



**KEVIN STEWART**



**PRODUCTIONS**

*123ksp.com*

# EMPLOYEE POLICY HANDBOOK

Kevin Stewart Productions, LTD

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Revision 2.0



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# Welcome!

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Welcome to Kevin Stewart Productions, LTD (KSP), Policy Handbook. KSP. complies with all federal and state employment laws, and this handbook generally reflects those laws. KSP also complies with any applicable local laws, although there may not be an express written policy regarding those laws contained in the handbook.

The employment policies and/or benefits summaries in this handbook are written for all employees.

We want everyone involved with Kevin Stewart Productions to have a fun and enriching experience. While many of you have been involved in the event industry before, there are some differences you will observe in working with our company and the general casino entertainment environment that we specialize in. Our intention is to keep our organization a little looser, giving each person involved a little more responsibility, but also a lot more flexibility.

As a member of this organization you are a representative of Kevin Stewart Productions and are also considered a representative of the venue you are working at. It is essential to always remember to conduct yourself at work and off-work with professionalism and decorum.

Please take the time now to read this handbook carefully. Sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. KSP reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. Please understand that no employee handbook can address every situation in the work place.

If you have questions about your employment or any provisions in this handbook, feel free to contact us directly.

We are excited that you have joined the team. We wish you success in your employment here at KSP!

Sincerely,

Kevin Stewart  
Peter Bryant  
Gary Olsen

*Managing Partners - Kevin Stewart Productions*

# 1.0 About Us

## 1.1 About KSP

KSP specializes in entertainment and focuses primarily on the Casino Gaming Industry. We provide a variety of services from booking of the artist, management and operation of venue(s), staffing, design, talent management, bands and music operations. We are multifaceted and constantly strive to create a custom turn-key solution for our clients that allows them to focus on what they do best. Our focus is do what we do best... running entertainment.

## 1.2 Code of Ethics

KSP will conduct business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services, products, and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our managers and employees are expected to adhere to high standards of business and personal integrity as a representation of our business practices, at all times consistent with their duty of loyalty to the KSP.

We expect that officers, directors, managers, supervisors and employees will not knowingly misrepresent KSP and will not speak on behalf of KSP unless specifically authorized. The confidentiality of trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) about KSP or operations, of that of our customers or partners, is to be treated with discretion and only disseminated on a need-to-know basis (see policies relating to privacy).

Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

## 1.3 Mission Statement

At KSP we make the booking, operation and performance of entertainment events as easy as 1...2...3...



## 1.4 Principle Partners

KSP is owned by three partners. Kevin Stewart, Peter Bryant and Gary Olsen. Between the three of them they have over 90 years of expertise in the entertainment market.

Please feel free to get to know them and any time you have a question they are available.

### Kevin Stewart - Producer/Partner

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Currently based in Tulsa, OK and Las Vegas, Kevin Stewart has over 35 years of experience in songwriting, music producing, touring, marketing and production. He owned a recording studio in Nashville for 11 years on music row where he developed long-term relationships with Grammy-winning songwriting partners, major record labels, publishers, and artist. He has spent over 20 years in music towns like LA, Nashville, Memphis, New CBS Records and was produced by the legendary Gary Lyons. He has had cuts on Hank Williams Jr selling over 750,000 records and Jimi Jamison's Survivor on the Baywatch TV show released in multiple countries. Kevin comes from the creative side with long term personal relationships with many artists themselves. He has toured as a musician or bandleader starting out as club and show bands and ending with groups like Survivor and TOTO. He understands the road and the cash register.

Kevin went on to produce entertainment events for over 30 casinos in the US and over seven countries throughout the world. He managed over 1,700 employees at multiple venues at once while training on-site management teams without one liability issue holding a perfect safety record.

He has produced over 125 concerts with many cross-border regulations while making sure all IRS qualifications were met and acting as the tax withholding agent. Nationalities have included General Market, Chinese, Vietnamese, Korean, Taiwanese, Russian, Hawaiian, Greek and others. This type shows required working with player development high rollers, regional and local promoters and international entities. Some venues are Foxwoods, Caesars Palace Windsor Canada, Caesars Baltimore, The Venue (Greater Chicago), Snoqualmie Casino, The Boulevard Casino, Hollywood Casino Charles Town Races WV, Table Mountain Fresno, Riviera Casino Las Vegas, Treasure Island Las Vegas, Sycuan Casino San Diego. Over this ten-year span, there has not been any "no show" or border and tax related issue, a rare feat in this challenging side of the business.

Kevin is the actual musician of the group and will occasionally play with the bands.

### Peter Bryant - Technical Producer & Designer/Partner

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Currently based in Orlando, FL Peter Bryant has been working professionally in the entertainment business for over 30 years. During that time, he has been involved in over 12,000 performances involving over 600 major artists, and shows. He brings a wide-ranging platform of experience, ranging from an extensive technical background, extensive production experience, production and design of shows, marketing, film and TV, and many other skill sets.

As a Production Designer and Producer he has done extensive touring of Europe, the United States and Asia. After returning to the US he managed to secure contracts with Harrah's, Gold Strike Casino, Sam's Town, The Rio, Fitzgerald's, and Snoqualmie Casino

where he managed all venues, handled in-house audio and video needs for all displays, managed in-house art departments creating multiple adds for both in-house and external use.

More recently he has worked extensively in the corporate sector designing shows with one off budgets exceeding 1 million dollars per event for Amazon, Minecraft, Target, General Mills, Microsoft in cities such as San Francisco, Paris and Las Vegas covering everything from 100's of 18 wheelers rolling while meeting codes and multiple mandates.

With all this experience Peter brings an extensive and diverse skill set to KSP: lighting, sound, staging, rigging, video, web design, social media, performance and film direction, vendor and staff management, documentation and training design, CAD, video editing and graphics design (Still and motion).

Peter is big into bicycling, motorcycles, scuba and is a total space geek.

## Gary Olsen - Booking/Partner

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Based just outside of Vancouver, Canada, Gary Olsen, our dedicated entertainment buyer is very active in the entertainment industry. He attends all the major trade shows and conferences related to the entertainment field, he is a member of the International Entertainment Buyers Association (IEBA), as well as a member of Pollstar and is a current Pollstar Pro account holder. These tools along with his personal relationships with many other venues and all the agencies across Canada and the US will allow Cherokee Nation Entertainment to procure the best entertainment at the best prices; as well as staying on top of current tours and routing opportunities.

Gary has spent the last 10 years working for Great Canadian Casinos as Entertainment Director where he was responsible for over 50 million dollars in revenues and procurement. His primary duty was to select and negotiate all aspects of booking entertainment, this included negotiating all terms and conditions of the contracts, artist fees and overseeing all the production management. This allowed him to develop lasting relationships with agents at agencies such as: William Morris Endeavors (WME), United Talent Agency (UTA), Creative Artist Agency (CAA), Agency for the Performing Arts (APA), International Creative Management (ICM).

Gary is a classic car buff and loves collecting old records.

## 1.5 Key Staff

Here are some of our key staff. Depending on your Job title you may work under one or many of them.

### Daniel McCabe - Director of Operations

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Daniel is our Operations Manager and also our Lead Sound Supervisor. He is responsible for all crew related decisions and scheduling. Additionally he is our primary audio engineer for many of our shows. He can be reached at:

[daniel@123ksp.com](mailto:daniel@123ksp.com)

(479) 531-4738

Please contact him for any crewing questions/issues that arise.

Priya handles our software and billing and a lot of the nuts and bolts that nobody wants to do. She is based in India. If you see a discrepancy in schedules or some item needs correction, Priya handles this. You can contact her at:

[priya@123ksp.com](mailto:priya@123ksp.com)

## 1.6 Contact Information

KSP works all over the world so their offices are wherever they are at the time however our mailing address is:

Kevin Stewart Productions  
187 E Warm Springs Road, Suite B156  
Las Vegas NV 89119

(901) 461-6032

Our email is: [kevin@123ksp.com](mailto:kevin@123ksp.com)

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## 2.0 Hiring and Orientation Policies

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### 2.1 Software Based Employment Model “CAVU”

KSP uses a custom designed web-based software package to manage all employees and their schedules. All of your employee information is stored and managed from this portal along with all of your daily and weekly schedules.

