



# **WORKING RULES AND REGULATIONS**

## **Coast 2 Coast Production Support**

Stagehands that complete their work assignments at the conclusion of a call or calls are eligible for future calls unless otherwise specified by the Employer. Therefore, such stagehands shall not be considered terminated or laid off from employment. Such stagehands shall be paid in accordance with Section 3 below via one of the 25+ payroll company hired by coast2coast to process payroll checks

The parties' attention is called to the following: Labor performed by a Weekly or Bi-Monthly Employee during any calendar week and prior to or on the regular payday shall be paid for not later than the regular payday of the Employer for such weekly-paid Employee falling during the calendar week. Labor performed by a Weekly-paid or Bi-Monthly Employee during any calendar week and subsequent to the regular payday shall be paid for not later than seven (7) days after the regular payday of the Employer for such weekly paid Employee falling during the following calendar week. Please see **Pay Periods** section below.

The parties' attention is further called to these requirements, if employees are employed at a venue that hosts live theatrical, business meetings, breakout rooms etc. or concert events and are dispatched to employment through a referral hall, hiring hall or other system of short-term employment established in accordance with a bona fide-collective bargaining agreement, these employees and their Employers may establish payments of wages to an employee who is discharged or laid off. Coast2Coast shall be deemed to have complied with this provision if the employee's paycheck is received at the Business Office of the Union or the individual no later than 5:00 p.m. on the day of the employers established payroll pay periods.

### **All technicians referred to or dispatched for employment by the participating unions should abide by the following:**

1. Be prepared to provide proof of citizenship IE. Driver's license, social security card or passport.
2. Dress appropriately as required by client and your unions established dress codes and conduct.
3. Show up on time and ready to work.
4. Bring the proper tools with you to work for the job classification you are assigned.
5. Follow directions of supervisors and leads.
6. Work safely and efficiently.
7. Sign in and out each day of work as directed by supervisors.
8. Be mindful and respectful of the Venue/ property, fellow workers and supervisors.
9. Alcohol and drug use is strictly prohibited immediately prior to and during all work hours.
10. Pictures, recordings, social media posting of any kind are strictly prohibited and may result in immediate termination.

### **Health, Harassment and Safety Rules**

1. ALL EMPLOYEES, REFERRALS, AGENTS ETC SHALL COMPLY WITH ALL COVID RELATED SAFETY POLICIES AND PROCEDURES AS ESTABLISHED BY THE EMPLOYER, STATE, CLIENT AND OR FEDERAL GUIDELINES AND POLICIES. IF YOU FEEL SICK PLEASE NOTIFY YOUR SUPERVISOR AND DO NOT REPORT TO WORK IF YOU ARE SHOWING ANY SIGNS OF COVID.
2. NO ALCOHOL OR DRUGS WILL BE USED ON THE JOB AT ANY TIME.
3. NO NON-WORK REALTED WEAPONS ARE PERMITTED ON ANY COAST 2 COAST WORK SITE.
4. PHYSICAL, VERBAL, SEXUAL ABUSE OF ANY KIND IS STRICKLY PROHIBITED. This includes, kidding, joking, threats of violence, retaliation of any kind, unwanted touching or any other type of actions that might be considered harassment by others.
5. All injuries, no matter how slight, must be reported to your supervising client immediately.
6. Use the correct method of lifting objects. Lift with your legs, not with your back. If a load is too heavy or awkward, ask for assistance.
7. Report any unsafe condition to your steward, C2C rep or direct supervisor immediately.
8. If you are not sure how to do a job, stop and check with your supervisor.
9. Do not start or operate any equipment without the proper authority and safety instructions.
10. Report all malfunctioning equipment to your supervisor immediately.
11. Any employee who is furnished safety equipment will be required to use such equipment.
12. Good housekeeping practices should be followed at all times.



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13. All electrical power tools and cords must have an operational third wire positive ground.
14. Do not use flammable liquid, toxic materials, chemicals or acids unless authorized and instructed in the proper procedures.
15. Do not smoke in areas that are not specifically designated as smoking areas. Smoking is only permissible on your assigned breaks, NOT while working.
16. Seat belts and harnesses must always be worn while operating Forklifts, high-rise lifts, Boom lifts, etc.
17. Employees shall always obey all safety and warning signs.
18. Submitting false or fraudulent information when reporting an injury is a felony.
19. Job safety is the responsibility of each individual employee.
20. Gloves should be worn when loading and unloading trucks, handling barricade and other items that could easily cause hand injury.
21. Use of mobile phones is not permitted during working hours but is permitted on employees' designated breaks.

