

# Employee Handbook

Version 2.0

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## Welcome to Staging Solutions

We have always emphasized that outstanding people are the key to our success. Through the efforts of our people SSI has become a leader in event activation marketplace. To ensure continued success, we feel it is important that all employees understand our policies and procedures. This employee handbook will familiarize you with the various aspects of working with SSI. I encourage you to use it as a valuable resource for understanding the company. We feel it will also be a useful reference document for all employees. If you have any questions, please do not hesitate to ask one of us.

My best wishes to you and thank you for taking this first step in knowing your company.

Bill Fitch  
President

## Overview

Our policies, practices and benefits are continuously reviewed, and we update or change them from time to time. Therefore, you should always check with the General Manager for the most current ones. SSI benefit plans are defined in legal documents such as insurance contracts. This means that if a question ever arises about the nature and extent of plan benefits or if there is conflicting language, the formal language of the plan documents governs, not the informal wording of this handbook. Plan documents are available for your inspection in the Admin Team's office. The policies and procedures set forth in this employee handbook are not a binding employment contract.

## Ethical Standards/Conflict of Interest

SSI has an excellent reputation for conducting its business activities with integrity, fairness, and in accordance with the highest ethical standards. As an employee you enjoy the benefits of that reputation and are obligated to uphold it in every business activity. If you are ever in doubt whether an activity meets our ethical standards or compromises the company's reputation, please discuss it with the President or General Manager.

## Open Door Policy

Employees are encouraged to share their concerns, seek information, provide input, and resolve problems/issues through the President and the General Manager. We will listen to your concerns, encourage your input, and seek resolution to your problems/issues.

## Suggestions

If you have any suggestions or ideas that you feel would benefit SSI, we encourage you to tell us about them. We are always looking for suggestions that improve methods, procedures and working conditions, reduce costs or errors, and benefit SSI and its employees.

## **Validity Area: Texas & Outside Of Texas**

The rules and policies in this document apply to all SSI employees consistent with the laws and regulations of any relevant jurisdictions.

**Texas Employees:** This document addresses federal and Texas regulations applicable to all Texas employees.

**Non-Texas Employees:** Local regulations and specific state laws applicable to Non-Texas employees will be addressed in Addendums to this document.

## **At-Will Employment**

If employment is offered and accepted, employment is not for any specific term and can be terminated at any time, with or without cause, and with or without notice, by either the SSI or the employee. Furthermore, this handbook and the application for employment, is not intended to be a contract of employment and at-will employment cannot be changed except by written documentation signed from the President and the General Manager of SSI. Any oral promises of employment for a defined period or statement that are otherwise contrary to your at-will status are not binding upon SSI.

## **New Hires**

New hires may be required to successfully pass a background check, physical, drug test, or other test considered legal and/or applicable. Background checks may include verification of any information on the applicant's resume or application form. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment. Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related. The employee may also be required to take a driving test and maintain insurance on their vehicle. SSI also reserves the right to conduct a background check, physical, drug test, or other test considered legal and/or applicable for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

## **Immigration Law Applicable to All Employees**

Federal law requires that SSI verifies your identity and employment eligibility or terminates you if you cannot present the required documentation. To complete the verification procedure, you are required to do the following: 1) fill out a Form I-9 that certifies, under penalty of perjury, that you are authorized to work in the United States; and 2) present unexpired original documentation from the list of acceptable documents shown on the Form I-9 that shows your identity and employment authorization.

SSI takes its obligation under federal law seriously to employ only authorized workers. You must complete Section 1 of Form I-9 no later than your first day of work for pay. If you fail to produce

the required documents within three business days of the date your employment begins, we will have no recourse but to terminate your employment.

## **Equal Employment Opportunity**

SSI maintains a strong policy of equal employment opportunity. We take affirmative action to ensure equal employment opportunity for all employees and applicants for employment. We hire, train, promote, and compensate employees on the basis of personal competence and potential for advancement without regard for race, color, religion, gender, sexual orientation, national origin, age, or physical impairments.

SSI provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. SSI complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, training, and social and recreational activities.

SSI expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of SSI employees to perform their expected job duties is absolutely not tolerated.

### **Non-Discrimination & Anti-Harassment**

SSI is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, SSI expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

It is the policy of SSI to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran. SSI prohibits any such discrimination or harassment.

SSI encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the Company to promptly and thoroughly investigate such reports. SSI prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

### **Definitions of Harassment**

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for

employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

#### **Individuals and Conduct Covered**

These policies apply to all applicants and employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to the Company (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

#### **Retaliation Is Prohibited**

SSI prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

## **Complaint Procedure**

### **Reporting an Incident of Harassment, Discrimination or Retaliation**

SSI requires the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. When possible, SSI encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. SSI recognizes, however, that an individual may prefer to pursue the matter through complaint procedures. Individuals who believe they have experienced conduct that they believe is contrary to SSI's policy or who have concerns about such matters must file their complaints with their immediate supervisor and the General Manager or SSI President before the conduct becomes severe or pervasive. Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of the other designated representatives identified above.

## **IMPORTANT NOTICE TO ALL EMPLOYEES:**

Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action. Also, please note, federal, state and local discrimination laws establish specific time frames for initiating a legal proceeding pursuant to those laws.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, SSI strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. SSI will make every effort to stop alleged harassment before it becomes severe or pervasive but can only do so with the cooperation of its employees. The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

### **The Investigation**

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

### **Responsive Action**

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay or termination, as SSI believes appropriate under the circumstances.

If an employee making a complaint does not agree with its resolution, the employee may appeal to SSI's President.



Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of SSI prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

## **Accommodation of Disabilities**

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

## **Conflict of Interest & Outside Employment Statement**

SSI expects employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of SSI. Business dealings that appear to create a conflict between the interests of SSI and an employee are unacceptable. SSI recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, the employee must disclose any possible conflicts so that SSI may assess and prevent potential conflicts of interest from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of SSI's business dealings.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones which most frequently present problems. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he or she should immediately contact the General Manager to obtain advice on the issue. The purpose of this policy is to protect employees from any conflict of interest that might arise.

A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination.

### **Outside Employment**

Employees are required to obtain written approval from their supervisor before participating in outside work activities. Approval will be granted unless the activity conflicts with SSI's interest. In general, outside work activities are not allowed when they:

- prevent the employee from fully performing work for which he or she is employed at SSI, including overtime assignments;
- involve organizations that are doing or seek to do business with SSI, including actual or potential vendors or customers; or
- violate provisions of law or SSI's policies or rules.

From time to time, SSI employees may be required to work beyond their normally scheduled hours. Employees must perform this work when requested. In cases of conflict with any outside activity, the employee's obligations to SSI must be given priority. Employees are hired and continue in SSI's employment with the understanding that SSI is their primary employer and that other employment or commercial involvement which is in conflict with the business interests of SSI is strictly prohibited.

## Acceptance of Gifts

No employee may solicit or accept gifts of significant value (i.e., in excess of \$25.00), lavish entertainment or other benefits from potential and actual customers, suppliers or competitors.

Special care must be taken to avoid even the impression of a conflict of interest.

An employee may entertain potential or actual customers if such entertainment is consistent with accepted business practices, does not violate any law or generally accepted ethical standards and the public disclosure of facts will not embarrass the Company.

Any questions regarding this policy should be addressed to the General Manager.

## Work Product Ownership

All SSI employees must be aware that SSI retains legal ownership of the product of their work. No work product created while employed by SSI can be claimed, construed, or presented as property of the individual, even after employment by SSI has been terminated or the relevant project completed. This includes written and electronic documents, audio and video recordings, system code, and any concepts, ideas, or other intellectual property developed for SSI, regardless of whether the intellectual property is actually used by SSI. Although it is acceptable for an employee to display and/or discuss a portion or the whole of certain work product as an example in certain situations (e.g., on a resume, in a freelancer's meeting with a prospective client), one must bear in mind that information classified as confidential must remain so even after the end of employment, and that supplying certain other entities with certain types of information may constitute a conflict of interest. In any event, it must always be made clear that work product is the sole and exclusive property of SSI.

## CONFIDENTIAL NATURE OF WORK

All SSI records and information relating to SSI or its customers are confidential, and employees must, therefore, treat all matters accordingly. No SSI or SSI-related information, including without limitation, documents, notes, files, records, oral information, computer files or similar materials (except in the ordinary course of performing duties on behalf of SSI) may be removed from the SSI's premises without permission from the Company. Additionally, the contents of SSI's records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for a business purpose. Employees must not disclose any confidential information, purposefully or inadvertently through casual conversation, to any unauthorized person inside or outside SSI. Employees who are unsure about the confidential nature of specific information must ask their supervisor for clarification. Employees will be

subject to appropriate disciplinary action, up to and including dismissal, for knowingly or unknowingly revealing information of a confidential nature.

## Prohibited Conduct & Discipline

Any employee whose conduct, actions or performance violates or conflicts with SSI's policies may be terminated immediately and without warning. The following list is not to be inclusive but some examples of violations which may warrant immediate termination of an employee.

- Violation of any policies written in this employee handbook
- Breach of trust or dishonesty
- Theft, or the unauthorized possession of property from SSI, co-workers, visitors or customers
- Gross negligence
- Falsifying time records
- Deliberate non-performance of work
- Conviction of a felony
- Insubordination or refusing to follow a supervisor's direction
- Falsely stating or making claims of injury
- Violation of the Alcohol and Drug Policy
- Falsifying Company, client or vendor information or records including forms, reports, registers, etc.
- Any fighting, threatening, intimidating or coercing behavior
- Engaging in conduct which creates a safety hazard or violates safety or health rules

The following list is not to be inclusive but some examples of violations which may warrant the termination of an employee.

- Smoking in restricted areas
- Parking in unauthorized locations
- The use of company phones, stamps, stationary, postage meters, supplies, etc. for personal use
- Engaging in unlawful or improper conduct on or off work premises, during work or non-work hours
- Unauthorized possession, use, removing or copying of any records that are the property of SSI
- Loitering or sleeping while on duty
- Excessive or undue absenteeism or tardiness
- Failure to call or directly contact your supervisor when you will be late or absent from work
- Leaving your department or work premises without authorization during work hours
- Damaging, destroying or wasting of supplies, materials, equipment or property of SSI

*Note: The foregoing violations are not intended to be inclusive of the required discipline and proper standards of conduct or obligations which employees must observe at all times.*

Should an employee's performance, work habits, overall attitude, conduct or demeanor become unsatisfactory based on violations either of the above or of any other SSI policies, rules, or regulations, the employee will be subject to disciplinary action, up to and including termination. Before or during imposition of any discipline, employees may be given an opportunity to relate their version of the incident or problem at issue and provide any explanation or justification they consider relevant.

