



Alliance Productions
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Freelance Worker Guidelines

In these guidelines, all references to “freelancers” identifies individuals hired on a per-event-basis only by Alliance Productions. These freelancers will not and should not be considered full-time employees.

Equal Employment Opportunity

Alliance Productions is committed to providing equal employment opportunities to all individuals without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by law. Alliance Productions is committed to abiding by the Federal Equal Opportunity Laws, including the Americans with Disabilities Act, the Equal Pay Act and the Age Discrimination in Employment Act. Alliance Productions does not discriminate on the basis of gender in compensation or benefits for women and men who work in the same establishment and perform jobs that require equal skill, effort and responsibility and which are performed under similar conditions.

Overview of Federal Equal Opportunity Laws, including Americans with Disabilities Act, Equal Pay Act and Age Discrimination in Employment Act

The EEOC enforces the following laws:

- **Title VII of the Civil Rights Act of 1964 (Title VII)**-prohibits race, color, religion, sex, and national origin discrimination. Title VII applies to employers with fifteen (15) or more employees.
- **Age Discrimination in Employment Act of 1967 (ADEA)**-prohibits age discrimination against individuals who are forty (40) years of age or older. The ADEA applies to employers with twenty (20) or more employees.
- **Title I of the Americans with Disabilities Act of 1990 (ADA)**-prohibits employment discrimination against qualified individuals with disabilities. The ADA applies to employers with fifteen (15) or more employees.

Harrassment, Including Sexual and Other Unlawful Harrassment

Alliance Productions enforces a policy that prohibits anyone, including freelancers, from harassing another person because of the person's race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by law. Actions, words, jokes, or comments based on such characteristics will not be tolerated.

It is against the policies of Alliance Productions for anyone, including freelancers, to sexually harass another person. Unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individuals 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 of effect of unreasonably interfering with an individuals work performance or environment.

Any person, including freelancers, who believes that he or she is being unlawfully harassed should immediately contact their supervisor or the General Manager. All complaints of harassment will be promptly, thoroughly and confidentially investigated and, where necessary, appropriate corrective action will be taken. Any person found to have unlawfully harassed another individual is subject to appropriate disciplinary action, up to and including discharge.

Immigration Law Compliance

Alliance Productions does not hire anyone that is not a citizen of the United States, or is not a non-citizen that is authorized to work in the U.S. under the Immigration Reform and Control Act of 1986. As a condition of acceptance of work, all freelancers must show valid proof that they are eligible to work in the

United States.

Criminal Convictions

Alliance Productions reserves the right not to hire or retain anyone that has been convicted of a criminal offense. Conviction of a crime that involves dishonesty may result in an automatic termination of employment. Before any decision is made, the nature of the crime and circumstances surrounding the conviction will be considered.

Proof of Eligibility to Work

In accordance with federal law, all freelancers will be required to provide documentation of identity and eligibility to work in the United States. The I-9 form will be used for this purpose.

Documents to Facilitate Payment

For W-2 eligible freelancers, you are required to complete a W-4 and I-9 prior to any invoices being paid. W-2 paid freelancers will have taxes deducted from their paycheck. Freelancers working under a W-2 agreement are hired SOLELY for individual service and NOT considered a full-time employee of Alliance Productions.

1099 Independent contractors are required to complete a W-9 with Social Security number OR Federal Tax ID number. Independent contractors shall bear the sole responsibility for payment of any unemployment insurance, liability insurance, health or disability insurance, retirement or pension benefits, and ALL federal, state and local taxes.

Drugs and Alcohol

Alliance Productions does not tolerate the use or possession of alcohol or illegal drugs on the job or on company property. Anyone, including freelancers, using or possessing alcohol or illegal drugs while at work or who report to work under the influence of alcohol or illegal drugs will be subject to disciplinary action, up to and including immediate discharge.

Violence & Weapons

Alliance Productions takes threats of violence extremely seriously. Any act or threat of violence by or against any employee, customer, supplier, partner or visitor is strictly prohibited. This policy applies to all company employees, as well as freelancers, whether on or off company property. Any use or possession of weapons, whether illegal or not, is prohibited on company property, or while on company business. This includes knives, guns, martial arts weapons, or any other objection that is used as a weapon. Any person caught possessing a weapon will be disciplined, up to and including termination.

Personal Safety

The safety of each worker's health and security is important to Alliance Productions. This includes freelancers hired on per-event-basis. Alliance Productions will make reasonable efforts to address a worker's safety concerns. Workers should remember to use caution and good judgment in all activities and should notify their supervisor if they believe there is a safety issue that should be addressed.

