



**MAV Event Services LLC
Policy & Procedure Handbook
1/11/24 V1.1**

IN THE BEGINNING...

MAV Event Services began in 2009, with the mission of weaving our way through the 2009 Boise State Bronco Football season as their contracted event management Company. However, “MAV” dates back to 1982/83 where our owner, Mark Allen Vucinich, attended Boise State University as a student and worked special event security and special event parking details. Then in 1987, Mark, was hired by the Los Angeles Police Department.

During his time in Los Angeles, he worked many off-duty special events including crowd control details, on and off sites at various Hollywood movie sets, VIP and dignitary protection details, fraternity parties at the University of Southern California and on-duty patrol for the then, Los Angeles Raiders, in the Los Angeles Coliseum.

In 1994, he moved his family back to Idaho and resumed his law enforcement career with the Boise Police Department. It wasn't long after moving back that he, once again, began working in an off-duty capacity in the field of crowd management for the Boise State Pavilion, currently known as the ExtraMile Arena and Bronco Stadium, currently known as Albertson Stadium. He continued to build on his knowledge and expertise by working at other venues like the Ford Idaho Center, ICCU Arena, Western Idaho Fair and many others.

In 1999, he was offered the position as Director of Security for events at Boise State University, in which he gladly accepted. In 2009, when MAV Event Services began, it was from that day forward that nothing, but good things happened thanks, in large part, to all the great work by the staff at MAV Event Services. Our mission had just begun...

OUR MISSION

Our Mission is to deliver quality crowd management and customer service, and to ensure that every event is a positive and safe experience.

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COMPANY POLICY AND PROCEDURE

Section 1 Introduction

1.1 Welcome to MAV Event Services, Inc. (Company) of Star, Idaho. We want to welcome you to MAV Event Services. We appreciate the fact that you have chosen to work with us and hope your experience is a fulfilling one. The rewards are endless for those who enjoy this type of work. Not only do you get to meet new people every time you take the front lines, but you also get to be a part of an unforgettable event. Our goal is to ensure that the clients feel the same way and want us back for their next event. The information in this Handbook is how we will accomplish that goal.

1.2 Employee Handbook - This Employee Handbook is designed to summarize certain personnel policies and benefits of MAV Event Services, and to acquaint employees with many of the rules concerning employment with the Company. This Handbook applies to all employees, and compliance with the Company's policies is a condition of employment. This Handbook supersedes all previous employment policies, written and oral, express, and implied. The Company reserves the right to modify, rescind, delete, or add to the provisions of this Handbook from time to time in its sole and absolute discretion. This Handbook is not a binding contract between the Company and its employees, nor is it intended to alter the at-will employment relationship between the Company and its employees. The Company reserves the right to interpret the policies in this Handbook and to deviate from them when in its discretion, it determines it is appropriate.

1.3 Change in Policy - Since our business is constantly changing, the Company expressly reserves the right to revise, modify, delete, or add to all policies, procedures, work rules, or benefits stated in this Handbook or in any other document, except for the policy of at-will employment as described below. No oral statements or representations can in any way alter the provisions of this Handbook. Nothing in this Handbook, or any other document, ceases or is intended to create promise or representation of continued employment for any employee. Any change to your at-will employment status, described below, must be in writing and must be signed by the Company.

1.4 Employment-At-Will - Employment with the Company is on an at-will basis, unless otherwise specified in a written employment agreement. You are free to resign at any time, for any reason, with or without notice. Similarly, the Company is free to conclude the employment relationship at any time for any lawful reason, with or without cause, and with or without notice.

Nothing in this Handbook will limit the right of either party to terminate an at-will employment. No section of this Handbook is meant to be construed, nor should be construed, as establishing anything other than an employment-at-will relationship. This Handbook does not limit management's discretion to make personnel decisions such as reassignment, change of wages and benefits, demotion, etc. No person other than the President of the Company has the authority to make any such agreement, which is only binding if it is in writing and signed by the President of the Company.

Section 2 Employment Policies

2.1 Employee Classifications

- A. **A Full-Time Employee** is not a temporary employee, independent contractors, or independent consultants and who are regularly scheduled to work a 40-hour work week.