### Safety Equipment/Tools/Supplies

**Please note as a stagehand, you are encouraged to provide the following where applicable**

1. Steel Toed Work Boots & Impact or Leather Gloves
2. Visibility Vest, Hard Hat, & Tool Pouch/Bag
3. C Wrench with Tether Line & Hammer
4. Phillips & Flat Screwdrivers
5. Multi-Tool & Pocket Knife
6. Flashlight & Sharpie
7. Specialty Tools as standard for specific department assignments such as: Carpenter/Construction, Audio/Video, Electrics, Up Riggers, Down Riggers, Wardrobe
8. Computer when applicable

### Substance Abuse Policy

Union and Management recognize that Substance Abuse is a significant economic, social, and business problem in the workplace.

Union and Management believe that health, safety, productivity, morale, and security will be enhanced by addressing any Substance Abuse problem.

Union and Management agree Substance Abuse in the workplace cannot be tolerated.

In furtherance of this policy, the parties agree:

1. The using, processing, selling, transferring, distributing, making, transporting of, trafficking in, having in their custody, having on their person, having in their person, having in their personal effects, having under their control, or under the influence of, alcohol, medicinal or recreational marijuana, illegal drugs, non-prescribed controlled substances, or mind altering substances, while in a work status or during off hours at any Coast2Coast job site or the surrounding premises, is prohibited. Surrounding premises are defined as Coast2Coast staging areas used by Coast2Coast, its clients and/or its employees at any job site.
2. An employee shall not report for work in a condition unfit for work due to the use of alcohol, medicinal or recreational marijuana, prescribed medication, prescription drugs, illegal drugs, or any other illegal substances that impair his or her work performance. Being in a condition unfit for work because of the effects of alcohol, medicinal or recreational marijuana, prescribed medication, prescription drugs, illegal drugs, or other illegal substances that impair work performance while at the job site is cause for a disciplinary action.
3. Management, Union representatives, and/or employees may call for a Post-Accident Drug Test.
4. Nothing here within shall prevent the union referred employee or the union from the right to due process and access to dispute a drug test thru grievance and arbitration as described in the Collective Bargaining Agreement (CBA) between the union and the employer.



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### **Drug and/or Substance Abuse Conduct**

1. Any employee(s) arrested for “drug and/or substance abuse related offenses” at or on any Coast2Coast job site or associated surrounding premises shall be subject to immediate non referral status by Coast2Coast pending an investigation of the facts.
2. Should any employee(s) of Coast2Coast be subsequently convicted of any qualifying “drug and/or substance abuse related offenses” while working on Company controlled premises, such employee(s) shall be deemed “non-referable” for purposes of future employment by Coast2Coast Production Services.

### **Pay Periods**

1. The pay periods for fulltime, part time and at will as per CBA employees of Coast2Coast Production Support Inc. are bi-monthly and paid on or before the 15<sup>th</sup> of each month and on the last day of each month. Should any pay date fall on a weekend, the pay date will be the following Monday. The Work Week for the purposes of overtime calculations shall be Monday through Sunday or as per the currently operating CBA covering “at will” employees.
2. Coast2Coast reserves the right to pay employees before the established pay periods and shall not be subject to any labor commissioner filings as a result of exercising this right.
3. Any employee(s) referred to Coast2Coast by the Union for work shall fill out all state and federally mandated hiring paperwork inclusive of, but not limited to W-4 form, I-9 form, or any other documentation that may be required by the respective State and the Federal Government.
4. Coast2Coast shall not be deemed to have violated the law or be held responsible for “late payrolls” that are the result of the actions of a Union Steward not submitting a complete and accurate payroll as per the established and published cutoff dates required in order to comply with and deliver payroll, by the Company, according to established to payroll dates.
5. Direct Deposit is available in some situations, but not all. If you have not been handed a DD form in your hiring packet, it is not available.

**I HAVE READ THE ABOVE RULES AND REGULATIONS AS SET FORTH BY COAST 2 COAST PRODUCTION SUPPORT.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_