

REFERRAL HALL GUIDELINES
IATSE LOCAL M900

Referral Hall Guidelines of IATSE Local M900

Operation

I. REFERRAL HALL COMMITTEE

There shall be a standing Referral Hall Committee, to consist of Business Agent, President, and other interested members, appointed by the President of IATSE Local M900. There shall be no fewer than five members, with a quorum of three.

The President and Business Agent shall be ex-officio members of the committee.

The Referral Hall Committee shall be responsible for overseeing the operation of this Referral Hall System and shall hear all appeals.

All decisions shall be made by majority vote of the quorum.

The Business Agent shall be responsible for the daily operation of this Referral System in keeping with the Constitution and By-Laws of IATSE Local M900. The daily operation of the call system may be conducted by a call steward under the direct supervision of the Business Agent.

In emergency situations, when all available persons have been referred to employers, the Business Agent shall have the authority to place persons on an emergency work list without a meeting of the Referral Hall Committee.

II. REFERRAL ELIGIBILITY

To be eligible for placement on the Referral Hall list a person must:

1. Be at least 18 years of age.
2. Eligible for work in the state of Alabama.
3. Maintain a working cell phone number, email address, and US Postal address. Numbers and mailing addresses must be kept current with the Referral Hall.

Resumes may be submitted to the IATSE Local M900 office at PO Box 12, Huntsville, AL 35804 or to ATSE, 700 Monroe St. SW, Huntsville, AL 35801.

The Referral Hall Committee will review all resumes and applications. Persons may update their qualifications at any time by submitting a new resume or documentation of new skills.

III. REFERRALS

New referents who wish to be added to the Referral list must fill out new hire paperwork for ATSE and UTP (payroll company), including W-4, A-4 and I-9 forms with copies of IDs submitted to UTP. A payroll deduction consent form must also be completed for UTP.

Referents shall be on probation for the first 12 months. During that period, the Business Agent or the Referral Hall Committee may remove any referral employee whose work and/or work site behavior does not meet the standards outlined in these Procedures and Work Rules.

The Referral Hall Call System is a call out system, by call or text to the referent's current contact number. It is the referent's responsibility to make sure the contact cell number, email address and postal mailing address are current. The Local is not responsible for reminding referents to keep their contact information current with the referral hall.

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Referents should reply promptly (within 6 hours) to the Call Steward after being contacted for work. In the event a referent fails to reply within 6 hours, the Call Steward may call the next person on the list. If you are not available to work, please have the courtesy of replying to calls promptly so the Call Steward can fill calls in a timely manner.

Any person who refuses a work call from the Business Agent or Call Steward for reasons other than illness, death in the immediate family, or other good cause as determined by the Business Agent or Steward, may have their name removed from the call list for that period. Not returning the Call Steward's phone calls or text messages is effectively refusing a work call.

Occasionally customers request workers on short notice (Quick Calls, received by the office less than 24 hours before the start of the call). In such cases, the Call Steward will promptly attempt to locate workers on short notice. In such situations, the Business Agent or Call Steward will not make repeated attempts to contact a referent, but will continue down the referral list until the request has been filled.

All questions and complaints regarding how calls are filled may be addressed to the Referral Hall Committee.

If a referent will be unavailable for work (tour or vacation), he/she shall notify the Business Agent in writing (email, text, or letter) or on Callsteward.com of their inactive status and projected duration. To be reactivated, the referent must notify the Business Agent or Call Steward in writing (email, text, or letter).

Any referent may file a participant report concerning any matter involving operations of the Referral Hall System or any alleged violation of the Referral Hall Procedures and Work Rules. All reports will be reviewed by the Referral Rules Committee for appropriate response and action.

IV. WORK RULES

All persons are expected to report to the Job Steward fifteen minutes before the official call time. If you are late for the designated call time, the customer or Job Steward can send you home without compensation. NOTE: Getting to and from the job site is the responsibility of each individual.

All persons are required to remain at the job site until released by the Job Steward, as per the customer. Any referent who leaves a job site without approval of the Job Steward prior to release shall be reported to the Referral Hall Committee, and shall be penalized as per the Disciplinary Code of these Procedures and Work Rules.

Any problems or questions that arise on any work call should be addressed to the department head or Job Steward, not to the customer or to other workers. If the issue cannot be resolved at that level, the Business Agent will be contacted for assistance.

All persons are required to be neat and clean, with a professional appearance; and to wear clothing without rips, tears or offensive graphics or slogans. For safety reasons, large jewelry is not recommended, and long hair should be tied back. Personal Protective Equipment (PPE) or specific attire may be required.

For the safety of all persons, telephones and other personal electronic devices are not permitted to be used except during breaks and meals or special circumstances permitted by production.

