



Policies and Procedures
5/5/23 Version

Welcome to Digital Dynamite!, new production rockstar! We are thrilled to have you on board and can't wait to see your talents shine as we take on the world of live entertainment together.

We promise you a thrilling ride filled with creativity, passion, and a whole lot of fun. From sold-out concerts to blockbuster shows, we're going to create some unforgettable memories that will leave audiences begging for more.

But it's not just about the glitz and glamour - we're a tight-knit team that supports and encourages each other every step of the way. So get ready to meet some amazing people, make new friends, and be a part of something truly special.

We know you're going to bring a unique energy and perspective to the team, and we can't wait to see what magic we can create together. So let's buckle up, turn up the volume, and get ready for an incredible journey.

Welcome aboard!

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Eligibility of Employment

All employees of DDP must provide documentation of eligibility to work within the United States prior to commencing employment with the company. This documentation must be in compliance with the requirements of the Immigration Reform and Control Act (IRCA) of 1986, and any subsequent amendments or updates. Furthermore, employees must notify management immediately of any changes in their immigration status that may affect their eligibility to work in the United States. This includes changes to their visa status, permanent residency status, or any other immigration-related status changes.

Any employee who fails to provide documentation of their eligibility to work in the United States or who fails to notify Human Resources of any changes in their immigration status may be subject to disciplinary action, up to and including termination of employment.

Procedure:

1. Prior to commencing employment with the company, employees must provide documentation of their eligibility to work in the United States. This documentation must be in compliance with the requirements of the Immigration Reform and Control Act (IRCA) of 1986, and any subsequent amendments or updates.
2. Employees must notify management immediately of any changes in their immigration status that may affect their eligibility to work in the United States. This includes changes to their visa status, permanent residency status, or any other immigration-related status changes.
3. Management will maintain records of employees' documentation of eligibility to work in the United States, as well as any changes to their immigration status.
4. Any employee who fails to provide documentation of their eligibility to work in the United States or who fails to notify management of any changes in their immigration status may be subject to disciplinary action, up to and including termination of employment.
5. The company will ensure that all employees receive appropriate training on the requirements of this policy, as well as on their individual responsibilities regarding their eligibility to work in the United States and the notification of any changes in their immigration status.

DDP is an equal opportunity employer and is committed to providing a work environment that is free from discrimination and harassment. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, or any other legally protected status. We welcome and encourage diversity in our workforce and strive to create a workplace that reflects the communities we serve.

DDP recognizes that individuals with criminal records may possess valuable skills and experiences, and therefore, we do not automatically disqualify individuals with criminal records from employment. However, we require full disclosure of any prior criminal convictions, as well as any new criminal convictions that may occur during employment.

All new employees of DDP must disclose any prior criminal convictions during the application process, and any current employees who are convicted of a crime must report the conviction to Human Resources immediately. Failure to disclose prior criminal convictions during the application process or failure to report new convictions may result in disciplinary action, up to and including termination of employment.

DDP will consider the nature and gravity of the offense, the length of time since the offense, and the relationship between the offense and the position when evaluating an applicant or employee with a criminal record. Additionally, DDP will comply with applicable laws and regulations regarding the employment of individuals with criminal records.

Procedure:

1. During the application process, all applicants must disclose any prior criminal convictions.
2. Any current employee who is convicted of a crime must report the conviction to Human Resources immediately.
3. Human Resources will evaluate each individual's criminal record on a case-by-case basis, considering the nature and gravity of the offense, the length of time since the offense, and the relationship between the offense and the position.
4. DDP will comply with applicable laws and regulations regarding the employment of individuals with criminal records.
5. Human Resources will maintain the confidentiality of an employee's criminal record in accordance with applicable laws and regulations.

Definitions of Employment

On-Call Employees and Freelance Contractors

On-call employees and freelance contractors are part-time, at-will employees and contractor without a set schedule who are able to accept or decline offered shifts based on their desire and availability. On-call employees and contractors are not entitled to employer benefits.

