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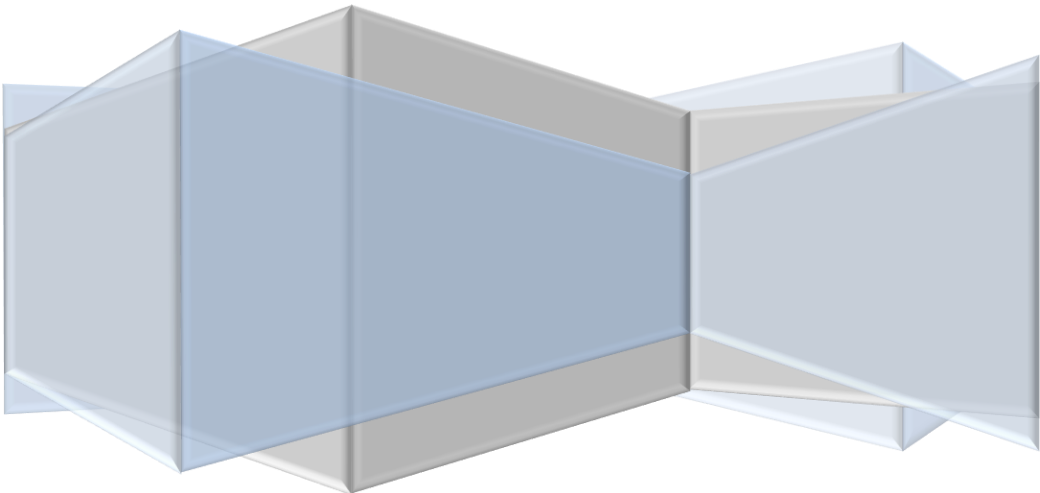
# **WARD**Productions

Audio Visual & Event Services

## **EMPLOYEE HANDBOOK**

**WARD PRODUCTIONS, LLC**

**Dec 1, 2021**



# TABLE OF CONTENTS

TABLE OF CONTENTS.....	1
WELCOME TO WARD PRODUCTIONS! .....	2
EMPLOYEE RESPONSIBILITIES .....	3
HOURS OF WORK SCHEDULE .....	3
ATTENDANCE AND PUNCTUALITY .....	3
CONDUCT.....	5
CUSTOMER RELATIONS.....	6
APPEARANCE .....	6
USE OF WARD PRODUCTIONS EQUIPMENT .....	7
PERSONAL ITEMS ON WARD PRODUCTIONS PROPERTY .....	7
OUTSIDE EMPLOYMENT .....	8
CONFLICT OF INTEREST.....	8
SUPERVISORS.....	9
EMPLOYMENT POLICIES.....	10
STATEMENT OF EQUAL OPPORTUNITY.....	10
DISCRIMINATION AND HARRASSMENT .....	10
IMMIGRATION LAW COMPLIANCE .....	11
HEALTH REQUIREMENTS .....	11
DRUG-FREE WORKPLACE .....	11
SMOKE AND VAPE-FREE WORKPLACE POLICY.....	12
INVESTIGATIONS OF POTENTIAL OR CURRENT EMPLOYEES .....	13
CONSEQUENCES OF CRIMINAL BEHAVIOR .....	14
WORKPLACE VIOLENCE.....	14
SAFETY POLICY .....	15
REPORTING INCIDENTS/INJURIES .....	16
DURING WORK ACTIVITIES .....	16
INTERNET USAGE POLICY.....	16
GENERAL PAYROLL INFORMATION .....	19
EMPLOYEE CLASSIFICATION .....	19
TIME SHEET AND PAYROLL .....	19
CHANGE OF PERSONAL STATUS / INFORMATION .....	19
HOLIDAYS.....	20
EMPLOYEE ACKNOWLEDGEMENT FORM .....	21

# WELCOME TO WARD PRODUCTIONS!

We are optimistic about the future and hope that your employment with us will be mutually rewarding. We look forward to an enjoyable and productive working relationship with you. We strive to provide high quality products and services to our customers, and your work ethic and attitude are vitally important to the success of our company.

This handbook is merely a summary of current policies of WARD PRODUCTIONS, LLC. Nothing in this handbook alters the fact that all employees of the company are employed "at will." Employment may be terminated with or without cause or notice at the will of either the employee or company. Neither this handbook nor any of its contents is an employment contract, an offer to enter an employment contract, or provides employees with any contract rights.

This handbook has been prepared for WARD PRODUCTIONS employees. As a new employee, you should review this handbook and become familiar with our policies and operating practices. Following your review of the handbook, you are to sign and return an Acknowledgement Form, copy of which is on page 21.

The information contained in this document is in summary form and is intended to give you an overview of what is expected. Many items covered here may be covered in more detail in other company documents or verbally from management. WARD PRODUCTIONS reserves the right at any time to supplement, revise, revoke, or rescind any part or all parts of this handbook or any or all of the benefits or policies set forth herein.

