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# Field Employee Handbook

Updated: September 22, 2022



### From the President & CEO

Welcome to Program Productions®, Inc. (“PPI”)! We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. You are joining an organization that has a reputation for outstanding leadership, innovation, and expertise. Our employees use their creativity and talent to meet new demands and offer the most effective services in the industry. With your active involvement, creativity, and support, PPI will continue to achieve its goals. We sincerely hope you will take pride in being an important part of PPI's success.

This Field Employee Handbook (“Handbook”) is designed to serve as a guide to the expectations we have of our employees and to summarize some of our policies and procedures. Please take time to review the policies contained in this Handbook.

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 Crewing Manager.

No document, including this Handbook, confers any contractual right, either express or implied, to remain employed by PPI, or guarantees any fixed terms and conditions of employment. Your employment is not for any specific duration and may be terminated at will with or without cause and without prior notice by PPI, or you may resign for any reason at any time. 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.

Scott West  
President & CEO  
Program Productions, Inc.

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# 1. Introduction

## 1.1 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.

For over three decades, PPI has been driven by three overriding principles:

1. To match broadcast and live event professionals with the opportunities that best fit their individual skills and talents.
2. To treat each of our clients as our partners and act as if their money were our own.
3. To treat our employees like family and strive to be the employer-of-choice in every market.

It is through these immutable values that our success as North America's largest labor management in the broadcast and live event industries are forever entrenched.

## 1.2 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/or a question arises during a job, you are encouraged to contact your Crewing Manager, Point of Contact, or Producer/Director Employer Representative.

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 any 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.**

Your confirmation of acceptance of a work assignment from PPI is an acknowledgment that you have reviewed and are familiar with the most current version of this Handbook and that you agree to fully comply with its terms. The current version of the Handbook is always available to you through the Employee Portal at the PPI website at <https://programproductions.com/employees/> or on the homepage of your Paylocity account.

You can also review the Handbook through the ProCrewz app.

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 their 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 their Crewing Manager, the employee is expected to take his or her question or concern to the next level, including PPI Management.

### 1.3 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.

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

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 Crewing Manager.

Producer/Director Employer Representative: The Producer/Director Employer Representative ("PDER") 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.

### 1.4 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.

## **2. Company Policies**

### **2.1 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.

PPI provides equal employment opportunities to all employees and applicants for employment and does not discriminate with regard to race, color, religion, gender, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, matriculation, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. Applicants and employees will be considered solely on the basis of merit and their ability to perform.

### **2.2 Americans with Disabilities Act**

PPI complies with all federal and state laws concerning the employment of people with disabilities, and acts in accordance with regulations and guidance issued by the Equal Employment Opportunities Commission. It is our intention not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, termination, compensation, training, and other conditions and privileges of employment.

PPI will reasonably accommodate qualified individuals with disabilities so that they can perform the essential functions of a job unless doing so causes a direct threat to those individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation, and/or if the accommodation creates an undue hardship to PPI. It is your responsibility to notify your Crewing Manager if you are in need of an accommodation. Upon doing so, the Crewing Manager 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.

### **2.3 Preventing Discrimination, Harassment, and Retaliation Policy**

PPI is committed to providing a professional work environment free from discrimination and harassment, including discrimination and harassment based on a protected category, and an environment free from retaliation for participating in any protected activity covered by this policy. PPI is committed to providing equal employment opportunities to all employees and applicants for employment. Accordingly, we have adopted and maintain this anti-discrimination policy designed to encourage professional and respectful



behavior and prevent discriminatory and harassing conduct in our workplace. We will implement appropriate corrective action(s), up to and including formal discipline, in response to misconduct--including violations of PPI's anti-discrimination policy--even if the violation does not rise to the level of unlawful conduct.

It is PPI's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, or third party based on actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws. Such conduct will not be tolerated by PPI.

