

# **ASM GLOBAL Theatrical Services Policies and Expectations Reminder Intermittent Stagehands**

Professionalism in the Work Place: ASM GLOBAL expects professionalism at all times while at work. It is expected that employees act with honesty, integrity, and professionalism in accordance with the company's standard. Inappropriate behavior or language whether via e-mail, voicemail, or face to face will not be tolerated. To maintain an attentive and inviting environment for clients, it is required that office doors remain open while occupied during working hours. In addition, you must check in with clients and show staff hourly.

Attendance Policies: Employees should report to work as schedule. All non-scheduled hours shall be pre-approved by ASM GLOBAL management. For Show calls all staff should be signed in, on dock or stage, and ready to work within 5 minutes of the scheduled call time.

*Tardiness* is defined as 1-29 minutes after the scheduled start of your shift. Two (2) tardy arrivals within 60 days will result in an occurrence.

*No Call / No Show* occurs if an employee fails to notify his or her Supervisor or notifies supervisor 30 minutes or more after their scheduled shift.

Payroll Sign In / Out Sheets: It is your responsibility to personally sign-in on your time sheet when you begin the work, and to personally sign-out on your time sheet and initial the sheet before you leave. You must ensure that your time worked is accurately recorded and various jobs noted (i.e. rigging, spotlight, flyman, etc.) The times you worked those positions must be recorded in the columns provided or written next to your name. It is strictly against company policy to record another employee's time card and/or permitting another employee to record one's time card. By signing the sign in/out sheets, you are agreeing/certifying that the time stated on the sheet is a correct record of your time worked for the show/period indicated.

Leaving Property During Work: When working on an ASM GLOBAL labor call or as house crew, all Stagehands

are required to call the Production Manager (or TS Management) prior to leaving and immediately upon return to the worksite. It is ASM GLOBAL protocol that house crew remain for the entire performance. In addition, unless arrangements have been made with the Steward, Production Manager, or ASM GLOBAL Management, the department head must remain on shift until any crew they are overseeing has completed their work assignment. Only in very special cases and with prior approval from ASM GLOBAL Management, is it an option to leave prior to the end of a performance or during work hours.

## Dress Code

### Intermittent Stagehands

Intermittent Stagehands are expected to present a professional image to customers and clients. Black pants and plain black shirts, in good condition, with no tears or rips are required at all times and black shoes must be worn. Attire may be changed or altered by a client or management, and intermittent stagehands must accommodate those requests. Hats are not permitted at any time; exceptions are safety equipment, including scalp protection.

Shorts may be worn on work calls at outdoor venues and events.

Badges & Access: Venue badges must be worn at all times while in the facility. If asked to produce the badge(s), they should be shown without question. Arriving at the beginning of your shift and leaving at the end of your shift should occur at the designated door for each venue. Doors should not be propped open or taped open; you are not authorized to allow access to others.

Injuries Policy: Every injury must be reported immediately to ASM GLOBAL regardless of acceptance or refusal to seek medical attention. In case of life threatening emergency 911 should be called. A phone call to ASM GLOBAL Security Base must be made as soon as possible so an incident report can be made completed.

Drug & Alcohol Policy: Anytime an ASM GLOBAL employee is injured while on duty, or significant damage occurs to property (\$500 or greater) a theatrical services manager or designee must be contacted. In addition, a theatrical services manager or designee must be contacted if it is suspected that the employee is impaired, is jeopardizing workplace safety, or is not performing his/her job responsibilities because of on the job intoxication or impairment. A Steward or designated House Crew member is required to notify ASM GLOBAL management immediately in these cases. A drug or alcohol test may be ordered by a theatrical services manager or designee, the testing representative will come to the site and conduct the test and results will be received later which will determine a course of action.

Smoking: ASM GLOBAL supports the desire for a smoke and tobacco-free workplace. Smoking and tobacco use is permitted only in designated areas this includes the use of chewing tobacco and electronic cigarettes. Smoke breaks should only occur during regular break times and meal periods.

Additional ASM GLOBAL Rules of Conduct Reminders: They include but are not limited to:

- Willfully moving, destroying, damaging, stealing, or concealing company property or the property of promoters, exhibitors, contractors, facility owners, or other employees.
- Threatening, intimidating, coercing, or interfering with the work of another employee or productivity within the work operations.
- Performing work of an inferior quality either willfully or negligently.
- Tampering with or mishandling any mechanical equipment.
- Refusal to follow instructions or to perform designated work or tasks.
- Engaging in fighting or disorderly conduct anywhere on company time or on city property at any time.

*Violation of any ASM GLOBAL policies and/or procedures, including those specific to any venue, may result in disciplinary action up to and including termination of employment.*

For future review and reference purposes, the ASM GLOBAL Human Resources Policy and Procedure Manual, is available in the Theatrical Services Department office, your department director's office, and in the Human Resources Department of ASM GLOBAL on normal business days and during normal business hours.