WARD PRODUCTIONS reserves sole discretion to interpret this handbook, or any policy or benefit contained in this handbook.

# EMPLOYEE RESPONSIBILITIES

## HOURS OF WORK SCHEDULE

The hours of your scheduled shift will be determined by the operational needs of the company and will more than likely vary. If an employee has a specific schedule request, efforts may be made to accommodate that request, considering the operational needs of the company. However, work schedules and schedule changes are determined at the sole discretion of WARD PRODUCTIONS.

Every employee is responsible for knowing and following his or her work schedule. Any desired schedule changes must receive prior approval from your supervisor.

## ATTENDANCE AND PUNCTUALITY

One of the obligations you accept when you receive a position with WARD PRODUCTIONS is to perform the duties of your position during the times specified. You are expected to be punctual and keep absences to a minimum. Failure to report as scheduled and unjustified or excessive tardiness or absences may result in discipline, up to and including termination of employment.

**Tardiness** is anytime you arrive at your workstation ten (10) minutes after your scheduled shift or are not appropriately prepared and ready for work at the beginning of your scheduled shift. If you expect to be late ten (10) minutes or more for your scheduled shift, it is your responsibility to contact your supervisor at least one (1) hour before the beginning of your scheduled shift, or as soon as possible if it is an emergency. If you are physically unable to do so, have someone call for you.

If you fail to notify your supervisor that you will be tardy for your scheduled shift, your shift may be reassigned to another employee based upon the needs of the company, even if you later report for your shift.

Excessive tardiness, even if reported in a timely manner, will result in disciplinary action, up to and including termination of employment. Determining what is excessive tardiness will be at the discretion of WARD PRODUCTIONS management.

**Absence** is any time (other than tardiness, as described above) that you are scheduled to work, and you fail to be present at your designated workstation more than ten (10) minutes after your scheduled shift. It includes time off for sickness but does not include pre-approved time off for vacation or a leave of

absence. Time off for designated holidays when you are not scheduled to work is also not included in absences. It is only considered an absence if you are scheduled to work a shift, and you fail to report, whether you have contacted your supervisor.

In case of an absence, it is your responsibility to notify your supervisor *each day you do not report to work* at least one (1) hour prior to the beginning of your scheduled shift, or as soon as possible if it is an emergency. If you notify your supervisor that you will be more than ten (10) minutes, but less than one (1) hour, late for your scheduled shift, your shift may be reassigned to another employee based upon the needs of the company, and you will be considered absent. If you notify your supervisor that you will be more than an hour late for reporting for your scheduled shift, your shift will be reassigned to another employee, and this would be considered an absence.

If you are more than one (1) hour late in reporting for a scheduled shift, and you have not notified your supervisor, this would be an unreported or unjustified absence. One (1) or more unreported or unjustified absence may result in disciplinary action, up to and including termination of employment.

If you are absent for three (3) consecutive days without reporting to work or contacting your supervisor as outlined above (“no-call, no-show”), you will be considered to have voluntarily resigned without notice at the end of the third day and your employment will be terminated.

**NOTE:** If you can provide an acceptable explanation, this policy may not apply. Such explanation may require substantiation and/or verification from other sources. Acceptance of the explanation is at the sole discretion of WARD PRODUCTIONS management.

If you must be absent after you have reported to work, notification must be given when you first learn that you must leave work, but no later than one (1) hour before you must leave work, except in the case of an emergency. It is your responsibility to personally contact your supervisor unless you are physically unable to do so, in which case, you should have someone call for you. You must give the reason for your absence and the expected time or date of your return.

Even if an absence is reported in a timely manner, excessive absences can result in disciplinary action, up to and including termination of employment. Determining what is excessive absences is at discretion of WARD PRODUCTIONS management. Unless determined by WARD PRODUCTIONS to be an abuse, time off for medical/dental appointments (yourself or your child[ren]), school

activities (yourself or your child[ren]), or other personal business will not be counted as excessive absenteeism as long as you have received approval from management. However, the time will still be documented as an absence.

## CONDUCT

We expect all WARD PRODUCTIONS employees to maintain extremely high standards of honesty, integrity, performance, and conduct, all of which are essential to the proper performance of our business, the satisfaction of our customers, and the maintenance of our customers' trust. WARD PRODUCTIONS expects its employees to have a careful regard for our standards and avoid even the appearance of dishonesty or misconduct. Our employees are expected to conduct themselves at all times in a professional and courteous manner, to exercise good judgment in the discharge of their responsibilities, and to conduct themselves in a manner that can be supported by management.