Furthermore, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. PPI will take all reasonable steps necessary to prevent and eliminate unlawful harassment. All employees are expected to assume responsibility for maintaining a work environment that is free from discrimination, harassment and retaliation. Employees are encouraged to promptly report conduct that they believe violates this policy so that we have an opportunity to address and resolve any concerns. Managers and supervisors are required to promptly report conduct that they believe violates this policy. We are committed to responding to alleged violations of this policy in a timely and fair manner and to taking appropriate action aimed at ending the prohibited conduct.

#### Scope of Protection

This policy applies to PPI applicants and employees (co-workers, supervisors and managers). As used in this policy, the term "employee" includes contractors and volunteers in our workplace. In addition, this policy extends to conduct with a connection to an employee's work, even when the conduct takes place away from PPI's premises, such as a business trip or business-related social function.

#### Applicant/Employee Rights

- The right to a discrimination, harassment, and retaliation-free work environment.
- The right to file a complaint of discrimination, harassment, or retaliation. Employees are encouraged to report inappropriate conduct immediately and, whenever possible, to put the complaint or concern in writing.
- The right to a full, impartial and prompt investigation by a PPI representative or designee into allegations of conduct that would violate this policy.
- The right to be timely informed of appropriate information related to the outcome of an investigation either as a complainant or a respondent in the investigation.
- The right to be represented by a person of the complainant's choosing at each and all steps of the complaint process.
- The right to be free from retaliation or reprisal after filing a complaint or participating in the complaint process.
- The right to file a complaint directly with the federal Equal Employment Opportunity Commission or other appropriate state or federal agencies, or to file a civil action in the appropriate court.

#### Conduct Prohibited by This Policy / Definitions

##### Discrimination:

As used in this policy, discrimination is defined as the unequal treatment of an employee or applicant in any aspect of employment, including discrimination based solely or in part on the employee's, or applicant's, protected category. Protected categories include: race, color, religion, religious creed

(including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or applicable state statute, domestic violence victim status, political affiliation, and any other status protected by state or federal law. Discrimination includes unequal treatment based upon the employee or applicant's association with a member of these protected classes.

Discrimination may include, but is not necessarily limited to: hostile or demeaning behavior towards applicants or employees because of their protected category; allowing the applicant's or employee's protected category to be a factor in hiring, promotion, compensation or other employment related decisions unless otherwise permitted by applicable law, and providing unwarranted assistance or withholding work-related assistance, cooperation, and/or information to applicants or employees because of their protected category.

#### Harassment:

As used in this policy, harassment is defined as disrespectful or unprofessional conduct, including disrespectful or unprofessional conduct based on any of the protected categories listed above. Harassment can be verbal (such as slurs, jokes, insults, epithets, gestures, or teasing), visual (such as the posting or distribution of offensive posters, symbols, cartoons, drawings, computer displays, or emails), or physical conduct (such as physically threatening another person, blocking someone's way, making physical contact in an unwelcome manner, etc.).

#### Sexual Harassment:

As used in this policy sexual harassment is defined as harassment based on sex or conduct of a sexual nature, and includes harassment based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity or gender expression. It may include all of the actions described above as harassment, as well as other unwelcome sex-based conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature. Sexually harassing conduct need not be motivated by sexual desire and may include situations that began as reciprocal relationships, but that later cease to be reciprocal.

Sexual harassment is generally categorized into two types:

1. Quid Pro Quo Sexual Harassment ("this for that")
  - Submission to sexual conduct is made explicitly or implicitly a term or condition of an individual's employment.
  - Submission to or rejection of the conduct by an employee is used as the basis for employment decisions affecting the employee.
2. Hostile Work Environment Sexual Harassment  
Conduct of a sexual nature or on the basis of sex by any person in the workplace that unreasonably interferes with an employee's work performance and/or creates an intimidating, hostile or otherwise offensive working environment. Examples include:
  - Unwelcome sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, notes, emails, voicemails or gifts.
  - Sex, gender or sexual orientation-related comments, slurs, jokes, remarks or epithets.
  - Leering, obscene or vulgar gestures or making sexual gestures.
  - Displaying or distributing sexually suggestive or derogatory objects, pictures, cartoons, or posters or any such items.
  - Impeding or blocking movement, unwelcome touching or assaulting others.