All persons are required to arrive at work calls with appropriate tools to perform assigned jobs. See Appendix A for suggested tool lists for departments.

Individuals are required to bring photo identification and badges if required by the customer.

Specific venues or customers may have additional work rules that all referrals shall follow on that job.

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V. REFERRAL PROCEDURE

Local 900 refers persons to employers in accordance with terms of its agreements with employers. In referring persons the Business Agent and Call Steward take into consideration what they know about (a) the employer's needs or requests, (b) the person's skills, abilities, and experience, (c) the person's job performance and reliability, including the person's adherence to these Referral Rules, and (d) the person's availability. Lists and skill sets are maintained on CallSteward.com.

Local 900 refers qualified persons without regard to union membership, race, color, creed, national origin, gender, age, or sexual orientation.

Occasionally employers request the referral of specific individuals; the Referral Hall will attempt to place requested individuals on the call regardless of their position on the Referral Hall list.

In cases where employers require employees with special skills and abilities, the Referral Hall shall refer the first person on the current Referral Hall list who demonstrates possession of such skills.

VI. REMOVAL FROM LIST

Persons may be removed from the Referral Hall List if the Business Agent or Call Steward is unable to contact the person on three consecutive occasions. An exception will be made in the event of a bona fide illness, emergency, or military service.

VII. SUSPENSION FROM LIST

A person shall be suspended from the Referral Hall List as specified under the Discipline Code of these Procedures and Work Rules.

A person will be notified of any violation of the Disciplinary Code and the date they will be suspended from the Referral Hall Lists.

The maximum penalty provided in the Disciplinary Code may be imposed automatically by the Business Agent or Referral Hall Committee upon receipt of a written complaint from a job steward or employer, unless the person files a timely appeal. See Section IX, Appeals.

If a timely appeal is filed, no penalty shall be imposed until the appeal procedure has been completed, except for immediate suspensions for Major Offenses as provided in these Rules and Regulations.

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VIII. DISCIPLINARY CODE

A. LIST OF OFFENSES

1. Major Offenses

- a. Conviction of a felony that occurs at the work place.
- b. Fighting with intent to cause bodily harm, with the exception of self-defense.
- c. Theft at the workplace.

2. Serious Offenses

- a. Falsifying qualifications on resume.
- b. Sexual harassment (As defined by Federal guidelines).
- c. Directing profanity or a verbal threat to any client, official, referral, or employee, Business Agent or appointed steward while at work, or in the process of coming to or leaving work.
- d. Making threatening or harassing communications, such as voice message, text, email, social media, or letter to any client, official, referral, or employee, Business Agent or appointed steward.
- e. Conduct or behavior damaging to the Referral Hall System's relations with employers, or conduct or behavior that obstructs the ability of the Referral Hall System to carry out its duties and obligations.
- f. Consumption of or being under the influence of alcohol or a controlled substance at work.
- g. Leaving a job, except for good cause, without being released by the Job Steward, Business Agent or other authorized representative.

3. Minor Offenses

- a. No Call No Show – After accepting a referral, failure to sign in by call time without notifying job steward or call steward by call time, except for good cause.
- b. Failure to appear before Referral Hall Committee upon request.
- c. Being removed from the call by a client or venue representative. – For example Disruption in the Workplace.
- d. Tardiness – Failure to sign in by call time. It is expected that referents will report to the Job Steward fifteen (15) minutes before the posted call time.
- e. Doubling up without permission of the Business Agent.
- f. Violation of OSHA safety rules, or of an employer's safety standards, after warning.
- g. Chronic calling off of calls - Calling the Call Steward to say they can no longer accept a call, after confirmation, three (3) consecutive times or three (3) times in twelve (12) months.
- h. Chronic Declining of calls - six (6) consecutive declines or six (6) declines in three (3) months. To avoid fines for chronically declining calls, referrals who cannot or choose not to accept calls, may change their status to Inactive by notifying the Call Steward in writing.
- i. Failure to notify the Call Steward when you have accepted two different calls for the same time period that will result in a No Show for one of the calls.
- j. Chronic Violations of the Local 900 Referral Hall Work Rules (See section IV).

B. PENALTEIS

Commission of any of the above-mentioned offenses shall be penalized by fines, suspensions, and/or removal from the Referral Hall List as follows:

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	Major Offense	Serious Offense	Minor Offense
First Offense	Permanent removal from referral list	\$100 and 30 days	\$25
Second Offense	N/A	\$100 and 60 days	\$50
Third Offense	N/A	Becomes first major offense	Becomes first serious offense

In the case of a Major offense, the individual may only be reinstated with the approval of the Executive Board and the Referral Hall Committee.

All fines must be paid before reinstatement to the referral list.