This software will also allow you to see all of your wage information (payments, taxes etc). On your initial job application you will be required to become proficient with this software prior to being assigned any work for KSP.

The software is located at:

[www.cavusoftware.com](http://www.cavusoftware.com)

For complete details read section 19.0.

## 2.2 Conflicts of Interest

KSP is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale. If there is any actual or potential conflict of interest between you and a competitor, supplier, distributor, or contractor to KSP, you must disclose it to the KSP management team immediately. If an actual or potential conflict of interest is determined to exist, KSP will take such steps as it deems necessary to reduce or eliminate this conflict.

## 2.3 New Hires and Introductory Periods

The first 90 days of your employment is considered an introductory period. During this period, you will become familiar with KSP and your job responsibilities, and we will have the opportunity to monitor the quality and value of your performance and make any necessary adjustments in your job description or responsibilities. Your introductory period with KSP can be shortened or lengthened as deemed appropriate by management and Director of Operations. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the at will employment relationship.

## 2.4 Employment Authorization Verification

Initially when hired you may not work enough to become considered an employee and may only receive a form 1099. If you have worked enough hours you will automatically become an employee subject to withholding of taxes. This will be done automatically when you have exceeded the criteria for hours/weeks worked.

### Employees

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New hires will be required to complete Section 1 of federal Form I-9 & W4 prior to their first day of paid employment and additionally must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization. This is typically a US Passport, US Birth Certificate, US Naturalization or Citizenship certificate or a US Work Permit. If you are currently employed and have not complied with this requirement or if your status has changed, inform your Manager/Supervisor immediately.

If you are authorized to work in this country for a limited period of time, you

will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by KSP.

## Contract Employees

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Contract employees will be required to complete Section 1 of federal Form I-9 & W4 prior to their first day of paid employment and additionally must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization. This is typically a US Passport, US Birth Certificate, US Naturalization or Citizenship certificate or a US Work Permit. If you are currently employed and have not complied with this requirement or if your status has changed, inform your Manager/Supervisor immediately.

Depending on your job type and status, you may be required to provide proof of insurance (Workers Comp and Certificate of Insurance or COI).

If you are authorized to work in this country for a limited period of time, you will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by KSP.

## Vendors

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Vendors must provide their EIN number, W4 and all insurance (Workers Comp and a Certificate of Insurance or COI).

## COI Minimums

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We require a COI with a minimum \$1,000,000 policy with proof that all employees are covered. We also must be named additionally insured.

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## **3.0 Wage and Hour Policies**

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### **3.1 Attendance Policy**

If you know ahead of time that you will be absent or late, provide reasonable advance notice to your Director/Manager/Supervisor. You may be required to provide documentation of any medical or other excuse for being absent or late where permitted by applicable law.

KSP reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences. Absences resulting from approved leave, vacation, or legal requirements are exceptions to the policy.

### **3.2 Direct Deposit**

KSP requires all employees to enroll in direct deposit. You may put in your bank routing information into your personal information page on our software portal: [www.cavussoftware.com](http://www.cavussoftware.com)

### **3.3 Introduction to Wage and Hour Policies**

At KSP, pay depends on a wide range of factors, including pay scale surveys, individual effort, profits, and market forces. If you have any questions about your compensation, including matters such as paid time off, commissions, overtime, benefits, or paycheck deductions, speak with your Manager/Supervisor.

### **3.4 Job Abandonment**

If you fail to show up for work and do not call in with an acceptable reason for the absence, you will be considered to have abandoned your job and voluntarily resigned from KSP.

### **3.5 Paycheck Deductions**

KSP is required by law to make certain deductions from your pay each pay period. This includes income and unemployment taxes, Federal Insurance Contributions Act (FICA) contributions (Social Security and Medicare), and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the number of exemptions you list on your federal Form W-4 and applicable state withholding form. You may also authorize voluntary

deductions from your paycheck, including contributions for insurance premiums, retirement plans, spending accounts, or other services. Your deductions will be reflected in your wage statement.

KSP will not make deductions to your pay that are prohibited by federal, state, or local law. If you have any questions about deductions from your pay, contact your Manager/Supervisor. You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment, which will be paid no later than your next regular payday.

### **3.6 Recording Time**

KSP is required by applicable federal, state, and local laws to keep accurate records of hours worked by certain employees. To ensure that KSP has complete and accurate time records and that employees are paid for all hours worked, non-exempt employees are required to record all working time. Exempt employees may also be required to track days or time worked. Speak with your Manager/Supervisor for specific instructions.

We use an electronic system that for clocking in and out for all work periods. This is an App that runs on your smartphone. It is required that you install this App. Currently the App is called “Timestation” This App records your time in and out, your location and your particular job for the day which for multi rated employees could affect your pay.

You must accurately record all of your time to ensure you are paid for all hours worked and must follow established Company procedures for recording your hours worked. Time must be recorded as follows:

- Before starting your shift
- Before your meal period - Unless on a paid meal
- After your meal period - Unless on a paid meal
- End of shift
- Before and after any other time away from work

You may clock in no more than five minutes ahead of your start time and clock out no later than five minutes after your quitting time.

Notify your Manager/Supervisor of any pay discrepancies, unrecorded or mis-recorded work hours, or any involuntarily missed meal or break periods. Falsifying time entries is strictly prohibited. Falsifying time entries includes

working "off the clock." If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you will be subject to discipline up to and including termination. Immediately report to management any employee, supervisor, or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

All employees are required to clock in or out. Regardless of position.

Repeatedly doing the following will subject the employee or vendor to disciplinary actions up to and including termination.

- Failure to clock in or out
- Not at the designated venue or location when clocking in or out
- Checking in and out with security
- Being late
- Leaving prior to being officially released

### 3.7 Travel Expenses

The purpose of this policy is to define approved business travel expenses and the authority for incurring and approving such expenses at KSP

Travel expenses are the reasonable and necessary expenses incurred by employees when traveling on approved KSP business trips. Travel is limited to necessary business activities.

All expenses must receive approval prior to incurring them by an authorized manager or supervisor. Unauthorized expenses will not be paid.

#### Per Diem

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KSP provides a daily amount of approximately \$75 for food and other living expenses while you are traveling on company business. This amount will be provided prior to your departure date.

For casinos that are providing meals and lodging, no per-diem will be provided.



## Travel Expenses

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KSP pays the actual amounts incurred for appropriate expenses when you are on travel assignments. Examples of typical expenses include the following:

- Airline tickets
- Lodging
- Car rental, bus, taxi, parking, Uber/Lyft rides
- Telephone and fax
- Wi-fi
- Laundry and dry cleaning (trips exceeding one week only, unless emergency)
- Business supplies and services
- Reasonable associated gratuities
- Other expenses necessary to achieve the business purposes

## Hotels

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Neither in-room movies nor refreshment bars are approved Company expenses.

## Insurance

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KSP does not pay for personal travel insurance for employees.

## Rental Cars

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If your job requires that you rent a vehicle, use rental firms that have the best prices. Additionally pick the appropriate vehicle for the job. Picking a SUV when a mid-size is appropriate will not be accepted.

## Personal Vehicles

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When using your own vehicle for business purposes, you must maintain insurance coverage as required by law and may not have more than 2 points on your driving record. Travel between your home and work is not considered to be business travel.

You may not use your personal vehicle for business travel without authorization. If using your personal vehicle, you will be reimbursed for

vehicle use at the standard IRS mileage rate. Management must authorize any deviation from this policy.

### **3.8 Use of Employer Credit Cards**

All employees in the possession of a credit card issued by KSP will adhere to the strictest guidelines of responsibility for the protection and proper use of that card. Credit card purchases related to Company vehicle use (gas, oil, etc.) do not require prior approval. Credit card purchases and any other business purchases must receive prior approval from your Manager/Supervisor.

