



This Employee Handbook shall serve as the guide for employees regarding basic policies and procedures of Little Rock Stage Group.

This Handbook covers some, but not all, of the current policies, procedures and rules of conduct which pertain to Little Rock Stage Group employees. Additional policies and procedures may be issued as developed.

Policies, procedures, rules, regulations and other conditions of employment may be added to, modified, altered or discontinued at Little Rock Stage Group's discretion. The provisions set out in this Handbook do not constitute a contract between Little Rock Stage Group and its employees.

Policies and procedures not addressed herein will be determined by the Chief Executive Officer of Little Rock Stage Group.

In the event that information in this handbook conflicts with a written agreement (contract) with a client or group of organized workers (Union), the language in the written agreement will take precedence over language in this handbook.

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EQUAL EMPLOYMENT OPPORTUNITY

Little Rock Stage Group is committed to being an equal opportunity employer. The Company's objectives are to recruit, hire, promote and transfer into all job categories and levels the most qualified persons without regard to race, color, religion, sex, gender identity, sexual orientation, pregnancy, national origin, age (40 & over), disability, veteran's status or any other status protected by law. All decisions will be based on the individual's qualifications as they relate to the particular job.

Little Rock Stage Group is committed to maintaining a work place free from all types of harassment or discrimination, including sexual harassment or harassment based on race, color, gender, religion, national origin, age, and disability, veteran's status or any other status protected by law. Employees are required to comply with these guidelines and to immediately notify their Crew Chief of any suspected harassment, discrimination or violation of these policies.

EMPLOYMENT AT WILL

Little Rock Stage Group recognizes each employee as being employed on an "at will" basis. This means that either the Company or the employee may end the employment relationship at any time for any reason or for no reason. Nothing contained in the Interim Employee Handbook, any policy statements or any other documentation provided to employees is intended to create an employment contract between Little Rock Stage Group and the employee or to guarantee that employment will be continued for any specific period of time.

SENIORITY

Seniority is simply the length of continuous service with Little Rock Stage Group. Seniority does not guarantee you assignment to specific job assignments. For new employees, seniority is based on the date

of completion of required employment paperwork & forms.

NON-WORK STATUS EFFECT ON CONTINUED EMPLOYMENT

With prior approval, Little Rock Stage Group will allow employees to continue employment in a non-work status for a period of not more than three (3) months, except where otherwise required by law. Unless otherwise approved, if you have not returned to work or responded to a "work call" within the 3-month limit, employment will be terminated. Work call means the offer of employment for a specific event on a specific date

EMPLOYMENT TERMINATIONS

All employment terminations are effective on the last day actually worked. Those employees in an approved non-work status who do not return to work as scheduled, the last day of approved non-work status will be considered the last day of employment.

OUTSIDE EMPLOYMENT

When you accept employment with Little Rock Stage Group, you agree not to accept other employment or work calls (excepting a regular "full time" job) which interferes with the hours (work calls) you agreed to work for Little Rock Stage Group. Employment outside of the hours which you have agreed to work for Little Rock Stage Group is not restricted, so long as that employment does not conflict with work/duties you scheduled and agreed to perform for Little Rock Stage Group. Outside employment shall not be considered a justifiable excuse for failure to attend a scheduled work call or refusing to work required hours to complete a Little Rock Stage Group work call (excepting a regular "full time" job). Responding to phone calls, e-mails, pagers and any associated paperwork, planning, or other personal involvement related to outside work is not allowed while on a Little Rock Stage Group work call.

The following activities are also prohibited:

- Stating or insinuating that outside work is being performed under Little Rock Stage Group's authority, which would create the impression that the work is guaranteed and/or endorsed by Little Rock Stage Group.
- Performing outside work using Little Rock Stage Group equipment, tools, machinery or business cards.
- Soliciting work for any outside employer during work hours for Little Rock Stage Group.
- Approaching any Little Rock Stage Group client during a Little Rock Stage Group work call to solicit for any outside employer (or yourself) or attempting to induce the client to stop doing business with Little Rock Stage Group Inc.

Little Rock Stage Group does not otherwise restrict work performed for any outside employer so long as the work does not conflict with the employee's availability and productivity for a work call that employee scheduled to fulfill as an employee of Little Rock Stage Group.

This policy shall not impede an employee's required duties as a member of the National Guard or Reserves.