Explanation:

On-call employees and freelance contractors are considered part-time employees and contractors who work on an as-needed basis and are not guaranteed any specific number of hours or a regular work schedule. They are hired to provide services only when the DDP needs them.

As at-will employees and contractors, on-call employees and freelance contractors can choose to accept or decline the shifts offered to them based on their availability and preferences. However, it is important to note that frequent refusals of offered shifts may result in DDP reducing the frequency of offering shifts or discontinuing the employment relationship.

On-call employees and freelance contractors are not entitled to any benefits that full-time employees receive, including but not limited to health insurance, retirement benefits, paid vacation, or sick leave. However, they may be eligible for certain benefits mandated by law, such as workers' compensation.

On-call employees and freelance contractors are expected to comply with all applicable laws, regulations, and policies, including those related to attendance, punctuality, performance, and conduct. Failure to meet these expectations may result in disciplinary action, up to and including termination of employment.

To be considered eligible as a freelance contractor, it is necessary to provide a completed W9 form along with proof of business entity in the form of a valid business license or appropriate tax documents.

DDP reserves the right to modify or terminate the employment relationship with on-call employees and freelance contractors at any time, with or without cause, and without advance notice. DDP also reserves the right to modify or terminate this policy at any time, with or without advance notice.

Hourly Employees

Hourly employees are part-time employees with a semi-regular schedule who are paid a negotiated "per hour" rate. Hourly employees may be entitled to certain benefit packages offered at the time of employment.

Explanation:

Hourly employees are considered part-time employees who work a semi-regular schedule, meaning they have set hours but may not work the same number of hours every week. They are paid a negotiated per hour rate for the work they perform.

Hourly employees may be eligible for certain benefit packages offered at the time of employment, which may include health insurance, retirement benefits, paid vacation, or sick leave. The specific benefits offered will be outlined in the employee's employment contract or employee handbook.

Hourly employees are expected to comply with all applicable laws, regulations, and policies, including those related to attendance, punctuality, performance, and conduct. Failure to meet these expectations may result in disciplinary action, up to and including termination of employment.

DDP reserves the right to modify or terminate the employment relationship with hourly employees at any time, with or without cause, and without advance notice. DDP also reserves the right to modify or terminate the benefits offered to hourly employees at any time, with or without advance notice.

Hourly employees will be paid for all hours worked and are entitled to overtime pay for any hours worked over 40 hours in a workweek, in compliance with federal and state laws. DDP will keep accurate records of all hours worked by hourly employees. See the "Pay and Compensation" policy for more information.

Salary Employees

Salary employees are full-time employees who are paid a negotiated and contracted annual salary and negotiated benefits package.

Explanation:

Salary employees are full-time employees who work a set schedule and are paid a negotiated and contracted annual salary. This means that they are not paid based on the number of hours worked but rather for their job duties performed over the course of a year.

Salary employees are also entitled to a negotiated benefits package that may include health insurance, retirement benefits, paid vacation, or sick leave. The specific benefits offered will be outlined in the employee's employment contract or employee handbook.

Salary employees are expected to comply with all applicable laws, regulations, and policies, including those related to attendance, punctuality, performance, and conduct. Failure to meet these expectations may result in disciplinary action, up to and including termination of employment.

DDP reserves the right to modify or terminate the employment relationship with salary employees at any time, with or without cause, and without advance notice. DDP also reserves the right to modify or terminate the benefits offered to salary employees at any time, with or without advance notice.

Salary employees will not receive overtime pay for hours worked over 40 hours in a workweek, as they are not paid based on the number of hours worked. However, they may be entitled to additional compensation or time off for any work performed outside of their normal work hours, as outlined in their employment contract or employee handbook.

Salary employees will receive their salary payment on a regular basis, as outlined in their employment contract or employee handbook. DDP will keep accurate records of all payments made to salary employees.

Salary employees are prohibited from having outside employment. Seeking or obtaining outside employment may result in disciplinary action, up-to and including termination of employment.

