



Burke Brothers Productions Employee Handbook

BURKE BROTHERS PRODUCTIONS EMPLOYEE HANDBOOK

BURKE BROTHERS PRODUCTIONS L.L.C. EXPECT THEIR EMPLOYEES TO COMPLY WITH ALL STATED RULES, REGULATIONS AND PROCEDURES ACCORDING TO THIS EMPLOYEE HANDBOOK. B.B.C. WILL EXPECT EMPLOYEES TO ACT ACCORDINGLY AND PROFESSIONALLY WHILE WORKING UNDER THE TERMS OF THIS AGREEMENT.

1. Compliance With Laws Rules And Regulations:

Burke Brothers Productions L.L.C. will operate within the laws and regulations of the State of Arizona. Employees will be expected to conduct themselves and obey the laws of Arizona in which we operate. BBP, LLC. will expect you to act accordingly to the Laws of Arizona.

2. Equal Employment Opportunity:

Burke Brothers Productions L.L.C. will hire without regards to race, color, sex, religion, national origin, ethnicity, age, marital status, sexual orientation, disability, veteran status or any other basis prohibited by law.

3. Harassment-Free Workplace Environment:

Burke Brothers Productions believes that effective working relationships must be based on mutual respect. It is therefore the policy of this company to provide a work place free of unlawful harassment or intimidation from any employee, supervisor or manager, guest or other non-employee work contact.

Harassment is defined as unwelcome or unsolicited verbal, physical or sexual conduct which:

- Is made a term or condition of employment, or
- Is used as the basis for employment decisions, or
- Creates an intimidating, hostile or offensive working environment.

Some examples of what may be considered harassment, depending on the specific facts and circumstances, include but are not limited to the following:

- Verbal Harassment: Derogatory, vulgar or degrading comments regarding a person's race, sex, religion, ethnic heritage or physical appearance, or the distribution or posting of similar written or graphic material offensive in nature.
- Physical Harassment: Hitting, pushing, or other aggressive physical conduct or threats to take such action.
- Sexual Harassment: Unwelcome or unsolicited sexual advances, demands for sexual favors, or other verbal or physical conduct of a sexual nature. Behavior which may, depending on the circumstances, be considered sexual harassment includes unwanted touching, holding, grabbing, hugging or other unwanted physical contact. In addition, offensive language or jokes, whistles or "cat calls," staring at a person's body, offensive gestures or motions, or distributing or displaying sexually oriented cartoons, pictures, calendars or other objects may also be considered sexual harassment.

- Retaliation: Demonstrating hostility toward, alienating or otherwise taking unfriendly action against an employee for complaining about or reporting the behaviors described in numbers 1-3 above.

If you believe that you have personally experienced any of the types of harassment mentioned above, we recommend you do the following:

- At the first sign of trouble, tell the harasser you are offended by the behavior and/ or remarks and you want it to stop. Be firm, polite and clear. Do not ignore the behavior – seldom will this make it stop.
- If the harassment continues, talk to your immediate supervisor, the person next in command, or Burke Brothers representatives.

Once made aware, management will then investigate all allegations promptly, objectively and confidentially. The company will take no adverse action against any employee for the bringing of these matters to its attention, and it will further protect employees against retaliation and reprisal from other employees, including an offending supervisor. Based on the results of the investigation, management will take appropriate corrective action, including disciplinary action not to exclude termination if a determination of wrongdoing is reached.

4. Health, Safety, and The Environment:

The health and safety of our employees and the public is of the utmost importance. There fore, BBP, LLC. places a strong emphasis on compliance with all applicable health, safety, and environmental laws and regulation. You should be diligent to plan and conduct all your activities in a safe and environmentally sound manner. Failure to adhere to BBC policy and procedures in these areas can have serious consequences for you, for BBP, LIC., And for the safety for others, as well as the communities in which we operate and live.