Any misconduct or violation by employees of the policies of WARD PRODUCTIONS may result in disciplinary action up to and including termination of employment. The following are examples of conduct that may result in such disciplinary action:

1. Unsatisfactory or careless performance or neglect of duties.
2. Failure to use or maintain the property of WARD PRODUCTIONS or its customers in a proper manner.
3. Altering, removing, or destroying the records or property of WARD PRODUCTIONS or its customers.
4. Deliberate or careless damage to the property of WARD PRODUCTIONS or its customers.
5. Inappropriate, malicious, disparaging, or derogatory oral and/or written statements concerning WARD PRODUCTIONS, any of its customers, employees, or representatives.
6. Falsifying personal, customer, or WARD PRODUCTIONS records, including any employment application or other employment information, or any other records or documents related to WARD PRODUCTIONS, its business, or any of its customers, employees, or representatives.
7. Excessive tardiness, absenteeism, or abuse of any paid time off policy.
8. Failure to give proper notice of an expected absence.
9. Dishonesty of any kind, including theft or misappropriation of the property of WARD PRODUCTIONS, its employees, representatives, or past, current, or prospective customers.
10. Unauthorized possession, use, or display of any weapon on the premises of WARD PRODUCTIONS or while on WARD PRODUCTIONS business.

11. Possession, use, or being under the influence of drugs or alcohol on the premises or while on WARD PRODUCTIONS business.
12. Any conduct, or any verbal or nonverbal threat, that endangers property, life, safety, or health.
13. Disrespect for management, or any supervisor, employee, or customer of WARD PRODUCTIONS, including insubordination, failure to perform any reasonable assignment, or obscene or abusive language or behavior.
14. Willful violation of HIPAA privacy laws.
15. Violations of the harassment policy of WARD PRODUCTIONS or any other form of unlawful or unethical conduct, harassment, or discrimination.
16. Off-duty or pre-employment conduct or activities that may adversely reflect on WARD PRODUCTIONS if the employee were to remain employed.
17. Watching video entertainment not related to work at WARD PRODUCTIONS, including online downloading or streaming services, DVDs, or any other types of media or media sources.

These examples are not all-inclusive, but merely illustrate the kind(s) of conduct that may be detrimental to WARD PRODUCTIONS, its business, customers, or employees. Employees may be discharged or disciplined for conduct not specifically mentioned in this handbook as determined at the sole discretion of WARD PRODUCTIONS management.

## **CUSTOMER RELATIONS**

As an employee, you make a major contribution to our business growth. Your honesty, integrity, and competence in performing your job are necessary for customer satisfaction. Your ability to develop positive customer relations is essential to our job performance. If your duties include a support role, other employees should be treated as customers.

## **APPEARANCE**

Your personal appearance is an important part of the way you represent WARD PRODUCTIONS to the public. Customers form an opinion of WARD PRODUCTIONS from your appearance and attitude. Neat and conservative attire creates a favorable impression. You are expected to dress appropriately to the situation. A t-shirt and jeans are appropriate for deliveries, set ups, break downs, etc. For more formal events, a WARD PRODUCTIONS dress or polo shirt and khakis, dress slacks, skirt, etc., or a suit/dress with a WARD PRODUCTIONS name tag, are expected. Please refrain from eating, smoking, or any other action in the presence of customers that may be offensive or portray an unacceptable image to our customers.

These are basic factors you should consider:

1. Maintaining the highest standards relating to personal hygiene, including regular bathing and use of deodorant, brushing of teeth, and using mouthwash as necessary, maintaining clean hands and fingernails, and the moderate use of cosmetics.
2. The nature of the work.
3. Safety considerations, such as necessary precautions when working near machinery.
4. The nature of the employee's public contact, if any, and the normal expectations of outside parties with whom the employee will work.
5. The prevailing practices of other workers in similar jobs.
6. The requirement of WARD PRODUCTIONS management that all employees are expected to exercise good judgment and dress appropriately for their jobs.
7. Any bandage worn must be kept clean and changed as often as necessary or appropriate. An employee with an open sore or wound is not permitted to handle any equipment that will be in contact with food or beverages may be restricted from certain activities and locations, especially in the catering and healthcare industries.

**Note:** Your job may include more specific requirements, which will be provided by your supervisor. If you are unclear of any requirements for appearance, please ask your supervisor.

## **USE OF WARD PRODUCTIONS EQUIPMENT**

The primary function of WARD PRODUCTIONS is to provide services and equipment to our customers.

Office equipment and resources (copier, fax, computers, laptops, smart phones, postage, email, internet access, telephone, pagers, voice mail systems, etc.) and rental equipment (decorative, audio, visual, lighting, cables, etc.) are in place to facilitate effective day-to-day business operations. Employees may not use the equipment or resources of WARD PRODUCTIONS for personal use or benefit without prior supervisor approval.