- Any sexual advances that are unwelcome as well as reprisals or threats after a negative response to sexual advances.
- Conduct or comments consistently targeted at one gender, even if the content is not sexual.

Retaliation:

As used in this policy retaliation is defined as any adverse employment action taken against an employee because the employee engaged in activity protected under this policy. Protected activities may include, but are not limited to, reporting or assisting in reporting suspected violations of this policy and/or cooperating in investigations or proceedings arising out of a violation of this policy.

Adverse employment action is conduct or an action that materially affects the terms and conditions of the employee's employment status or is reasonably likely to deter the employee from engaging in protected activity. Even actions that do not result in a direct loss of compensation may be regarded as an adverse employment action when considered in the totality of the circumstances.

Examples of retaliation under this policy include but are not limited to: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusing to promote or consider for promotion because of reporting a violation of this policy; harassing another employee for filing a complaint; denying employment opportunities because of making a complaint or for cooperating in an investigation; changing someone's work assignments for identifying harassment or other forms of discrimination in the workplace; treating people differently such as denying an accommodation; or not talking to an employee when otherwise required by job duties, or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

Addressing and Reporting Violations

Any employee or applicant who experiences or witnesses behavior that they believe violates this policy is encouraged to immediately tell the offending individual that the behavior is inappropriate and, if they feel comfortable doing so, to tell the offending individual to stop the behavior. The applicant or employee should also immediately report the alleged violation to his/her supervisor, manager or the EEO Officer. There is no chain of command when contacting the EEO Officer; an individual does not need supervisor or manager approval to do this. If the alleged offender is the employee's supervisor or manager, the employee should report the conduct to any other supervisor, manager or the EEO Officer. A complaint may be brought forward verbally or in writing. Written complaints can be made using the EEO Complaint Form (attached to this Handbook).

Supervisors or managers who learn of any potential violation of this policy are required to immediately report the matter to the EEO Officer, and must follow that officer's instructions as to how best to proceed. PPI will promptly look into the facts and circumstances of any alleged violation, as appropriate. Even in the absence of a formal complaint, PPI may initiate an investigation where it has reason to believe that conduct that violates this policy has occurred. Moreover, even where a complainant conveys a request to withdraw their initial formal complaint, PPI may continue the investigation to ensure that the workplace is free from discrimination, harassment and retaliation. Anonymous complaints will also be investigated. The method will depend on the details provided in the anonymous complaint. If the complaint is sufficiently detailed, the investigation may be able to proceed in the same manner as any other complaint. If the information is more general, PPI may need to do an environmental assessment or survey to try to determine if misconduct has occurred. All investigations will be fair, impartial, timely, and completed by qualified personnel.

To the extent possible, PPI will endeavor to keep the reporting of the applicant or employee's concerns confidential; however, complete confidentiality cannot be guaranteed when it interferes with PPI's ability to fulfill its obligations under this policy. All employees are required to cooperate fully with any investigation. This includes, but is not limited to, maintaining an appropriate level of discretion regarding the investigation and disclosing any and all information that may be pertinent to the investigation. Upon

completion of the investigation, if misconduct is substantiated, PPI will take appropriate corrective and preventive action calculated to end the conduct up to and including formal discipline where warranted.

Contact information for PPI's EEO Officer is:  
Senior Director of Human Resources  
Program Productions, Inc.  
2050 Finley Road, Suite 80, Lombard, IL 60148  
Phone: 630-869-6016, Email: [hr@programproductions.com](mailto:hr@programproductions.com)

#### Corrective Action Guidelines

PPI will take appropriate corrective action(s) up to and including formal discipline against any employee(s) when an investigation has found that misconduct occurred. Such corrective action(s) may include, but are not limited to, letters of reprimand, suspension, demotion, or termination. Additionally, depending on the nature of the violation, civil liability could be imposed on the violator as well as PPI.