Submit all sales receipts generated by use of KSP credit card weekly to your Supervisor and to Accounting. You must have received prior approval for all purchases not listed above.

Your Company credit card may not be used for personal reasons.

Use of KSP credit card is restricted to approved business- related expenses. Any unauthorized purchases made with a credit card issued by KSP will be the employee's responsibility. You must reimburse any such purchase to KSP within 7 days. Employees who make unauthorized purchases more than 2 times will be subject to termination. Any charges that show up on the credit card statement that do not have a matching receipt, will be treated as an unauthorized purchase. Immediately report lost or stolen Company cards to your Manager/Supervisor. Failure to follow this policy may result in disciplinary action up to and including discharge.

All credit card expenses that may reimbursed must be sent to

[reimburse@123ksp.com](mailto:reimburse@123ksp.com)

### **3.9 Reimbursable Expenses**

Any approved reimbursable expense to the employee must be approved by management and sent to:

[reimburse@123ksp.com](mailto:reimburse@123ksp.com)

Payment for the reimburse should occur on the next pay period.

## **4.0 Outside Employment, Performance & Code of Conduct**

### **4.1 Outside Employment**

Outside employment that creates a conflict of interest or that affects the quality or value of your work performance or availability at KSP is prohibited. KSP recognizes that you may seek additional employment during off hours, but in all cases expects that any outside employment will not affect job performance, work hours, or scheduling, or otherwise adversely affect your ability to effectively perform your duties. Any conflicts should be reported to your Manager/Supervisor.

It is your responsibility to ensure that your outside employment creates no scheduling conflicts with your job at KSP.

Failure to adhere to this policy may result in discipline up to and including termination.

### **4.2 Performance Improvement**

KSP will make efforts to periodically review your work performance. The performance improvement process will take place annually, or as business needs dictate. You may specifically request that your Manager/Supervisor assist you in developing a performance improvement plan at any time.

The performance improvement process is a means for increasing the quality and value of your work performance. The employee's initiative, effort, attitude, job knowledge, and other factors will be addressed. You must understand that a positive job performance review does not guarantee a pay raise or continued employment. Pay raises and promotions are based on numerous factors, only one of which is job performance.

### **4.3 Problem Solving Procedures**

KSP strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the work place to the attention of your Manager/Supervisor and, if necessary, to upper level management. To help manage conflict resolution we have instituted the following problem solving procedure:

If you believe there is inappropriate conduct or activity on the part of KSP, management, its employees, vendors, customers, or any other persons or

entities related to KSP, bring your concerns to the attention of your Manager/Supervisor at a time and place that will allow the person to properly listen to your concern.

Most problems can be resolved informally through dialogue between you and your immediate Manager/Supervisor. If you have already brought this matter to the attention of your Manager/Supervisor before and do not believe you have received a sufficient response, or if you believe that person is the source of the problem, present your concerns to upper level management. Describe the problem, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

## 4.4 Standards of Conduct

KSP wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our employees, clients, customers, and other stakeholders. We all share in the responsibility of improving the quality of our work environment. By deciding to work here, you agree to follow our rules.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge employees for any reason permitted by law.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances on Company property (including in Company vehicles), or on Company business
- Being under the influence of alcohol during working hours on Company property (including in Company vehicles), or on Company business
- Inaccurate reporting of the hours worked by you or any other employees
- Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of KSP or in the preparation of any employment-related documents including, but not limited to, job applications, personnel files, employment review documents, intra-company communications, or expense records

- Taking or destroying Company, client, vendors, and/or venue property
- Possession of potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc., without prior authorization
- Fighting with, or harassment of (as defined in our EEO policy), any fellow employee, vendor, or customer
- Disclosure of Company trade secrets and proprietary and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development information, customer lists, patents, trademarks, etc.) of KSP or its customers, contractors, suppliers, or vendors
- Refusal or failure to follow directions or to perform a requested or required job task
- Refusal or failure to follow safety rules and procedures
- Excessive tardiness or absences
- Use of company vehicle for personal use
- Smoking outside of designated areas
- Working unauthorized overtime
- Solicitation of fellow employees on Company premises during working hours
- Failure to dress according to Company policy
- Use of obscene or harassing language in the workplace
- Engaging in outside employment that interferes with your ability to perform your job at this Company
- Gambling on Company premises
- Lending keys or keycards to Company property to unauthorized persons

Nothing in this policy is intended to limit your rights under the National Labor Relations Act, or to modify the at-will employment status where at-will is not prohibited by state law.

Some general guidelines to follow

- When at other casinos, conduct yourself with decorum. This market is very small and our actions do get back to us.
- Treat every coworker, employee and guest with the utmost respect and courtesy.
- Derogative or negative comments to others will not be tolerated
- Treat everything on stage and at the theatres as if you personally own it. Damage to abuse or neglect will result in disciplinary action and also in the cost of the items repair/replacement coming out of your salary.
- Behave as an adult at all times.

## 4.5 Taking Care of Yourself

We like our people to stay healthy, KSP Employees are expected to take extremely good care of themselves both physically and mentally. (i.e. a reasonable amount of sleep, cautious alcoholic intake, eating well, saving your voice, warming up thoroughly before each event/show, etc.).

This is a condition of your employment as well as being beneficial to your welfare as well as that of the event.

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## 5.0 General Policies

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### 5.1 Authorization for Use of Personal Vehicle

All employees required to operate a motor vehicle as part of their employment duties must maintain a valid driver's license, and an acceptable driving record. KSP may run a motor vehicle department check to determine your driving record. It is your responsibility to provide a copy of your current driver's license for your personnel file. Any changes in your driving record, including, but not limited to, driving infractions or changes to your insurance policy, must be reported to KSP.

If you use your personal vehicle in the course and scope of employment, you must:

1. Not be under the influence of drugs, alcohol, or any other substance that might impair your judgment or ability to drive;  
or
2. Not be texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device.
3. State law requires all motorists to carry auto liability insurance. It is against the law to drive without insurance. If you use your own vehicle as a part of your employment duties, you must provide management with a current proof of insurance statement or card. New proof of insurance is required every time your policy expires and renews.

### 5.2 Computer Security and Copying of Software

Software programs purchased and provided by KSP are to be used only for creating, researching, and processing materials for Company use. By using Company hardware, software, and networking systems you assume personal responsibility for their use and agree to comply with this policy and other applicable Company policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of KSP, or developed by Company employees or contract personnel on behalf of KSP, is and will be deemed Company property. It is the policy of KSP to respect all computer software rights and to adhere to the terms of all software licenses to which KSP is a party.

You may not illegally duplicate any licensed software or related

documentation. Unauthorized duplication of software may subject you and/or KSP to both civil and criminal penalties under the United States Copyright Act. To purchase software, obtain your Manager's approval. All software acquired by KSP must be purchased through KSP.

You may not duplicate, copy, or give software to any outsiders including clients, contractors, customers, and others. You may use software on local area networks or on multiple machines only in accordance with applicable license agreements entered into by KSP.

### **5.3 Employer Sponsored Social Events**

KSP holds periodic social events for employees. Be advised that your attendance at these events is voluntary and does not constitute part of your work-related duties. Any exceptions to this policy must be in writing and signed by a Manager/Supervisor prior to the event.

Alcoholic beverages may be available at these events. If you choose to drink alcoholic beverages, you must do so in a responsible manner. Do not drink and drive. Instead, please call an Uber, Lyft, or taxi cab, or appoint a designated driver.

### **5.4 Non-solicitation/Non-distribution Policy**

To avoid disruption of business operations or disturbance of employees, visitors, and others, KSP has implemented a Non-solicitation/Non-distribution Policy. For purposes of this policy, "solicitation" includes, but is not limited to: selling items or services, requesting contributions, and soliciting or seeking to obtain membership in or support for any organization. Solicitation performed through verbal, written, or electronic means is covered by the Non-solicitation/Non-distribution Policy.

You are prohibited from soliciting other employees during your assigned working time. For this purpose, working time means time during which either you or the employees who are the object of the solicitation are expected to be actively engaged with assigned work. You may conduct solicitations during your lunch period, coffee breaks, or other authorized nonworking time, so long as you do so when the other employees are also on nonworking time.

