



ROCK THE HOUSE
POLICY & PROCEDURES



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Table of Contents

Mission / Vision Statement.....	4
RTH Core Values & Code of Ethics	5
RTH Core Values & Code of Ethics (Continued).....	6
Day of Event Chain of Command & Emergency Chain of Command.....	7
Employee Break Policy	8
Proper Tagging of Broken/Malfunctioning Gear.....	9
Alcohol and Drug	10
Social Media Etiquette	11
Social Media Etiquette (Continued)	12
Personal Property & Electronics	13
Smoking Policy.....	14
Building Close Procedures.....	15
Employee Job Descriptions & Roles.....	16
Employee Job Descriptions & Roles (Continued).....	17
Scheduling & TimeClock.....	18
Disciplinary Policy.....	19
Basic Safety.....	20
Important Forms & Reporting	21
Important Forms & Reporting (Continued).....	22
RTH Attire & Hygiene.....	23
RTH Attire & Hygiene (Continued).....	24
Office Protocol.....	25



Mission / Vision Statement:

Mission Statement

Our mission is to provide industry-leading products and services that are superior to those of our competitors through innovation, strength of character, attention to detail, and our commitment to unparalleled customer service, while maintaining profitability and taking excellent care of our employees.

Our Vision

Rock The House will be regarded as the region's best interactive entertainment and production company through innovation, strong relationships, and concierge-quality customer service.

Print Name: _____ Signature: _____

Date: _____



RTH Core Values & Code of Ethics

Last Modified: 7/7/2016 6:30:00 PM

There are many circumstances and situations that RTH does not yet have an individual or blanketed policy. The detail of our “Core Values” below shall serve as the foundation for our decision-making.

Accountability

As an employee of RTH, we each take accountability for our actions as well as the actions of other team members.

Excellence

As an employee of RTH, we will each do our best, and accept nothing less from our team members.

Safety

As an employee of RTH, we must all be aware and conscious of safety for our team members, our guests, and ourselves. We will make conscious and deliberate decisions with safety in mind.

Dedication

As an employee of RTH, we will each dedicate ourselves to the tasks at hand, being customer-centric, and doing our best.

Fun

As an employee of RTH, we are thankful and appreciate that our chosen place of employment is a fun place to be.

Teamwork

As an employee of RTH, we will work together as selflessly as humanly possible and without ego.

Leadership

As an employee of RTH, we will each do our part in leading the team. This includes leading by example and doing what is right...not what's easy.

Innovative

As an employee of RTH, we will not be satisfied with the status quo. We will push each other to create and implement new & fresh ideas that will fuel our future opportunities.

(Continued on Page 2)



RTH Core Values & Code of Ethics (Continued)

Last Modified: 7/7/2016 6:30:00 PM

Positive

As an employee of RTH, we will communicate with each other in a positive, productive, and professional manner at all times.

Respect

As an employee of RTH, we will respect ourselves, fellow team members, and everyone else around us.

Impact

As an employee of RTH, we each commit to the idea that we can, and do, make an impact on those around us; and we will always choose to be a positive influence over a negative one.

Passion

As an employee of RTH, we will each do our jobs to the best of our abilities, using our passion for hospitality to fuel our successes.

Integrity

As an employee of RTH, we know and understand that it is imperative that we are honest and behave ethically in all times.

Print Name: _____ Signature: _____

Date: _____



Day of Event Chain of Command & Emergency Chain of Command

Last Modified: 7/7/2016 6:30:00 PM

Below is the chain of command to be used in case of an issue* on your show:

- 1st - On Call Person
- 2nd - Tech on Duty
- 3rd - Emergency Hotline

If you do not receive a response back within 5 minutes of the hotline, please start the list over again, unless you KNOW FOR A FACT that someone else on the production staff is working and not involved in another show.

*An issue is anything that you may need assistance on. Your gear is failing, you are in a situation that you do not think you can properly handle without guidance or assistance, you are missing media needed for the event, etc.

Ben Allison, Production Manager
(330) 231-6000

Ryan Durfee, Production Manager
(330) 352-9924

Amanda Cogley:
(216) 376-1599

Ryan Konikoff, Chief Operating Officer
(216) 374-4670

HOTLINE! - Call RTH and follow the prompts
(440) 232-7625

You can bypass straight to the Emergency line by pressing 9

This takes you to a Voicemail box, which rings to the emergency on-call person's phone every 10 minutes.

The system also sends emails and text messages to the emergency on-call person. Note: the emergency on call person may not necessarily be the tech on duty.