## **PERSONAL ITEMS ON WARD PRODUCTIONS PROPERTY**

WARD PRODUCTIONS does not provide any securable employee storage on its premises, nor should it be assumed that any storage area on a job site is secure. WARD PRODUCTIONS is not responsible for any damage or loss to vehicles, articles, or items placed in any office space, desk, file cabinet, computer, shop, or otherwise brought onto the premises of WARD PRODUCTIONS or its



customers, or while on WARD PRODUCTIONS business. Weapons, explosives, alcohol, and drugs are prohibited on the premises of WARD PRODUCTIONS or its customers, or while you are on WARD PRODUCTIONS business, and these items may not be placed in any office space, locker, desk, or file cabinet.

Employees have no privacy rights in any office space, locker, desk, file cabinet, or computer (or their contents) on the property of WARD PRODUCTIONS or its customers, or while you are on WARD PRODUCTIONS business. WARD PRODUCTIONS reserves the right to inspect any such office space, locker, desk, file cabinet, computer, and their contents, and any other place or item on the property of WARD PRODUCTIONS or its customer, with customer approval, with or without advance notice or consent of any employee. Any person designated by the company or customer may conduct such an inspection. Any employee who, upon request, fails or refuses to cooperate with any such inspection may be subject to disciplinary action, up to and including termination of employment.

## **OUTSIDE EMPLOYMENT**

Subject to other policies, including **Conflict of Interest** below, WARD PRODUCTIONS has no objection to an employee holding another job in addition to his or her employment with WARD PRODUCTIONS, as long as he or she can effectively meet the performance standards for his or her position with WARD PRODUCTIONS. However, we ask employees to think seriously about the effects that another job may have on their endurance, personal health and well-being, performance, and effectiveness with WARD PRODUCTIONS. Employees holding another job must remember that WARD PRODUCTIONS is entitled to the loyalty and primary efforts of the employee while working with or for WARD PRODUCTIONS.

All employees will be held to the same scheduling demands and standards of performance. We cannot make exceptions for those who also hold outside jobs. If an outside position interferes with the employee's ability to work for WARD PRODUCTIONS, that employee will be subject to disciplinary action for tardiness and unsatisfactory attendance or work performance, as these occur, in accordance with normal disciplinary policy.

## **CONFLICT OF INTEREST**

During your employment with WARD PRODUCTIONS, you are prohibited from directly or indirectly competing with WARD PRODUCTIONS, including but not limited to providing, owning an interest in, or assisting any other person or entity that is in competition with WARD PRODUCTIONS or that provides any product,

service, or offering of a type that is the same or similar to that provided by WARD PRODUCTIONS from time to time.

Additionally, during your employment with WARD PRODUCTIONS, you are prohibited from at any time directly or indirectly working for, assisting, or owning an interest in any business or venture that constitutes a conflict of interest. WARD PRODUCTIONS will determine in its sole discretion whether any work or interest constitutes a violation of this policy. Before you begin to directly or indirectly work for, assist, or own an interest in any other business or venture other than WARD PRODUCTIONS, you must notify your supervisor.

## **SUPERVISORS**

Questions about your job, relations with your co-worker(s), policies, and procedures, or WARD PRODUCTIONS in general, should be directed to your supervisor. Look to your supervisor for guidance and seek his or her assistance when you encounter difficulties. Cooperation and communication with your supervisor will promote a mutually beneficial work environment.

Each employee must follow the directions of his or her supervisor, providing these directions in no way threaten your immediate health or safety. Your supervisor is responsible for directing your work throughout your shift, evaluating your performance, providing instruction and guidance in your job, and taking any disciplinary action that may be necessary, though others at WARD PRODUCTIONS from time to time may also exercise one or more of these responsibilities. Disrespect of management or a supervisor, or disregard of the authority of either, will not be tolerated and may result in disciplinary action, up to and including termination of employment.

# EMPLOYMENT POLICIES

## STATEMENT OF EQUAL OPPORTUNITY

WARD PRODUCTIONS is an Equal Opportunity Employer and will not discriminate in recruiting, hiring, training, promoting, transferring, discharging, compensating, or any other term or condition of employment on the basis of race, religion, color, age, sex, national origin, or on the basis of disability if the employee can perform the essential functions of the job, with a reasonable accommodation if necessary. Any employee who is aware of discriminatory conduct or who has any concern about a possible violation of this policy should immediately report the conduct or concern to his or her supervisor.

## DISCRIMINATION AND HARRASSMENT

WARD PRODUCTIONS disapproves of and strictly prohibits comments or actions by anyone that may create an offensive or hostile work environment for any employee because of the employee's race, color, religion, age, sex, marital status, national origin, disability, ancestry, or medical condition. This policy extends not only to prohibiting unwelcome sexual advances and offensive sexual jokes, innuendos, or behaviors, but also prohibits offensive conduct related to or based upon factors other than sex.

