related to the criminal activity reasonably bring into question whether the individual can be relied upon to safely and honestly perform his or her job duties. Likewise, the failure of an individual to be forthcoming about his or her criminal record, or any false statement or misrepresentation, may also influence decisions regarding hiring.

PPI Management will contact the employee if there are any findings that require more explanation or if the results of the investigation disclose the need for action by PPI. All results will be maintained by PPI in a separate and secure file. If an employee fails to cooperate in the background check process, the employee may be deemed unsuitable for future employment by PPI.

Travel Policy

PPI will approve and arrange all travel for employees in accordance with PPI's travel policy. Travel arrangements made outside of PPI's travel office are permitted only in urgent situations and still must comply with PPI's 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 pre-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 by the employee from rental car companies.

Approved 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 automobile 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

While employees have the benefit of determining their own work schedules and also enjoy a great deal of independence while they are on the job, with this independence comes the responsibility of using good judgment in all situations and to treat co-workers, Clients, PPI Management and all those associated with an event with the highest level of respect and integrity. PPI has the right to expect that its employees will be truthful, accurate and forthcoming in all forms of communication, including billing, signing in and out on timesheets, documenting such things as missed meals and mileage, submitting expense reports, preparing accident reports, giving reasons for absences or tardiness, and anything else related to the job. Any intentional falsifications, misleading statements or misrepresentations of any type (including omitting information that should be communicated), whether written or verbal, and/or failure to disclose relevant information will not be tolerated and will result in disciplinary action.

Attendance and Punctuality

Because of the time sensitive nature of live events, employees are expected to be present and ready for work at the time scheduled. In the event of unforeseen circumstances that prevent you from being present at your assigned location at the designated time, you should contact the POC

and the Crew Coordinator as soon as possible. Although PPI recognizes that there are circumstances that may arise affecting your ability to fulfill your assignment, tardiness and/or cancellations are factors considered by PPI in making assignments and may result in disciplinary action.

Crew Replacement for Emergency Personal Reasons

In the event of an extreme personal emergency that prevents you from fulfilling your assigned shift, you must contact your Crew Coordinator or Local Crew Affiliate immediately via phone. The employee must give the reason for not being able to complete the assigned shift. Generally, the Crew Coordinator or Local Crew Affiliate will find a replacement for you. If you are aware of a suitable replacement, you should advise the Crew Coordinator or Local Crew Affiliate of this. However, and to the extent possible, all replacement personnel shall be approved by PPI and the Client prior to the start of the event.

Sick Time Absences

PPI recognizes that our employees may need days off from work to address medical issues affecting themselves or their family. This policy describes the procedure all employees should follow if they anticipate an absence in the future, become sick while on the job, or have already had to be absent from their assigned shift. This policy applies to all PPI employees and is limited only by the legal guidelines that apply to sick time usage and pay, such as a local Jurisdiction paid sick leave law or FMLA. Absences from work may be addressed in the employee's applicable collective bargaining agreement. In addition, under certain circumstances, depending on the particular state or city in which an employee is based, an employee may have paid sick time available. Because each state's and/or city's ("Jurisdiction") laws vary, you must review the statutes and/or ordinance of the Jurisdiction that pertains to you. This information is available through PPI's employee portal at www.programproductions.com. The specific law will describe the rights and obligations that pertain to both you and PPI. All provisions below are intended to be compliant with a Jurisdiction's paid sick leave law and where there is a conflict, the Jurisdiction's law will be followed.

Accrual of Sick Time. In those Jurisdictions with applicable paid sick leave laws, sick time will be accrued and carried over from year to year pursuant to those laws.

Usage. Except as limited by a Jurisdiction's laws, if an employee is unable to work because of his/her own or a family member's medical issue, the employee is expected to abide by the procedure described here.

Procedure. When employees are going to be absent from their shift because they are sick, they should notify their Crew Coordinator, Local Crew Affiliate or Point of Contact as soon as possible in advance, either through email, text or by telephone. Employees are required to use their best judgment on the person to be contacted and the form of notification if the absence will occur within twenty-four (24) hours of an assignment. In addition, employees are requested to complete an "Employee Notice of Absence" which can be found on the PPI website at www.programproductions.com. This Notice provides more detail on the type of information that should be provided. Wherever possible, employees are expected to schedule routine appointments, such as those with doctors, dentists, counselors, and the like, so as not to disrupt assignments already made.