#### The EEOC, Analogous State and Local Agencies and Law Enforcement

Job applicants and employees who believe they have been unlawfully harassed, discriminated or retaliated against may file a complaint with the EEOC, which enforces Title VII of the 1964 Civil Rights Act and other federal anti-discrimination laws. The EEOC has the authority to endeavor to end unlawful employment practices it determines to have occurred by conference, conciliation, or persuasion, as well as the authority to seek remedies on behalf of employees or job applicants, including back pay and other monetary damages, fines, and orders relating to hiring or reinstatement, promotion, and/or changes to an employer's policies or practices. For more information, please contact the EEOC at [www.eeoc.gov](http://www.eeoc.gov).

In many states and cities there are government agencies that are analogous to the EEOC. These agencies are charged with enforcing state and/or local anti-discrimination laws, and usually have authority similar to the EEOC. For more information, please contact the government agency in your city and state, which contact information can be found on the Internet.

In addition to reporting conduct to federal, state, and/or local agencies, aggrieved individuals may also file private lawsuits in state and/or federal courts to enforce the protections afforded to them under the laws that prohibit unlawful harassment, discrimination, and retaliation. Finally, certain conduct that may violate this policy may also violate state or local criminal laws, including conduct that involves unwanted touching (whether of a sexual nature or not), coerced confinement, or coerced sex acts. Under such circumstances, you may also file a complaint with your local police department.

**Additional policy provisions and postings are contained in the individual state sections of the employee portal. All employees are required to review these documents for their individual state and/or the state in which they are working.** The Appendices of this Field Employee Handbook also provide additional state specific information for California, New York and Illinois.

#### 2.4 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 Crewing Manager 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.

## 2.5 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, PDER and Crewing Manager 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 PDER or Crewing Manager have a reasonable belief that an employee may be a danger to himself or herself, or to others, the PDER or Crewing Manager 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.

## 2.6 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 PDER or Crewing Manager has a reasonable belief that an employee is in violation of this policy while on a job, the PDER or Crewing



Manager 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 Crewing Manager in advance of any job assignment to determine if a reasonable accommodation can be made pursuant to the Americans with Disability Act.

## 2.7 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.

## 2.8 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 PDER or Crewing Manager;
- 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 Crewing Manager 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 licensed 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.

## 2.9 Background Check 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 Check? 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.

## 2.10 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 Crewing Manager.

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.

## 2.11 Family and Medical Leave

PPI complies with the Federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The company also abides by any state and local leave laws. The more generous of the laws will apply to the employee if the employee is eligible under both federal and state laws.



Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact the Human Resources department to discuss options for leave.

The FMLA requires private employers with 50 or more employees and all public agencies, including state, local, and federal employers, and local education agencies (schools), to provide eligible employees up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave, except for leaves to care for a covered servicemember with a serious illness or injury. For those leaves, the leave entitlement is 26 weeks in a single 12-month period, measured forward from the date an employee first takes that type of leave.

### Basic Leave Entitlement

The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or child birth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

### Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to seven days of leave); (2) attending certain military events and related activity; (3) arranging childcare and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to five days of leave); (7) attending post-deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties and for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

### Protections During FMLA Leave

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

### Employee Eligibility

The FMLA defines eligible employees as employees who: (1) have worked for the Company for at least 12 months; (2) have worked for the Company for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite which has 50 or more employees or is within 75 miles of Company worksites that taken together have a total of 50 or more employees.

### Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school, work, or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

### Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies also may be taken on an intermittent or reduced work schedule basis.