Print Name: _____ Signature: _____

Date: _____



Employee Break Policy
Last Modified: 7/7/2016 6:30:00 PM

Breaks (non-meal)

The following are the procedures in regards to breaks for all employees. Breaks are a great time to check e-mail, send text messages, make a quick personal phone call, or smoke if you choose. Breaks on event days are scheduled and decided by the highest ranking staff member and will last 10-15 minutes each.

Note: You will NOT have to clock out or click 'go on break' in TimeClock. Therefore, please be aware and observe these scheduled breaks in a professional manner. Since these breaks are paid, you do not have to take a break if you do not wish. In the event a specific job assigned from the tech lead or manager has you working through a break period, you may take your break after completing the assigned task and upon approval from your manager.

Non-meal Breaks during events are traditionally rare. If your event and lead staff member allow for it, staff must break in groups so there is always 50% or more of the staff members in the event space. Employees working solo events must step foot in the event space every 5 minutes during a break unless a "dark" time has been set.

Meal Breaks

All employees who work a minimum of an 8-hour non-event shift must clock out for a meal break for 30 minutes. You may take up to 60 minutes in most situations; however, if you are going to be longer than 60 minutes you must ask your manager for approval. You must clock out upon starting your meal break and clock back in upon returning to work.

Onsite meal breaks will be decided by the project manager or project and are not guaranteed on event day shifts. Staff will either have an hour break allowing them to go off-site for food if needed or a half hour break will be given with lunch provided to the team onsite. You must clock out and clock back in after your allotted meal break.

We highly encourage that grab and go snacks be brought with you on each event. On events where guests are receiving food, in good faith Rock The House will work with the client and venue to possibly provide a vendor meal option. The agenda for each event will have listed whether food will be provided or not.

Rock The House team members are expected to use etiquette (i.e. Guests eat first, Plates should not be piled high with food, Never eat while standing and when possible eat in an area where guests may not see you, etc). Staff members may not eat until they are instructed by their lead. Teams will eat in groups generally making sure that 50% of the staff remains working at all times, and at a minimum 1 person is on the floor for both the DJ and Photo station if applicable. If solo staff are approved to break during an event they may not be away from their station for more then 10 minutes once during the event.

Print Name: _____ Signature: _____
Date: _____



Proper Tagging of Broken/Malfunctioning Gear

Last Modified: 7/7/2016 6:30:00 PM

Broken/Damaged/Malfunctioning Gear

It is the responsibility of every RTH employee to report any broken, damaged, or any piece of equipment that does not function properly. Please tag this equipment using the following guidelines to ensure that it will be noticed and taken care of so it does not get sent out before being fixed.

1. Report the Problem

- a. Contact the tech on duty (see Chain of Command Policy) and inform them that the equipment is non-functional so that they can make the determination with you to either do the event without it, get substitute equipment sent out, or they may be able to help you resolve the issue over the phone.
- b. If you have redundant equipment on-site (such as spare lights or an extra laptop), you do not need to notify the tech on duty, but you still need to tell your check-in team member and fill out your EOS.

2. Tag the Gear

- a. There is florescent colored spike tape on every show and this can be used to tag a bad piece of equipment. A simple "X" will do, about 4" in size.
- b. The tag should be located on the part of the fixture that will be most visible, in some cases when a light lives in a road case this may be the bottom or the side. Once the gear is inside the case, the road case should then also be tagged on the top of the case, preferably over the location of the bad gear.

3. Tell your Check-In Team Member

- a. If there is a team member staffed for check in when you return from your event, inform them that the light is bad and a rough description of what is wrong with it. They will then be able to place the item "Out of Commission" so we know not to send it to a job until the issue has been resolved.

4. Write in the EOS Technical Lead / EOS Team Member Form (see Important Forms & Reporting Policy)

- a. Please note in your EOS what gear you had difficulty with and anything else that may be informative for use to replicate the problem, identify it, and then resolve it.
- b. Filing out an EOS is the final check system that we have to ensure the problem is caught and can be resolved. The on call technician and the check in team member may not be around on Monday morning when deprep begins, but the EOS is gone over before any work begins on Monday.

5. Fill out a Broken Gear Form

- a. Note: This is a separate form (see Important Forms & Reporting Policy).

Print Name: _____ Signature: _____

Date: _____



Alcohol and Drug

Last Modified: 7/7/2016 6:30:00 PM

The use of any alcohol or drug, other than that prescribed by a doctor, is strictly prohibited before or during any shift at Rock The House Entertainment. All RTH employees should be sober for the duration of their shift. This policy applies when on a show, even if a client or guest of the client invites you to have a drink. A sales representative, if not part of the crew handling gear, may choose to be exempt from the alcohol portion of the rules as part of our customer-building environment.