Where appropriate, a policy of progressive employee discipline will be followed by supervisors. Major elements of this policy include:

1. **VERBAL REPRIMAND.** The first step in SSI's progressive disciplinary policy is the "verbal reprimand." This is a verbal warning to an employee that his conduct is unacceptable, and that repeated or continued failure to conform his conduct or performance to SSI standards will result in more severe disciplinary action. Before receiving a verbal reprimand, an employee will be counseled by his supervisor and told what improvements are necessary and expected to correct any performance deficiencies. A record of the notice of the verbal reprimand may be made and retained in the employee's personnel file.
2. **WRITTEN REPRIMAND.** The second step is a "written reprimand." This reprimand will describe the unacceptable conduct or performance of the employee and specify needed changes or improvements. A copy of the written reprimand will be retained in the employee's personnel file.
3. **SUSPENSION.** Suspension of the employee's employment may, at the sole discretion of SSI, be used as a third step. The length of the suspension will vary based upon such factors as the severity of the offense, the employee's performance, and the employee's disciplinary record. An employee may be suspended for repeated instances of minor misconduct, failure to conform his conduct or performance to the standards of his position, or for a single serious offense. A record of the suspension will be retained in the employee's personnel file.
4. **TERMINATION.** The final step in the disciplinary procedure is the termination of the employee. If an employee fails to conform his conduct or performance to the standards required by SSI, SSI may, in its sole discretion, terminate the employee's employment.

Notwithstanding this progressive disciplinary procedure policy, SSI reserves the right to administer discipline in such a manner as it deems appropriate to the circumstances, and may, in its sole discretion, eliminate any or all of the steps in the discipline process. Failure to follow any of the rules and policies in this handbook may result in disciplinary action up to and including termination and/or unpaid suspensions (including exempt employees).

## Workplace Bullying

SSI defines bullying as "repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment." Such behavior violates SSI policy that all employees be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that the company will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. SSI considers the following types of behavior examples of bullying:

- Verbal bullying: Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.
- Gesture bullying: Nonverbal threatening gestures or glances that convey threatening messages.
- Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

## Workplace Violence Policy

SSI believes employees must display common sense, good judgment and a high regard for the rights and interests of others if we are to provide a safe and productive work environment. Accordingly, employees are required to adhere to essential standards of personal conduct at all times.

It is impractical to spell out everything that is expected of employees in terms of honesty, courtesy, professionalism and good conduct. In all cases, determinations as to the level of discipline are reserved by and remain within the sole discretion of management regardless of whether the behavior constitutes violence.

Actions do not need to be aimed directly towards someone or something to be considered a violation jeopardizing the safety and productivity of co-workers, customers and others. Deliberate actions that create the potential for an unsafe workplace are a violation of policy and will subject the employee to disciplinary action, up to and including termination of their employment. Unauthorized possession of weapon(s), such as firearms, explosives, knives, or box cutters, while on SSI time and/or SSI property is strictly prohibited.

The following are other examples of violations of this policy:

- Any act or omission that threatens, coerces or endangers the safety of co-workers, clients or self.
- Fighting, threatening or provoking a fight while on SSI property and/or time.
- Destruction, damage or misuse of SSI property, property of co-workers or customers.

Any employee who engages in conduct such as the type described above will be subject to disciplinary action, up to and including termination of their employment.

All incidents involving violence in the workplace must be reported to your supervisor or SSI management. In addition, all SSI personnel are responsible for notifying their supervisor or SSI management of any threats that they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job-related or might be carried out on an SSI-controlled site or is connected to SSI

employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threat or threatening behavior. All individuals who obtain a protective or restraining order which lists SSI locations, directly or indirectly, as being protected areas, must provide to their supervisor or SSI management a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent. SSI understands the sensitivity of the information requested and will maintain the highest degree of confidentiality possible. SSI will share such information only on an as needed basis.

## **ATTENDANCE, PUNCTUALITY & DEPENDABILITY**

Because SSI depends heavily upon its employees, it is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. As such, employees are expected at work on all scheduled workdays and during all scheduled work hours and to report to work on time. Moreover, an employee must notify his/her supervisor as far in advance as possible, but not later than one hour before his/her scheduled starting time if he/she expects to be late or absent. This policy applies for each day of his/her absence. An employee who fails to contact his/her immediate supervisor will be considered to have “abandoned” their job and voluntarily quit and will be subject to termination. To the extent permitted by law, absenteeism and lateness lessen an employee's chances for advancement and may result in dismissal.

## **Cell Phones & Electronic Devices**

All employees are expected to follow applicable state or federal laws or regulations regarding the use of cell phones or electronic devices at all times. Employees who are charged with traffic violations resulting from the use of their phone or electronic device while driving will be solely responsible for all liabilities that result from such actions. Use of a cell phone or electronic device while driving is not required by SSI. Safety must come before all other concerns.

Employees are prohibited from texting or making use of other hand operated electronic functions (e-mail, gaming, web surfing or usage, etc.) while operating a motor vehicle. This prohibition includes the time waiting for a traffic signal to change or while sitting in traffic. Violations of this policy will result in discipline up to and including termination.

SSI will not be liable for lost or stolen personal electronic devices.

## **E-Mail Policy**

Employees are responsible for using the Client Company electronic mail (E-mail) system properly and in accordance with this policy.

The E-mail system is the property of SSI. It has been provided for use in conducting company business. All communications and information transmitted by, received from, or stored in this system are company records and property of SSI. The E-mail system is to be used for company purposes only.

Employees have no right of personal privacy in any matter stored in, created, received, or sent over the mail system.

SSI, in its discretion as owner of the E-mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the E-mail system, for any reason and without the permission of any employee. Even if employees use a password to access the E-mail system, the confidentiality of any message stored in, created, received, or sent from the E-mail system still cannot be assured. Use of passwords or other security measures does not in any way diminish SSI rights to access materials on its system or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to SSI as E-mail files may need to be accessed by the company in an employee's absence.

Employees should be aware that deletion of any E-mail messages or files will not truly eliminate the messages from the system. All E-mail messages are typically stored on a central back-up system in the normal course of data management.