Confidentiality statement

Hourly and salary employment can sometimes be considered confidential employment due to the nature of their work and access to sensitive financial information. Employees in these positions often handle payroll, budgets, financial statements, and other financial data that must be kept confidential.

To ensure the security and confidentiality of this information, DDP may require these employees to sign non-disclosure agreements and take additional measures to protect the information they handle. As such, discussing their pay and benefits with others may potentially breach their confidentiality agreement and compromise the security of the company's financial information. Violation of this policy may result in disciplinary action, up to and including termination of employment.

We understand that employees may have questions or concerns about their pay and benefits, and we encourage them to contact the Human Resources department for assistance. However, employees are reminded that discussing their pay and benefits with other employees is not an appropriate or acceptable means of addressing these concerns.

Pay and Compensation

All employees will be paid via electronic deposit every-other Friday. It is the responsibility of the employee to ensure that their direct deposit information is up-to-date and accurate. In the event of a holiday or unforeseen circumstances that may affect payroll processing, employees will be notified of any changes in the payment schedule.

DDP will automatically deduct all applicable federal and state taxes from on-call, hourly, and salary employees' paychecks, based on the information provided on their W4 form. This includes federal income tax, social security tax, Medicare tax, and any state and local taxes that are required by law.

Employees are responsible for ensuring that the information provided on their W4 form is accurate and up-to-date. Any changes to an employee's tax withholding status, such as changes in marital status, number of dependents, or additional income, must be promptly reported to Human Resources and updated on their W4 form.

DDP will comply with all applicable federal and state tax laws and regulations, and will provide employees with accurate and timely information regarding their tax obligations. Employees are encouraged to seek guidance from a qualified tax professional if they have any questions or concerns regarding their tax withholdings or obligations.

DDP will provide all freelance contractors with a 1099 tax form at the end of each calendar year. The 1099 form will reflect the total amount of payments made to the freelance contractor during the year.

Freelance contractors are responsible for reporting their income and paying any applicable taxes on that income. DDP will not withhold taxes from payments made to freelance contractors.

Freelance contractors should ensure that their contact information, including name, address, and Social Security or Taxpayer Identification Number, is accurate and up-to-date in our records. Failure to provide accurate information may result in delays or errors in the issuance of the 1099 form.

DDP will comply with all applicable federal and state tax laws and regulations, and will provide accurate and timely information to freelance contractors regarding their tax obligations. Freelance contractors are encouraged to seek guidance from a qualified tax professional if they have any questions or concerns regarding their tax obligations.

If a freelance contractor believes that their 1099 form is incorrect or incomplete, they should contact Human Resources as soon as possible to request a corrected form.

Employees may view their pay stubs and tax withholdings by accessing their online payroll account. Human Resources is available to answer any questions or concerns that employees may have regarding their tax withholdings or paychecks.

Daily pay rate for On-call and Freelance Positions:

Position	Full-Day Rate	Half-Day Rate
Stage Hand	\$300.00	\$150.00
Production Tech	\$350.00	\$175.00
Lead Production Tech	\$400.00	\$200.00
FOH Staff Position	\$450.00	Not Applicable
Driving Bonus	\$100.00	Not Applicable
Holiday Pay Bonus	\$100.00	Not Applicable
After Hours Bonus	\$100.00	Not Applicable
Overtime Bonus	\$100.00	Not Applicable
Travel Per Diem	\$50.00	Not Applicable

Job Descriptions

Stage Hand:

A stage hand is an individual who performs physical labor in support of live entertainment events. Their job responsibilities include loading and unloading equipment from trucks, moving and setting up equipment such as lighting, sound systems, and stage props, and other physical duties related to the deployment of live events.

Stage hands typically work behind the scenes and are responsible for ensuring that all equipment is set up properly and is in good working condition. They may also be responsible for running cables, rigging lights, and operating equipment during the event.

While a stage hand may not have extensive knowledge of the entertainment industry, they must be physically fit, able to lift heavy equipment, and have a basic understanding of how the equipment functions. They must also be able to work well as part of a team, follow directions from supervisors or managers, and be able to work efficiently under pressure.