TRANSFER AND PROMOTIONS

Little Rock Stage Group seeks to provide all eligible, qualified employees with every opportunity to advance or transfer into technical positions with higher pay. Little Rock Stage Group tries to fill its positions with current employees when the individual's qualifications meet the needs of the job. Job assignments are based primarily on your qualification and merit. The way you perform your job is very important because your current performance, your qualifications, merit and your attendance are all factors in determining your ability to transfer or promote into a higher job category.

PROBATIONARY PERIOD

Your first three months of employment (approximately 60 work days) are worked in a probationary status. This period may be extended at the discretion of Little Rock Stage Group. The probationary period gives you the opportunity to evaluate Little Rock Stage Group as an employer and gives Little Rock Stage Group the opportunity to see how you accept the responsibilities of your job assignments and evaluate your ability to perform those assignments. At the end of your probationary period, your performance will be evaluated to determine your employment status.

WORKERS' COMPENSATION

Employees must report all work related injuries and/or illnesses to their Crew Chief as soon as the incident occurs. The employee must complete the appropriate paperwork on the day of the incident (or as soon as possible thereafter if the incident has left the employee unable to complete the form).

The Crew Chief will make arrangements for the employee to be taken to receive medical attention & drug screen, if needed, at the medical facility designated by Little Rock Stage Group. For severe illness/injury or an after-hours incident, the employee will be taken to the nearest hospital.

Employees will not be charged cost of medical care for a work-related injury, as long as the injury is reported and care is received according to state Workers' Comp guidelines. If it is determined that the incident is not work related or not considered a compensable injury, the employee will be responsible for any associated medical charges.

A written authorization from the physician releasing the employee to return to work will be required before the employee may return to work.

Post-accident drug and alcohol testing will be conducted following any reported work injury for which medical care is received from a licensed healthcare professional.

For the day of injury - Employees who suffer a job related injury or illness and who must receive medical treatment during work hours will be compensated by Little Rock Stage Group for time lost for the day of injury. Compensation for time lost will not be made if post-accident drug/alcohol test results are positive or for willful injury to self or others.

ATTENDANCE

For most employees, the workweek is infinitely variable. Work days and hours are totally dependent upon client needs and expectations. Your work call coordinator will notify you of the client's required work schedule (hours/dates) for the work call when the work call is offered.

Lunch and break periods are determined by the client and scheduled to accommodate the installation/set-up of the event. The lunch period is 30 minutes if fed on site and 1 hour if not fed on site. Break periods will generally be 15 to 20 minutes and will normally be scheduled midway between the beginning of the work period and the meal break.

If you are unable to report for work as assigned, you must notify your Crew Chief or work call coordinator immediately. Such notice must be given as far in advance as possible and in accordance with the company procedures to allow scheduling of additional personnel to fill the work call.

Should you become ill, suffer an injury or need to leave your worksite during work hours, you are required to immediately notify your Crew Chief. If medical treatment is needed for a work related injury, you will be taken to a doctor or hospital, if necessary.

Failure to meet these guidelines, excessive failure to report and

tardiness is not permitted and will result in disciplinary action, up to and including termination of employment.

WORK EXPECTATIONS

You are expected to be at your work location in accordance with the established work hours as scheduled and agreed to when you accepted the work call. All employees are expected to be properly attired and ready to go to work promptly at the designated start time for their work call.

If you are absent from or fail to report to a regularly scheduled work call which you accepted without proper notification, the incident will be noted in a report from the Crew Chief and placed in your personnel file.

If the missed work call is the second occurrence in a 30-day period, you will be subject to disciplinary procedures.

If the missed work call is the third occurrence in a 30-day period, you will be subject to additional disciplinary procedures up to and including termination of employment.

HARASSMENT

Little Rock Stage Group is committed to providing a workplace that is free from all types of harassment. Harassment is a serious form of employee misconduct which will not be tolerated by Little Rock Stage Group. All employees are expected to treat each other with mutual respect and courtesy, and employees must be allowed to work in an environment free from harassment based on age, gender, race, color, religion, national origin and disability.

Some examples of harassment are comments based on age, gender, race, color, religion, national origin and disability includes any verbal or other conduct that demeans, insults, or intimidates

an employee or group of employees because of age, gender, race, color, religion, national origin or disability. Prohibited conduct includes, but is not limited to, jokes, labels, names, slurs, verbal abuse, ridicule, stories or other actions which may be offensive to a particular group of people.