Even though SSI has the right to retrieve and read any E-mail messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any E-mail messages that are not sent to them. Any exception to this policy must receive the prior approval of SSI management.

The Company's policies against sexual or other harassment apply fully to the E-mail system, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no E-mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, **national origin, disability or any other classification protected by law.**

The E-mail system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job-related solicitations.

The E-mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior written authorization from SSI management. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult your supervisor.

Management approval is required before anyone can post any information on commercial on-line systems or the Internet. Any approved material that is posted should obtain all proper copyright and trademark notices. Absent prior approval from management to act as an official representative of SSI, employees posting information must include a disclaimer in that information stating, "Views expressed by the author do not necessarily represent those of SSI.

Users should routinely delete outdated or otherwise unnecessary E-mails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. E-mails are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write E-mail

communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on SSI letterhead.

Because E-mail records and computer files may be subject to discovery in litigation, employees are expected to avoid making statements in E-mail or computer files that would not reflect favorably on the employee or SSI if disclosed in litigation or otherwise.

Any employee who discovers misuse of the E-mail system should immediately contact the General Manager.

Violations of this E-mail policy may result in disciplinary action up to and including discharge.

SSI reserves the right to modify this policy at any time, with or without notice.

## Internet Use Policy

Certain employees may be provided with access to the Internet to assist them in performing their jobs. The Internet can be a valuable source of information and research. In addition, e-mail can provide excellent means of communicating with other employees, our customers and clients, outside vendors, and other businesses. Use of the Internet, however, must be tempered with common sense and good judgment.

If you abuse your right to use the Internet, it will be taken away from you. In addition, you may be subject to disciplinary action, including possible termination, and civil and criminal liability.

Your use of the Internet is governed by this policy and the E-Mail Policy.

*Disclaimer of liability for use of Internet:* SSI is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk.

*Duty not to waste computer resources:* Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related.

*No expectation of privacy:* The computers and computer accounts given to employees are to assist them in performance of their jobs. Employees should not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to SSI and may only be used for business purposes.

*Monitoring computer usage:* SSI has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, but not limited to, monitoring sites visited by



employees on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users.

*Blocking of inappropriate content:* SSI may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by SSI networks. In the event you nonetheless encounter inappropriate or sexually explicit material while browsing on the Internet, immediately disconnect from the site, regardless of whether the site was subject to company blocking software.

*Prohibited activities:* Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law), or in violation of SSI's equal employment opportunity policy and its policies against sexual or other harassment may not be downloaded from the Internet or displayed or stored in SSI computers. Employees encountering or receiving this kind of material should immediately report the incident to their supervisors or the General Manager. SSI's equal employment opportunity policy and its policies against sexual or other harassment apply fully to the use of the Internet and any violation of those policies is grounds for discipline up to and including discharge.

*Games and entertainment software:* Employees may not use SSI's Internet connection to download games or other entertainment software, including wallpaper and screen savers, or to play games over the Internet.

*Illegal copying:* Employees may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of your supervisor.

*Accessing the Internet:* To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to SSI's network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to SSI's network.

*Virus detection:* Files obtained from sources outside SSI, including disks brought from home; files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage SSI's computer network. Employees should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-SSI sources, without first scanning the material with SSI-approved virus checking software. If you suspect that a virus has been introduced into SSI's network, notify your supervisor immediately.

*Sending unsolicited e-mail (spamming):* Without the express permission of their supervisors, employees may not send unsolicited e-mail to persons with whom they do not have a prior relationship.

*Amendments and revisions:* This policy may be amended or revised from time to time as the need arises. Users will be provided with copies of all amendments and revisions.

Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

Use of the Internet via SSI's computer system constitutes consent by the user to all of the terms and conditions of this policy.

## **Social Media Policy**

At SSI, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with its certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all associates who work for SSI, or one of its subsidiary companies in the United States.

### **Guidelines**

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with SSI, as well as any other form of electronic communication. The same principles and guidelines found in SSI policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of SSI or SSI's legitimate business interests may result in disciplinary action up to and including termination.

### **Know and follow the rules**

Carefully read these guidelines and the other policies in this handbook to ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

### **Be respectful**

Always be fair and courteous to fellow associates, customers, members, suppliers or people who work on behalf of SSI. Also, keep in mind that you are more likely to resolved work related complaints by speaking directly with your co-workers or by utilizing our Open-Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or

posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

### **Be honest and accurate**

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about SSI, fellow associates, members, customers, suppliers, people working on behalf of SSI or competitors.

Post only appropriate and respectful content

- Maintain the confidentiality of SSI trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Respect financial disclosure laws. It is illegal to communicate or give a “tip” on inside information to others so that they may buy or sell stocks or securities. Such online conduct may also violate the Insider Trading Policy.
- Do not create a link from your blog, website or other social networking site to a SSI website without identifying yourself as a SSI associate.
- Express only your personal opinions. Never represent yourself as a spokesperson for SSI. If SSI is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of SSI, fellow associates, members, customers, suppliers or people working on behalf of SSI. If you do publish a blog or post online related to the work you do, or subjects associated with SSI, make it clear that you are not speaking on behalf of SSI. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of SSI].”

Using social media at work

Refrain from using social media while on work time or on equipment provided, unless it is work-related as authorized or consistent with the Company Equipment Policy.

Retaliation is prohibited

SSI prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts

Associates should not speak to the media on SSI’s behalf without contacting the General Manager. All media inquiries should be directed to them.

## **Tape Recording Policy**

It is a violation of SSI policy to record conversations with a tape recorder or other recording device unless prior approval is received from your supervisor or a member of upper-level management or all parties to the conversation give their consent.