Under certain circumstances, employees may be requested to submit a physician's note or other medical certification, such as, among other reasons, an absence of more than three (3)

consecutive scheduled shifts or when, in PPI's reasonable discretion, a pattern emerges concerning when sick time is requested or taken. Details of the medical reason for the absence(s) will not be requested from either the employee or the employee's health care provider. In addition, all sick time notices will be treated with discretion and in compliance with applicable privacy laws.

Violation of this policy and/or abuse of a Jurisdiction's sick leave laws, may result in disciplinary action up to and including termination.

Cancellations by PPI

If PPI cancels an employee's assignment for any reason, the compensation due to that employee will be in accord with the applicable union agreement, or as 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 and applicable law. 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 number of hours. 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. In non-union markets, 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.

Expenses

PPI will reimburse employees for pre-approved expenses when you notify the Crew Coordinator of the expense amounts via email or text within 24 hours of completion of the event. The receipts for those expense amounts are to be submitted to the Crew Coordinator within 7 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 / Sign Out Sheet and contact information from the Crew Coordinator prior to the event. The POC will print the Sign In / Sign Out Sheet 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 Crew Affiliate and/or the Crew Coordinator to obtain a replacement for the absent employee. At the end of the event, the POC is responsible for transmitting the Sign In / Sign Out Sheet via email, fax or text within 24 hours to PPI so that PPI can bill its client and the technicians can be accurately compensated. If the POC spots issues on the Sign In / Sign Out Sheet, the POC is expected to advise PPI of those issues. However, the POC is not responsible for filling in missing information, or changing incorrect information that has been entered on the Sign In / Sign Out Sheet by the individual technicians.

Signing In and Out

Each employee must personally sign in and out with the exact times he or she actually arrives at the jobsite, regardless of the call time or hours scheduled (unless he or she is using PPI's automated phone application discussed below). The sign out time is the time you actually are done working, not necessarily the time originally scheduled. If an employee is approved to be paid beyond his or her scheduled end time, it must be noted on the Sign In / Sign Out Sheet along with the name of the Client representative or person who authorized the additional time. Replacement employees must print their name and 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 also print the name of the originally scheduled employee. On the Sign In / Sign Out Sheet, employees are also responsible for noting any missed meals, parking, and short turnaround times, as well any other unusual circumstances affecting the event, such as assignment/rate adjustments and the like.

Employees are not permitted to have someone else enter anything on the Sign In / Sign Out Sheet on their behalf. If there is an emergency that prevents the employee from personally entering information on the timesheet (such as the employee having to leave the jobsite early), the employee should give the appropriate information to the POC who will then enter the information for the employee with a notation that the employee was not available because of an emergency.

For a number of reasons, including accurate record keeping and PPI insurance, it is important that PPI employees correctly report their actual time of arrival and time of departure from an event venue. We recognize that this is usually not the same as the scheduled call time or the scheduled quitting time. So, by way of example, if the employee was originally scheduled to work until 7:00 p.m. but is dismissed at 5:00 p.m., the sign out time the employee should report is 5:00 p.m., not 7:00 p.m. The employee's compensation and all pay calculations, including minimum calls, holiday pay, and the like, will be calculated by PPI Management in accord with the applicable CBA or local practice. So in this example, even though the technician was dismissed at 5:00 p.m., the technician will be compensated through 7:00 p.m.

The ProCrewz® App

With constantly improved technologies, feedback from technicians, and Client demands for more streamlined, cost-effective workflow processes, PPI has developed an automated phone application that will be used by employees which will greatly improve the efficiencies for PPI jobs, such as communications and future scheduling. This application, the “ProCrewz App” will provide a number of benefits to our employees and at the same time, allow PPI to be competitive in the broadcasting industry, thus making more work available for our employees.