Worker's Compensation

Alliance Productions requires that all freelancers report job-related accidents or injuries to a supervisor immediately, whether the accident occurred on or off company premises or on site at remote production. Failure to report an injury, regardless of how minor, could result in subsequent claim being disallowed.

Injury on Job

Anyone injured on job should seek first aid when available. For more serious injuries, go to a doctor, clinic or hospital as necessary. If emergency medical care is needed, call for help immediately and provide best available treatment until emergency personnel arrives. Care should be taken to not move a seriously injured person. All injuries should be reported immediately to Alliance Productions AND to an employer representative onsite.

This would include crew chief or truck EIC.

On the Job Requirements

Punctuality

Alliance Productions insists on punctuality for all its freelancers. You must report at your scheduled call time or notify the crewing coordinator or crew chief if you will be late for a call. Alliance Productions has the right to replace a freelancer (without pay) if their late arrival will adversely impact the show production.

Cancellation Policy

If a freelancer is canceled with more than 36 hours to event, there will be no pay due. Cancellations from 36 hours to 12 hours will be compensated at 50% of agreed pay; inside of 12 hours, full payment at regular rate will be made. This policy may be adjusted to reflect union regulations and/or specific client arrangements made otherwise.

Overtime

In most states, a standard workday is 10 hours to include a 1-hour lunch break. Overtime will be paid at 1.5 times hourly rate, for those hours above 10 in a standard workday. Alliance Productions will abide by this policy unless it conflicts with local union regulations.

Expenses

Alliance Productions will reimburse for expenses accrued by freelancers that have been pre-approved and are submitted to company within 30 days of event. Expenses must be neatly detailed on typewritten document and accompanied by original receipts.

Travel

Any freelancer travel required must be pre-approved by Alliance Productions and the crewer in charge, including mileage to and from event locations. Mileage will be paid at standard IRS deduction- currently 56.5 cents per mile. All airfares will be based on lowest available coach prices. Any costs associated with missing flight, unless circumstances were company directed, will be responsibility of individual.

Rental Cars

If a rental car is required and pre-approved, individual must have in place a valid driver's license and a standard personal insurance policy in their name. In most cases, rental companies require renter to be 25-years of age or older. Upon renting car, DO NOT accept any additional insurance. Alliance Productions has non-owned company insurance which will cover damage to vehicle if necessary.

Hotel Rooms

Under normal circumstances, when Alliance Productions books a hotel room for a freelancer, the charges will be direct billed to company. The charges covered include room and tax only. Individual is responsible for using personal credit card to pay any incidental charges incurred during stay. If credit card not on file from Alliance Productions, individual is instructed to pay pre-approved room rate and submit expense report with charges.

Per Diem

Standard per diem is \$46.00 per day, when pre-approved by Alliance Productions. Receipts do not need to be provided when per diem is applicable.

Dress Code

Freelancers are expected to arrive ready to work in clean, non-offensive attire appropriate for the event. Good taste is encouraged as to extreme fashions or revealing attire. Proper selection of footwear is important and shoes should be in good condition appropriate for working environment. All individuals should recognize and consider the event being covered and the client working for, and which visible logos, affiliations or advertising may be contrary or offensive to show client. (Example- wearing a FOX shirt on an ESPN show is inappropriate.) Individuals may be asked to change or cover offending logos as necessary.

Event Strike

All crew, including freelancers, are required to strike the truck, unless specifically exempted by the crew chief. Exceptions typically include Stage Managers, Bug Operators, Statisticians and Phone AD.

Care of Equipment

Freelancers are responsible for equipment assigned for their usage. At the beginning of the day, examine all gear to be used and make sure it is in good working order. Broken or non-functioning equipment should be brought to immediate attention of Engineer-in-Charge. At end of day, equipment must be checked in with truck personnel and all items accounted for. If equipment is lost or damaged due to negligence, individual may be suspended or dismissed from employment. Freelancers are not permitted to use any equipment, including telephones, fax machines, computers, networks, internet access, etc. for other than the purpose designated and approved by company. All outside software must be pre-approved by EIC and scanned for potential viruses, prior to installation on any truck or Alliance Productions equipment.

Acceptance of Policies and Procedures

By accepting work with Alliance Productions, all freelancers agree they have read and are fully aware of the policies outlined in these Freelance Worker Guidelines. Freelancers agree to abide by said policies and practices described within in all instances, and understand this temporary employment may be withdrawn for violations or infractions. The freelancer understands that this document does not establish any permanent employment agreement and does not constitute a contract of employment and is provided for information purposes only. The freelancer also understands that the company abides by employment-at-will, which permits the company or individual to terminate the employment relationship at any time.