Under no circumstances is it acceptable to be under the influence of any drug not prescribed by a doctor while in the presence of a client. If you are on a medication which prevents you from safely operating any of the equipment used on a shift, or a medication that clouds your judgment/alertness, notify your supervisor/site lead prior to the beginning of a shift so special arrangements may be made for your safety as well as the safety of all employees and guests.

Any violation of this policy must be reported immediately to your site lead or supervisor. If you suspect your direct supervisor is under the influence of drugs and/or alcohol, please notify a member of management at a higher or equal level to that of your direct supervisor.

Print Name: _____ Signature: _____

Date: _____



Social Media Etiquette

Last Modified: 7/7/2016 6:30:00 PM

As an entertainment company that targets a young audience, social media is a key part of the RTH marketing strategy. Because of this, Rock The House Entertainment Group must be sure that the right message is being portrayed to our customer-base through our advertisements. The RTH Social Media Policy is designed to insure that the right message is getting out to our target market, as well as to protect the privacy of our employees, clients, and trade secrets. The RTH Social Media Policy will also help to maintain our professional reputation and protect the company image. All employees, whether or not they are intentionally acting as an agent of the company, must adhere to the RTH Social Media Policy.

RTH Policy

The RTH Social Media Policy applies to all forms of social media, including but not limited to blogs, Personal Web Pages, message boards, Wikispaces, forums, social networking sites, video sharing sites, virtual worlds, company and industry sites, and company email. While Rock The House does not limit your actions outside of the workplace, employees may under no circumstances, or at any time, post anything on any media site that:

- Affects their performance in a negative way at work
- Affects the performance of others in a negative way while at work
- Affects the business interests of the company in a negative way
- Affects or portrays clients, vendors or guests in a negative way
- Affects the reputation of the company in a negative way

Because the content of these posts has a direct effect on the interests and productivity of the company, these posts are strictly prohibited at any time. Any violation of this policy can result in disciplinary action and/or termination.

(Continued on Page 2)



Social Media Etiquette (Continued)

Last Modified: 7/7/2016 6:30:00 PM

When to Post and When Not to?

RTH employees commonly post fun or interesting images from the events they work on. While you are welcome to post such images, there are a few guidelines that must be followed:

- RTH must be tagged or referenced in any image posted from an event. This can be done in a variety of ways including #RTHLife, @IGotRocked, #IGotRocked, etc.
- Some events carry production notes mentioning “Social Media Blackouts” (i.e. Certain schools, VIP Customers, etc). These notes will be made available inside the show binder and in RTHLive. When in doubt, please ask your supervisor.

When posting, please use modesty and post phrases such as, “What a great team tonight” or “Loved working on this event with such great industry team members” and stay away from posts such as, “Look what I did” or “RTH is awesome.”

Responsibilities

As a RTH employee, you are responsible for the information and content posted on your personal sites, what you post on other social sites, as well as what you share with individuals outside of the company. It is your obligation as an RTH employee to protect company and client information. This information includes but is not limited to trade secrets, new products (not yet available to the public), financial information, and any information pertaining to company employees, business associates, partners, or clients. Always keep in mind that what is posted on the Internet is permanent. Violations of confidentiality are subject to disciplinary action and can in some cases lead to immediate termination.

Print Name: _____ Signature: _____

Date: _____



Personal Property & Electronics

Last Modified: 7/7/2016 6:30:00 PM

It is recommended to minimize the amount of personal property you choose to take to events. Rock The House assumes no responsibility for your property and may not in all situations be able to provide a safe place to store personal effects during events.

Personal Phones

Personal phone calls, text messages, Internet browsing, social media surfing are prohibited on any electronic device while on the clock at Rock The House. Please stay off them, unless you are using your phone for a work related task, or you are on a break.

We know and understand that cell phones are the way we get ahold of you as well as used for a clock but any employee that chooses to engage in the activities listed above while at work may be cause for a write-up, disciplinary action, and/or termination.

There may certainly be exceptions to these guidelines such as taking photos for our marketing purposes and/or posting images in the moment for team use, #RTHlife, etc. For clarification, please see your project lead.

Personal & RTH Computers/Laptops/Tablets

Internet browsing and social media surfing are prohibited on any electronic device for personal use while on the clock at Rock The House. Please stay off them, unless you are actually using them for a work related task, or you are on a break.

Any employee that chooses to engage in the activities listed above while at work may be cause for a write-up, disciplinary action, and/or termination.

Print Name: _____ Signature: _____

Date: _____



Smoking Policy

Last Modified: 7/7/2016 6:30:00 PM

Smoking

Smoking shall not be done in front of customers or guests.