The ProCrewz App will be the preferred method for PPI to communicate with its employees to check availability for future work, confirm assignments, receive time and expenses from employees (including receipts), employee documentation of such things as missed meals, and the like. Some of the ProCrewz App features include:

Signing In and Out. A main feature of the ProCrewz App is improved processes when you sign in and out of the jobsite. Instead of having to manually sign in and out, when you arrive at the jobsite, all you have to do is sign into the job through the ProCrewz App. You will then see a pop-up asking you to give permission to ProCrewz to access your device’s location. Your location is only determined if you grant permission, but you will need to grant permission in order to sign in or out through this feature. If you cannot sign in, you may need to physically move closer to the jobsite. Note that just as with the hard copy sign in and sign out sheet, you must still document your time personally; employees are not permitted to allow anyone else to access their device to sign you in or out, enter expenses or extra duties, document missed meals, etc.

The ProCrewz App does NOT determine your location while you are using the other features of the ProCrewz App. Your location is determined only when you are at the jobsite so that you can sign in and out electronically.

Scheduled Jobs. The ProCrewz App displays your current, upcoming and past jobs. We also allow you, as the user, to update some information for each job including the following:

- Submit expenses including expense receipts
- Read and send messages to other employees through the Message Board feature
- Documenting job specific notes, such as missed meals, which will then be communicated to the Crew Coordinator.
- Contact your Crew Coordinator or Point of Contact by phone
- View your individual pay summary details for each job, including pay and contributions made to various health, welfare and pension funds made on your behalf.

Note that it is each employee’s responsibility to document job specific items, such as missed meals, extra duties, overtime and expenses so that PPI can accurately bill its Clients and properly compensate its employees.

Crew Coordinator. The crew coordinator has access to the following information in order to properly manage the crew:

- Phone number
- Job position

- The time you signed in
- The time you signed out
- The expenses you submit for approval

Camera and Photos. In order to submit expense receipts or upload a new profile picture, the ProCrewz App requests access to your phone's camera and photos. This access allows you, as the user, to upload pictures you have taken with your camera (such as photos of yourself or of receipts) so that whatever you select can be uploaded as an expense receipt or profile picture. The ProCrewz App cannot view, store, or save any of your personal photos except those you specifically choose to upload through the App.

Calendar. The ProCrewz App offers the ability to create, edit, and delete calendar events, including PPI jobs. You can also enter events or blocks of time marked as “private” and details of these entries will be visible only to you. This calendar function allows the Crew Coordinator to be able to quickly identify when you might be available for future jobs. To remove an event that you created on the calendar, all you need to do is tap on the event and then tap “delete.”

Notifications. ProCrewz will send push notifications to your phone with announcements and information regarding your current and future jobs. When you log into the App, you will be asked to allow ProCrewz to send you push notifications. You must grant access to the App to register your device to receive these push notifications. Of importance, the Crew Coordinator will use this feature to notify technicians about potential future jobs and those technicians will be able to respond quickly with their availability. This capability will reduce the amount of time required to schedule future jobs and thereby provide technicians with more timely confirmation of their upcoming events.

Finally, regardless of the type of system used to record your time (automated or hard copy), we expect that payroll errors or omissions may occur. If you believe that you have not been compensated accurately for the pay period, you should contact your Crew Coordinator as soon as you discover the discrepancy. PPI will investigate the discrepancy and correct any error as soon as possible.

For more information about the ProCrewz App, employees can check the specific link in the employee portal or contact PPI at support@programproductions.com.

Changes in Personal Data/Payroll

Each employee has the responsibility to timely inform PPI of any changes in his or her personal data, such as telephone number, address, emergency contacts, email address, banking (for direct deposit) and the like. Changes can be sent to paperwork@programproductions.com.

Employees may also use the Paylocity employee portal at www.paylocity.com and follow these steps to update certain information:

- Click “Login” located in the upper right hand corner of the page.
- For first time users, click “Register User” below the Login box.

- For Company ID, insert N1557.
- You will then be prompted to complete the registration.

Once you are registered with Paylocity, you will be able to easily update your demographic information (such as address, phone, email), sign up for or change direct deposit banking information, view your payroll checks and direct deposits, and view and download W-2 forms.