- B. **A Temporary Employee** is someone who is hired to work temporary assignments or events of limited duration and a Temporary Employee can be let go before the end of the defined period. All temporary employees are at-will regardless of the anticipated duration of the assignment. Temporary employees retain that status unless, and until, notified in writing of a change. If a Temporary Employee does not sign up, or has not been approved for an assignment within a 60- day period of time, that temporary employee will be placed on the inactive list, and will be deactivated from the assignment notification program (Sling) used by MAV.

2.2 Equal Employment Opportunity - It is the policy of the Company to offer equal employment opportunities to all employees and applicants, with the exception being those who are not able to pass the background check for past criminal records, or those physically unable to complete the tasks at hand. We are a Security Company, whose clients hire our company to safeguard their guests, their events, and their assets. We offer equal employment opportunities without regard to race, religion, creed, color or any other classification protected by applicable local, state, or federal laws.

2.3 Immigration Policy - MAV Event Services is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

Former employees that are rehired must also complete the form if they have not completed an I-9 with the company within the past three years, or if their previous I-9 is no longer retained or valid.

2.4 Confidentiality - In the course of employment with the Company, employees may have access to “Confidential Information” regarding the Company, which may include its business strategy, future events/plans, financial information, contracts, customers, personnel information, or other information that the Company considers proprietary and confidential. Maintaining the confidentiality of the information is vital to the Company’s competitive position in the industry and, ultimately, to its ability to achieve financial success and stability. Employees must protect this information by safeguarding it when in use, using it only for the business of the Company, and disclosing it only when authorized to do so. and to those who have a legitimate business need to know. This duty of confidentiality applies whether the employee is working the Company’s event, and even after the end of the employee’s employment with the Company. This duty of confidentiality also applies to communications transmitted by the Company’s electronic communications. **As a condition of employment with the Company, all employees must sign a Confidentiality Agreement**

2.5 Recruiting/Hiring - MAV works with a company that offers a recruiting package. We have shifts available most all days and hours, so we are always recruiting and always hiring from our on-line recruiting process. From this list of candidates, we will require proper documents be submitted. After this is complete, there we will **background check** for all candidates, The results of this background check will be a condition of employment for all candidates. MAV is a company that is hired by our clients to safeguard their guests, their events, and their assets. Therefore, we are only able to hire the candidates that pass our background check. Falsified Applications will result in immediate termination of employment if found that the employee did so intentionally.

2.6 Disability Accommodations - Any reasonable accommodation for disabilities will be made. Employees with a disability must inform the supervisor/recruiter if such an accommodation is needed. The Company will determine what constitutes a reasonable accommodation on a case-by-case basis. Disability information is treated as confidential and will be shared with administrators only on the need to now basis, MAV Event Services will not provide accommodations without proper documentation.

2.7 Required Forms for Hiring - When candidates apply to work for MAV, they will need the following documents to start the process:

- A. An Employment-At-Will Statement signed
- B. I-9 Form - Employment Eligibility Verification
- C. W-4 Form - Employee’s Withholding Certificate
- D. Valid Social Security Card

E. One of the following valid IDs: State Driver's License; State Identification Card; Military Identification Card; or Passport

2.8 Personnel Records - The Company maintains a personnel and payroll record for each employee as requested by law. Personnel files and payroll records are the property of the Company and may not be removed from the Company without written authorization. Because personnel files and payroll records are confidential, access to the records is restricted. Generally, only those who have a legitimate reason to review information in an employee's file are allowed to do so. Disclosure of personnel information to outside sources will be limited. However, the Company will cooperate with requests from authorized law enforcement, or local, state or federal agencies conducting official investigations and as otherwise legally required. By policy, the Company will provide only the former or present employee's dates of employment and position(s) held with the Company. Compensation information may also be verified if written authorization is provided by the employee.