To avoid inappropriate litter, clutter, and safety risks, you may not distribute literature or other items that are not work related in working areas at any time. Working areas do not include break/rest areas, lunch rooms, or parking lots. Electronic distribution of materials is prohibited during work time. Literature that violates KSP's equal employment opportunity (EEO) and non-harassment policies (including threats of violence), or is knowingly



and recklessly false, is never permitted. Non-employees are not permitted to distribute materials on company premises at any time.

This policy is not intended to restrict the statutory rights of employees, including the right to discuss terms and conditions of employment.

Violations of this policy should be reported to Manager/Supervisor.

## **5.5 Off-Duty Use of Employer Property or Premises**

You may not use KSP property for personal reasons at any time. You are responsible for returning Company property in good condition and repairing or replacing any property damaged as the result of personal use or as the result of negligence. This includes use of copy machines, computers, Company products, lighting, sound systems or office supplies for personal use without prior authorization.

It is Company policy to control off duty and nonworking hour use of Company facilities either for business or personal reasons. You are prohibited from using Company facilities during off duty or non-working hours without the written consent of your Manager/Supervisor. If you use Company facilities during your off-duty hours or Company off-hours, you may be required to sign a log-in and log-out sheet maintained by KSP management.

## **5.6 Open Door Policy**

At KSP, we welcome suggestions for continued improvement and welcome your ideas for better ways to do your job, produce or sell the products or services of our Company, or meet customer and client needs. Discuss your ideas with your Manager/Supervisor or another member of the management team.

We also encourage you to offer any suggestions derived from seminars, magazines, or other outside sources of information you believe would add value to KSP.

Understand that any suggestions, innovations, inventions, or other matter created by you on work time or with Company tools or property are considered to be the property of KSP.

## **5.7 Personal Appearance & Dress Code**

Your personal appearance reflects on the reputation, integrity, and public image of KSP. All employees are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are

generally accepted in the community, including clean clothing, good grooming and personal hygiene, and appropriate attire for the workplace and the work being performed. This may include wearing uniforms or protective safety clothing and equipment, depending upon the job. Use common sense and good judgment in determining what to wear to work.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

KSP, in accordance with applicable law, will reasonably accommodate employees with disabilities or religious beliefs that make it difficult for them to comply fully with the personal appearance policy unless doing so would impose an undue hardship on KSP. Contact your Manager/Supervisor to request a reasonable accommodation.

Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. Frequent violations will result in disciplinary action, up to and including termination of employment.

The following are mandatory dress codes:

#### FOR PERFORMERS:

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- Wearing rehearsal clothes to customer areas is prohibited.
- After a show or event, you must be in presentable street clothes. The audience just saw you on stage, so let them still see you that way.
- Clothes should be professional and reflect what you are doing for the performance.
- Based on the event, you may be required to be in a suit, dress, tuxedo or some other specific apparel.
- Your Cavussoftware schedule will dictate the dress requirements
- Management can dictate at any time what is appropriate performance attire.

#### FOR CREW

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- You must always be wearing the KSP logo shirt, jacket or any other KSP branded apparel.

- Stage Blacks (Black pants, black shoes)
- Clothing must be appropriate for the job (Safety boots, gloves etc)
- No worn out clothing etc.
- No Hoodies or Jackets can be worn inside
- At times a suit or dress may be required for the event. This will be notified to you prior to the event.
- Management can dictate at any time what is appropriate performance attire.

## 5.8 Personal Cell Phone/Mobile Device Use

Employees may not use their cell phone while on the clock. This means that constant texting, playing with their phone or conducting conversations while on company time will not be tolerated.

We understand the need to communicate with family and friends for necessary items, however excessive personal phone use is not acceptable.

Employees may use their phones however they wish during break periods.

While operating a vehicle on work time, KSP requires that the driver's cell phone/mobile device be used with hands free equipment only. If you have need to make a phone call while driving, pull off the road to a safe location unless you have the correct hands-free equipment for the device that follows applicable state laws.

Nothing in this policy is intended to prevent employees from engaging in protected concerted activity under the National Labor Relations Act (NLRA).

At no time should the client/casino see crew or performers texting unless it is for a legitimate business reason (i.e. FOH talking to monitors)

## 5.9 Personal Data Changes

It is your obligation to provide KSP with your current contact information, including current mailing address and telephone number. Inform KSP of any changes to your marital or tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings.

To make changes to this information, login into your Cavussoftware account.

[www.cavussoftware.com](http://www.cavussoftware.com)

## 5.10 Security

All employees are responsible for helping to make KSP a secure work environment. Upon leaving work, lock all desks, lockers, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, passes, or similar devices to your Manager/Supervisor immediately. Refrain from discussing specifics regarding Company security systems, alarms, passwords, etc. with those outside of KSP.

Immediately advise your Manager/Supervisor of any known or potential security risks and/or suspicious conduct of employees, customers, or guests of KSP. Safety and security is the responsibility of all employees and we rely on you to help us keep our premises secure.

## 5.11 Social Media Policy

At KSP, we recognize the Internet provides unique opportunities to participate in interactive discussions and share information using a wide variety of social media. However, use of social media also presents certain risks and carries with it certain responsibilities. To minimize risks to KSP, you are expected to follow our guidelines for appropriate use of social media.

This policy applies to all employees who work for KSP.

We frequently work on projects where we are under a Non-Disclosure Agreement with our clients. Discussion of these projects outside of KSP is strictly prohibited. This includes posting to social media.

### Guidelines

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For purposes of this policy, **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 website, social networking or affinity website, web bulletin board or a chat room, whether associated or affiliated with KSP, as well as any other form of electronic communication.

Company principles, guidelines, and policies apply to online activities just as they apply to other areas of work. Ultimately, you are solely responsible for what you communicate in social media. You may be personally responsible for any litigation that may arise should you make unlawful defamatory, slanderous, or libelous statements against any customer, manager, owner, or employees of KSP.

## Know and Follow the Rules

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Ensure your postings are consistent with the above guidelines. Postings that include unlawful discriminatory remarks, harassment, and threats of violence or other unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination. Be Respectful

KSP cannot force or mandate respectful and courteous activity by employees on social media during non-working time. If you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening, or that might constitute unlawful harassment.

Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age, national origin, religion, veteran status, or any other status or class protected by law or Company policy. Your personal posts and social media activity should not reflect upon or refer to KSP.

## Maintain Accuracy and Confidentiality

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When posting information:

- Maintain the confidentiality of trade secrets, intellectual property, and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to KSP.
- Do not create a link from your personal blog, website, or other social networking site to a Company website that identifies you as speaking on behalf of KSP.
- Never represent yourself as a spokesperson for KSP. If KSP is a subject of the content you are creating, do not represent yourself as speaking on behalf of KSP. Make it clear in your social media activity that you are speaking on your own behalf.
- Respect copyright, trademark, third-party rights, and similar laws and use such protected information in compliance with applicable legal standards.

## Using Social Media at Work

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Do not use social media while on your work time, unless it is work related as authorized by your manager or consistent with policies that cover equipment owned by KSP.

## Media Contacts

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If you are not authorized to speak on behalf of KSP, do not speak to the media on behalf of KSP. Direct all media inquiries for official Company responses to management.

## Retaliation and Your Rights

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Retaliation or any other negative action is prohibited against anyone who, based on a reasonable belief, reports a possible deviation from any Company policy or cooperates in an investigation. Those who retaliate against others for reporting a possible deviation from these policies or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Nothing in these policies is designed to interfere with, restrain, or prevent employees from communications regarding wages, hours, or other terms and conditions of employment, or to restrain employees in exercising any other right protected by law. All employees have the right to engage in or refrain from such activities.

### **5.12 Telephone Use**

Avoid using your phone for personal calls during work hours.

### **5.13 Third Party Disclosures**

From time to time, KSP may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, if lawyers, former employees, newspapers, law enforcement agencies, or any other outside persons contact our employees to obtain information about the news story or the actual or potential lawsuit, you should not speak on behalf of KSP and should refer any call requesting the position of KSP to upper management. If you have any questions about this policy or are not certain what to do when such a contact is made, contact your manager/supervisor.