Employees who believe they are victims of harassment or who are aware of harassment should immediately report the situation to a supervisor. An employee who thinks he or she is a victim of harassment may discuss the offensive conduct with the offender(s) before reporting it to management, but they are not required to do so.

WARD PRODUCTIONS will promptly investigate complaints or reports of harassment. The investigation will be conducted, and complaints will be handled in a confidential manner to the extent realistically feasible. When warranted by the investigation, WARD PRODUCTIONS will take immediate and appropriate corrective action. Such action may include disciplinary action against the offender(s), which may range up to and include dismissal, depending on the severity of the conduct as assessed by WARD PRODUCTIONS.

No retaliation will be permitted against an employee who registers a complaint or reports a harassment incident. No retaliation will be permitted against any employee who provides testimony as a witness or who otherwise aids any complaining or reporting employee. There will also be no retaliation against any employee who aids WARD PRODUCTIONS in connection with the investigation of any complaint or report.

After WARD PRODUCTIONS has taken appropriate corrective action to resolve a complaint or report of harassment, WARD PRODUCTIONS will make follow-up inquiries after an appropriate interval to ensure that the harassment has not resumed, and retaliation has not been suffered. However, victims and witnesses are not required to wait for follow-up. If harassment resumes or retaliation occurs, the victim or witness is encouraged to contact an appropriate WARD PRODUCTIONS supervisor immediately so WARD PRODUCTIONS may promptly and effectively act.

## **IMMIGRATION LAW COMPLIANCE**

WARD PRODUCTIONS is required by federal immigration laws to verify the identity and work authorization of all new employees whenever needed. In keeping with the obligation, each new employee upon request must attest to his or her identity and legal authority to work on Form I-9 Employment Eligibility Verification. This verification must be completed as soon as possible after the request is made and in no event more than five (5) business days after the request is made. If needed, a copy of this form will be provided to you for your completion. Every rehired employee must also satisfy this requirement. It is the employee's responsibility to ensure that the work authorization on file is current.

## **HEALTH REQUIREMENTS**

All employees shall be of enough good health to properly discharge their duties. Employees who have an infectious disease shall not be permitted to work for the duration of communicability of the disease for the consideration and safety of fellow employees. If an employee becomes ill or injured while on duty, it is his or her responsibility to report such illness or injury to his or her supervisor immediately. If an employee has excessive absences from work due to illness, his or her physical condition may be reviewed to determine the ability to continue in that position, and a physician's release that he or she is able to work may be required.

## **DRUG-FREE WORKPLACE**

WARD PRODUCTIONS is committed to providing a work environment free from alcohol and illegal drugs. Prescription or over the counter drugs that impair the performance of essential job functions or increase risk of injury, death, or property loss will not be tolerated. The costs of alcohol and drug abuse are staggering and are manifested by accidents, tardiness, absenteeism, property damage, increased occupational injury costs, decreased productivity, the cost of replacing and retraining new employees, and employee theft.

To minimize the effects of alcohol and drugs in the workplace, WARD PRODUCTIONS has adopted the following policy:

1. The following are prohibited:
  - a. Purchase, use, possession, distribution, or being under the influence of alcohol on the property of WARD PRODUCTIONS or its customers, during work hours or at any time while on WARD PRODUCTIONS business.
  - b. Purchase, sale, possession, use, manufacture, distribution, or being under the influence of any illegal drug at any time during your employment by WARD PRODUCTIONS.
  - c. Use or being under the influence of any prescription or non-prescription (over the counter) drug that may adversely affect your performance of the essential functions of your job or increase the risk of injury, death, or property loss of you or others.
  - d. Purchase, sale, use, distribution, or possession, during working hours or while on company business, of any drug paraphernalia, including, but not limited to, any tools, equipment, supplies, or materials used, designed, or intended for the illegal or improper use of any drug.
  - e. Reporting to or being at work with a measurable quantity of any alcohol, drug, intoxicant, or narcotic in the blood or urine (except for any prescribed or over the counter drug of the type and at a level determined in the sole opinion of WARD PRODUCTIONS or its designee as neither interfering with performance of essential job functions nor increasing the risk of injury, death, or property loss of you or others).
2. Any employee of WARD PRODUCTIONS who at any time during his or her employment with WARD PRODUCTIONS is charged with, or convicted of, violating any law, the basis of which violation in any way involves the use or being under the influence of alcohol or any drug shall immediately report the charge or conviction to his or her supervisor, and in all cases, no later than the beginning of the next workday.
3. Employees may be subject to a random drug test at the discretion of WARD PRODUCTIONS management.

Violation of any part of the WARD PRODUCTIONS policy for a drug-free workplace will result in disciplinary action, up to and including termination of employment.

## **SMOKE AND VAPE-FREE WORKPLACE POLICY**

WARD PRODUCTIONS is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. As such, the

following policy has been adopted and applies to all employees of WARD PRODUCTIONS.