If you need to make any changes to your tax elections, you should contact PPI directly at paperwork@programproductions.com.

Dress Code

Employees are expected to dress appropriately, including safe shoes and clothing that are suitable for a live event venue. Generally, plain black clothing, without logos or other adornment, is expected. High heels, sandals, or offensive attire are prohibited. Inappropriate attire as determined by the Client or venue is also prohibited.

Eligibility to Work

All employees must be at least 18 years of age.

For work performed within the United States, PPI employs only United States citizens and non-citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986, as amended. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing the employee's identity and employment eligibility.

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 venue designated smoking areas during breaks and in accordance with state and local laws and venue policies.

Event Strike

All crew members are required to assist in striking the truck, unless specifically exempted by the Event Coordinator. Normally, strike responsibilities are established by the onsite Technical Manager.

Client and Public Relations

As an employee of PPI, you are required to treat as private all information concerning PPI and its Client. Employees are prohibited from using or taking advantage of, for your own or another's personal gain, enjoyment, or amusement, 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.

Other than as specifically permitted under law, employees are to decline to be interviewed by the media, the press, or any third party about any matter relating to the professional engagement 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 PPI's President.

PPI's business model and value to its Clients is based, in part, on PPI's sole responsibility for all employment obligations and duties related to PPI's freelance employees. Clients retain PPI to relieve themselves of the administrative burden of dealing with issues such as scheduling, payment of wages and benefits, and disputes. Direct discussions between PPI's employees and Clients on these topics undermine PPI's relationship with its Clients and diminishes the value of the services that PPI provides. Therefore, direct employment related communications, including but not limited to communications relating to administration, work schedules, pay, future assignments and interpersonal disputes of any kind, between individual PPI employees and PPI's Clients are prohibited except to the extent such communications occur during an event and are specifically related to the services being performed during that event.

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.

While working, employees may not use any equipment, including but not limited to, telephones, fax machines, laptops/tablets/computers, networks, and/or the internet 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 Event Coordinator before being installed on our equipment.

Equipment Safety/Damage

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.

PPI is insured and responsible for production equipment that is damaged while in PPI's custody and control as a direct result of an act by PPI or its employees. Of course, employees have primary responsibility for the equipment that they are using and must ensure that all equipment is checked out, checked in, and inspected for damage. If any equipment is damaged, the employee

using or who discovers the damage is required to complete an Equipment Report using the following procedure below:

Completion of Equipment Report. Employees who damage or discover damage to equipment while in their use must complete an Equipment Report. The Equipment Report must be completed and signed by the Technical Manager or EIC who was on-site at the time of the damage or discovery. Photographs depicting the damage must be included with the Equipment Report.

If the Equipment Report is completed by someone else because the claimed damage occurred or was discovered by someone other than a PPI employee, such as the Client or EIC, you may be asked to review and sign the completed Equipment Report; you may make comments on the report if desired. You may also “opt out” of signing the report by checking the box next to “Technician Opt Out.”

Preliminary Notification and Submission of Reports. Preliminary notification and a summary of the damaged equipment must be given to PPI Management by email to incident@programproductions.com or by fax to (630) 339-4458 within forty-eight (48) hours of discovery or completion of the event, whichever is sooner. The completed Equipment Report, containing all required information, should then be submitted to PPI Management, with appropriate backup documentation, within seven (7) days of the damage. Upon receipt, PPI will promptly evaluate the claim for consideration of coverage.

- The PPI employee involved, if known, should be noted on the Equipment Report and asked to sign where indicated. If the employee opts out of signing the Equipment Report, the employee’s name and contact information should still be included.
- An official of the mobile company (such as the Director of Operations or other Officer) must sign the Equipment Report where indicated.

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, including the data contained within the 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, Internet Usage and Other Distractions

Most employees possess at least one, and often more, personal electronic devices, many of which our employees carry all the time. Use of these devices while on duty can be disruptive, decrease productivity and sometimes create safety hazards because the users are distracted. Therefore, this policy describes PPI’s position on the use of any and all personal electronic devices, including but not limited to cell phones, smartphones, iPods, iPads, laptops and desktop computers, whether owned by PPI or the individual employee.