Section 3 Hours of Work and Payroll Practices

3.1 Pay Periods and Paydays - Employees are paid on a bi-weekly basis. All employees are paid every-other Friday by **Direct Deposit only**. There is a delay of two weeks for each pay date as needed for Admin purposes. There is an annual pay date schedule available on the MAV Website, which will outline the work dates included in each pay date.

3.2 Overtime is paid when a Temporary Employee's hours exceed the 40-hour work week and authorized by the Company Management.

Temporary Employees are required to turn in their accurate time for each event worked, even if the Supervisor is required to do the same. This is done by logging on the MAV Website at maveventservices.com/employee. Times recorded are official business records and may not be altered without the employee's supervisor's approval and may not be falsified in any way.

3.3 Payroll Deductions are made each payday to comply with federal and state laws pertaining to taxes and insurance. Deductions will be made for the following Federal and State Income Tax Withholding, Social Security, Medicare, State Disability Insurance, and other items designated by you, or required by law (including a valid court order). You can adjust your federal and state income tax withholding by completing the proper federal or state form and submitting it to our Company Administrator.

At the start of each calendar year (by January 31st.), you will be supplied with your **Wage and Tax Statement (W2) form** for the prior year. This statement summarizes your income and deductions for the year. This will be supplied by the Company and

received by employees going to the MAV website for instructions after January 31st of each calendar year.

3.4 Wage Garnishment is a court order requiring an employer to remit part of any employee's wages to a third party to satisfy a just debt. Once the Company receives the legal paper ordering a garnishment, we are required, by law, to continue making deductions from your check until we have withheld the full amount, or until we receive legal papers from the court to stop the garnishment. Even if you have already paid the debt, we still need the legal papers to stop the garnishment.

3.5 Unexpected Event Cancellations - In the event of a last-minute cancellation by the client, for which the employee(s) has been assigned, every effort will be made to call and reach the employee to report the cancellation as soon as possible. These cancellations will need to be handled by the Company and will depend on the time of the cancellation and how much time they have allowed MAV to cancel employees. Late cancellations may result in a client paying a minimum towards payroll expenses.

Section 4 Standards of Conduct and Employee Performance

4.1 Diversity & Inclusion Policy - The Company is dedicated to creating and maintaining an atmosphere of diversity and inclusion for all. The Company's commitment in diversity applies to hiring practices, promotions, pay and benefits, terminating, training, team building, and more. Prospective employees and current employees alike are expected to treat each other and be treated with respect and dignity. We seek to foster an environment that promotes:

- A. A Healthy, collaborative, and courteous atmosphere.
- B. Adjustability, where appropriate to allow for an individual's personal needs.
- C. Engagement from all employees that allows for more varied insights.

4.2 Discipline and Standards of Conduct - As an at-will employer, the Company may impose discipline whenever it determines it is necessary or appropriate. Discipline may take various forms, including verbal counseling, written warnings, suspension, demotion, reassignment, or termination. The discipline imposed will depend on the circumstances of each case, therefore, discipline will not necessarily be imposed in any particular sequence. Moreover, at any time the Company determines it is appropriate, an employee may be terminated immediately.

Every organization must have certain standards of conduct to guide the behavior of employees. Although there is no possible way to identify every rule of conduct, the following is an illustrative list (not intended to be comprehensive, or to limit the Company's right to impose discipline for any other conduct it deems inappropriate). Keep in mind these standards of conduct apply to all employees whenever they are conducting Company business, (on or off Company property). Engaging in any

conduct the Company deems inappropriate may result in disciplinary action, up to and including termination. These actions include:

- A. Dishonesty;
- B. Falsification of the Company's records;
- C. Unauthorized use or possession of property that belongs to the Company, a coworker, customer, or the public;
- D. Possession or control of illegal drugs, weapons, explosives, or other dangerous or unauthorized materials;
- E. Fighting, engaging in threats of violence or violence, use of vulgar or abusive language, horseplay, practical jokes or other disorderly conduct that may endanger others or damage property;
- F. Insubordination, failure to perform assigned duties or failure to comply with the company's health, safety or other rules;
- G. Unauthorized or careless use of the Company's equipment or property;
- H. Unauthorized and/or excessive absenteeism or tardiness with regard to assignments or events;
- I. Lack of teamwork, poor communication, unsatisfactory performance, unprofessional conduct, or conduct improper for assignment;
- J. Sexual or other illegal harassment or discrimination
- K. Unauthorized use or disclosure of Company's confidential information;
- L. Consuming tobacco products while working on shift;
- M. Participate in Gambling for some gain, monetary or otherwise, while on shift.
- N. Violation of any Company policy;
- O. Consuming alcohol or any illegal substance while on shift or off-shift and while on client's premises and/or in Company uniform;