The purpose of this policy is to eliminate a chilling effect on the expression of views that may exist when one person is concerned that his or her conversation with another is being secretly recorded. This concern can inhibit spontaneous and honest dialogue especially when sensitive or confidential matters are being discussed.

Violation of this policy will result in disciplinary action, up to and including immediate termination.

## **PAY PERIOD**

For all employees the standard pay period is bi-weekly, every other Friday. Union employees are paid weekly.

When a payday falls on a weekend or holiday, paychecks will be distributed on the last working day prior to the holiday.

Paychecks are deposited directly to the account(s) you provide, or checks are distributed no later than noon on Friday.

## **Payroll Deductions**

Your earnings and payroll deductions are shown on a voucher with your check. Deductions required are as follows:

Required by Federal & State Law

Federal Income Tax  
Social Security Tax  
Medicare Insurance  
Garnishments/Wage Attachments

Any questions about your paycheck should be directed to the Admin Team.

## **Overtime**

Full time employees who are salaried are not eligible for overtime pay. Employees may be asked to work beyond the normal work hours to complete critical jobs. SSI has a generous pay scale and employee benefit structure to compensate for the extra time.

## **Pay Increases**

All salary increases are based on personal and project merit and are discretionary. Pay increases will be based upon the annual performance appraisal and will take effect at the beginning of the next pay period.

## **Mileage & Expenses**

SSI will reimburse employees for mileage and expenses incurred while on company business. A receipt must validate expenses incurred by an employee. The standard mileage rate for business use is based upon annual study of the fixed and variable costs of operating an automobile. The rate incurred will be based upon the cents per mile driven issued by the Internal Revenue Service.

In order to receive reimbursement for mileage and expenses, an employee must turn in an expense report within 10 days after the expenses were incurred. Reimbursable expenses can be issued at times of travel over 100 miles round trip (50 miles each way). Documentation of starting point through the ending point must be provided as well. The show producer or General Manager must approve all expenses submitted for reimbursement.

## **Unacceptable Job Performance**

The General Manager will first advise an employee verbally if he/she is not performing to the acceptable standards.

If satisfactory improvements are not exhibited after a verbal warning, and within a maximum period of 30 days, a written warning will be given the employee for review and action.

If the employee's performance does not improve to an acceptable level within 30 days after a written warning, further action will be taken, which may include termination.

## **Probationary Period**

### **New Employees**

Newly hired employees are subject to a 90-day evaluation or introductory period to verify skills, capabilities and suitability to their position. Likewise, this gives new employees the opportunity to evaluate SSI as a place to work.

The designation of this time frame does not constitute an obligation on the part of the company to retain the employee until the end of the period specified. During this time, either SSI or the employee may terminate the working relationship without cause and without advance notice.

## **Employee Performance Reviews**

Newly hired permanent employees may request a performance review opportunity after 90 days, annually, as well as on the anniversary of their start date.

The purpose of the performance appraisal is to establish goals to improve job performance both through maximizing employee strengths and stressing improvement of job skills.

## **Personnel Files**

SSI maintains up-to-date personnel files on all employees. If you wish to review your file, please contact the Admin team. Additionally, please notify the Admin Team concerning any changes in

your income tax filing status, marital status, name, address, phone number, or emergency notification so that your file will remain current.

## Employment Of Relatives

SSI has no prohibition against hiring relatives. However, one general restriction has been established to help assure fair treatment of all employees.

While we accept and consider applications for employment from relatives, close family members such as parents, children, spouses or in-laws will not be hired into or transferred into positions where they directly or indirectly supervise or are supervised by a close family member.

## Safety

SSI expects its employees to conduct themselves in a safe manner. Please use good judgement and common sense in matters of safety and observe all safety rules posted.

1. Always operate within design and environmental limits.
2. Always operate in a safe and controlled condition.
3. Always ensure safety devices are in place and functioning.
4. Always follow safe work practices and procedures.
5. Always comply with all applicable rules and regulations.
6. Always address abnormal conditions.
7. Always follow written procedures for high risk or unusual situations.
8. Always involve the right people in decisions that affect procedures and equipment.

Always work in a manner that safeguards you, fellow workers, customers and occupants of the facility.

Use your Stop-Work Authority if you observe unsafe work practices, and for reporting any incidents or near misses to your supervisor and/or technical director immediately.

Know and understand the correct, safe procedures and the scope of work for your job assignment. If you have any doubts or questions, stop and ask your supervisor.

Observing all safety rules established for your protection, abiding by all laws and regulations, using safety equipment and devices provided or required, and always working in a manner that safeguards you, all our customers, and your fellow workers.

Promptly obtain first aid in the event of an injury and reporting the injury to your immediate supervisor and/or technical director.

The Stop-Work Authority program establishes the authority and obligation of any individual to stop work when an unsafe condition or act could result in an undesirable event. In general terms, the Stop-Work Authority process involves a stop, notify, correct and resume approach for the resolution.

It is your Responsibility and you have the Authority to stop work that does not comply with our tenets of operation, and there will be No Repercussions. That is our commitment to you. Perform these steps in sequence if you feel your own work or the work of others is not safe:

1. Decide to intervene (take ownership).

2. Stop the unsafe act.
3. Notify immediate supervisors.
4. Resolve the issue.
5. Resume work (or stay shut down until the risk is mitigated).
6. Share what you learned.

## **Attire, Personal Protective Equipment and Job Site Safety**

Wear proper clothing for your job, including a shirt, long-pants, and proper footwear. Additional foot protection, such as rubber boots or safety toe protectors, may be required while working (during exposure to special hazards). Proper hand protection (gloves) are required - when subjecting your hands to physical abuse or when hazards exist.