Production Tech:

A production tech is an individual who has a foundation knowledge of the live entertainment industry and plays an active physical role in the deployment of live events. Their job responsibilities include coordinating with stage managers, set designers, lighting and sound technicians, and other production staff to ensure the smooth execution of the event.

Production techs are often responsible for setting up and testing equipment, running cables, and troubleshooting any technical issues that may arise during the event. They must have a strong understanding of lighting, sound, and other technical aspects of live entertainment and be able to quickly adapt to changes in the production schedule or equipment.

In addition to their technical expertise, production techs must also be able to work well as part of a team, follow directions from supervisors or managers, and be able to work efficiently under pressure. They may be responsible for managing other staff members or volunteers during the event, and must be able to communicate effectively and coordinate activities to ensure the success of the event.

Lead Production Tech:

The job of a Lead Production Tech involves an advanced level of knowledge and experience in the deployment of live entertainment events. This individual is responsible for overseeing and leading a team of production technicians to complete various tasks and ensure the event runs smoothly.

In addition to having a strong technical skill set, the Lead Production Tech is expected to possess excellent leadership and communication abilities. They must be able to effectively delegate tasks and provide direction to their team, while also being able to troubleshoot and problem-solve in high-pressure situations.

The Lead Production Tech must also have a thorough understanding of safety protocols and regulations related to live entertainment events, and be able to ensure that all team members are following proper procedures to minimize risk and ensure the safety of all involved.

FOH staff positions include but are not limited to:

Audio Engineer:

The job of an Audio Engineer involves an advanced level of knowledge and extensive experience in mixing live audio on various audio mixing consoles. This individual is responsible for ensuring that the sound quality at live events is of the highest possible standard.

The Audio Engineer is responsible for operating, maintaining, and troubleshooting audio equipment, such as mixing consoles, speakers, microphones, and amplifiers. They must have a deep understanding of signal flow, gain structure, and equalization, and must be able to make adjustments to these settings on the fly to achieve optimal sound quality.

In addition to technical skills, the Audio Engineer must possess excellent communication skills to work effectively with other members of the production team, including the band or performers, lighting technicians, and stagehands. They must also be able to work well under pressure and be able to troubleshoot and resolve technical issues quickly.

Lighting Director:

The job of a Lighting Director involves an advanced level of knowledge and extensive experience in operating and programming various lighting consoles for live entertainment lighting. This individual is responsible for designing, programming, and operating the lighting for live events, creating an immersive visual experience for the audience.

The Lighting Director is responsible for working with the production team to determine the lighting needs for each event, including the design and placement of lighting fixtures, special effects, and color schemes. They must be able to operate a variety of lighting consoles and software to create dynamic lighting effects that enhance the overall experience for performers and audience members.

In addition to technical skills, the Lighting Director must possess excellent communication skills to work effectively with other members of the production team, including the audio engineer, stagehands, and performers. They must also be able to work well under pressure and be able to troubleshoot and resolve technical issues quickly.

Camera Operator:

The job of a Camera Operator involves extensive knowledge and experience in operating handheld, tripod-mounted, and robotic camera systems for live entertainment events. This individual is responsible for capturing high-quality video footage of live events, including concerts, theatrical performances, and other entertainment productions.

The Camera Operator must be skilled in using a variety of camera systems, including handheld and tripod-mounted cameras, as well as robotic camera systems that can be remotely controlled to capture dynamic shots from various angles. They must have a deep understanding of camera settings, such as focus, exposure, and white balance, and be able to make adjustments on the fly to ensure that the video footage is of the highest possible quality.

In addition to technical skills, the Camera Operator must possess excellent communication skills to work effectively with other members of the production team, including the director, lighting technicians, and performers. They must be able to work well under pressure and be able to anticipate and capture key moments during live events.

Follow Spot Operator:

The job of a Follow Spot Operator involves extensive knowledge and experience in operating follow spots for live entertainment events. This individual is responsible for controlling the spotlight on performers during live events, highlighting them and creating dramatic effects.