Three (3) minor offenses of any kind within one (1) rolling year equal a serious offense. Three (3) serious offenses of any kind within one (1) rolling year equal a major offense.

In addition to penalties expressly provided under the various sections of these Referral Hall Procedures, any participant of the Referral Hall System who shall breach their duty as a participant by violation of the express provisions of these Referral Hall Procedures and Work Rules, or such conduct as is detrimental to the advancement of purposes which this Referral Hall pursues, or as would reflect discreditably upon the Referral Hall, shall be subject to discipline in the manner set forth by the Referral Hall Committee.

IX. APPEALS

- A. Referents may appeal any penalty imposed, or any alleged violation of the Procedures and Work Rules, to the Referral Hall Committee. If cause is presented and agreed upon, the referent may request replacement of one or more named Committee members for his or her appeal. In that case, the President shall appoint a member at large to serve on the Referral Hall Committee for the appeal.
- B. Such appeal must be filed within seven (7) business days of referent's notice of charges. All appeals shall be submitted in writing by email or letter to the office of the Local 900 Union and will be brought to the attention of the Referral Hall Committee.
- C. The written appeal must clearly and specifically describe the subject matter of the appeal, and the relief requested.
- D. The Referral Hall Committee shall hold a hearing on the appeal within thirty (30) days of receipt of the appeal, except for extenuating circumstances, in which case a hearing shall be held within ninety (90) calendar days of receipt of the appeal. In order to promote the free exchange of facts and informality, no party shall have the right to legal counsel at a hearing. The appellant may or may not be required to attend said hearing.
- E. The Referral Hall Committee may affirm the penalty, overturn the penalty, or reduce the penalty, but may not increase the penalty. The decision of the Referral Hall Committee shall be final and binding on all parties.
- F. A referent may also appeal the assessment of their qualifications as determined by the Business Agent or the Referral Hall Committee.

X. CHANGES TO THESE REFERRAL HALL RULES

Proposed alterations or amendments to these rules shall be submitted in writing. Changes or amendments shall be read at one regular or special meeting; if deemed favorable, a vote shall be held at a second regular

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or special meeting. Two-thirds (2/3) favorable vote is required for any changes or amendments. Notice shall be made to all members of Local 900 at least fifteen (15) days prior to any vote.

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APPENDIX A

TOOLS

An adjustable wrench is essential for all stage calls. A multi-tool is highly recommended as well. Additional recommended tools follow.

A. All Stage Referents

Flat blade screwdriver Phillips screwdriver
Open-ended adjustable wrench Small flashlight
Knife
Tape measure
Hammer
Gloves
Safety glasses Pencil
Allen key set

B. Additional Tools by Department

Carpentry:
Cordless screw driver and bits
Socket set
Flat bar
Up-Rigger:
Rope (appropriate length for venue)
Electrics:
Voltage detector or multi-meter
Diagonal cutters
Audio:
Small screwdrivers
Video:
Allen key set

C. Wardrobe Referrals

Scissors (in sheath)
Apron
Needle and thread (in a case)
Small flashlight (bite-light)
Pencil
Notepaper
Safety pins

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APPENDIX B

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 or she 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. Property Damage, Accident or Injury: The following applies for employees who damage property or are involved in an accident or injuries.
 - 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. For any vehicle or equipment accident, the employee may be subject to drug and alcohol testing where reasonable cause exists.
 - c. For any property, vehicle, equipment, building, exhibit and or produce damage of one thousand dollars (\$1,000.00) or more, the employee may

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be subject to drug and alcohol testing where reasonable cause exists. d. 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 of time. 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 parities positive test confirmation based upon the following cutoff levels:

Drugs Included	Screening Cutoff	Confirmation Cutoff
Amphetamines	500 ng/ml	500 ng/ml
Cocaine	300 ng/ml	150 ng/ml
Marijuana (THC)	100 ng/ml	50 ng/ml
Opiates Group	300 ng/ml	300 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 0.08 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. 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

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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.

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EXHIBIT A

CONDITION OF REINSTATEMENT AGREEMENT

I understand that my reinstatement to employment with UTP Group and Productions, Inc. is conditioned upon and subject to my satisfactorily fulfilling the following terms:

1. Contacting a drug referral center, my personal physician, or a specialist of my choice for an evaluation at my expense for obtaining a written drug or alcohol evaluation.
2. Secure a doctors release to work, stating that you are fit to work.
3. I understand that upon my return to employment, I am required to meet all of UTP Group established substance abuse policies.
4. Nothing contained herein shall be construed as a waiver of the Company's right to take normal disciplinary actions against me under existing policies and procedures for unsatisfactory work performance or misconduct. My use of or treatment for use of alcohol or controlled substances shall not constitute a mitigating circumstance.

Date: _____

Employee Signature: _____

Printed Name: _____