4.3 Dress Code - What we wear to work is a reflection of the pride we have in the Company, in what we do, and in ourselves. For that purpose, the Company provides the equipment and MAV logo apparel to be used for the various assignments performed. No MAV logo or Company apparel shall be worn for non-MAV assignments or events. In addition to the provided apparel, the employee will be required to dress in the following:

- A. Black pants/shorts supplied by employee
- B. Substantial black shoes (comfortable for walking and standing for long periods of time), supplied by the employee
- C. Black socks supplied by the employee
- D. MAV logo shirts that are to be tucked in at all times during the assignment.
- E. Employees are provided with MAV Company Jackets for colder outdoor assignments.

MAV logo apparel items are to be returned to the Company at the end of the event/ assignment for cleaning and sanitary purposes, unless otherwise approved, and documented, by management.

Some of the items of apparel that are not acceptable for a MAV assignment are:

- A. Open-toed shoes;
- B. Torn or faded black pants;
- C. Leggings;
- D. Non-MAV hats

4.4 Safety - The Company is committed to a “safety first” workplace. It is the employee’s responsibility to take steps to work in a safe manner by remaining safety-conscious in all situations. To begin, each employee is to sign the Pre-Shift Briefing Sheet whenever working with a Supervisor. This is to ensure that the Supervisor has reviewed any potential safety issues for that particular event. Event briefings will cover fire safety guidelines and evacuation plans at every event, All employees are responsible for the following:

- A. Employees are expected to promptly report all unsafe conditions, accidents, and injuries, regardless of how minor so that any potential hazards can be corrected.
- B. This should be reported on the After-Action Report (AAR) at the conclusion of each event as requested.
- C. This AAR report form is to be found by going to the MAV Website at maveventservices.com/employee.

4.5 Substance and Abuse - The Company is committed to it’s employees having a safe and productive work environment. In keeping with this commitment, it maintains a strict policy against the use of alcohol, and the unlawful use of drugs while working for the Company. Consequently, no employee may consume or possess alcohol, or use, possess, sell, purchase, or transfer illegal drugs at any time while on the Company’s business, or while using a Company vehicle or equipment, or at any location during work time.

No employee may report to work with illegal drugs or alcohol in his or her bodily system. “Illegal drug” means any drug that is not legally obtainable or that has not been legally obtained by that employee. Any violation of this policy will result in disciplinary action, up to and including termination.

No MAV attire or equipment may be worn, or used, by the employee except when on assignment by the Company. Any violation of this policy will result in disciplinary action, up to and including termination.

When the Company deems it appropriate, employees may be required to submit to search of their personal vehicle, parcels, purses, handbags, backpacks, briefcases or any other possession or articles as related to a workplace incident.

4.6 Internet, Email, and Computer Use Policy - The Company uses various forms of electronic communication including, but not limited to: computers, email, telephones, voicemail, messaging, Internet, cell phones, and smart phones (“electronic communications”). The electronic communications, including all software, databases, hardware, and digital files, remain the sole property of the Company and are to be used only for Company business and not for personal use.

The following rules apply to all forms of electronic communications and media that are: (1) accessed on or from the Company’s premises; (2) accessed using the Company’s computer or telecommunications equipment, or via Company-paid access methods, and/or (3) used in a manner which identifies the Company. The following list is not exhaustive, and the Company may implement additional rules from time to time.