It is the policy of WARD PRODUCTIONS to prohibit smoking on all company premises, except designated smoking areas inside or outside, to provide a safe and healthy work environment for all employees. Smoking is defined as the “act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette, or pipe of any kind.” It is also the policy of WARD PRODUCTIONS to prohibit vaping in all office areas and in areas of the warehouse close to the doors to the office. Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs, and e-cigars. This policy applies to:

1. All areas of buildings occupied by company employees.
2. All company-sponsored offsite conferences and meetings.
3. All locations to which company is delivering, picking up, setting up, and/or breaking down equipment, décor, and/or rental items.
4. All vehicles owned or leased by the company.
5. All company employees, temporary employees, and student interns.
6. All visitors (customers and vendors) to company premises.
7. All contractors and consultants and/or their employees working on company premises.
8. Smoking is permitted only in the designated outdoor areas at the back of the building on the cement pad near the well.
9. Vaping is permitted only in areas of the warehouse away from the doors to the office.

Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

## **INVESTIGATIONS OF POTENTIAL OR CURRENT EMPLOYEES**

WARD PRODUCTIONS recognizes the importance of employees who are honest, trustworthy, qualified, and reliable. For purposes of furthering these concerns and interests, before hiring an individual, WARD PRODUCTIONS reserves the right to investigate the individual’s prior employment history, personal and/or business references, educational background, and/or other relevant information that is reasonably available. In hiring for certain positions, WARD PRODUCTIONS may review an applicant’s credit report and criminal background, if any. Consistent with these practices, all job applicants may be asked to sign a Release of Information Authorization, which will include a release of liability for disclosure of information by a third party. To the extent permitted by law, WARD PRODUCTIONS reserves the right to exclude any applicant from consideration for

employment, where the applicant refuses to sign the Release of Information Authorization form, if requested.

In addition, WARD PRODUCTIONS may find it necessary from time-to-time to investigate current employees, whose behavior or other relevant circumstances raise legitimate questions concerning work, performance, reliability, honesty, trustworthiness, or potential threat to the safety of co-employees or others. Where appropriate, these investigations may include credit reports and criminal records, including appropriate inquiries about any criminal investigation or arrest that is pending further proceedings. Employees subject to such investigations are required to reasonably cooperate with WARD PRODUCTIONS to obtain relevant information, and may be subject to disciplinary action, up to and including termination of employment, for failure to do so.

All employees are strongly encouraged to immediately report any incidents of potentially threatening, harmful, or criminal behavior of co-employees, supervisors, customers, customers, vendors, or visitors.

## **CONSEQUENCES OF CRIMINAL BEHAVIOR**

Criminal behavior by employees of WARD PRODUCTIONS is strictly prohibited and will result in disciplinary action, up to and including immediate termination of employment. Criminal behaviors include offenses against persons, offenses against property, offenses against habitation, white-collar crimes, and other offenses.

## **WORKPLACE VIOLENCE**

The following are prohibited and will not be tolerated of any employee on WARD PRODUCTIONS premises or while on WARD PRODUCTIONS business:

1. Any direct or indirect harassing, intimidating, abusive, or threatening language, actions, or behavior.
2. Any direct or indirect plan, threat, or act of violence, injury, death, or property damage, including, but not limited to, fistfights, wrestling, or other forms of physical fighting with or without weapons.
3. Possession, use, or display of a weapon on company premises or while on company business.

Any employee violating this policy will be subject to disciplinary action, up to and including termination of employment.

## SAFETY POLICY

WARD PRODUCTIONS wants every employee to enjoy a safe workplace. All employees must comply with all safety rules and policies, and the rules and policies of our customers while on the premises of our customers. Please observe safety rules in every phase of your work, including proper lifting techniques when handling heavy objects. As an employee, you are required to participate in the safety effort of WARD PRODUCTIONS by working safely and attending safety sessions if requested. Incidents involving employees will be reviewed on a regular basis to identify safety hazards. If you should have an incident or injury while at work or on customer premises, or observe an unsafe condition, report it to your supervisor immediately, no matter how insignificant it may seem. You will not be subject to reprisal or retaliation for reporting unsafe conditions to management.