Employees should report any type of harassing behavior immediately to the Crew Chief or if the Crew Chief is not available (or is involved in the alleged harassment), to the CEO

SEXUAL HARRASSMENT

Because of Little Rock Stage Group's strong disapproval of offensive or inappropriate sexual behavior at work, all employees must avoid any action or conduct which could be viewed as sexual harassment. Sexual harassment is defined as including:

- Sexual Advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact.
- Request or demands for sexual favors. This includes subtle or blatant expectations, pressure, or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequences concerning an employee's employment status.
- Verbal abuse or kidding that is sexually oriented or considered unwanted by another individual. This includes commenting about an individual's body or appearance when such comments go beyond mere courtesy; telling "dirty jokes" or jokes or statements that are derogatory or demeaning; slurs against gender or demeaning names referring to gender; or any other tasteless, sexually oriented comments, hints, or actions that offend others.

- Engaging in any type of sexually oriented conduct that interferes with another's work performance.
- Creating a work environment that is intimidating, hostile or offensive. This includes unwanted sexually oriented conversations, suggestions, requests, demands and physical contact, as well as "pin-ups" or sexually suggestive posters, calendars, or pictures.
- Any other verbal or physical conduct which may be considered "of a harassing nature".

Little Rock Stage Group will not knowingly allow any employee, either male or female, to be subjected to unwelcome or offensive sexual conduct or innuendo, either verbal or physical, from co-workers, Crew Chiefs, customers or vendors.

Reporting Procedures

Any employee who believes he/she has been a victim of harassment (sexual or otherwise) from anyone, either inside or outside our company should take the following steps:

- a) Clearly tell the person who is harassing you that his or her behavior is inappropriate or unwelcome and should stop at once. Write down the details concerning the incident, including the name of the person harassing you, the behavior which took place, dates, times, places and the names of any witnesses.
- b) Report the incident immediately to the Crew Chief. A written statement will be taken by the Crew Chief (to be forwarded to the CEO), including the facts pertaining to the incident and what you did to stop the behavior. This statement will be used when the Company begins its investigation. If the Crew Chief is not available or if you feel uncomfortable reporting this type of activity to

the Crew Chief, then you may report it to the CEO.

All complaints of harassment will be investigated as soon as possible following the incident. Once an incident is reported, Little Rock Stage Group is required by law to investigate! If you discuss harassing behavior against you or a co-worker with a Crew Chief, he/she is required to report the discussion to the CEO.

All employees are expected to cooperate fully in such investigations. To the extent possible, all internal investigations and/or actions taken to resolve complaints of harassment shall be confidential.

The individual making the complaint and the accused will be notified of the outcome of the investigation.

- a) If the allegations are true, appropriate action will be taken to end the harassment including disciplinary action against the accused, up to and including termination of employment.
- b) False accusations of harassment (sexual or otherwise) can have serious effects on innocent women and men. Intentionally making false accusations will not be treated lightly and will also be addressed through disciplinary action.

Discrimination or retaliation against any employee for making a complaint under this policy or providing information during an investigation is strictly prohibited and will not be tolerated.

CLIENT RELATIONS

Creating good relationships with our clients and the public is essential to our Company! You will have contact with many clients and their representatives and the impression you make, good or bad, is remembered by those you come into contact with and shared throughout the entertainment industry! Please, always do your best to make a good impression and remember, you only have one

chance to make a "first" impression!

Always be courteous and offer assistance to our clients, visitors and to your co-workers.

Remember that your voice, attitude and work ethic represents Little Rock Stage Group to the client. Remember also that you may be the only person from Little Rock Stage Group who a client comes into contact with; therefore, you "are" Little Rock Stage Group to them! Let's make sure we all represent our Company well to all of our clients and customers!

PROFESSIONAL CONDUCT

All employees are expected to treat those they come into contact with on the job with courtesy and respect. This includes clients, customers, other employees, venue personnel, contractors, and in many cases, the general public as well. In addition to the information outlined above, employees should also remember the following important guidelines:

You never know who is "behind the curtain". This makes the use of obscene language and profanity inappropriate, as it may be offensive to other employees, clients, and members of the public in proximity to the work site. It could also unnecessarily provoke another individual into violence or anger.

Rude, offensive or abusive comments or behavior directed at or about other employees will not be permitted. Violence or other aggressive behavior is also strictly prohibited.