Smoking may only happen in areas specifically approved, designated or deems acceptable by the project manager or technical lead onsite, for smoking. Vendors, venue staff, etc. should not see RTH employees smoking outside of these designated areas. Smoking is inclusive of all tobacco products and products that appear to be tobacco products including "Vaporizers."

Smoking may only take place during breaks.

Print Name: _____ Signature: _____

Date: _____



Building Close Procedures

Last Modified: 7/7/2016 6:30:00 PM

Building Walk Through

- Make sure you are the only one in the building and the alarm will not be set off with someone working in a back office or upstairs
- Check to make sure that the front door is locked and pulled shut
- Check to make sure that all of the lights in the building are turned off (upstairs included)
- Check to make sure that the man door in bay 3 is closed and latched shut
- Check to make sure that the demo room is shut down
 - Turn off the breakers marked with orange spike tape in the demo room
 - Use the "Blackout" button on the lighting console to turn off any remaining lights still on
- Check to make sure that doorways are free and clear of objects, debris, or gear
- Lastly, when you leave, make sure the alarm has been set and that you make sure the door has closed and latched behind you (just give it a tug once you are outside)

In the event that you are the last one in the building but you do not have an alarm code, please follow the chain of command until you receive instructions from management (see Chain of Command Policy).

Print Name: _____ Signature: _____

Date: _____



Employee Job Descriptions & Roles

Last Modified: 7/7/2016 6:30:00 PM

Project Manager/Project Lead

The Project Manager/Project Lead is responsible to ensure that their assigned event is setup and run in accordance with the wishes of the sales team, client, venue, and any other parties involved in its entirety. They are the interface provided by the company for our clients and anyone that they come in contact with in the field. They manage all RTH onsite staff and will assign tasks as they deem appropriate. The Project Manager / Project Lead is responsible for knowing when to contact the office and the support staff associated with Rock The House should an issue arise where they are not able to help.

Note: In the absence of a Project Manager, the Emcee acts as the Project Lead and carries those responsibilities.

Event / Site Production Manager

The Event / Site Production Manager is responsible of overseeing all technical aspects of the event including but not limited to, onsite floor plan management, equipment set up, testing, operation, and the technical run of show. The Production Manager reports directly to the Project Manager.

LD – Lighting Designer*

The LD is responsible to ensure that the lighting portion of an event is setup and configured properly so that the expectations of the client, designer, and sales team are met. This role acts as the technical lead on events where no production/project manager has been assigned.

VD – Video Designer*

The VD is responsible for the configuration of the video systems on an event, as well as ensuring that all content that is displayed throughout the night is appropriate and meets the standards of Rock The House.

Audio Engineer*

The Audio Engineer is responsible for the configuration and quality of the audio system(s) on an event, while ensuring the proper conditions to protect Rock The House's gear as well as providing audio for the client that meets Rock The House standards.

(Continued on Page 2)



Employee Job Descriptions & Roles (Continued)

Last Modified: 7/7/2016 6:30:00 PM

Tech

The Tech is responsible to the team, company, and client to do everything they can to ensure the success of an event. While they may not be assigned a specific job, they are there to help the team, as a whole, accomplish the goals of the company and to meet the needs of our clients and vendors. The Tech position may be assigned one or more operational responsibilities during an event if a dedicated person in those positions is not required.

* LD, VD, Audio Engineer positions are responsible to follow the duties of a Tech. If someone is not capable, someone else will be designated.

Emcee

The Emcee is the entertainment director for the event; making all announcements, running all games, contests, and working with other RTH staff members onsite to achieve the entertainment goals for the event. The Emcee will manage the events agenda with input from other vendors, when required, and make sure all necessary parties are in place before formalities and special events. This includes RTH staff, Vendors, and Clients. The Emcee will assist in set up and tear down of the event. The Emcee will also act at the Project Lead when another is not provided.

DJ

The DJ is responsible for managing all media to be played at the event, unless a specific Tech is assigned to assist in this. This includes all music, videos, slide shows, and other event content. The DJ will primarily choose music and perform as an entertainer from behind the DJ console. The DJ will also assist with event set up and tear down.

Party Motivator / Dancer

The Party Motivator / Dancer is a social host for the event through conversation, movement, and guests interaction. The Party Motivator / Dancer will assist with games, contests, guest control, and other items requested by the Emcee. Party Motivators / Dancers are required to assist with event set up and tear down.

Photo Novelty Host

The Photo Novelty Host is responsible for the technical management and operation of onsite Photo Novelty units, including all add-ons to the core product including but not limited to, props and scrapbooks. The Photo Novelty Host is tasked with creating a warm and fun environment for guests while they participate in the activity.