The following guidelines have been established as a part of WARD PRODUCTIONS' safety policy:

1. The safe way is the right way to do your job. Shortcuts create accidents.
2. Know your job procedures. If in doubt, ask your supervisor.
3. Operate equipment only as authorized and with all safety guards in place.
4. Report any observed unsafe acts to your supervisor before someone is injured.
5. Report unsafe conditions to your supervisor immediately.
6. Report unsafe equipment to your supervisor right away. Do not attempt repairs unless you have been professionally trained in the repair of the equipment in question.
7. Report any incident to your supervisor, even if no injury occurs.
8. Get medical aid even for small injuries. Delaying can make it worse.
9. Arriving at work rested and in good health is the best way to give full attention to your job and avoid injuries caused by carelessness.
10. Report infections to your supervisor (which can be evidenced by such conditions as skin eruption, boil, sore throat, vomiting, fever, etc.).
11. If you feel ill at work, report it to your supervisor. Get medical aid to protect yourself and others.
12. Follow guidelines for health in the prevention of communicable diseases. These are for your health as well as the health and safety of those you work with.
13. Warning signs help you prevent incidents. Obey them and remind others too.
14. If using chemicals, read labels carefully to follow safety warnings, mixing instructions, etc.
15. Horseplay is NOT allowed. A harmless joke could cause a serious injury.



16. You are required to observe all safety notices posted and any specific safety requirements for your job.
17. Violent acts in the workplace, including threats and intimidation, are NOT allowed. This includes ALL threats – verbal or physical. Any such occurrences should be immediately reported to management.

## **REPORTING INCIDENTS/INJURIES**

To ensure that proper attention is given and appropriate action taken when an injury occurs within the workplace, or at any work site, please follow these procedures:

1. Report the injury to your on-site supervisor immediately. If your supervisor is not immediately available, report to the manager or other authorized person. Seek or obtain medical attention if required.
2. Report the injury to your WARD PRODUCTIONS supervisor within 24 hours, or as soon as possible. All injuries/accidents MUST be reported.
3. If you are involved in or are a witness to an incident, you should provide information for the appropriate report to be completed. Please be aware of the importance of immediate action in recording all details of the incident.
4. An incident report must be filled out and signed by any employee who witnesses an incident, accident, or injury immediately following the occurrence. Failure to do so may result in disciplinary action. This policy is important for the safety and well-being of all employees.

## **DURING WORK ACTIVITIES**

You must observe and comply with the following:

1. Use CAUTION when lifting any item. Lifting heavy items requires a two-person lift. Remember, lift with your legs, not your back. Use assistive equipment, such as a dolly, when transporting heavy objects. If you think you need help lifting or carrying something, err on the side of safety and get assistance.
2. Do not use any equipment that you have not been trained to use.
3. Observe all safety precautions and/or manufacturer's specifications prescribed for use of equipment. Always consult your supervisor if in doubt.
4. WARD PRODUCTIONS requires of its employees a "no heroes" policy. Do not place yourself in any situation that would compromise your safety or in any way would endanger you, your co-employees, or others.

## **INTERNET USAGE POLICY**

This Internet Usage Policy applies to all employees of WARD PRODUCTIONS who have access to computers and/or the Internet to be used in the performance of their work. Use of the Internet by employees of WARD PRODUCTIONS is

permitted and encouraged where such use supports the goals and objectives of the business. However, access to the Internet through WARD PRODUCTIONS is a privilege and all employees must adhere to the policies concerning Computer, Email, and Internet usage. Violation of these policies could result in disciplinary and/or legal action leading up to and including termination of employment. Employees may also be held personally liable for damages caused by any violations of this policy. All employees are required to acknowledge receipt and confirm that they have understood and agree to abide by the rules hereunder as part of this Employee Handbook.

This policy applies to computer, email, and internet usage, and includes, but is not limited to, the following:

1. Company employees are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities only and personal use is not permitted.
2. Job-related activities include research and educational tasks that may be found via the Internet that would help in an employee's role.
3. All Internet data that is composed, transmitted, and/or received by WARD PRODUCTIONS computer systems is considered to belong to WARD PRODUCTIONS and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.
4. The equipment, services, and technology used to access the Internet are the property of WARD PRODUCTIONS and the company reserves the right to monitor Internet traffic and monitor and access data that is composed, sent, or received through its online connections.
5. Emails sent via the company email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images.
6. All sites and downloads may be monitored and/or blocked by WARD PRODUCTIONS if they are deemed to be harmful and/or not productive to business.
7. The installation of software such as instant messaging technology is strictly prohibited.

Unacceptable use of the internet by employees includes, but is not limited to, the following:

1. Sending or posting discriminatory, harassing, inappropriate, or threatening messages or images on the Internet or via WARD PRODUCTIONS' email service.
2. Using computers to perpetrate any form of fraud, and/or software, film, and/or music piracy.

3. Stealing, using, or disclosing someone else's password without authorization.
4. Downloading, copying, and/or pirating software and electronic files that are copyrighted or without authorization.
5. Watching video entertainment not related to work at WARD PRODUCTIONS, including online downloading or streaming services, DVDs, or any other types of media or media sources.
6. Sharing confidential material, trade secrets, or proprietary information outside of the organization.
7. Hacking into unauthorized websites.
8. Sending or posting information that is defamatory to the company, its products/services, colleagues, and/or customers.
9. Introducing malicious software onto the company network and/or jeopardizing the security of the organization's electronic communications systems.
10. Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
11. Passing off personal views as representing those of the organization.
12. Creating, downloading, sending, and/or viewing of pornographic material.