Always wear Occupational Safety and Health Administration (OSHA) recommended safety glasses with side shields - (ANSI Z-87) when performing craft or trade work tasks. Goggles or face shields are required whenever there is a potential exposure to injury from flying particles or splash. When a face shield is used, safety glasses or goggles must also be worn. Wear additional eye and face protection when grinding, cutting, chipping, welding or using air tools.

Hard hats are required in all designated work-zones, when overhead work is taking place, and where hazards from falling objects exist. If in doubt whether a task meets these requirements, wear a hard hat.

If you are working on foot and exposed to motor vehicle traffic or mobile equipment, wear orange vests or other equivalent high-visibility apparel. These items must be reflective after dark. Wear hearing protection, such as plugs or muffs, in designated areas, as directed, or whenever you are exposed to excessive noise. If you need to shout to talk with a person close by, you should be wearing ear protection. Hearing protection is available from the technical directors show box or the designated safety trunk.

Learn and follow the specific safety regulations that apply to your job. Only qualified personnel should operate machinery, equipment and electrical circuits. If you don't know or understand the regulations that apply to your job, ask your supervisor.

Do your part to keep sidewalks, walks, building entries, corridors, ramps, staircases, elevators, work areas and shop areas clear of obstructions and debris to eliminate tripping and fire hazards. We share the building, as well as the effort and the benefit of keeping it clean and safe.

Use safety equipment and devices. Make sure that safety equipment (such as shields, guards and protectors) are in working order and fit properly. Never remove or alter these devices.

Ask for help when lifting heavy objects. Determine if a mechanical device is a better option. If you must physically lift an object, use your leg muscles to lift rather than the smaller muscles of your back, and observe proper lifting techniques at all times.

Know the locations of the nearest emergency exits. Know the locations of emergency equipment, such as fire extinguishers, first aid supplies, eye wash stations and lifesaving equipment. Report the use of any emergency equipment so that it can be replaced. Also remember not to block this

equipment with any material or debris in an effort to maintain immediate access in the case of an emergency.

### **Reporting Accidents and Injuries**

Report all accidents, injuries and near-misses immediately, regardless of severity, to your supervisor.

## **Workers Compensation**

SSI maintains Worker's Compensation Insurance coverage on all employees. All injuries incurred on the job must be reported to the General Manager IMMEDIATELY.

An employee injured on the job will be paid through the end of the workday in which the injury took place. An injured employee who is hospitalized on the day of the injury receives no further wages but may receive benefits through workers compensation

## **Substance Abuse**

SSI will not tolerate any substance abuse on its premises. Any employee reporting for work under the influence of alcohol or nonprescription drugs will be asked to leave immediately. Under these circumstances, assistance will be provided to ensure that the employee arrives home safely. Any employee who repeatedly reports to work under the influence of alcohol or drugs will have his/her employment terminated immediately.

## **Smoking**

Due to health concerns and in consideration of others, SSI does not allow smoking in the building. Employees who smoke may do so outside 25 feet from building doorway.

## **Terminations**

It is our policy to make a reasonable effort to retain good employees. However, employment at SSI is for no specified time, regardless of length of service. Just as employees are free to leave for any reason, SSI reserves the same right to end the working relationship with any employee at any time, with or without notice, for any reason not prohibited by law.

When an employee wishes to resign because of illness or other personal reasons, the possibility of a leave of absence should be explored if the employee has a good work record and has sufficient length of service.

All employees are expected to give at least two weeks' notice before terminating employment.

## **SECURITY/LOSS PREVENTION**

SSI has installed and maintains a security system to protect the premises from fire, unlawful entry, and theft. The details of this system are available from the General Manager.



Employees are encouraged to assist management in ensuring that the system is not compromised in any way, shape or form. Tampering with the system will result in immediate termination.

## GOVERNMENT NOTICES

Federal, state and local government notices regarding employment regulations and information are posted in the break room (kitchen). Each employee has the responsibility to read the information posted.

## HOLIDAYS

Full-time employees are eligible for holiday pay.

SSI provides full-time employees the following paid holidays each year.

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve and New Year's Day

SSI discretion to close office between Christmas Eve and New Year's Day

If a holiday falls on a weekend, the holiday will be observed on the closest Friday or Monday, or on the customary day.

## PERSONAL TIME OFF

All full-time employees are eligible for PTO. Temporary employees, part-time employees or contract employees working less than 1000 hours per year, are not eligible for PTO.

Personal time off may be taken at any time during the year but must be scheduled with respect to ongoing shows and departmental workloads.

## LEAVE OF ABSENCE

A leave of absence is an extended period of time absent from work without loss of employment. Leave of absence is without pay. During the first 30 days of a leave of absence the company continues to pay company-paid benefits. The employee must pay premiums for dependent insurance coverage in advance to the company.

A written request for a leave of absence, providing full explanation of the circumstances, must be presented to the General Manager at least two weeks before the start date of the leave of absence. Failure to report to work on the first day after the expiration of the leave of absence will be considered a voluntary termination of employment.

The granting of a leave of absence does not guarantee that there will be a position available to you after the end of your leave. A leave of absence should be properly scheduled through your supervisor. The term “Leave of Absence” means an approved absence from work without pay for a period of time in excess of five working days.

## Family and Medical Leave Act (FMLA)

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns or disputes with this policy, you must contact HR&P in writing.

### General Provisions

Under this policy, the Company will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

### Eligibility

To qualify to take family or medical leave under this policy, the employee must meet the following conditions:

- The employee must have worked for the Company for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer’s intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
- The employee must work in a work site where 50 or more employees are employed by the Company within 75 miles of that office or work site. The distance is to be calculated by using available transportation by the most direct route.

## Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- The birth of a child and in order to care for that child.
- The placement of a child for adoption or foster care and to care for a newly placed child.
- To care for a spouse, child or parent with a serious health condition (Under the FMLA, a “spouse” means a husband or wife as defined under the law in the state where the employee resides, including same-sex marriages in states that legally recognize such civil unions).
- The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or as a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under the Company's sick leave policy are encouraged to consult with the Human Resource manager.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the Company may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

- An employee whose spouse, son, daughter or parent has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: a) short-notice deployment, b) military events and activities, c) child care and school activities, d) financial and legal arrangements, e) counseling, f) rest and recuperation, g) post-deployment activities, and h) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.
- Covered active duty means:
- In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country.
- In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in Title 10 U.S.C. §101(a)(13)(B).

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

- Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran.
- An employee whose son, daughter, parent or next of kin is a covered service member may take up to 26 weeks in a single 12-month period to take care of leave to care for that service member. Next of kin is defined as the closest blood relative of the injured or recovering service member. The term covered service member means:
  - A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy or is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
  - A veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

The term serious injury or illness means:

In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.

In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on an active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

### **Amount of Leave**

An eligible employee may take up to 12 weeks for the first five FMLA circumstances above (under heading "Type of Leave Covered") under this policy during any 12-month period. SSI will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, SSI will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount of time the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave circumstance above during a single 12-month period. For this military caregiver leave, SSI will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for SSI and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for SSI and each wish to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

### **Employee Status and Benefits During Leave**

While an employee is on leave, SSI will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

### **Employee Status After Leave**

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider.

### **Use of Paid and Unpaid Leave**

All paid vacation, personal and sick leave runs concurrently with FMLA leave.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

### **Intermittent Leave or a Reduced Work Schedule**

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

### **Certification for the Employee's Serious Health Condition**

SSI will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

### **Certification for the Family Member's Serious Health Condition**

SSI will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

### **Certification of Qualifying Exigency for Military Family Leave**

SSI will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

### **Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave**

SSI will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

### **Recertification**

SSI may request recertification for the serious health condition of the employee or the employee's family member when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, SSI may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence.

### **Procedure for Requesting FMLA Leave**

All employees requesting FMLA leave must provide SSI with written notice of the need for the leave. Within five business days after the employee has provided this notice, SSI will provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with SSI's usual and customary notice and procedural requirements for requesting leave.

### **Designation of FMLA Leave**

Within five business days after the employee has submitted the appropriate certification form, the General Manager will provide the employee with a written response to the employee's request for FMLA leave.

### **Intent to Return to Work from FMLA Leave**

SSI may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

### **Personal Leave Of Absence**

SSI has a policy of granting personal leaves of absence on a case-by-case basis. SSI may grant a personal leave of absence up to a maximum of 30 days. An extension beyond 30 days will be considered in the event of serious or extenuating circumstances.

### **Maternity Leave Of Absence**

SSI will grant a leave of absence without pay for medical disabilities associated with pregnancy. Maximum leave is 120 days, starting with the last day the employee worked prior to the delivery.

### **Military Leave Of Absence**

An employee who is drafted for service in the armed forces is eligible for military leave of absence for up to 30 days. If military service is longer than 30 days, employment will be

terminated; however, upon return from service, the employee will be eligible for re-employment if the company has a similar position open.

An employee who is a member of the Armed Forces Reserve or the National Guard and who is required to attend annual active duty for training or other short-term reserve or Guard duty (i.e. forest fire fighting, police duty for natural disaster, etc.) is eligible for a military leave of absence. Such time off will not be considered personal time unless requested by the employee.

### **Jury Duty Leave Of Absence**

Company policy is to encourage employees to serve on jury panels. Notify the General Manager immediately upon receipt of Jury Duty notice.

### **Bereavement Leave Of Absence**

In the event of a death in the immediate family, an employee may have time needed up to five working days, with pay, to handle family affairs and attend the funeral. "Immediate family" is defined as father, mother, sister, brother, spouse, child, mother-in-law, father-in-law, grandparents, and grandchildren.

### **Voting**

SSI 's policy is to encourage its employees to participate in the election of government leaders. Therefore, adequate time off with pay is allowed during the workday to exercise this right.

## **Insurance**

### **Medical Insurance**

All full-time employees are eligible for medical insurance. Temporary and part-time employees working less than 1000 hours per year are not eligible on SSI's plan. Benefits begin the first of the month following 60 days employment.

This Medical Plan was selected to ensure the employees are not burdened with extreme medical costs. The SSI Group pays 100% of each full-time employee's base premium. The employee is responsible for paying for any upcharge program and for dependent coverage through payroll deduction. SSI also provides additional contributions per individual and per family for those employees that choose the HAS option to be paid quarterly.

The specific coverage of SSI's Medical Plan is in the Policy and Handbook provided by the insurance company.

### **Dental Insurance**

All full-time employees are eligible for dental insurance. Temporary and part-time employees working less than 1000 hours per year are not eligible on SSI's plan. Benefits begin the first of the month following 60 days employment.

This Dental Plan was selected to ensure the employees are not burdened with extreme dental costs. SSI pays 100% of each full-time employee's premium. The employee is responsible for paying for dependent coverage through payroll deduction.

The specific coverage of SSI's Dental Plan is in the Policy and Handbook provided by the insurance company.

**Vision Insurance**

All full-time employees are eligible for vision insurance. Temporary and part-time employees working less than 1000 hours per year are not eligible on SSI's plan. Benefits begin the first of the month following 60 days employment.