- A. Electronic communications and media may not be used in any manner that would be discriminatory, harassing, or obscene, or for any other purpose that is illegal, against Company policy, or not in the best interest of the Company or the client. Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions will be subject to discipline, up to and including termination. Employees may not install personal software on the Company’s computer systems.
- B. Employee’s own electronic device may be used during an assignment for recording notes or pictures relating to that assignment, to be used, or transmitted to their immediate Supervisor or the Company’s Human Resources, as per their training requires. Otherwise, employee’s own electronic media may only be used during breaks. All other company policies, including the Company’s no-tolerance for discrimination, harassment, or retaliation in the workplace apply.
- C. All electronic information created by any employee on the Company time, or transmitted to Company Property using any means of electronic communication is Company Property and remains Company Property. You should not assume that any electronic communications are private or confidential and should transmit personal sensitive information in other ways. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the Company’s ownership of the electronic information. The Company will override all personal passwords if necessary for any reason.
- D. The Company reserves the right to access and review electronic files,

messages, internet use, blogs, “tweets”, messages, email, voicemail, and other digital archives, and monitor the use of electronic communications as necessary to ensure that no misuse or violation of Company policy or any law occurs. All such information may be used and or disclosed to others, in accordance with business needs and the law. The Company reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system.

- E. Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by The Company’s management. No employee may install or use anonymous email transmission programs or encryption of email communication.
- F. Employees who use devices on which information may be received and/or stored, including but not limited to cell phones, cordless phones, portable computers, fax machines, and voicemail communications are required to use these methods in strict compliance with the Confidentially section of this Handbook. These communication tools should not be used for communicating confidential or sensitive information or any trade secrets.
- G. Access to the Internet, website, and other types of Company-paid computer access are to be used for Company-related business only. Any information about MAV Event Services, its products, or services, or other types of information that will appear in the electronic media about the Company must be approved before the information is placed on any electronic information resource that is accessible to others.

4.7 Cell Phone Policy - Unless authorized by the Company, to be used strictly for business purposes (4.6B), cell phones are not to be used while on duty.

4.8 Recording Devices - MAV Employees are NEVER permitted to record still pictures, video, or audio at events. This is extremely important for our clients and therefore, extremely important to MAV. If a MAV Employee is caught using a recording device for this purpose, it may result in disciplinary action up to, and including termination,

Section 5 Employee Benefits and Services

5.1 General - Aside from those benefits required by state and federal regulations, MAV Event Services also offers additional benefits for its at-will employees. From time to time, benefits may be added or deleted. The Company reserves the right to make such changes.

This Handbook does not contain the complete terms and or conditions of any of the Company's current benefit plans. It is intended only to provide general explanations. For information regarding employee benefits and services, employees should check the website at maveventservices.com.

5.2 Workers' Compensation - All states have Workers' Compensation laws whose purpose is to promote the general welfare of people by providing compensation for accidental injuries or death suffered in the course of employment. These laws are designed to provide protection to workers suffering occupational disabilities through accidents arising out of, and in the course of employment.

5/3 Social Security Benefits (FICA) - During your employment, you, and the Company both contribute funds to the federal government to support the Social Security Program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

5.4 State Unemployment insurance - The Company pays a state and federal tax to provide employees with unemployment insurance coverage in the event they become unemployed through no fault of their own or due to circumstances described by law. This insurance is administered by applicable state agencies, who determine eligibility for benefits, the amount of benefits (if any), and duration of benefits.

5.5 Simple IRA - This is a retirement investment program offered by MAV that will match **100% of the first 3%** you invest. You can choose from a variety of investment options and the amount you wish to invest from each payroll check. Employees **MUST** earn at least \$5,000 during the calendar year to become eligible. All MAV Employees are 100% vested from day one.

5.6 Incentive Payroll Rate increases - Each MAV employee has a starting rate per hour. For every **100 hours** worked, the MAV Employee will receive a .25 cent raise up to a base rate cap of \$18 per hour for "Events". These hours will be counted from January 1st each year through November 30th. Once an employee has reached their cap per hour, annual performance reviews are conducted, and any increase in compensation is based on **contribution, performance, and professional development**. An Hours Worked Report is run on the first day of every month **only** and any eligible raises are updated at that time (based on completed pay cycles to date).