INSPECTION AND SEARCHES

The Company reserves the right to conduct inspections or searches of Little Rock Stage Group facilities, property, and work sites. Inspections and searches will be conducted under proper supervision as determined by management. This may include,

but is not limited to, offices, lockers, desks, toolboxes, equipment and vehicles when located on company or client properties.

Additionally, the client, venue security or their designated representative may inspect and/or search your personal effects, under proper supervision when on the client's jobsite, or the venue's property. Searches may include, but are not limited to, vehicles, clothing, lunch boxes, coolers, toolboxes, purses, parcels, etc.

Little Rock Stage Group, the Client, or venue security will be entitled to search under these circumstances:

- to protect property and personal property
- to protect the safety and security of employees and a work location;
- to investigate possible violations of law and/or policies and rules, including those about drugs, alcohol, and weapons.

Authorizing and permitting inspections and searches as outlined above is a condition of employment and/or continued employment, and refusal may result in disciplinary action, up to and including termination of employment.

VIOLENCE

Little Rock Stage Group does not tolerate violence in any form or fashion and all forms of violence will be taken seriously. The Company has a zero tolerance policy regarding employees who exhibit actions and/or behavior of a violent nature.

The Company does not tolerate violence directed toward employees or property. Threats made directly, indirectly, verbally, non-verbally, physically or by intimidation are not permitted. Threats or behavior that create a reasonable fear or subject another individual to extreme emotional distress are not allowed and will result in discipline, up to and including termination of employment.

Offensive or abusive comments directed at or about other employees, with or without profanity, are not permitted.

Striking, kicking, punching, hitting, pushing, shoving, "getting in someone's face", fighting, creating a disturbance, threatening (direct or implied), and intimidating words or actions are not tolerated. Acting out of anger or frustration toward a person or Company property is not allowed. All methods used to deliver threats or to intimidate are prohibited.

The Company takes seriously any direct or veiled threats of harm of an employee or property. Joking, jesting, playing around and horseplay with violent statements or actions are not acceptable. EXAMPLES: "You will be sorry", "I will get you", "You will pay for that", "Going postal", etc.

Any employee who is a victim of threats or any other intimidating or violent behavior is required to report it to his or her Crew Chief or the Chief Executive Officer.

Any employee who is aware of any intimidation or violent threat against (or made by) a co-worker, including threats to Company property, should report it immediately to his or her Crew Chief or the CEO.

POSSESSION OF FIREARMS OR OTHER WEAPONS

Possession of a firearm or any other weapon is strictly prohibited as follows:

- On Little Rock Stage Group property (owned or leased)
- At any other location or work site while on a Little Rock Stage Group work call
- In a personal vehicle on Little Rock Stage Group property/work sites

Prohibited items include handguns, razors, rifles, knives (other than pocket knives or knives used for work purposes), billy clubs, swords and any other instrument capable of inflicting physical injury or death. This policy also applies to concealed weapons and an employee does not have the right to carry during their performance of work for the Company or to any other individual on Company property or work sites. Possession of a firearm or other weapon in conflict with these guidelines will be grounds for termination.

ALCOHOL/DRUG FREE WORK PLACE

An alcohol and drug-free environment is especially important in the company industry because our basic responsibility is to serve the client safely and without interruption, and to provide a safe work place for our employees. Little Rock Stage Group expects all employees to report to work capable of performing their duties safely and efficiently. On or off the job alcohol abuse or drug involvement which will impair this ability is prohibited. For the safety of our employees and the customers we serve, it is the policy of Little Rock Stage Group to maintain a work place free from the possession, use or effect of controlled substances (drugs) and alcohol. Employees are strictly prohibited from reporting to work after illegally using or misusing any drug or substance or after using any drug or substance, legal or illegal, which affects the employee's ability to perform his/her job. Employees are prohibited during work hours from consuming alcohol; illegally using or misusing any drug or substance or using any drug or substance, legal or illegal, which affects the employee's ability to perform his/her job. All employees are required to comply with and support an Alcohol/Drug Free Work Place.

GUIDELINES

Little Rock Stage Group will not tolerate the illegal use, possession, manufacturing and/or distribution of controlled substances or the misuse or distribution of prescription drugs in any of the following situations:

In the work place (office or job site)
Prior to reporting for a
scheduled work call duty
while on Company time

Possession or use of alcohol in the situations outlined above is also strictly prohibited. These prohibitions apply to any and all individuals on Little Rock Stage Group property, at Company work sites or in any vehicle used for company business.