Print Name: _____ Signature: _____

Date: _____



Scheduling & TimeClock

Last Modified: 7/7/2016 6:30:00 PM

Due to the nature of events, scheduling may happen a couple months in advance or a couple days in advance. With that said, our goal is to give staffed employees as much notice as possible.

Confirming Events

Scheduling takes place in RTHLive. Each employee has a username and password to sign in. It is your responsibility to check your schedule and acknowledge each event by confirming no later than Tuesday, the week of the event. Confirming events is required, and failure to do so may result in a reminder phone call, disciplinary action and possibly termination.

Request Off

Rock The House employees are able to request event days off using RTHLive. Requests are not guaranteed but we make every effort to approve them when possible. Approval may be limited during prime event months and holidays. Requests within two weeks of an event date when you have already been scheduled on an event must be accompanied by an email to the scheduler (currently Ryan Konikoff). You must receive confirmation that your request has been approved and that you have been removed from the schedule.

Emergency Call Off

An Emergency Call Off is one that takes place within 72 hours of the start of your shift. It is your responsibility to get in touch with a supervisor. Until you receive an approval/reply, the call off is not yet valid. It is up to the discretion of your supervisor if this is constituted as an emergency call off. Proof of emergency may be required. If you do not receive a reply follow the emergency chain of command (see Chain of Command Policy).

Shift Alterations

In special circumstances, employees may be given the privilege to alter their shift. This may include meeting at the venue, meeting directly before the event onsite, leaving directly after the event, or leaving from the venue. These requests must be submitted in writing 5 days prior to the event. Shift alterations need to be requested through rthgroup.com/forms and are only approved once you receive a written confirmation from RTH.

Print Name: _____ Signature: _____

Date: _____



Disciplinary Policy

Last Modified: 7/7/2016 6:30:00 PM

Rock The House practices progressive discipline. Progressive discipline is the process of using increasingly severe steps or measures when an employee fails to correct a problem after being given a reasonable opportunity to do so. The underlying principle of progressive discipline is to use the least severe action necessary to correct the undesirable situation, and increase the severity of the action only if the condition is not corrected.

Opportunity Log

Opportunity Logs for employees are kept by Rock The House managers. These logs are used as a method to track minor infractions as well as praise. The information collected via these logs can and will be used as an assessment tool during employee evaluations, appraisals, and/or disciplinary action.

Written Acknowledgement

This is a written account of the incident; it does not need to be signed by a manager or staff member. This counseling stays active in the employees file for one year after the incident date. There are no restrictions on the employee during this time frame as long as no other infractions occur. The counseling will also include goals set by manager and employee to improve employee's behavior.

Warning

A second infraction within a one-year span of a written acknowledgement may result in a written warning, which will remain active in the employee's file for one year after infraction date. During this time this warning may be factored in to decisions regarding promotions, pay raises, privileges, and scheduling. Goal setting with a manager will take place during this meeting and a follow up to review improvement will take place in 90 days.

Senior Manager Meeting / Last Chance Warning

A third infraction within a one-year span of a written acknowledgement may result in a senior manager meeting. This warning will remain active in employees file for one year after infraction date. This will include an in office meeting with Sr. management. This warning may affect promotions, pay raises, privileges, and scheduling. Goal setting with Senior Management will take place during this meeting and a review will be set for 90-days to check improvement.

Termination

While this program is used as a guideline, Rock The House reserves its right to terminate any employee at any time during the disciplinary process and to accelerate steps within the process at will.

Print Name: _____ Signature: _____

Date: _____



Basic Safety

Last Modified: 7/7/2016 6:30:00 PM

Safety:

Safety is paramount to the health and well being of our staff, clients, and community. Rock The House holds safety as a top priority and expects all employees to embrace this culture.

Your Rights:

Rock The House empowers employees to take steps to feel safe while at work. While there are forms to report incidents and room for improvement post event, during a shift if you feel you or others are being placed in an unsafe situation, please talk to your onsite manager. If you still feel the situation has not improved, please excuse yourself and follow the Emergency Chain of Command.

Safety Policies:

- While moving, building, and striking events, music must be played at a level in which all employees can clearly verbally communicate.
- Seatbelts must be worn by all RTH staff members when driving / riding in a vehicle to and from a venue.
- Horseplay is strictly prohibited.
- Performer stretches and warm ups are required by all entertainers prior to performance and must be enforced by the event lead.
- No one shall knowingly be permitted or required to work while their ability or alertness is so impaired by fatigue, illness, or other causes that they might unnecessarily expose the employee or others to injury.
- Loose or frayed clothing, long hair, dangling ties, finger rings, necklaces, and other potentially hazardous items may not be worn while setting up, tearing down, or operating equipment where they become entangled.
- Lifting – If you do not feel comfortable lifting an item, ask for help.
- Rigging of any type requires training and authorization. If you believe that something that we are working on / installing is potentially unsafe, it is mandatory that you notify a supervisor immediately.
- Tying in or the manipulation power requires training and authorization

Violations:

Violations for unsafe behavior may result in disciplinary action and/or termination.