## 5.14 Use of Employer Vehicles

Company vehicles are to be used for KSP business only. Unless the use of the vehicle has been approved for personal use, personal or outside business use is strictly prohibited.

If you drive a Company vehicle, all infractions or violations while driving the vehicle and all restrictions, suspensions, or revocations against your driver's license must be immediately reported to your Manager/Supervisor.

When a Company vehicle cannot be operated, is unsafe for use, or has been damaged, notify your Manager/Supervisor immediately.

As the driver, you are responsible for KSP vehicle while it is in your charge and may not permit unauthorized persons to drive it. You are also responsible for the daily housekeeping of the vehicle; it is to remain clean and uncluttered. When driving, be aware of any maintenance notifications, including but not limited to upcoming oil changes, and report them to your supervisor so KSP vehicle can remain in good condition.

You may not operate a motor vehicle while under the influence of alcohol or a chemical substance or other substance that can impair judgment. You may not operate a motor vehicle while texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device.

Multiple driving moving violations that appear on the annual state department of motor vehicle check will result in suspension of rights to drive a Company vehicle or drive a personal vehicle on Company business. Suspension of rights will continue until one year has passed with no infractions. If there are persistent and ongoing problems with driving infractions, and driving a vehicle is a part of successful execution of your job responsibilities, you may be terminated.

## 5.15 Workplace Privacy and Right to Inspect

KSP property, including but not limited to lockers, computers, tablets, desks, work place areas, vehicles, or machinery, remains under the control of KSP and is subject to inspection at any time, without notice to any employees, and without their presence.

You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on Company premises including that kept in lockers and desks.

## 5.16 Confidentiality

We frequently work on events/projects where we are under a Non-Disclosure Agreement with our clients. Discussion of these events/projects outside of KSP is strictly prohibited. This includes posting to social media.

When you are disposing of paperwork (drawings, billing keys, memos, printed emails, etc.) please do not "throw away" your paperwork. Any paperwork that has any client information, vendor information and pricing information should be destroyed.

Our clients have an expectation that their information will be held privately and not disclosed. Many corporate events have strict NDA's governing access and release of information.

Our ability to be a viable company require that we maintain that level of confidentiality.

Additionally individual employees could be held civilly liable if they divulge information that they were privy to in confidence.

## ARTIST CONFIDENTIALITY

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We work with a lot of know A-List stars. Many of them have specific quirks, or requirements. While we all laugh and joke about this it is imperative that the following be adhered to:

- Riders are only to be in the possession of people and vendors with a legitimate need for them.
- Amounts paid to artist are to be blacked out or not included to any outside vendors unless it is absolutely required
- Artist and crew backstage behavior stays with us.
- Let the audience keep their image of the artist as is not maybe as they really are.
- Keep all backstage activity in confidence.

## 5.17 Meal/Break Policy

We want our employees to be healthy and in good shape. The following is our meal and break policy.



We will follow federal guidelines however we all understand that in the entertainment business some of this gets a little crazy at times.

- You are allowed a 15 minute break every 2-3 hours
- Smoking is only allowed during designated break periods and only in approved areas.
- If the job permits, additional breaks as needed - Manager or supervisor approval is required
- You may not leave the job site while on break
- You must take your break in approved break areas
- Employees may not hang at the bar or gamble during break
- You are allowed 1 meal break per 8 hour shift.
- On longer shifts an additional meal break will be provided
- On shifts under 5 hours no meal break is provided
- On meal breaks 30 minutes or under in length KSP will pay for and provide the meal.
- On meal breaks exceeding 30 minutes “Walk Away” employee is responsible for the obtaining/purchasing their meal. Typically at a casino a meal will be provided but this is not guaranteed
- Employee may not leave premises if break is under 30 minutes.
- For a “Walk Away” employee may leave premises, but must be back on site and ready to work at end of meal break.
- At no time should there be an expectation that a free meal is provided
- Following industry accepted policy, meal breaks over an hour may require the employee to clock out and then clock in following their meal break
- With casino provided meals, employee must not purchase the most expensive meal at the restaurant. Meal must be appropriate
- Casino meals are at casino discretion only and may be revoked at any time

- For casino meals, employee must eat at casino designated location. This may change daily. Employee is also responsible for ensuring that all paperwork goes to the necessary parties. Typically this would be your supervisor
- All meal paperwork must be turned in daily
- If your meal is in a back of house location (i.e. employee cafeteria) you may not take any food out of the area. You must also conduct yourself with professionalism.

Any abuse of meal privileges may result in disciplinary action, up to termination. Individuals abusing meal privileges in any way will have their privileges suspended or terminated immediately and a disciplinary write up will be issued.

## 5.18 Rehearsal Policy

Rehearsals will take place on a regular basis, approximately once a week, until employees are secure in their roles. After which, rehearsals will be scheduled on an as-needed basis

Put-in rehearsals will take place as necessary due to the planned or unplanned absence of any crew, employee or cast member. Your Supervisor/Director will notify you no less than 24 hours in advance of the rehearsal, **EXCEPT IN CASES OF EMERGENCY**. If someone is ill or injured, you may be contacted for a rehearsal on VERY short notice. In cases such as these, everyone's cooperation will be appreciated.

## 5.19 Complimentary Tickets

Occasionally we can get complimentary tickets for a show. These are on first come first served basis. You are limited to a maximum of 4 tickets per show unless your supervisor has given special permission. All ticket requests are required to be submitted in writing to your supervisor one week before the show. The person's full name and the number of tickets must be included on the request. This is then submitted to management for final approval

You may not ask the venue for comps. If so the comps will not be granted. There is no guarantee that the comps are available until it is approved. Before telling your guests to come please make sure that the comps will be available.

Comps may not be granted to any venue employees. They can ask their own supervisors for comps. Remember that the comp policy is a privilege; do not offer tickets to anybody you encounter. Our purpose is to make

money, let them buy a ticket. Comps are intended primarily for close friends and family. This means that neighbors, people you encounter in the store, etc. should not be issued comps, please let them buy a ticket.

**ABUSE OF THIS POLICY will not be tolerated. Should there be any abuse of any kind the comp policy will be immediately suspended or revoked for the employee who has abused it.**

## 5.20 ID Badges

You will be issued a KSP Lanyard and badge. This lets security and the venue know that you are our employee. This must be on you at all times while on shift.

For performers, the lanyard may be kept in the green room while on stage only. Any other time it must be worn.

Should you lose your badge let your supervisor know immediately. There is a \$25 replacement charge for lost badges.

## 5.21 Dressing Rooms/Green Rooms

### KSP Employee Dressing/Green Rooms

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Never bring valuables, large amounts of cash, or jewelry to the theatre. Neither the venue nor Kevin Stewart Productions will be liable for any lost or stolen personal items or property.

Keep your dressing rooms and stations in a neat and clean condition. Please do not leave anything on the floor when you leave. Make sure that all trash is disposed of properly.

Please do not smoke in the dressing rooms. Smoking is only allowed in designated areas, and is never allowed while you are in costume.

### Headliner Dressing Rooms/Green Rooms/Backstage

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Unless it is a direct requirement of your job, no KSP employee may enter an artists dressing room or green room for any reason.

If your job is not on the stage with the headliner, you are not to be in any backstage areas. We know it is exciting to meet the stars, but if you are not working there, then you can't be there.

## 5.22 Backstage Visitors

Visitors are **not** allowed backstage at any time for any reason. Should a special circumstance occur, you must check with the supervisor prior for approval. Approval should never be assumed. This applies to any visitors (Friends, Family, Girlfriends, Boyfriends, etc.).

Additionally, visitors are never allowed on stage at any time for any reason. The stage area is for cast and crew only.

Unauthorized visitors will result in immediate disciplinary action.

## 5.23 Emergency Pitch In

Much preplanning and organization has gone into the preparation of our events. However, emergencies will happen, we ask that each KSP employee stand by to help with any task, should the situation require.