5. Fire safety and Emergency Preparations:

Familiarize yourself with the locations of the emergency exits on you floors in your work locations and accommodation site. In case of fire, do not use the elevators-use the emergency stairwells. If there is smoke in the hallways, crouch down and crawl to the emergency exit. Be familiar with the route from your work area to the exits in case of an emergency.

If you see smoke or fire and don't hear an alarm, pull the nearest alarm pull box or call security and immediately exit the building.

6. Hazard reporting:

One of the best ways to avoid hazards and prevent injuries is to immediately report areas and or equipment that may be unsafe or damaged. Hazards must be reported to your steward or crew chief immediately.

Remove or fix the hazard only if you can do so safely .If you are not trained to repair damaged equipment, take it out of service but do not attempt the repair yourself.

If you remove or fix any hazard, report it anyway. Informing management may help prevent a reoccurrence.

7. Accident and near miss reporting:

In the event of an injury or accident your first concern should be the well-being of the injured worker. Seek appropriate medical attention immediately.

Secondly, you should attempt to prevent the accident from reoccurring. If you can do so safely: block-off areas of danger, remove unsafe equipment from service, inform others in the area of the hazard.

8. Slips, trips and falls:

Be aware of your surroundings! Identify potential hazards such as cables, wires, etc. on the floor that could trip a person period.

Cable and wires that run in walking paths should be covered to prevent tripping or damage to equipment.

9. Lighting:

Adequate lighting is essential for the safe performance of any job, it allows you to recognize and avoid hazards and there fore prevent injuries.

If you feel lighting may be inadequate, contact you Union steward as soon as possible.

10. Ladders:

Use a ladder that is appropriate for the job that you are doing.

A step ladder should be completely open in order to be stable.

A-frame ladders may never be used in the place of a straight ladder.

Do not stand on the top two rungs of any ladder. If you have to do this, the ladder is too short the job.

If you need to climb up to a higher elevation, make sure that any straight ladder or extension ladder extends 3 feet above the area to be reached. Damaged ladders must be removed from service immediately.

Report damaged equipment to your union steward immediately.

11. Fall protection:

Fall protection (e.g. harness, lanyard, etc.) must be worn when working at unprotected heights of greater than six feet (e.g. edges of roof with no railing, platforms / catwalks with no railings).

This equipment must also be worn when working in any articulating boom lift.

All persons must receive training prior to wearing/ using harnesses and lanyards.

If you discover an area with insufficient fall protection (i.e. raised working surface/platform > six feet high with no railings) report it to your Union steward.

No person may work at height without fall protection.

12. Lifting Heavy Objects:

If you have to pick up a heavy object, lift an edge to get an idea of the weight. If it is too heavy, get help or use a hand truck, dolly, etc.

Have a clear path to move the object from one point to the next.

Split large loads into smaller loads.

13. Mobile work Platforms (Scissors lifts, genies, boom lifts, forklifts):

Trained and certified personnel may only use this equipment.

If you need to use this equipment but have not been trained contact your Union steward immediately. "I didn't go very high", "I only used it for a moment" are not acceptable excuses for untrained personnel using this equipment.

Fall protection must be worn whenever using any aerial lift device.

14. Alcohol and Drugs:

Burke Brothers Productions L.L.C. does not condone the use of drugs and alcohol during working hours, nor being under the influence of alcohol or drugs while at the workplace. In the event an accident occurs employees will be tested for drugs and alcohol immediately following.

15. Dress Code:

Please dress professionally and accordingly while performing your duties for Burke Brothers Productions.

Reporting Business Conduct violations:

When to report :

If you have an experience you believe violates the business conduct statement.

If you are aware of a violation of the business conduct statement or of any law or regulations applicable to Burke Brothers Productions L.L.C.

Who to contact:

Union Steward and, or crew chief.

If any questions that need verifications please contact

Burke Brothers Productions L.L.C.

Charles K. Burke (602) 524-3376

Kerry S. Burke (602) 321-0398

I have read and understand all the information Contained in the Burke Brothers Productions Employee Handbook. I will follow all rules and regulations and act accordingly In accordance to this handbook.

Print Name: _____

Signature: _____

Date: _____