Print Name: _____ Signature: _____

Date: _____



Important Forms & Reporting

Last Modified: 7/7/2016 6:30:00 PM

Reporting is an integral part of RTH being able to move forward as a company as well as making sure we track what happens. These reports can be found at <http://www.rthgroup.com/forms>.

GENERAL

- **Suggestion Box** – Have a suggestion? We'd love to hear it!
- **Contact Matt** – Have a specific question, concern, or item you'd like to discuss directly with Matt? He'd love to hear from you!
- **Nominate Employee of the Month** – Did you see an employee go above and beyond at a show? Nominate them for Employee of the Month!
- **Incident Report** – Did an incident happen before, during, or after your event? We'd like to know about it.
- **Submit Request to Train** – Training is an important part of growing professionally. If you are interested in learning about a specific product or service RTH offers, please let us know.

EVENT RELATED / QUALITY

- **End of Show for Technical Leads** – EOS is the way we know how your event went. This form is required to be filled out no more than 12 hours after the end of your show. Project Managers / Event Leads are the only staff required to fill out the EOS for Technical Leads.
- **End of Show for Team Members** – EOS by team members also give us an understanding of how the event went. If you'd like to tell us about your experience, please fill it out no more than 12 hours after the end of your show. Anyone may fill out an EOS for Team Members.
- **Add Music Form** – Has a new song hit your Top 10 list that we don't have on our DJ Rigs? Request that the song be added!
- **Arrive Onsite / Leave Early Request** – If you need to meet the team on site, rather than meeting at the office, or leave early before teardown please fill out this form. Note: Filling out the form does not mean you automatically receive permission. This is a request.

EQUIPMENT / PROPERTY

- **Lost / Missing Equipment Report** – If you are aware that equipment is either lost or missing from your event, this report will inform our management team. It is mandatory to be filled out at the end of your shift. This drastically increases our ability to recover lost or missing equipment.
- **Damaged Property and Equipment Report** – Have you found damaged, broken or malfunctioning equipment? It is important to have this filled out so the item can be fixed appropriately.
- **RTH Staff Rental Request** – RTH offers the opportunity for staff to rent items. It is a benefit/perk not a right. This is a request and will be approved based on availability. Staff rentals are prohibited prior to this form being filled out.

(Continued on Page 2)



Important Forms & Reporting (Continued)

Last Modified: 7/7/2016 6:30:00 PM

HEALTH & SAFETY

- **Near Miss Report** – If something happens before, during or after your event that could have resulted in an injury or potentially put someone and/or the company at risk, use this form to let us know.
- **Injury Report** – Was someone involved in an injury? Please fill out this form.
- **Accident Report** – Was there an accident pertaining to vehicles, falling equipment, etc? Please fill out this form.

PAYROLL / FINANCES

- **Report Missing Pay** - If you believe your paycheck is wrong, fill out this form and we will look into it right away!
- **Expense Reimbursement Form** – Expense Reimbursement is for employees who have been asked to drive to a venue, event parking, etc. This is a request and a receipt may be required.
- **Submit Direct Deposit Information** – Request receiving your pay by direct deposit instead of by checks.

TIMECLOCK PLUS

- **Time Clock Plus Technical Assistance** – Missed a clock in or clock out punch? It is your responsibility to fill this out to be paid appropriately.

Print Name: _____ Signature: _____

Date: _____



RTH Attire & Hygiene

Last Modified: 7/7/2016 6:30:00 PM

While Rock The House offers a variety of costume options to our clients, RTH Casual and Blacks are required to be brought to all events, and on call shifts by employees.

RTH Branded Apparel

Upon employment or promotion, RTH staff members will receive polo shirts and t-shirts for a deposit of 50% of their retail value. Upon resignation or termination employees can turn these in and receive their deposit back.

- Employees who work on average 2 or less days per week will receive:
 - (1) Polo Shirt (if needed for their position) & (1) T-Shirt
- Employees who work on average 3-4 days per week will receive:
 - (2) Polo Shirts & (2) T-Shirts
- Employees who work on average 5 or more days per week will receive:
 - (3) Polo Shirts, 3 T-Shirts

Each employee may receive (1) additional t-shirt once per year if and/or when new branding/styles are released.