Any illegal substance found on Company property, work sites or vehicles will be turned over to the proper authorities and may result in criminal prosecution.

Failure to comply with the Alcohol/Drug Free Work Place policy, including a positive test result for drugs and/or alcohol, will constitute grounds for termination of employment.

If an employee believes a co-worker has reported for work when alcohol is present in their system or after consuming any illegal drug or substance (or after using any drug or substance which affects their ability to perform their job), the employee must report it immediately to their Crew Chief. Employees who are aware of the use, possession, or distribution of drugs or alcohol by any individual while on Company time, property or work sites are required to immediately report the violations to

their Crew Chief. Failure to immediately report such incidents may endanger the lives of our employees or the public.

Retaliation against an employee for such a report will not be permitted or allowed.

Employees may not report for a work call when it is medically necessary for them to use medication which will likely affect or impair their job performance (as substantiated by their physician).

With the exception of work-related products purchased by the Company for work purposes, no other alcohol or consumable products containing alcohol are allowed on the work site.

DRUG/ALCOHOL TESTING

Little Rock Stage Group retains the right to test current employees for alcohol and/or drug use when the situation warrants.

Testing will be conducted under the following situations:

When there is reasonable suspicion that the employee is under the influence of drugs or alcohol, which may be evidenced by observance of one or more of the following:

- odor of alcohol or marijuana
- strange/erratic behavior
- violent mood swings
- physical on-the-job evidence of substance or alcohol use/abuse
- inappropriate conduct
- any other reasonable indication that an employee may be under the influence of drugs or alcohol, or otherwise in violation of this policy

Following any on-the-job accident (personal injury or employee injury) in which an employee is directly or indirectly involved as follows:

- employee injury
- in an injury covered by workers' comp
- any reported injury for which medical care is received from a licensed healthcare professional (exceptions will be made for poison ivy, as well as insect, snake and/or dog bites – unless the employee has intentionally provoked the animal, resulting in the bite)
- personal injury accident
- a fatality
- equipment striking another vehicle or object and causing death or bodily injury to a person who receives medical treatment away from the accident site
- when reasonable suspicion exists that the accident was caused by the action/inaction of the employee and/or that alcohol or drugs may have been involved

An employee who is subject to post accident testing must remain readily available for testing or this may be seen as a refusal to test. Employees must contact their Crew Chief immediately following an accident and shall not leave the scene until the Crew Chief arrives, except for necessary medical attention or to obtain assistance due to the accident.

Nothing in this section shall require delaying necessary medical attention for injured individuals following an accident.

Following an accident requiring a post-accident drug or alcohol test, an employee must refrain from using any substance containing alcohol until the required post-accident alcohol test has been completed.

An employee who is seriously injured and cannot provide a specimen at the time of the accident must authorize the release of hospital reports or other documents that would indicate the presence of drugs or alcohol in his or her system. If necessary, the results of any breath, blood, and saliva or urine test conducted by trained law enforcement personnel in relation to the accident may be used by the Company.

Refusal to sign the consent form authorizing drug testing seen is considered as a "positive" test result with appropriate disciplinary measures applicable to a positive test being applied.

Additional legal requirements pertaining to drug/alcohol testing and prevention of drug/alcohol abuse, as established by the Department of Transportation, apply to employees holding a Commercial Driver's License and performing CDL duties for Little Rock Stage Group.

TESTING PROCEDURES

Drug/alcohol tests which are administered to employees are not intended to establish proof of impairment; rather, to identify the presence of prohibited drugs or alcohol.

If it is determined that testing is warranted, the employee will be required to consent to a drug/alcohol test, at the Company's expense. If the employee chooses to leave the work site prior to the test, it will be deemed a refusal to test.

The employee will be taken to certified lab designated by Little Rock Stage Group. (After hours/weekend testing may be carried out at designated emergency rooms.) The employee will be required to provide a urine sample, breath sample or other sample deemed necessary by experienced lab personnel. A photo ID will be required at the time the specimen is collected.

Following the testing, the employee will be returned to the workplace, (if workplace is still active) but will not be permitted to drive following post-accident or reasonable suspicion testing or following a positive test result. The employee will be offered a ride home or may contact another individual to pick them up from work.