5.7 Year-End Bonus Incentive -For hours worked from January 1st, through November 30th, based on payroll cycles and pay distributed during those time, hourly MAV Employees will have the opportunity to earn an annual incentive based on the total number of hours worked during that time period. To be eligible for the annual contribution incentive, an employee must work **AT LEAST 300 HOURS** during the listed time period. Eligible employees will earn an additional .25 cents per hour for hours worked during the year. Example: 1,000 hours worked would equal an incentive

of \$250 for the year-end bonus. This does not constitute a permanent raise, simply a one-time incentive for hours worked during the 1/1 through 11/30 time period.

Section 6 Security

6.1 Security Administration - The purpose of this program is to ensure the safest event possible for employees, patron, and their guests. Any modifications to this policy are at the discretion of MAV Management.

6.2 Responsibility for Equipment - Assigned Supervisors will need to fill out the Equipment Request for upcoming events at least 72 hours in advance. If MAV equipment is needed for a specific event, for which a single employee has been assigned, the employee will need to fill out an Equipment Request form on the website. This form is found on maveventservices.com/employee. If at all possible, this form should be filled out 72 hours in advance of the Event. That way we can ensure that the equipment is available. Whoever checks out the equipment will be responsible for getting it back into inventory within 2 days after the event.

6.3 Restraints - To include handcuffs, Zip tie cuffs, hobble ties, etc., or any item(s) or devices that are typically used to restrain a person are prohibited to use, carry, or conceal by MAV employees during their employment with MAV Event Services. The exception to this is a certified law enforcement officers, or MAV employees assigned and trained to work the prisoner medical watch detail for the Ada County Sheriff's Office at local hospitals.

6.4 Weapons - No employee will be allowed to be in possession of any listed weapon unless specifically approved by MAV Event Services Management. Unacceptable weapons include, but are not limited to: firearms, knives, pepper spray, tasers, stun guns, brass knuckles, sap, batons or any other item deemed inappropriate by MAV Management or Supervisory staff. Off duty Law Enforcement are exempt from this policy.

Section 7 Training and Development

7.1 Certification - There are certifications necessary to work various details for MAV Event Services. It is the responsibility of employees to obtain any certifications deemed necessary prior to applying/working that specific detail. These are, but are not limited to the following:

- A. AED Training (Automated External Defibrillators)
- B. TIPS Certification (Training for Intervention Procedure)
- C. Fake ID Training
- D. Crowd Management
- E. Traffic Control Certification

7.2 Training - Training sessions are offered periodically by MAV Event Services, whether on-line, in person and on-the-job. Employees are encouraged to participate to further their knowledge and skills as a MAV Customer Service employee. In addition, training will be completed at each event briefing given before a major event. Employees are required to acknowledge they received and understood the training at each Event briefing by signing the "BRIEFING NOTES FORM" (See page 19 for BRIEFING NOTES FORM). Employees will further be notified of training sessions as they become available.

Section 8 Miscellaneous

8.1 Out of Town Travel - MAV has clients that require some travel to and from the event. Employees, who choose to be included in these events, will be compensated for this travel in different ways as determined by the client's needs. These travel arrangements will be determined in advance and will be discussed with the employees who choose to work this assignment. Compensation could be **ONE** of the following:

- A. The employee will be paid their regular MAV employee rate and, in addition, be given a **set amount** for their travel time.

- B. The employee may be given a temporary higher regular rate for the hours they work during the event. They are only paid for the hours they work while out of town, and possibly at a higher rate per hour designated by Company management. No travel time is compensated.

This Travel Compensation choice will be decided by The Company for each individual event or assignment and will be explained to the employee before they agree to take on the assignment.

8.2 Business Gifts, Donations, Tips - Employees of MAV Event Services are not allowed to receive gifts, donations, or tips while at work. Any gifts, donations, or tips received must be turned in to the Supervisor present at the event for acknowledgement and delivery to the deserving Company employee.