### Substitution of Paid Leave for Unpaid Leave.

Employees may choose or employers may require the use of accrued paid leave while taking FMLA leave. Accordingly, the Company requires employees to use any accrued paid vacation, personal, and sick days during an unpaid FMLA leave taken because of the employee's own serious health condition or the serious health condition of a family member or to care for a seriously ill or injured family member in the military. In addition, the employee must use any accrued paid vacation or personal days (but not sick days) during FMLA leave taken to care for a newborn or newly placed child or for a qualifying exigency arising out of a family member's active duty or call to active duty status in support of a contingency operation. In order to use paid leave for FMLA leave, employees must comply with the Company's normal paid leave procedures found in its Vacation and Sick Leave policies.

### Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the Company's normal call-in procedures. The Company may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide sufficient information for the Company to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Company if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also are required to provide a certification and periodic recertification supporting the need for leave. The Company also may require a second, and if necessary, a third opinion (at the Company's expense) and, when the leave is a result of the employee's own serious health condition, a fitness for duty report to return to work. The Company also may delay or deny approval of leave for lack of proper medical certification.

### Company Responsibilities

The Company will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If employees are not eligible, the Company will provide a reason for the ineligibility.

The Company will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's FMLA leave entitlement. If the Company determines that the leave is not FMLA-protected, the Company will notify the employee.

#### Other Provisions

Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when the Company has approved the employment under its Outside Employment policy and the employee's reason for FMLA leave does not preclude the outside employment.

#### Unlawful Acts by Employers

The FMLA makes it unlawful for any employer (1) to interfere with, restrain, or deny the exercise of any right provided under the FMLA; or (2) to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

#### Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

### **3. Company Procedures and Expectations**

#### 3.1 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 (including the ProCrewz App), 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.

#### 3.2 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 Crewing Manager 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.

#### 3.3 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 Crewing Manager immediately via phone. The employee must give the reason for not being able to complete the assigned shift. Generally, the Crewing Manager will find a replacement for you. If you are aware of a suitable replacement, you should advise the Crewing Manager 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.

### 3.4 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](http://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 Crewing Manager, 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. 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.

### 3.5 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.

### 3.6 Payroll and Overtime

PPI's work week is Monday through Sunday. Any 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.

Paychecks are currently issued once per week, typically on Friday. Direct Deposit is available for employees during onboarding or at a later date if requested.

Mandatory deductions from paychecks include:

- Federal and state income taxes (based on an individual's W-4 filing status which may be changed at any time by filing a new W-4 form in Paylocity or through Human Resources);
- Social Security taxes; and
- Medicare taxes.

Other Payroll Deductions (such as union dues) may be provided for at the discretion of PPI.

Final paychecks will be provided at the earlier of the next regularly scheduled pay day or on the date required by state statute. Pay Advances are not provided by PPI.

### 3.7 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.

### 3.8 Short Turn-Around

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

### 3.9 Holidays

Holiday rules vary by the market and applicable union agreement.

### 3.10 Expenses

PPI will reimburse employees for pre-approved expenses when you notify the Crewing Manager 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 via the ProCrewz App as soon as possible. If an employee is unable to submit via the ProCrewz App, then receipts are to be submitted to the Crewing Manager within 7 days of the event. Late reporting or submission of receipts will result in disapproval of the expense and you will not be reimbursed for the expense.

### 3.11 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.

### 3.12 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 Crewing Manager
- Contact your Crewing Manager 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.

Crewing Manager. The Crewing Manager 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 Crewing Manager 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 Crewing Manager will use this feature to notify technicians about potential future jobs and those technicians will be able to respond quickly with their availability. PPI does not have this ability yet, just the XLT portal functions this way with the app. 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 Crewing Manager 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](mailto:support@programproductions.com).

### 3.13 Point of Contact (POC) Procedure

The Point of Contact (“POC”) will receive the crew list and contact information from the Crewing Manager prior to the event. The POC 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 Crewing Manager to obtain a replacement for the absent employee. At the end of the event, the POC is responsible for ensuring that all ProCrewz information has been received by PPI so that PPI can bill its client and the technicians can be accurately compensated. If the POC spots any issues related to the ProCrewz App, 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 by the individual technicians. Any deviations related to the ProCrewz App (such as the App not functioning properly) should be discussed with the appropriate Crewing Manager.