Employees will be notified of all test results as soon as they are released by the laboratory. Following post-accident or reasonable suspicion testing, the employee will not be allowed to return to work until the test results are released. Return to work will depend on the results of such testing. If test results are negative, the employee will be returned to the normal work call roster.

Confidentiality regarding the results of all drug/alcohol tests will be maintained, with results released only to the employee, the CEO and the Crew Chief, only if the Crew Chief is to be involved in determining disciplinary action related to such event.

Refusal to test will be seen or considered as a "positive result" and will result in immediate termination of employment. Actions which constitute a refusal to test are as follows:

- failure to appear for a test promptly as directed by the Crew Chief
- evidence of altering a sample
- refusal to submit to testing
- failure to give the proper sample in the quantity and time frame established by the

- lab (without a verifiable medical reason)
- failure to remain available for post-accident testing
- failure to promptly report an accident which requires post-accident testing
- obstruction of the testing process or failure to cooperate
- refusal to sign the required testing forms

Disciplinary Action/Department Expectations

If on-the-job drug or alcohol use, abuse or misuse, possession, manufacturing or distribution is indicated, or if a positive test result is received for drugs or alcohol, such will be grounds for termination of employment. Additionally, refusal to submit to testing will result in immediate termination of employment.

At its discretion, Little Rock Stage Group may offer reemployment to an employee terminated for a positive result on a one-time basis after 90 days and after said employee states in writing that they have ceased use of prohibited substances. The Company retains the right to conduct periodic, unannounced testing of an employee who has completed a treatment program for drugs and/or alcohol or who has stated in writing, cessation of prohibited substances. Upon return to work, and for a period of two years following completion of the program, cessation, the unannounced testing may be conducted. If the employee tests positive for drugs or alcohol at any time during that two-year period, his/her employment will be terminated immediately.

PERSONAL APPEARANCE

Employees are expected to dress appropriately for their work environment when on a work call for Little Rock Stage Group. A professional appearance serves as good public relations and

reinforces the professionalism of our employees.

The following are unacceptable for employees to wear to work:

- excessively short (or tight) skirts or shorts considered offensive by coworkers
- sheer or revealing clothing unless a concealing layer is worn underneath
- clothing or ball caps/hats with inappropriate, offensive or suggestive wording/pictures
- Open toed shoes
- Jeans with excessive rips, tears, too tight, or low cut or have to be held up while working
- Any clothing (or accessory) that interferes with bending, lifting, climbing, crawling, pulling or pushing

SMOKE & TOBACCO FREE WORKPLACE

Smoking and tobacco use by Little Rock Stage Group employees is prohibited inside all buildings in which Little Rock Stage Group employees perform services. A building is defined as any structure having at least three walls and a roof.

Smoking and tobacco use shall include the use of cigarettes, cigars, pipes and any other tobacco product which might be chewed, dipped or otherwise come in direct contact with the mouth.

MOBILE PHONES

If an employee is observed talking on a mobile phone while he or she should be working, a verbal warning will be given. If an employee is observed talking on a mobile phone

while he or she should be working a second time on the same work call, disciplinary action may take place. Continued disregard of this policy will result in increasingly more stringent disciplinary action being implemented.

Crew Chiefs/management should lead by example by not using a mobile phone while they are in the actual work area excepting emergencies.

DISCIPLINARY PROCEDURES

Most employees will spend their entire period of employment at Little Rock Stage Group without experiencing any disciplinary action. When disciplinary action is necessary however, the severity of the action taken will correspond with the seriousness of the employee's behavior.

Crew Chiefs are responsible for administering the policies and procedures of Little Rock Stage Group and for ensuring that each employee in their area of responsibility complies with all policies and procedures. In addition to Company-wide policies and procedures, Crew Chiefs may establish rules that apply specifically to their particular area, as long as they are not in conflict with established Company-wide policies and procedures and are made known to Little Rock Stage group management for inclusion in the policy manual. Employees are responsible for obeying all Company policies and procedures, as well as rules established for their particular work area.