8.3 Autographs, Photos, Casual Interaction with artist, or VIP - Our mission is to ensure the safety of the artist, their assistant, or anyone considered VIP and, to conduct ourselves in any other manner will jeopardize that task. All staff are expected to maintain the highest level of professionalism at all times. Any employee seen or having been the cause of a complaint, due to acting in such behavior, may face termination. Artist, artist assistance and VIP's all expect professional, ethical staff to provide the highest level of security. We owe it to everyone, including the venue that hired us, to be the best of the best.

Prohibited actions:

- A. Seeking Autographs
- B. Requesting or seeking Photographs
- C. Casual conversations
- D. Acceptance of gifts, tips, or any gratuity
- E. Loitering in the general vicinity without a task
- F. Sitting/Reading
- G. Talking or texting on cell phone

Protocol:

- A. Stand tall in a professional manner with hands outside of pockets.
- B. If the assignment is to be sitting in a chair, you still need to sit in a tall and professional manner. Show alertness...
- C. Be cordial but alert and smile...
- D. Expect the unexpected and be ready to react to ensure their safety...

8.4 Personnel Data Changes - It is the responsibility of each employee to provide current information regarding their address, email address, telephone number, insurance beneficiaries, change in dependents, marital status, etc. Please log into paylocity.com and go to your self-service portal to make these changes.

8.5 Employee Parking - Employees will need to check their SLING assignment for parking arrangements. Employees must park in the appropriate area for each event. It is the employee's responsibility to obey all parking rules, laws, and regulations. Any parking tickets or autos being towed will not be compensated by MAV Event Services but will be the sole responsibility of the employee.

8.6 Employment of Relatives - Employment of relatives (Nepotism) will be acceptable as long as the relationship does not affect business operations in a negative manner.

At-Will Acknowledgment Form

I, _____ acknowledge that my employment with MAV Event Services is an at-will relationship, that has no specific duration. This means that I can resign my employment at any time, with, or without reason, or advance notice, and that MAV Event Services has the right to terminate my employment at any time, with or without reason, or advance notice.

I also acknowledge that no officer, supervisor, or employee of MAV Event Services, other than the Director of Operations, Human Resources, and the President/Owner of MAV Event Services has the authority to promise or agree to any substantive terms or conditions of employment different from those stated in the written guidelines and policies contained in the employee handbook I received from MAV Event Services. I understand that any different employment agreement or arrangement entered into by Management must be clearly stated in writing and signed by that individual.

Furthermore, I acknowledge that the employee handbook I received from MAV Event Services is neither a contract of employment, nor a legal document, and nothing in the handbook creates an expressed or implied contract of employment. I understand that any changes made by MAV Event Services with respect to its policies, procedures, or programs can supersede, modify, or eliminate any of the policies, programs outlined in the handbook. I accept responsibility for familiarizing myself with the information it contains and will consult my supervisor if I have any questions that are not answered in the handbook.

Print Name: _____

Signed: _____

Date: _____

Employee Handbook Acknowledgement

I, _____, hereby acknowledge that I have received a copy of MAV Event Services' Employee Handbook, which provides guidelines on the policies, procedures, and programs affecting my employment with this organization. I understand that MAV Event Services can, at its sole discretion, modify, eliminate, revise, or deviate from the guidelines and information in this handbook as circumstances or situations warrant. I also understand that any changes made by MAV Event Services with respect to its policies, procedures, or programs can supersede, modify, or eliminate any of the policies, procedures, or programs outlined in this handbook. I accept responsibility for familiarizing myself with the information in this handbook and will seek verification or clarification of its terms or guidance where necessary.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document and nothing in the handbook creates an express or implied contract of employment. I understand that I should consult my supervisor if I have any questions that are not answered in this handbook,

Printed Name: _____

Signed: _____

Date: _____

Confidentiality Agreement

It is understood and agreed to that the employee and MAV Event Services is likely to exchange certain information that may be considered confidential. To ensure the protection of such information and in consideration of the agreement to exchange said information, the parties agree as follows:

The confidential information to be disclosed by MAV Event Services under this Agreement can be described as and includes: Business information relating to proprietary ideas, patentable ideas copyrights and/or trade secrets, existing and/or contemplated services, costs, profit and margin information, finances and financial projections, customers, clients, marketing, and current or future business plans and models, regardless of whether such information is designated as Confidential Information at the time of its disclosure.