### 3.14 Signing In and Out (If not using the ProCrewz® App)

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 in Section 3.12, above). 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, which will then be verified by the Crewing Manager with the onsite client contact.

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.

### 3.15 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.

Employees should use the Paylocity employee portal at [www.paylocity.com](http://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. Paylocity also has a mobile app where Employees can review payment information and receive notifications.

If you need to make any changes to your tax elections, you should contact PPI directly at [paperwork@programproductions.com](mailto:paperwork@programproductions.com).

### 3.16 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.



### 3.17 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.

### 3.18 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.

### 3.19 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.

### 3.20 Event Strike

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

### 3.21 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.

### 3.22 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 in the ProCrewz App. The Crewing Manager will follow up with the appropriate equipment report paperwork via email.

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 PDER before being installed on our equipment.

### 3.23 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](mailto: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.

### 3.24 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.

### 3.25 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 PDER 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 Crewing Manager. 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.

### 3.26 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 PDER 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 Crewing Manager and the PDER (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 Crewing Manager. The Crewing Manager 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 Crewing Manager. 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.

### 3.27 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 PDER.

#### **Safe Work Site Guidelines: Personal Health**

PPIs' mission for all events, at all times, is to promote the safest work environment possible for our employees and partners. PPI expects that employees always maintain awareness and regard for their

own personal physical health and that of others. Your expected commitment to personal health and how it impacts those around you includes but is not limited to:

- Personal health and awareness of spreading contagious diseases to those around you on the worksite.
  - All employees are expected to self-assess their health and agree to not go to work if experiencing symptoms of, or have been diagnosed with, or have been exposed to, a contagious disease that may negatively impact the health and safety of others. This may include but is not limited to diseases such as, Coronaviruses, Influenza, Norovirus, Rotavirus, RSB, Whooping Cough. Click [HERE](#) for more examples of contagious diseases.
  - All employees are expected to practice safe personal hygiene which may include but is not limited to frequent and thorough hand washing, reasonable efforts to maintain a clean workspace, respectfully coughing and sneezing in such a way that you contain germs. Click [HERE](#) for tips on keeping hands clean. Click [HERE](#) for tips on coughing and sneezing etiquette & practice.
  - In the case of a nationally or globally recognized contagious disease pandemic or outbreak you are expected to adhere to all protocols that may apply to operating safely on a worksite. Specific protocols may be required by way of a federal or state mandate or required by way of PPI, PPI client, network, venue, mobile unit vendor, league, or school protocols.

If you choose to accept an assignment from PPI, you must comply with all safety protocols that may apply. PPI has a zero-tolerance policy for anyone who does not follow guidelines and puts their fellow colleagues at risk. Any failure to adhere to safety protocols or expectations will result in disciplinary action and/or removal from the assigned event. Your assignment to a job is entirely voluntary. You may choose not to accept for a variety of reasons including your own health, the health of someone close to you, childcare or other family care reasons and that is understandable. You are not required to accept any assignment and will not be penalized from receiving future assignment if you do not accept one.

### 3.28 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.

### 3.29 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 Crewing Manager within 48 hours of the incident. Contact staff at PPI for a copy of the state specific form. Additionally, a link to the form is posted on the [programproductions.com](http://programproductions.com) website, under the Employee section. As a precaution against further incidents, employees must report all accidents or injuries, even if medical attention is not sought at the time.

### 3.30 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.

### 3.31 Workers Compensation

The workers compensation and occupational disease laws of each state or territory cover injury or illness sustained by employees in the course of their employment with PPI. PPI provides workers' compensation at no cost to employees.

This coverage does not provide nonoccupational disability benefits. In addition, neither PPI nor the insurance carrier is liable for the payment of worker's compensation benefits for injuries that arise from voluntary participation in any off-duty recreational, social, or athletic activity.

