



## And IATSE Local Unions

# Employment Manual

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**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 the Job Steward or the UTP 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, direct deposit, 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**

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.

## **3.1 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 or composite toed shoes.

#### **Employer Provided PPE**

Gloves: the employer shall provide gloves meeting the following minimum standard for all employees for load-ins and load-outs, wheeled freight management environments, and anywhere the potential for an impact, abrasion, or cut injury is indicated: rugged, snug fitting, "Mechanic Style" gloves with top of hand protection. Employees stand the cost of compliant alternatives.

Hard Hats, Over-The Shoe Ice Cleats, and Reflective Vests shall be provided by the employer as circumstances indicate.

#### **Employee Provided PPE**

Foot Protection: Steel or composite reinforced work shoes are required for load-in and load-out operations, truck loading operations, wheeled freight management environments, and anywhere the potential for an impact, abrasion or cut injury is indicated. Employees are required to stand the cost of their on steel or hard toe shoes.

Safety Harness: Employees will stand the cost, maintenance, storage and inspection of Safety Harness and other rigging PPE.

### **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.



**UTP PRODUCTIONS, INC.**

**SUBSTANCE ABUSE POLICY**

1. The using, processing, selling, transferring, distributing, making, or transporting of, trafficking in, having in their custody, having on their person, or having in their personal effects, under their control, or under the influence of, alcohol, illegal drugs, non-prescribed controlled substances, or mind altering substances, while in a work status or during off hours at any company job site or the surrounding premises is prohibited. Surrounding premises are defined as company staging areas used by the company and 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, 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 illegal drugs, alcohol, or other illegal substances that impair work performance while at the job site is cause for a disciplinary action.

**UNIFORM TESTING PROCEDURE**

1. Reasonable Cause: If an Employer has "reasonable cause" to suspect that an employee is unfit for work as is described above, the employee may be required to submit to a detection test as outlined herein to determine whether the employee is unfit to work.

"Reasonable cause" means objective belief upon direct observation by a management representative such that it can be described with particularity, i.e., specific facts. The management official must reduce all such facts to writing within one (1) working day.

When the Employer feels that reasonable cause exists, the Employer shall summon the presence of a Union official. The employer shall take no action until the arrival of a Union official if available within a reasonable amount of time. The parties to this Addendum agree that time is of the essence in addressing these matters and will address each situation accordingly. Upon arrival of the Union official, the management official shall review the specific facts observed, upon which management representative believes establish reasonable cause for requiring the employee to undergo a detection test. The Employer may then send the employee to be tested. If the employee refuses to be tested, he will be terminated, as provided below. The employee who is asked to test for reasonable cause will be suspended pending test results. If the test is negative, the employee will be compensated for all time lost.

In the case of any employee reporting for work in a condition unfit for work, and where management determines that the employee has had no prior reasonable cause incidents within the prior three (3) years, then the employee shall be interviewed by a Management representative and a Union representative. Should the employer's suspicion regarding the fitness of the employee remain following the interview, the employee will be released from work for the remainder of the work shift and told to return the next day if work is available.

2. Accident or Injury: The following applies for employees who are involved in an accident/injury/ies.

- a. For any reportable injury where an employee is sent to a medical facility or hospital for treatment, the employee(s) may be subject to drug and alcohol testing where reasonable cause exists.
- b. The circumstances of the injury, accident, or damage will dictate if reasonable cause exists.

3. Testing: The testing shall be conducted by a certified laboratory. The Employer shall pay for all testing performed. A Union Steward or other designated Union representative shall accompany the Employee to the laboratory in order to witness and confirm the collection procedures, if available within a reasonable period. The employee shall be given a copy of the specimen collection procedures. The laboratory will perform a Five Panel test, which is a urine sample, and provide the parties positive test confirmation based upon the following cutoff levels:

### **Five Panel**

| <u>Drugs Included</u> | <u>Screening Cutoff</u> | <u>Confirmation Cutoff</u> |
|-----------------------|-------------------------|----------------------------|
| Amphetamines          | 1000 ng/ml              | 500 ng/ml                  |
| Cocaine               | 300 ng/ml               | 150 ng/ml                  |
| Opiates Group         | 2000 ng/ml              | 15 ng/ml                   |
| Phencyclidine (PCP)   | 25 ng/ml                | 25 ng/ml                   |

After any sample is collected under the provisions of this Addendum, and should it test positive, the employee upon request shall be given a portion of the sample collected for his/her own analysis (at their own expense at a certified laboratory of choice). Said portion shall be clearly identified and sealed.

4. Driver-employees who drive vehicles of gross weight of over twenty-six thousand pounds or more are subject to federal and/or state laws and regulations regarding drug and alcohol testing.

## **ALCOHOL**

Employees tested (blood alcohol) and found to have .08 blood alcohol are presumed to be unfit for work and deemed to have a positive testing result.

## **PENALTIES FOR POSITIVE DRUG AND/OR ALCOHOL TESTING**

1. (a) First Offense: On the employee's first positive testing within a three (3) year period, the employee shall be suspended (terminated) from the Employer's employment for fifteen (15) calendar days and until successful completion of an approved Assistance Program.

Upon successful completion of an approved Assistance Program for the First Offense (which shall include a negative test as a prerequisite to the completion at the employee's expense), the Employer agrees that the employee will be reinstated to the same status and position that he/she held in terms of hiring or call by name as that employee held prior to the reasonable cause incident. The foregoing reinstatement is subject to job availability and job assignment factors. During the twelve-month period of time following the employee's reinstatement, the employee may be subject three (3) random tests at the request and expense of the Employer.

2. Second Offense: Should an employee test positive a second time within the three (3) year period from the first offense, the employee will be terminated by the Employer for a period of twelve (12) months and shall not be eligible for rehire until the individual successfully completes an approved Assistance Program and provides a current negative test result at the employee's expense. During the twelve-month period of time following the employee's reinstatement, the employee may be subject to three (3) random tests at the request and the expense of the Employer.

3. Third Offense: Should an employee test positive a third time within the three (3) year period from the first offense, the employee will be terminated by the Employer and shall not be rehired by the Employer.

## **PENALTIES FOR REFUSING TO BE TESTED**

An employee who refuses to submit to a drug or an alcohol test shall be terminated and shall not be eligible for rehire for a period of twelve (12) months and shall not be eligible for rehire after the expiration of the twelve-month period unless the employee provides the results of a negative test (which complies with the standards set forth in this Addendum) at the employee's expense and such employee may be subject to three (3) random tests during the succeeding twelve months following his reinstatement at the request and the expense of the Employer.

An employee who refuses to submit to a drug or alcohol test a second time within the three (3) year period shall be terminated by the Employer and shall not be rehired by the Employer.

## **DRUG TRAFFICKING**

Upon an employee's arrest for drug trafficking at any company job site or the surrounding premises, the employee shall be immediately terminated by the Employer, pending an investigation. Should an employee be convicted of drug trafficking, the employee shall not be rehired by the Employer.

If you need assistance in finding a treatment center that can help; go to this website and type in your city information.

<https://findtreatment.samhsa.gov/locator>