Our first obligation is to the show and to the audience. When the situation necessitates that everyone pitch-in, your assistance will be greatly appreciated.

We do not work with the attitude of “This is not my Job”. Everyone works to make sure our event goes off without a hitch. That may mean sometimes rolling a case, focusing a light or doing something that you don’t normally do.

Being part of the team is a requirement for employment with KSP.

## 5.24 Tools

All employees, contractors and vendors are expected to always have with them the tools required for the job. While each job is different, you will need to make sure that you have what you need to do your job for that day.

- If you play guitar, then bring your guitar
- If you are a sound man then bring your sound tools

Basically be ready for the day. Employees that forget tools may be required to get them and should they consistently not bring in what is required for the job may face disciplinary action.

Prior to accepting the job employees, contractors and vendors should look at the job requirements on the CAVU Software page. This will detail the necessary requirements for the job and task.

KSP will provide tools that are generally not considered a requirement for an employee's job, however it is the responsibility that the employee ensures that the tools he needs for the day are available.

If the tools needed are something that would need to be provided (i.e. forklift or Genie), then employee must work with his supervisor to ensure that all of these items are procured or rented as needed.

## **5.25 Show Reports and Documentation**

It is the responsibility of the Lead tech or supervisor of each venue to complete a various show reports or maintenance reports. This must be done daily.

The purpose of this is to determine and correct any issues that may be at the venue and to determine the efficiency of the entertainment and general operational health of the venue.

It is also the responsibility of every employee to report any damage or any items that may need repair or replacement. Additionally any other information such as special guests, player needs or anything else that would be pertinent and useful must be documented.

All reports are in the CAVU software and must be entered there.

KSP relies heavily on documentation to help them maximize the experience and knowledge for our client.

Failure to maintain proper documentation may result in loss of shifts or suspensions.

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## 6.0 Benefits

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### 6.1 Voluntary Benefits

Are intention is in the near future all employees are eligible to participate in Voluntary Insurance Benefits. Each employee can choose what benefits they want, and KSP will administer the plan. These will be employee paid benefits.

Further information will be forthcoming.

We do recommend that each employee carries their own insurance plan.

### 6.2 Bereavement Leave

KSP recognizes the importance of taking leave when there is a death in the family. You are entitled to take up to 3 days off without pay for the funeral of an immediate relative. Authorized leave without pay is available for extended funeral matters. Personal leave time may also be taken when necessary. Notify management of your intention to take bereavement leave as soon as the need arises. KSP may request documentation to support absences for bereavement leave.

### 6.3 Holidays

KSP does not offer paid holidays. Our business works when others are having fun so if it is a holiday, we will be working it.

Due to the nature of our business, you will most likely be required to work on a holiday. We have different pay schedules for specific holidays based on our contracts with the various venues. This is detailed in a pay breakdown document specific for each venue or property.

This will be worked out with your Supervisor/Manager prior to the day in question. You will be compensated for holidays in accordance with federal and state law.

Accepting that you will work holidays is a requirement for employment. We will take efforts if someone needs family time for particular holidays however we cannot guarantee this.

### 6.4 Regular Full-Time Personnel

Regular full-time employees are those who have completed their introductory period and are regularly scheduled to work more than 32+

hours per week. Unless stated otherwise or specifically permitted by law, all the benefits paid or unpaid by KSP are provided to full-time employees only. This includes vacation, insurance and other benefits

## **6.5 Regular Part-Time Personnel**

All employees who work fewer than 32 hours per week are considered part time. Part-time employees are not eligible for KSP benefits unless specified otherwise in this handbook, in the benefit plan summaries, or specifically permitted by law.

## **6.6 Unemployment Compensation Insurance Policy**

Unemployment compensation insurance is paid for by KSP and provides temporary income for employees who have lost their job under certain circumstances. Your eligibility for unemployment compensation will, in part, be determined by the reasons for your separation from KSP.

## **6.7 Workers' Compensation Insurance Policy**

Workers' compensation is a no-fault system designed to provide benefits to all employees for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job while working at KSP, no matter how slight, you are to report the incident immediately to your Manager/Supervisor.

Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your Manager/Supervisor immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

## **6.8 Military Leave (USERRA)**

KSP complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA; with amendments) and all applicable state law. You must submit documentation of the need for leave to management. When returning from military leave of absence, you will be reinstated to your previous position or

a similar position, in accordance with state and federal law. You must notify your Manager/Supervisor of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact management.



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## 7.0 Safety and Loss Prevention

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### 7.1 General Safety Policy

It is the responsibility of all KSP employees to maintain a healthy and safe work environment. Report all safety hazards and occupational illnesses or injuries to your Manager/Supervisor as soon as reasonably possible and complete an occupational illness or injury form as needed. Failure to follow KSP health and safety rules may result in disciplinary action, up to and including termination of employment.

- Be aware at all times the location of all props, equipment, wardrobe and any special effects that is going on during the production.
- No alcoholic beverages are allowed in the backstage or dressing room areas.
- Do not take any food or beverages onto the stage or the stage area.
- Always remember “Safety First” when you are on the job. Keep alert at all times and be aware of what is happening around you during performances.
- A safety meeting is to be conducted with all staff prior to start of day. This must be conducted daily.

### 7.2 Reporting of Injuries or Accidents

Any accident or injury must be immediately reported to the proper chain of command(Both KSP and the Venue). Immediately notify your supervisor or director of the accident or injury. It is mandatory to notify the venue’s management and if they cannot be located venue security.

The venue will typically handle an investigation as necessary and render aid as needed.

### 7.3 Policy Against Workplace Violence

As the safety and security of our employees, vendors, contractors, and the general public is in the best interests of KSP, we are committed to working with our employees to provide a work environment free from violence, intimidation, and other disruptive behavior.

## Zero Tolerance Policy

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KSP has a zero-tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, employees, and non-employees such as contractors, customers, and visitors.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

## Prohibited Conduct

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Prohibited conduct includes, but is not limited to:

- Physically injuring another person
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact
- Possessing, brandishing, or using a firearm on Company property or while performing Company business except as permitted by state law
- Violating a restraining order, order of protection, injunction against harassment, or other court order

## Reporting Incidents of Violence

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Report to your Manager/Supervisor or appropriate department, in accordance with this policy, any behavior that compromises our ability to maintain a safe work environment.

All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

## Violations

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Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination of employment.

## Retaliation

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Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter to management.

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## 8.0 Trade Secrets and Inventions

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### 8.1 Confidentiality and Nondisclosure of Trade Secrets

As a condition of employment, KSP employees are required to protect the confidentiality of Company trade secrets, proprietary information, and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to KSP. Access to this information should be limited to a "need to know" basis and should not be used for personal benefit, disclosed, or released without prior authorization from management. If you have information that leads you to suspect that employees or competitors are obtaining such information, you are required to inform your Manager/Supervisor.

Violation of this policy may result in discipline or termination and may subject the violator to civil liability.

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## 9.0 Customer Relations

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### 9.1 Customer, Client, and Visitor Relations

KSP strives to provide the best products and services possible to our customers and clients. Our customers and clients support this business and generate your wages. You are expected to treat every customer, client, or visitor with the utmost respect and courtesy at all times.

You should never argue or act in a disrespectful manner towards a visitor or customer. If you are having problems with a customer, client, or visitor, notify your Manager/Supervisor immediately. If a customer, client, or visitor voices a suggestion, complaint, or concern regarding our products or services, inform your Manager/Supervisor or a member of management.

Lastly, make every effort to be prompt in following up on customer, client, or visitor orders or questions. Positive customer, client, and visitor relations will go a long way to establishing our Company as a leader in its field.

### 9.2 Products and Services Knowledge

As a representative of KSP, you are expected to be familiar with the products and services we offer. Take every opportunity to learn the interrelationship between your department or division and the others of KSP. We consider our employees to be the best reflection of our business brand and company success.