PPI supports the practice of bringing injured employees back to work, as soon as they are medically able, to a position compatible with any physical restrictions they may have. If you believe you are ready to return to work, you should notify your Crewing Manager.

Finally, worker's compensation fraud is a punishable crime. PPI and its insurer have a "zero tolerance" for fraud. If you think you see fraud happening, report it immediately to the PPI.

## Appendix A: Complaint Form

### COMPLAINANT INFORMATION

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NAME:

DIVISION / UNIT:

OFFICE LOCATION:

WORK PHONE:

IMMEDIATE SUPERVISOR:

Please describe the conduct that you believe violates the Discrimination, Harassment or Retaliation Prevention Policy. In your narrative, describe: (1) What happened to you; (2) Why you believe you are being discriminated, harassed, or retaliated against, including the reason or evidence you have to support your belief, and; (3) When the acts of discrimination, harassment, or retaliation occur (attach additional pages if needed). If you require assistance with completing this form as a reasonable accommodation, please contact the EEO officer.

**PERSON(S) ALLEGED TO HAVE VIOLATED THE POLICY**

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**Person #1 - Name:                      Position:                      Work Location:**

**Person #2 - Name:                      Position:                      Work Location:**

**Person #3 - Name:                      Position:                      Work Location:**

**PERSON(S) WITH INFORMATION/KNOWLEDGE OF THE ALLEGED INCIDENTS**

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**Witness Name:                      Position:                      Work Location:**

**Witness Name:                      Position:                      Work Location:**

**Witness Name:                      Position:                      Work Location:**

**HAVE YOU COMPLAINED TO ANYONE AT NAME OF ORGANIZATION ABOUT THIS MATTER?**

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If yes, explain the situation. When did you complain, to whom, and what was the result?

Please submit to HR Manager at [hr@programproductions.com](mailto:hr@programproductions.com) or fax it directly to 630-523-0404.



## **Appendix B: For California Employees Additional Provisions related to the Prevention of Discrimination, Harassment and Retaliation**

All PPI employees who work in California are also responsible for being familiar and complying with the following additional policies that apply to workers in California.

If you have questions about these additional policies, the Field Employee Handbook, or any other personnel issue, please contact the Human Resources Department.

In California, job applicants, employees, unpaid interns, or volunteers who believe they have been unlawfully harassed, discriminated or retaliated against may file a complaint with the Department of Fair Employment and Housing (“DFEH”). The DFEH has the authority to endeavor to end unlawful employment practices it determines to have occurred by conference, conciliation, or persuasion, as well as the authority to seek remedies on behalf of employees or job applicants, including back pay and other monetary damages, fines, and orders relating to hiring or reinstatement, promotion, and/or changes to an employer’s policies or practices. For more information, please contact the DFEH, which contact information may be found on the Internet.

### **CALIFORNIA TRAINING REQUIREMENTS**

Every two years, all supervisory employees must attend Sexual Harassment Prevention and Workplace Civility training aimed at increasing their understanding of and preventing workplace sexual harassment (including harassment on the basis of sexual orientation, gender identity, and gender expression) and their role in creating an underlying culture of mutual respect in our workplace. Specific components of the training will include how to promptly and effectively respond to sexual harassment when it occurs, the effects of abusive conduct in the workplace, and ways to appropriately intervene if one witnesses behavior that is not in keeping with this policy. The training must be provided by trainers who, in addition to the other requirements set forth in [2 CCR 11024](#), have the ability through training or experience to train supervisors on how to identify, investigate, report, and respond to unlawful harassment, discrimination, and retaliation in the workplace.

### **FILING OF COMPLAINTS OUTSIDE OUR COMPANY**

Employees and applicants may file formal complaints of discrimination, harassment, or retaliation with the agencies listed below. Individuals who wish to pursue filing with these agencies should contact them directly to obtain further information about their processes and time limits.