If an employee is unsure about what constitutes acceptable Internet usage, then they should ask their supervisor for further guidance and clarification.

All terms and conditions as stated in this policy are applicable to all users of WARD PRODUCTIONS' network and Internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by WARD PRODUCTIONS.

# GENERAL PAYROLL INFORMATION

## EMPLOYEE CLASSIFICATION

All employees of WARD PRODUCTIONS are categorized as “at will” employees. Employees are utilized on an “as needed” or “on call” capacity. Any changes, adjustments, or revisions to an employee’s category are at the sole discretion of WARD PRODUCTIONS management.

## TIME SHEET AND PAYROLL

Employees are required to keep an accurate report of all hours worked. You may use an appropriate instrument for keeping track of your hours such as a cell phone app or other instrument designed for such use. Your supervisor may provide you with a time sheet for you to keep a record of your time at work, if needed. It is your responsibility to report all hours worked, including the beginning and end of all split shifts, on a completed time sheet to your supervisor or the office manager by the time specified for each pay period.

If you choose, you may email or text your hours worked each day/shift to human resources, who will record these reported hours on a time sheet kept in the office. It is still your responsibility to make sure all hours worked have been recorded on your time sheet by the time specified for each pay period.

Your time sheet is the record on which you are paid. Consequently, it is important that your time sheet be accurate, complete, and legible and not be lost, falsified, or mutilated.

if you become aware of a mistake on your time sheet, you must immediately inform your supervisor and/or human resources with the necessary correction. Falsification of your time sheet, including but not limited to hours worked, will result in disciplinary action up to and including termination of employment.

WARD PRODUCTIONS uses a payroll service for the accounting of employee’s taxes and reportable income. Baring certain special circumstances, WARD PRODUCTIONS employees are paid every two weeks on Friday according to an established schedule. If there is to be any delay on the issuance of pay checks, you will be notified by your supervisor when you will be able to pick up your check.

## CHANGE OF PERSONAL STATUS / INFORMATION

Please notify your supervisor or human resources of any changes in your name, address, email address, telephone number, tax withholding, or marital status. Current, up-to-date contact information must be kept on file for all employees.

## HOLIDAYS

The following are recognized WARD PRODUCTIONS holidays for the purpose of giving workers time away from their job to be with family, etc. Adjustments may be made by management to the actual day observed for recognized holidays that fall on a weekend.

In some cases, due to the nature of our business, events may determine that we provide services on some of these holidays. In these cases, if a worker agrees to work on a recognized holiday, they may be provided a different day to take time off.

### **Recognized Holidays**

New Year's Day (January 1st)

Easter (Typically Good Friday or Easter Monday)

Memorial Day (4th Monday in May)

Independence Day (July 4th)

Labor Day (1st Monday in September)

Thanksgiving Day (4th Thursday in November)

Christmas (December 25th)

# EMPLOYEE ACKNOWLEDGEMENT FORM

By my signature below, I acknowledge that I have received, read, and understand the Employee Handbook for WARD PRODUCTIONS. I also acknowledge that I have been given adequate opportunity to ask questions and receive clarification regarding any of the policies and procedures set forth in the Employee Handbook.

I understand that I am required to abide by, and agree to abide by, the policies of WARD PRODUCTIONS as set forth in the Employee Handbook, or as otherwise adopted or implemented by WARD PRODUCTIONS from time to time. I understand that there may be other policies or procedures in effect at WARD PRODUCTIONS from time to time that are not included in the Employee Handbook, and I agree to abide by those policies and procedures.

Unless otherwise agreed in writing by the owner of WARD PRODUCTIONS or his designee, I understand that I have no contract of employment with WARD PRODUCTIONS for any definite period of time, either oral or written, and that either I or WARD PRODUCTIONS may terminate my employment at any time with or without cause or notice. I understand that I am an “at will” employee of WARD PRODUCTIONS and that no agent or employee of WARD PRODUCTIONS, other than the owner or his designee has any authority to alter or make any agreement other than the “at will” relationship. I understand that neither this handbook nor any provision herein constitutes an employment contract, an offer to enter a contract of employment, or part of an employment contract, or confers any contract rights.

I understand that WARD PRODUCTIONS may rescind, modify, change, or deviate from the Employee Handbook or any of its policies or procedures at any time, and any such rescission, modification, change, or deviation may become effective regardless of whether the Employee Handbook has been revised or I have been notified.

I understand that my signed acknowledgment will be inserted into my personnel file.

**FOR YOUR RECORDS  
THIS COPY IS TO REMAIN IN YOUR EMPLOYEE HANDBOOK**