



And IATSE Local Unions

Employment Manual

Note The content of this manual does not constitute nor should it be construed as a promise of employment or as a contract between UTP Productions, Inc. and any of its employees.

UTP Productions, Inc. at its option, may change, delete, suspend, or discontinue parts of the policy in its entirety, at any time without prior notice.

ACKNOWLEDGMENT

I acknowledge that I have received a copy of the UTP Productions Employment Policies, and I do commit to read and follow these policies.

I am aware that if, at any time, I have questions regarding UTP Productions company policies I should direct them to my manager or the Human Resources Department.

I know that UTP Productions company policies and other related documents do not form a contract of employment and are not a guarantee by UTP Productions of the conditions and benefits that are described within them. Nevertheless, the provisions of such UTP Productions company policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

I also am aware that UTP Productions, at any time, may on reasonable notice, change, add to, or delete from the provisions of the company policies.

Employee's Printed Name

Position

Employee's Signature

Date

1 INTRODUCTION

This document has been developed by the Human Resources Department in order to familiarize employees with UTP Productions and provide information about working conditions and key policies and/or procedures affecting employment with UTP Productions.

1.1 Changes in Policy

This manual supersedes all previous employee manuals and memos.

While every effort is made to keep the contents of this document current, UTP Productions reserves the right to modify, suspend, or terminate any of the policies or procedures described in the manual with or without prior notice to employees.

2 EMPLOYMENT POLICIES

2.1 Equal Employment Opportunity

UTP Productions is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, weight, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

2.2 Affirmative Action/Diversity

UTP Productions is committed to affirmative action that will build on the strengths of our current workforce and continually enhance the diversity of our organization.

2.3 Immigration Law Compliance

All offers of employment are contingent on verification of the candidate's right to work in the United States. On the first day of work, every new employee will be asked to provide original documents verifying his or her right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form.

2.4 Change of Personal Data

Any change in an employee's name, address, telephone number, marital status, dependents, or a change in the number of tax withholding exemptions, needs to be reported in writing without delay to the Human Resources Department and can be faxed to (801)328-1307.

2.5 Safety

The safety and health of employees is a priority. UTP Productions makes every effort to comply with all federal and state workplace safety requirements.

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities.

2.6 Health-related Issues

Employees who become aware of any health-related issue should notify their supervisor of health status as soon as possible.

2.7 Employee Requiring Medical Attention

Employees should report all work-related injuries and accidents immediately to their supervisor/steward. The steward will have the necessary information to get the employee the needed medical attention.

3 STANDARDS OF CONDUCT

3.1 General Guidelines

All employees are urged to become familiar with UTP Productions rules and standards of conduct and are expected to follow these rules and standards faithfully in doing their own jobs and conducting the company's business.

3.2 Attendance and Punctuality

UTP Productions expects employees to be ready to work at the beginning of assigned daily work hours, and to reasonably complete their projects by the end of assigned work hours.

3.3 Harassment Policy

UTP Productions does not tolerate workplace harassment. Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence.

3.4 Sexual Harassment Policy

UTP Productions does not tolerate sexual harassment. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile, and intimidating working environment and prevents an individual from effectively performing the duties of their position.

3.5 Violence in the Workplace

UTP Productions has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect UTP Productions or which occur on UTP Productions or client property, will not be tolerated.

3.6 Ethical Standards

UTP Productions insists on the highest ethical standards in conducting its business. Doing the right thing and acting with integrity are the two driving forces behind UTP Productions' success. When faced with ethical issues, employees are expected to make the right professional decision consistent with UTP Productions' principles and standards.

3.7 Dress Code and PPE

Employees of UTP Productions are expected to present a clean and professional appearance while conducting business. Dressing in a fashion that is clearly unprofessional, that is deemed unsafe, or that negatively affects UTP Productions' reputation or image is not acceptable. UTP Productions encourages employees to take pride in their appearance as professionals representing their company and their facility partners. Show blacks, including a black shirt, long black pants and steel toe shoes, are worn for all calls where the public may be encountered. Employees are informed of uniform requirements when they are scheduled for work. Proper PPE for the work to be performed includes gloves, reflective vests, hard hats, safety glasses, safety harnesses and steel toed shoes.

3.8 Alcohol and Substance Abuse – Please refer to attached Substance Abuse Policy

It is the policy of UTP Productions that the workplace be free of illicit drugs and alcoholic beverages, and free of their use. **Drug screening** helps us to develop a healthier and more productive workforce. The abuse of drugs and alcohol has been proven to impair the coordination, reaction time, emotional stability, and judgment of the user. This could have tragic consequences where demanding or stressful work situations call for quick and sound decisions to be made.

3.9 Solicitations and Distributions

Solicitation for any cause during working time and in working areas is not permitted. Employees are not permitted to distribute non company literature in work areas at anytime during working time.

4 WORKERS COMPENSATION INSURANCE & E-Verify Participation

4.1 Worker's Compensation

All employees are entitled to Workers' Compensation benefits paid by UTP Productions. This coverage is automatic and immediate and protects employees from work-related injury or illness. If an employee cannot work due to a work-related injury or illness, Workers' Compensation insurance pays his or her medical bills and provides a portion of his or her income until he or she can return to work.

4.2 E-VERIFY PARTICIPATION

UTP Productions participates in the governments' E-Verify program. It is our policy to submit information from your I-9 form to the SSA and Department of Homeland Security to confirm work authorization for each employee.