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## **10.0 Introductory Language and Policies**

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### **10.1 Revisions to Handbook**

This handbook is our attempt to keep you informed of the terms and conditions of your employment, including KSP policies and procedures. The handbook is a contract for employment. KSP reserves the right to revise, add, or delete from this handbook as we determine to be in our best interest, except the policy concerning at-will employment. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook or in a posting on company bulletin boards.

## 11.0 Hiring and Orientation Policies

### 11.1 Disability Accommodation

KSP complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, KSP will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

If you require an accommodation because of your disability, it is your responsibility to notify your Manager/Supervisor. You may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, KSP will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by KSP in connection with a request for accommodation will be treated as confidential.

KSP encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, KSP is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on KSP.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

KSP will not discriminate or retaliate against employees for requesting an accommodation.

## 11.2 EEO Statement and No harassment Policy

### Equal Opportunity Statement

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KSP is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age, sex (including pregnancy, childbirth, and related medical conditions), marital status, race, national origin (including ancestry), disability, creed, religion, genetic information, HIV status, military or veteran status, or any other status protected by federal, state, or local laws. KSP is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination and all other terms conditions and privileges of employment.

KSP will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. KSP will take appropriate corrective action, if and where warranted. KSP prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your Manager/Supervisor or any other designated member of management.

### Policy Against Workplace Harassment

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KSP has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's age, sex (including pregnancy, childbirth, and related medical conditions), marital status, race, national origin (including ancestry), disability, creed, religion, genetic information, HIV status, military or veteran status, or any other status protected by federal, state, or local laws. All forms of harassment of, or by, employees, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.



## Sexual Harassment

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Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors;
- Lewd or derogatory comments or jokes;
- Comments regarding sexual behavior or the body of another;
- Sexual innuendo and other vocal activity such as catcalls or whistles;
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to KSP or any government agency;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching or assaults or blocking or impeding movements.

## Other Harassment

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Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's age, sex (including pregnancy, childbirth, and related medical conditions),

marital status, race, national origin (including ancestry), disability, creed, religion, genetic information, HIV status, military or veteran status, or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility towards an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on our premises, or circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance towards any select group.

## Reporting Discrimination and Harassment

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If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify any member of management.

KSP prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If KSP determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, KSP may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, KSP will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

## 11.3 Religious Accommodation

KSP is dedicated to treating its employees equally and with respect and recognizes the diversity of their religious beliefs. All employees may request an accommodation when their religious beliefs cause a deviation from KSP dress code or the individual's schedule, basic job duties, or other aspects of employment. KSP will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that will be considered are costs, the effect that an accommodation will have on current established policies, and the burden on operations — including other employees — when determining a reasonable accommodation. At no time will KSP question the validity of a person's belief.

If you require a religious accommodation, speak with your Manager/ Supervisor.

## 12.0 Wage and Hour Policies

### 12.1 Accommodations for Nursing Mothers

KSP will provide nursing mothers reasonable paid break time to express milk for their infant child(ren) for up to one year following the child's birth.

If you are nursing, you will be provided with a space, other than a restroom, that is shielded from view and free from intrusion from co-workers and the public.

Expressed milk can be stored in a personal cooler. Sufficiently mark or label your milk to avoid confusion for other employees who may share the refrigerator.

Break time should, if possible, be taken concurrently with any other break time already provided. If you are nonexempt, clock out for any time taken that does not run concurrently with normally scheduled rest periods, and such time will be paid in accordance with federal law.

You are encouraged to discuss the length and frequency of these breaks with your Manager/Supervisor.

No provision of this policy applies, or will be enforced, if it conflicts with or is superseded by any requirement or prohibition contained in a federal, state, or local law, or regulation.

### 12.2 Meal and Rest Periods

KSP strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding meal and rest periods. Check with your Manager/Supervisor regarding procedures and schedules for rest and meal breaks. KSP requests that employees accurately observe and record meal and rest periods. If you know in advance that you may not be able to take your scheduled break or meal period, let your Manager/Supervisor know; in addition, notify your Manager/Supervisor as soon as possible if you were unable to or prohibited from taking a meal or rest period.

See section 5.17 for a detailed explanation.

## 12.3 Overtime

It is not uncommon for our business to have exceptionally long days. This is the norm rather than the exception. You will need to accept this as a condition of employment with KSP.

If you are nonexempt, you may qualify for overtime pay. All overtime must be approved in advance, by your Manager/Supervisor. At certain times KSP may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to termination of employment .

Unless otherwise required or exempted by law, overtime pay of one and one-half times your regular rate of pay is paid for any hours worked in excess of 40 hours in a workweek. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

## 12.4 Pay Period

At KSP, the standard pay period is bi-weekly for all employees. Our week runs Monday - Monday 6am - 6am. Paychecks are every other Tuesday.

Review your paycheck for accuracy. If you find an issue, report it to your Manager/Supervisor immediately.

Your pay will run two weeks behind due to processing.

## 13.0 Performance, Discipline, Layoff, and Termination

### 13.1 Criminal Activity/Arrests

Involvement in criminal activity during employment, whether on or off KSP property, may result in disciplinary action including suspension or termination of employment. Disciplinary action depends upon a review of all factors involved, including whether or not the action was work-related, the nature of the act, or circumstances that adversely affect attendance or performance. Any disciplinary action is not dependent upon the disposition of any case in court.

You are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled as a result of an arrest may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment.

Any disciplinary action taken will be based on information reasonably available. This information may come from witnesses, police, or any other source as long as management has reason to view the source as credible.

### 13.2 Disciplinary Process

Violation of KSP policies or procedures may result in disciplinary action including demotion, transfer, leave without pay, or termination of employment. KSP encourages a system of progressive discipline depending on the type of prohibited conduct. However, KSP is not required to engage in progressive discipline and may discipline or terminate employees who violate the rules of conduct, or where the quality or value of their work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an "at-will" basis.

In appropriate circumstances, management will first provide you with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, transfer, forced leave, or termination of employment.

Your Manager/Supervisor will make every effort possible to allow you to respond to any disciplinary action taken. Understand that while KSP is concerned with consistent enforcement of our policies, we are not obligated to follow any disciplinary or grievance procedure and that depending on the

circumstances, you may be disciplined or terminated without any prior warning or procedure.

### **13.3 Post-Employment Reference Policy**

KSP policy is to confirm dates of employment and job title only. With written authorization, KSP will confirm compensation. Forward any requests for employment verification to management.

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## 14.0 General Policies

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### 14.1 Voicemail, Email, and Internet Policy

This Voicemail/Email/Internet Policy is intended to provide KSP employees with the guidelines associated with the use of the email and web system (the system). This policy applies to all employees and any others accessing and/or using the system through onsite or remote terminals.

#### General Provisions

- The system, and all data transmitted or received through the system, is the exclusive property of KSP. You should not have any expectation of privacy in any communication over this system. If you are permitted to have access to the system, you will be given a voicemail, email, and/or Internet address and/or access code and will have use of the system consistent with this policy.
- KSP reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over the system. Any individual who is given access to the system is hereby given notice that KSP will exercise this right periodically, without prior notice and without the prior consent.
- The interests of KSP in monitoring and intercepting data include, but are not limited to: protection of Company trade secrets, proprietary, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.); managing the use of the computer system; and/or assisting employees in the management of electronic data during periods of absence.
- You should not interpret the use of password protection as creating a right or expectation of privacy. To protect everyone involved, no one can have a right or expectation of privacy regarding the receipt, transmission, or storage of data on KSP voicemail/email/Internet system.

Any employees who violate this policy will be subject to corrective action, up to and including termination of employment. If necessary, KSP will also advise law enforcement officials of any illegal conduct.



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## 15.0 Benefits

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### 15.1 Jury Duty Leave

KSP encourages employees to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your Manager/Supervisor as soon as possible to make scheduling arrangements.

If you are classified as exempt, you will not incur any deduction in pay for a partial week's absence due to jury duty. If you are classified as non-exempt, you will not be compensated for time spent on jury duty. You may opt to use vacation in place of unpaid leave.

KSP reserves the right to require employees to provide proof of jury duty service to the extent authorized by law.