Employees who need apparel replaced due to natural wear and tear may turn in their old item for a replacement free of charge.

Employees who wish to purchase additional apparel, lose their apparel, ruin apparel due to neglect, or do not bring proper apparel to their shift will be issued additional apparel at the following retail rate:

- T-Shirts: \$14
- Polo Shirts: \$34

Purchases will take place in the form of a payroll deduction. Purchases over \$75 may be split into two deductions.

RTH Supplied Costumes / Attire:

Please see chart below for RTH supplied costuming.

Employee Required Costumes / Attire:

RTH employees may be required to supply personal items for costuming / attire. The cost of these items is left to the employee. Some exceptions/restrictions apply. Please see chart below.

Custom Attire:

Rock The House may request staff to wear themed costumes not on the below list. Rock The House will provide all or parts of custom costumes, provide you with a stipend or reimbursement for purchases, or make reasonable requests of items for you to bring from personal inventory.

(Continued on Page 2)



RTH Attire & Hygiene (Continued)

Last Modified: 7/7/2016 6:30:00 PM

Shop Attire

Tennis Shoes or Work Boots, Jeans, RTH Shirt

RTH Country Club

Black Dress Shoes, Black or Khaki Pants/Shorts (season depending) and RTH Shirt

Day Blacks

Black Dress Shoes, Black Dress Pants, RTH Shirt

Business Casual

Black Shoes, Jeans, and RTH Shirt

RTH Casual with Polo

Black or Tennis Shoes, Jeans, and RTH Polo

RTH Load in/out

Tennis Shoes or Work Boots, Jeans, and RTH Shirt

Club Attire

Dress Shoes, Nice Jeans, Fashionable Shirt (jacket optional)

Blacks

Black Dress Shoes, Black Dress Pants (Black or Matching Accessory Belt Required), Black Top (female), Black Button Up with Tie (male), Jacket or Vest for MC

Beach

Tennis Shoes, Khaki Shorts or Jeans (season depending), Light colored tank top (female), Light colored T-Shirt (male), Beach shirt provided by RTH

Sports

Tennis Shoes, Jeans, Referee Shirt provided by RTH

Hygiene

It is always important to look your best as you are always representing RTH. This includes showering, using deodorant/antiperspirant, wearing a clean and pressed uniform, hair styled, makeup (females)-if applicable, clean shaven (male).

Print Name: _____ Signature: _____

Date: _____



Office Protocol

Last Modified: 7/7/2016 6:30:00 PM

Staff members are encouraged to spend time together before and after a show in the office/warehouse. It is important to follow these guidelines when doing so:

- If you are off the clock, be aware of staff around you that may be on the clock and working.
- The office is a place of business. Please keep your voice, conversations, and music at an appropriate level.
- Staff desks are not a place to hang out or sit.
- Waste receptacles by staff desks should not be used for food/drink disposal. These items should only be thrown away in a warehouse trashcan. Once the trashcan is full, please do not continue to add to it or set trash beside it; take the garbage bag out to the dumpster and replace the receptacle with a new bag.
- The EOS computer, located on the conference table, is designated for that and that alone (See Personal Property & Equipment Policy). It may not be used for personal web browsing, email, etc.
- Alcoholic beverages shall not be consumed in the office unless specifically approved in a special circumstance. See your supervisor for details.
- When using items from the kitchen area, please use the disposable items provided. If using the last of an item, kindly refill it with additional stock located above or below the counter.
- If you are the last person to leave the building, please follow office close down procedures (see Building Close Procedure).
- Leave the areas you utilized in better shape than how you find them. Please clean it up and pay it forward!

Print Name: _____ Signature: _____

Date: _____



Photo and Video Promo Release

Last Modified: 3/28/2015 7:25 PM

I hereby irrevocably grant to Rock The House Entertainment Group, Inc. (herein "Producer") and any parent, subsidiary and affiliated corporations and their respective successors, assigns, licensees, employees and agents, the right in perpetuity throughout the universe, and in all now known and hereafter existing media, and in any language, to use my name (including any fictitious names heretofore or hereafter used by me), physical likeness, performance and voice in and in connection with the production, exhibition, exploitation, merchandising, advertising and promotion of any Producer events and all photo/video captured of Rock The House.

I agree that the foregoing grant includes the right to use my physical likeness, performance and voice in any form, including, without limitation, a photograph, picture, artistic rendering, silhouette, video recording, or other reproduction by photograph, film, tape, digital video recording, or otherwise.