This Vision Plan was selected to ensure the employees are not burdened with extreme vision costs. SSI pays 100% of each full-time employee's premium. The employee is responsible for paying for dependent coverage through payroll deduction.

The specific coverage of SSI's Vision Plan is in the Policy and Handbook provided by the insurance company.

**Life Insurance**

SSI does not provide life insurance coverage beyond the minimum (\$20,000) provided in the major-medical insurance policy. See your medical insurance policy for details. There is however a buy-up plan for anyone wishing to purchase additional coverage.

**Employee Development**

SSI maintains company membership in various industry organizations for the benefit of its employees. Employees are encouraged to participate in local chapters of these various groups.

It is the company's desire to encourage employees in their efforts to improve their skills and proficiency in their jobs. Therefore, SSI may require that an employee attend training seminars or conferences.



## Company Credit Card Usage Policy

Staging Solutions (SSI) and Staging Solutions at GRB (SSGRB) issue company credit cards to employees/contractors for business related expenses; this policy sets out the acceptable and unacceptable uses of such credit cards. An employee/contractor that receives a card shall be referred to as a “cardholder”. Staging Solutions (SSI) and Staging Solutions at GRB (SSGRB) shall be referred to as the “company”.

- 1) I understand as a cardholder that I bear the responsibility for the use of my card. I also understand that the use of company-issued credit cards is a privilege and can be revoked in the event of serious or repeated abuse.
- 2) If the credit card is stolen, lost, or incurs fraudulent charges, immediate notification to the card issuer and the company will be provided by the cardholder. The responsibility to resolve any fraudulent charges shall be with the cardholder.
- 3) At the time of resignation or termination, the credit card will be returned with final reconciliation prior to date of separation.
- 4) Any credit card issued to a cardholder must be used for business purposes only, in conjunction with the cardholder’s job duties.
- 5) Cardholders are not authorized to use a company credit card for personal purchases and/or expenses. If the card is used for a cardholder’s personal expenses, the company reserves the right to recover these monies from the cardholder. Cardholders authorize the company to recover, from their compensation, any amount incorrectly charged to the company.
- 6) If a cardholder uses a company credit card for any type of unauthorized transaction in violation of this policy, i.e., incurs financial liability on the Company’s part that is not within the scope of the cardholder’s duties or the cardholder’s authorization to make business-related purchases, the cost of such purchase(s) or transaction(s) will be the financial responsibility of that cardholder, and the cardholder will be expected to reimburse the Company via deductions from pay until the unauthorized amount is fully repaid.
- 7) Credit cards cannot be used to obtain cash advances, bank checks, traveler’s checks, or electronic cash transfers for expenses.
- 8) Company credit card expenditures must be reconciled and submitted with original receipts to the Accounting/Finance Department within 15 business days of the statement date. Cardholders who have not reconciled and submitted their monthly expenditure within this period will be asked to reconcile and submit their monthly expenditure immediately. Continued or repeated non-compliance to this policy will result in cancellation of the card and such other actions as appropriate. If the card expenditures are not reconciled and submitted within a month of the statement date or a plausible explanation has not been received by Accounting/Finance Department, the cardholder’s company credit card will be cancelled.
- 9) Regular audits will be conducted by the Accounting/Finance Department in which cardholders are required to provide any documentation or details required to facilitate the audit.
- 10) The use of company credit cards is governed by the Internal Revenue Service. When a per-diem is taken by cardholder, no meals or ancillary expenses can be deducted as a business expense and such charges will be processed as a personal expense for the cardholder.
- 11) Travel Expenses – Projects
  - a) Airfare: Cardholders should not use company cards for airfare upgrades or ancillary expenses (i.e. overweight or excessive bag check fees, drinks, movies, etc.). Documentation must be submitted for all transactions.
  - b) Lodging: Cardholders should not use company cards for lodging upgrades or ancillary expenses (i.e. mini bar charges, spa expenses, hotel bar tabs, room service, etc.). Documentation must be submitted for all transactions.

- c) Meals: If the cardholder received a per diem for the project, personal meals should not be charged to the company credit card. Any crew meals must be approved by the production manager. Documentation must be submitted for all transactions.
  - d) Transportation: Only project-related transportation expenses less than \$100 can be charged to the company credit card without prior approval from the production manager. Documentation must be submitted for all transactions.
  - e) Entertainment: Personal entertainment expenses should not be charged to the company credit card (i.e. alcohol, movies, theatre performances, etc.).
- 12) Travel Expenses – Sales
- a) Only sales staff should charge sales travel and related expenses to the company credit card.
  - b) Documentation and detailed explanation (including but not limited to client company, client name, and project name, if applicable) of all sales expenses must be submitted for all transactions.
- 13) Equipment – Material – Service Expenses
- a) Project equipment, materials, services: Any use of the company credit card for project-related materials or services greater than \$200 must be approved by the production manager.
  - b) Office supplies or services should be requested or approved by the office manager.
  - c) Production supplies or equipment should be requested or approved by the operations manager.
- 14) Fixed Assets
- a) Any equipment or software valued over \$2,500, which is not project-related, must be recorded as a Fixed Asset.
  - b) All fixed asset purchases need approval from the general manager in advance of purchase.
  - c) Documentation must be provided to the Accounting/Finance Department for all fixed asset purchases listing the delivery location, date of purchase, itemized billing and the sales tax amount.

## Signature Page

This handbook is provided to you for information and immediate reference. Read it carefully and completely.

Policies included in this handbook do not constitute a contract of employment and are subject to unilateral change by the Company from time to time.

Please acknowledge receipt of this handbook by signing and returning this page to the Admin Team.

### Employee

Signature:

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Date: \_\_\_\_\_

### Employer

Signature:

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Date: \_\_\_\_\_