KSP will not retaliate against employees who request or take leave in accordance with this policy.

### 15.2 Vacation Policy

Currently KSP does not have a paid vacation policy. As we grow we will.

KSP realizes the value of time off and encourages employees to take time off as needed. However this may not impact their job.

New hires are eligible for extended time off after they have completed 90 days of employment.

You must give at least one month notice to your Manager/Supervisor of your vacation plans. Any conflict in vacation requests will be decided based on seniority and Company needs.

### 15.3 Voting Leave

If your work schedule prevents you from voting on Election Day, KSP will allow you a reasonable time off to vote. The time when you can go to vote will be at the discretion of your Manager/Supervisor, consistent with applicable legal requirements.

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## 16.0 Drugs and Smoking

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### 16.1 Drug and Alcohol Policy

KSP considers drug and alcohol abuse a serious matter that will not be tolerated. KSP absolutely prohibits employees from using, selling, possessing, or being under the influence of illegal drugs, alcohol, or a controlled substance or prescription drug not medically authorized while at their job, or while on work time.

Therefore, it is Company policy that:

1. You may not report to work under the influence of alcohol, illegal drugs, or any controlled substance or prescription drug not medically authorized.
2. You may not possess or use alcohol, illegal drugs, or any controlled substance or prescription drug not medically authorized while on company property or on company business.

We also caution against use of prescribed or over-the-counter medication, which can affect your ability to perform your job safely, or the use of prescribed or over-the-counter medication in a manner violating the recommended dosage or instructions from the doctor. You must have a valid prescription for any prescription medication used while working for KSP. Inform your Manager/Supervisor prior to working under the influence of a prescribed or over-the-counter medication that may affect your ability to perform your job safely. If KSP determines that the prescribed or over-the-counter medication does not pose a safety risk, you will be allowed to work. Failure to comply with these guidelines concerning prescription or over-the-counter medication may result in disciplinary action, up to and including termination of employment.

A violation of this policy will result in disciplinary action, up to and including termination of employment.

#### Casino Drug Policy

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KSP employees need to be aware that while working at tribal gaming casino's they are under Federal Jurisdiction and are under Federal Law. Illegal drugs are viewed as a federal crime and will be dealt as such. Even if it is legal in the state, it is typically a felony under federal guidelines.

## 16.2 Nonsmoking Policy

KSP is concerned about the effect that smoking and secondhand smoke inhalation can have on its employees and clients. Smoking in the office, client areas, and restrooms is prohibited.

Smoking is not allowed backstage, or in the dressing room areas at any time. Please smoke only in the designated smoking areas. These areas vary at various locations. Ask your supervisor where the smoking areas are.

Some locations may be completely non-smoking. This their policy not ours and must be adhered to.

Smoking in a prohibited are will result in disciplinary action.

Please use the proper disposal methods for your butts; do not just throw them on the ground.

Smoking may only be conducted on break times and may not be in public areas. Smoking privileges may be discontinued at any time if abused.

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## 17.0 Trade Secrets and Inventions

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### 17.1 Inventions

Any invention created, in whole or in part, during your work hours, or from the use of equipment or facilities belonging to KSP, is a "work for hire" and is the property of KSP.

If you intend to develop and maintain property rights to any invention that relates in any way to products or services of KSP, you are required to obtain a written waiver of this policy, signed by both you and the managing partners.

## 18.0 Casino Specific

### 18.1 Casino Policies

One of our primary business partners are casinos. As such all company policies governing vendors while on property must be observed. It is imperative that all KSP employees follow any policies that are implemented at that particular location.

Policies will vary with each property. The software “CAVU” that we use will typically detail specific meal policies, check in and any other company policies.

If you have any questions, please contact your supervisor for more information.

While on site, you represent KSP but you also represent the casino and for the guest they think you are a casino employee. So please know the following:

- Always be courteous to guests
- Behave as a casino employee
- Know where restaurants, ATM's, gaming areas are
- Be able to answer a guests questions
- Know the venue and operating times
- Know the guests and read the crowd. It is essential for our survival.
- Know and become friends with casino management and staff
- All in all have fun while you are there
- Make everyone glad that they have hired us and not someone else
- Understand it is a privilege to work for them not a right

This way we keep working!

### 18.2 Casino Security

You will typically be required to check in with casino security prior to starting your job. Please allow sufficient time for this to happen so you will not be late for your shift. Being late to your shift due to a security issue will result in disciplinary action. You may be required to wear a casino supplied badge during your shift and may also be required to turn it back in at the end of the night. Please do not lose these.

Always park in designated areas, do not assume that you can park “by the stage”. All KSP employees shall park in casino designated parking. Ideally as close to their work area as possible. Vehicles unloading gear at a stage may only remain there as long as is required to unload. They must return to standard parking after that.

You are always required to have state issued identification and KSP identification with you and visible at all times when on casino property. Casino security can request this at any times.

## 19.0 CAVU Software & Management Hierarchy

### 19.1 CAVU Software

Our business runs on a custom developed cloud-based software package that is specifically suited for and designed for the business that we run. One of the conditions of employment is that you agree to use this at all times.

The address is: [www.cavusoftware.com](http://www.cavusoftware.com)

You are required to check this website daily for your schedule and other work information.

With CAVU you will be able to do the following:

- Change and add your personal information
- Change and upload W-4's etc
- Change your photo and stage name
- Download your contract and most current policy manual
- View any other policies and procedures depending on venue
- Check and see what your shifts and locations will be
- Confirm your acceptance of shifts
- Manage all your payroll information
- Check messages and send messages (They are permanent)
- Fill out reports (if Authorized)
- Find out who is working with you
- Read venue and stage policies and procedures prior to being on site
- Special information and requests from your director or supervisor
- Create schedules (Depending on access level)

This system is for business use only, but is a condition of employment.

When you first log on, you will go through a training program with videos to assist you. You will only be eligible for hire filling this training program.

### 19.2 Management Hierarchy

KSP is owned by the three equal partners, Kevin Stewart, Peter Bryant and Gary Olsen. They are referred to here as upper management. They are responsible for all operating decisions at all times. All other employees report under them.

Directly under that is our Operations Director (Daniel McCabe), Entertainment Director. They manage all scheduling and billing for their respective specialities. All other employees report under them.

Following that is our individual Directors. We use “director” as a term for someone handling specific stages and events. This is how it is listed in our software. Actual terms that can be used for this position would typically be a managers or a supervisors. These individuals have direct administrative control over staff and stages. Directors also can be part of the event as audio or lighting engineers or as part of the performers and usually are. They just take on additional tasks and responsibilities for the event. Every employee may work as a director. While some are specifically directors, this job refers to any one in charge of an event in operations and scheduling.

Then come our staff (Crew, musicians etc). Each one has a specific job title (which may change depending on the needs of the day).



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## Closing Statement

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Welcome to the KSP!

Thank you for reading our handbook. We hope it has provided you with an understanding of our mission, history, and structure as well as our current policies and guidelines.

Our job is highly technical with a small staff and crew your job performance must be 100%. Please remember to always report any problems to the responsible party so that they can rectify the problem.

We want our events to be the best they can be.

Never get in the mindset that this is “Just a Job”. Everyone relies on everyone. If we all look good, and the client and audience are happy, that is what is important. And that is what keeps us all employed.

We look forward to working with you to create a successful Company and a safe, productive, and pleasant workplace.

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## Acknowledgment of Receipt and Review

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By signing below, I acknowledge that I have received a copy of the Kevin Stewart Productions, LTD Employee Handbook (handbook) and that I have read it, understand it, and agree to comply with it. I understand that KSP has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the President of KSP. I also understand that any delay or failure by KSP to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of KSP or effect the right of KSP to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized Company representative, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status.

If I am covered by a written employment agreement (signed by an authorized Company representative) or a collective-bargaining agreement that conflicts with the terms of this handbook, I understand that the terms of the employment agreement or collective-bargaining agreement will control.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA).

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by Kevin Stewart Productions, LTD.

If I have any questions about the content or interpretation of this handbook, I will contact management.

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Signature

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Date

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Print Name