I represent to the best of my knowledge that the consent of no other persons, firm, corporation or union is required to enable the Producer to use my name, likeness, performance and/or voice as described herein and that such use will not violate the rights of any third parties. I acknowledge that nothing herein requires the Producer to use my likeness and/or voice as described herein or in connection with any promotional and/or marketing materials including but not limited to web content, printed promotional materials, or promotional videos.

Print Name: _____ Signature: _____

Date: _____



CONFIDENTIALITY AND NON-SOLICITATION AGREEMENT

Last Modified: 9/21/2015

As an employee of Rock The House Entertainment Group, Inc., an Ohio corporation (the "Company") or a subsidiary or affiliate of the Company (the Company and its subsidiaries and affiliates shall hereinafter be collectively referred to as "RTH"), I understand, acknowledge and agree that, in connection with his or her employment with RTH, Employee has acquired or will acquire certain confidential and proprietary information regarding RTH and its various businesses, including but not limited to business methods, processes and techniques, promotional and marketing materials, client contacts and lists, price lists, compensation and salary information, leads, names and telephone numbers of customers of RTH, operational and financial information of RTH and other proprietary information (collectively, the "Trade Secrets"). For good and valuable consideration, including but not limited to the employment or continued employment of Employee by RTH, Employee covenants and agrees not to disclose, divulge, discuss, copy or otherwise use or suffer to be used in any manner, in competition with, or contrary to the interests of, RTH, any Trade Secrets, and acknowledges that all such information regarding the business of RTH compiled or obtained by, or furnished to Employee is confidential information and RTH's exclusive property.

At no time during Employee's employment with RTH and for a period of one year following the termination of Employee's employment with RTH for any or no reason, Employee will not directly or indirectly:

- (a) cause or induce or attempt to cause or induce any employee, representative, or agent of RTH to terminate such employment or engagement by RTH;
- (b) employ, engage, or solicit to employ or engage any of RTH's employees or contractors in any capacity in any business enterprise which competes with RTH; or
- (c) either as an individual for his or her own account or as an investor, or other participant in, or as an agent, or representative of, any other business enterprise, solicit, divert, entice, take away or interfere with, or attempt to solicit, divert, entice, take away or interfere with, any of RTH's business, patronage, clients or customers.

Employee additionally agrees not to defame or disparage RTH or its shareholders, members, officers, employees, clients or businesses, or engage in any disparaging or unfair trade practices towards RTH.

Employee understands that the remedy at law for any breach of this Confidentiality and Non-Solicitation Agreement (the "Agreement") will be inadequate and that the damages flowing from such breach are not readily susceptible to being measured in monetary terms. Accordingly, Employee hereby acknowledges and agrees that RTH shall be entitled to injunctive relief in enforcing this Agreement without notice or bond. Such injunctive relief shall be in addition to any other remedy RTH may have at law or in equity. At such time as RTH files for injunctive relief, Employee agrees to adhere to the terms of this Agreement until such hearing for injunctive relief is held and the issues therein are resolved.

(Continued on Page 2)

Date: _____



CONFIDENTIALITY AND NON-SOLICITATION AGREEMENT (CONTINUED)

Last Modified: 9/21/2015

In the event that Employee violates any legally enforceable provision of this Agreement as to which there is a specific time period during which he or she is prohibited from taking certain actions or from engaging in certain activities, as set forth in such provision, then, in such event, such violation shall toll the running of such time period from the date of such violation until such violation shall cease.

Employee has carefully considered the nature and extent of the restrictions imposed upon him or her and the rights and remedies conferred upon RTH pursuant to this Agreement, and hereby acknowledges that the same were bargained for and given for fair value and consideration. Employee agrees that the restrictions imposed upon him or her and the rights and remedies conferred upon RTH are reasonable in time and scope, are designed to eliminate competition which would otherwise be unfair to RTH, are fully required to protect the legitimate interests of RTH and do not confer a benefit upon RTH disproportionate to the detriment to himself or herself. Employee further acknowledges and agrees that he or she has received fair and adequate consideration for entering into this Agreement.

In the event that any provision or portion of a provision of this Agreement shall be held to be unreasonable or unenforceable for any reason, then in such event, such provision or portion thereof shall nevertheless be effective and enforceable to the extent determined reasonable. Such enforceability shall attach to such provision or portion thereof only to the extent of the specific finding of unenforceability, and in all other respects such provision or portion thereof shall be deemed enforceable, it being my intention that this Agreement be construed in all respects as if such invalid or unenforceable provision were omitted.

The covenants and undertakings of Employee under this Agreement shall inure to the benefit of, and be shall be subject to enforcement by, RTH and its successor or assigns.

This Agreement shall be governed by and construed in accordance with Ohio law.

Print Name: _____ Signature: _____

Date: _____