Personal electronic devices, such as cell and smart phones, may not be used for personal reasons during working hours. In order to access the ProCrewz App or in case of emergencies during a job, personal cell/smart phones may be kept on the “silent” or “vibrate” mode and should be used only in the case of emergencies or when required to send or receive information related to the job. In the case of an emergency, employees must notify the Event Coordinator or Point of Contact immediately, assure that another employee is available who can “cover” and then take the call outside the work area. Of course, all employees are expected to comply with any and all laws pertaining to use of electronic devices while driving.

Employees are expected to use the internet responsibly and only for business-related purposes. This also applies to the use of PPI’s email system. Computers and emails are the property of the Client or PPI and PPI has the right to monitor internet traffic, as well as monitor and access data that is composed or received through PPI’s online connections.

If any employee is unsure of the type of internet usage and/or use of electronic devices that is acceptable, the employee should seek guidance from his or her Crew Coordinator. Failure to comply with this policy may result in disciplinary action, including but not limited to suspension and termination.

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.

Finally, all employees should be sure that their own personal insurance policies cover the loss or theft of any personal property brought to the worksite. PPI assumes no risk for any loss or damage to an employee’s personal property.

Expectation of Professional Conduct at Work

PPI expects that all employees will devote their full time, energy and attention at work to their job responsibilities and duties. PPI also expects that its employees will conduct themselves with the highest degree of integrity and professionalism in everything they do for PPI and our Clients, and 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 productions - 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. Employees shall treat all such information as confidential to be shared only with co-workers on a need to know basis.

Employees will take instruction from their POC as well as the Event Coordinator or other individual as designated for the event. Failure to comply with instructions, or unreasonably delaying compliance, may be considered insubordination and subject the employee to disciplinary action. If the employee disagrees with the instructions, or if there is a conflict between the instructions given by the POC or Crew Coordinator and the Event Coordinator (or individual designated by the Client), the employee is expected to first attempt to resolve the disagreement or conflict

directly with the people involved. If no resolution is reached immediately, the employee must report the disagreement to PPI Management by phone so that the event is not affected.

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 Crew Coordinator. The Crew Coordinator will then bring personnel issues to the attention of PPI Management.

Finally, employees are not permitted to remove from the worksite any PPI, Client, venue or third party property, equipment, devices or other assets of any kind without prior permission from the employee's POC or Crew Coordinator. Any instances of such removal, including but not limited to, theft, vandalism or intentional destruction of any such property will be grounds for disciplinary action, up to and including termination.

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.

Most importantly, each employee must use common sense and good judgment, and practice safety in the workplace. It is your responsibility to ensure safety and limit risks to yourself, fellow employees and 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 Event Coordinator.

Training

Employees may be required to attain or participate in, and satisfactorily complete, various training programs, such as those related to safety as referenced above. Employees will be notified of such requirements.

Accident Report

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

Wage Garnishment

A wage garnishment gives an employee's creditor the right to collect part of the employee's pay directly from the employer. Although PPI does not wish to become involved in an employee's private matters, PPI is required by law to comply with any court order concerning garnishments. If a wage garnishment action occurs, the employee should be aware of it before PPI is contacted. PPI will nonetheless attempt to contact the employee before the garnishment begins.

Acknowledgement of Employee Handbook

The undersigned employee agrees that he/she has fully reviewed this PPI Field Employee Handbook, understands its content, and will abide by the policies and practices contained within. The undersigned employee also acknowledges that it is his/her responsibility to review the PPI website for any amendments and updates to this Handbook prior to each engagement and to be familiar with the current contents of the Handbook. **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 and is subject to the terms of any applicable union agreement.**

If you have concerns with any portion of this Handbook, please feel free to contact us to discuss.

ACKNOWLEDGED, UNDERSTOOD AND AGREED TO BY:

Employee Signature

Date: _____

Print Name

Email: _____

Street Address

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 and fax to 630-339-4453 or email to hr@programproductions.com.