Types of Corrective Action

When corrective action is necessary, counseling and/or more formal disciplinary action may take place, depending on the facts of each situation. Disciplinary action may not necessarily follow progressive steps, but will depend on the seriousness of the

behavior of the employee. Other factors may also be considered, such as disciplinary history and overall performance. Various actions which may be taken include:

- Counseling - prior to formal disciplinary action being taken, the employee may be counseled concerning a minor infraction or to provide direction regarding unacceptable behavior or work performance. ALL counseling shall be documented by the Crew Chief and forwarded to the CEO for inclusion in the employee's personnel file.
- Oral Warning - a documented discussion and plan for corrective action for an infraction or violation of a policy, procedure or work practice. The plan for corrective action will clearly state to the employee what is expected of him/her in regard to acceptable behavior. Failure to adhere to the plan for corrective action will result in additional disciplinary action being taken. The oral warning will be documented by the Crew Chief and forwarded to the CEO for placement in the employee's personnel file.
- Written Warning - a documented discussion and plan for corrective action for repetition of infractions or for a more serious violation of a policy, procedure or work practice. The plan for corrective action will clearly state to the employee what is expected of him/her in regard to acceptable behavior. Failure to adhere to the plan for corrective action will result in additional disciplinary action being taken. The written warning is documented by the Crew Chief and forwarded to the CEO for placement in the employee's personnel file.
- Termination: employment may be terminated due to serious or repeated violation of policies, procedures or practices.

Only the Chief Executive Officer has the authority to terminate employment.

To the best of our ability, an employee will not be reprimanded or disciplined in the presence of other employees or clients.

Examples of Serious Violations

Some examples of offenses which would normally result in immediate termination of employment include:

- Possession, use or misuse of drugs or alcohol on the job or prior to reporting for duty
- Aggressive behavior or striking a Crew Chief, employee or client
- Willful or negligent disobedience of Company policy while operating equipment
- Theft of Company or client property
- Falsification of records
- Repetitive No call, No Show
- Serious violation of any other policy or procedure, at the discretion of the Company
- Dishonesty or theft of company property
- Willful damage or sabotage to the property of Little Rock Stage Group Inc, of a client, a customer or a member of the public

The examples cited above are not intended to include all offenses which would result in termination of employment.

Little Rock Stage Group reserves the right to counsel, discipline or terminate for any violation of Company policy and/or for other reasons not specified here. Each offense will be taken under consideration based on the employee's prior disciplinary history, attitude about their work and the seriousness of the particular incident itself.

Just as you have the right to end your employment at any time or for any reason, Little Rock Stage Group reserves the right to make termination decisions regarding individual employees and terminate the employment relationship "at will".

GRIEVANCE PROCEDURE

There may be an occasion when you feel that an action taken by your Crew Chief or a Little Rock Stage Group Inc working condition was/is not correct. Little Rock Stage Group has established a process to be followed by you and your Crew Chief to try to resolve the issue. The Grievance Procedure allows you to bring complaints about work-related situations to the attention of your Crew Chief and CEO. You will be provided the opportunity to present your complaint and to appeal decisions made by the Crew Chief or other staff through the Grievance Procedure.

Employees will not be penalized for using the Grievance procedure.

If you have a complaint about a work-related situation or feel you have been treated incorrectly by a Crew Chief or another employee, you should present your grievance in writing. Your statement should be provided on the Employee Grievance Form and should include a complete description of the facts, working conditions, activities or actions which took place; Company policies or processes which you feel were not followed; and the corrective you are requesting be taken.

Using the Employee Grievance Form, submit your grievance according to the following guidelines:

Present your written grievance to the Crew Chief for consideration within 10 working days of the action taken or the working condition that is the basis of your grievance. The Crew Chief should reply, in writing, within 10 working days.

If no reply is received from your Crew Chief within 10 working days, or if the reply is not satisfactory to you, present your grievance to the CEO, in writing, within 10 working days. The CEO shall give a written reply within 10 working days.

Decisions made by the CEO are final and binding excepting as applied to members of I.A.T.S.E Local 204. For "members", if no reply is received within the allotted time frame or if the reply is not satisfactory to you, you may then submit an appeal to the Executive Board of I.A.T.S.E. Local 204 to intervene on your behalf. This appeal shall be made in writing on the Employee Grievance Form (or approved Union grievance form), within 10 working days of the last decision.

In order for your grievance to be fully reviewed and addressed, it is important for you to follow each step of the grievance process as outlined above. Failure by the employee to meet a filing deadline will result in dismissal of the grievance. An employee may withdraw a grievance at any time but may not resubmit a grievance once it has been withdrawn or dismissed. Employees should not take their grievance directly to the CEO or I.A.T.S.E. Local 204 Executive Board until each step of the process has been followed.