In addition to the above, confidential information shall also include, and the employee shall have a duty to protect, other confidential and/or sensitive information which is disclosed by MAV Event Services in any manner identified as confidential at the time of disclosure.

Employees shall use confidential information only for business related reasons. Employees shall limit disclosure of confidential information within its own organization to its directors, officers, partners, members and/or employees having a need to know and shall not disclose confidential information to any third party (whether an individual, corporation or other entity).

This agreement shall not be construed as creating, conveying, transferring, granting, or conferring upon the employee and rights, license or authority in or to the information exchanged, except the limited right to use Confidential Information specified in paragraph 2. Furthermore, and specifically, no license or conveyance of any intellectual property rights is granted or implied by this agreement.

If there is a breach or threatened breach of any provision of this agreement, it is agreed and understood that MAV Event Services may take appropriate disciplinary action.

If any of the provisions of this Agreement are found to be unenforceable, the remainder shall be enforced as fully as possible, and the unenforceable provision(s) shall be deemed modified to the limited extent required to permit enforcement of the agreement as a whole.

This is an acknowledgement that the employee has read and understands this agreement and voluntarily accepts the duties and obligations set forth herein.

Sign: _____ Date: _____

BRIEFING NOTES FORM



BRIEFING NOTES

MAV Event Services
1483 S Blue Jay
Eagle, Idaho 83616

***Event Management**

***Security Services**

***Traffic Control**

***Parking Services**

***Crowd Management**

***Usher/Ticket Taking**

***Private Security**

***Mobile Security Patrol**

***Asset Protection**

MAV Administration

- Direct Deposit ONLY
- MAV Website- Employee section
- Use of Sling for shift scheduling
- Update personal contact information
- MAV is 100% PAPERLESS
- COMPLETE timecard immediately following event
- MAV hats, fanny packs, and backpacks available for purchase
- Refer applicants to MAV Website
- MAV Simple IRA Match first 3%
- Upcoming events

Event Name:
Event Location:
Event Time(s):
Event Contact and Phone #:

Event Supervisor and phone #:

MAV Radio Channel: () Limit radio traffic and give complete and precise information

- Welcome and thank EVERY Patron
- Safety First. Watch where you walk and keep a watchful eye on everyone
- See something: Say something
- Review event area and note any hazards in your immediate assigned location
- Report any hazards or unsafe conditions to MAV Supervisor immediately
- Code Adam for any missing child. We need complete descriptions clothing, looks, name, parents. MAV Supervisor will coordinate with client and local first responders
- Report any issues immediately to MAV Supervisor. MAV Supervisor to report to event/venue leadership
- Familiarize yourself with the event location layout. Bathroom locations, exits, any hazards, staff locations, ATM, concessions, etc...
- DO NOT leave post until relieved!
- Drink water and remain hydrated. No eating while on post.
- No smoking or vaping while in MAV uniform or on site at event
- Check in/out with MAV Supervisor for accurate time keeping
- ALL MAV gear MUST be returned, inspected, and checked-in after the event
- We are 100% hands off and we never touch patrons
- Ensure proper use of all MAV gear
- Venue evacuation procedure and process
- Event ejection process and procedure
- All clothing must remain neat and clean. Ensure shirts are tucked in and coats (if used) are buttoned or zipped up

Site Specific Safety

- Weather forecast-
-
-
-

MAV Employee Signatures

-
-
-
-

Emergency Contact Information

- Local Law Enforcement-
- EMT Services-
- Closest Transport Hospital-

-
-
-

Individual Assignment Procedures Training

- Entry Screening
- Asset Protection
- Access Control
- Bag Search
- Hand Wanding
- MAG Usage
- TIPS ID Check
- Customer Service
- Parking Process
- Certified Traffic Procedure

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MAV Supervisor confirms all briefing and safety notes covered for assigned event:

MAV Supervisor (Signature)

Date