#### **California Department of Fair Employment and Housing**

2218 Kausen Drive, Suite 100, Elk Grove, CA 95758

800-884-1684 (voice), 800-700-2320 (TTY) or California’s Relay Service at 711

[contact.center@dfeh.ca.gov](mailto:contact.center@dfeh.ca.gov)

<https://www.dfeh.ca.gov>

#### **U.S. Equal Employment Opportunity Commission**

450 Golden Gate Avenue 5 West, P.O Box 36025

San Francisco, CA 94102-3661

1-800-669-4000 or 510-735-8909 (Deaf/hard-of-hearing callers only)

<http://www.eeoc.gov/employees>

## **Appendix C: For New York Employees**

### **Additional Provisions related to the Prevention of Discrimination, Harassment and Retaliation**

All Company employees who work in New York are also responsible for being familiar and complying with the following additional policies that apply to workers in New York. If you have questions about these additional policies, the Field Employee Handbook, or any other personnel issue, please contact the Human Resources Department.

**Notice of Employee Rights to Be Free of Discrimination and Harassment Based on Reproductive Health Decision Making:** One of the Protected Characteristic in New York is “reproductive health decision making,” which means the decision to use or access a particular drug, device or medical service. PPI will not access an employee’s personal information regarding the employee’s (or the employee’s dependent’s) reproductive health decisions without the employee’s prior informed affirmative written consent; discriminate or take any retaliatory personnel action against an employee with respect to compensation, terms, conditions or privileges of employment because of or based on the employee’s (or the employee’s dependent’s) reproductive health decisions; or require an employee to sign a waiver or other document that purports to deny employees the right to make their own reproductive health care decisions. An employee may bring a civil action alleging discrimination or harassment on this basis and may be entitled to certain remedies under applicable law.

#### **New York Legal Protections and External Remedies**

Sexual harassment is not only prohibited by Program Productions Inc. but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Program Productions Inc., employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

#### **State Human Rights Law (HRL)**

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within three years** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed an HRL complaint in state court.

Complaining internally to Program Productions Inc. does not extend your time to file with DHR or in court. The three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: [www.dhr.ny.gov](http://www.dhr.ny.gov).

Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

### **Civil Rights Act of 1964**

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov).

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

### **Local Protections**

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 22 Reade Street, 1st Floor, New York, New York; call 311 or (212) 306-7450; or visit [www.nyc.gov/html/cchr/html/home/home.shtml](http://www.nyc.gov/html/cchr/html/home/home.shtml).

### **Contact the Local Police Department**

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

## **Appendix D: For Illinois Employees**

### **Additional Provisions related to the Prevention of Discrimination, Harassment and Retaliation**

All Company employees who work in Illinois are also responsible for being familiar and complying with the following additional policies that apply to workers in Illinois. If you have questions about these additional policies, the Field Employee Handbook, or any other personnel issue, please contact the Human Resources Department.

#### **Illinois Sexual Harassment Prevention Training**

Every employer with employees working in the State of Illinois is required to provide all employees with annual sexual harassment prevention training that complies with Section 2-109 of the Illinois Human Rights Act ("IHRA"). For the purposes of satisfying the requirements under Section 2-109, Program Productions, Inc. uses IDHR's model sexual harassment prevention training program to supplement this policy. Employees are required to submit the appropriate certificate of completion upon thoroughly reading and reviewing the training materials to Human Resources or designee.

## **Appendix E: HR Investigation of a Discrimination, Harassment, or Retaliation Claim**

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint the HR Manager will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the “Complaint Form” in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - A list of all documents reviewed, along with a detailed summary of relevant documents;
  - A list of names of those interviewed, along with a detailed summary of their statements;
  - A timeline of events;
  - A summary of prior relevant incidents, reported or unreported; and
  - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the Legal Protections and External Remedies Section of the Preventing Harassment, Discrimination, and Retaliation Policy.