The Follow Spot Operator must be skilled in operating the follow spot equipment, which includes a light source mounted on a stand or platform and controlled by a spotlight operator's console. They must be able to control the intensity and direction of the spotlight, ensuring that it follows the performers as they move around the stage.

In addition to technical skills, the Follow Spot Operator must possess excellent communication skills to work effectively with other members of the production team, including the director, lighting technicians, and performers. They must be able to work well under pressure and be able to anticipate and adjust to the performers' movements during live events.

Video Producer:

The job of a Video Producer involves extensive knowledge and experience in mixing and switching live video feeds to produce a smooth and professional live video broadcast. This individual is responsible for directing the camera operators and overseeing the production of the live video broadcast.

The Video Producer must be skilled in using video mixing and switching equipment, including video switchers, digital video effects generators, and other video production tools. They must be able to switch between multiple live video feeds and add effects to create a polished and professional video broadcast.

In addition to technical skills, the Video Producer must possess excellent communication and leadership skills to work effectively with other members of the production team, including camera operators, lighting technicians, and sound engineers. They must be able to work well under pressure and be able to make quick decisions to ensure that the live video broadcast runs smoothly.

Bonuses

Driving Bonus:

A driving bonus is an additional pay provided to employees who drive a company vehicle or equipment in conjunction with their shift. This bonus applies to any driving that is required to be done before, during, or after the employee's shift, whether it is for delivery, transportation, or any other company-related purpose.

To determine the pay rate for the driving bonus, employees should refer to the "Pay and Compensation" policy. The specific rate may vary depending on the position and responsibilities of the employee.

To qualify for the driving bonus, employees must follow the guidelines outlined in the "Staffing and Attendance" policy for the definition of a shift. This policy defines the duration of a shift, as well as the expected attendance and responsibilities during that time.

It is important to note that the time required to drive does not factor in to the hours worked on their shift when calculating compensation. Additionally, hourly and salary employees who drive during a daily-rate paid shift where even though daily rate shifts are based on a 10-hour work day, if the actual time worked is less than 8 hours in one day, hourly and salary employees are ineligible for the driving bonus.

This means that any time spent driving for work-related purposes, including time spent traveling to and from job sites or making deliveries, will not be counted as time worked for the purposes of calculating overtime pay or other compensation. The driving bonus is a separate form of compensation that is intended to cover the time and responsibility associated with driving a company vehicle for work.

Employees who are eligible for the driving bonus will be notified of the terms and conditions of the bonus, including any applicable eligibility criteria, payment amounts, and reporting requirements. Any questions or concerns regarding the driving bonus policy should be directed to the Human Resources department.

Holiday Pay Bonus:

A holiday pay bonus is a bonus provided to employees who work a shift on a federally recognized holiday. This bonus serves as an incentive for employees to work during a time when many others have the day off.

To qualify for the holiday pay bonus, employees must work a shift on a federally recognized holiday as defined by the company's holiday schedule. The specific dates and eligibility criteria for holidays are outlined in the "Staffing and Attendance" policy.

To determine the pay rate for the holiday pay bonus, employees should refer to the "Pay and Compensation" policy. The specific rate may vary depending on the position and responsibilities of the employee.

After Hours Pay Bonus:

After Hours Pay Bonus is a bonus paid to employees who begin their shift after 5 pm. To be eligible for the bonus, employees must start their shift after 5 pm, and the shift must meet the minimum hour requirement as defined in the “Staffing and Attendance” policy. Please refer to the “Staffing and Attendance” policy for the definition of a shift. Employees working a half-day shift are ineligible for this bonus. The After Hours Pay Bonus rate will be specified in the “Pay and Compensation” policy.

Overtime Bonus:

An Overtime Bonus is a bonus paid to employees who works a shift that is greater than 10 hours but no greater than 12 hours. To be eligible for the bonus, the shift must meet the minimum hour requirement as defined in the Staffing and Attendance policy. Employees working a half-day shift are ineligible for this bonus. Please refer to the “Staffing and Attendance” policy for the definition of a shift. The Overtime Bonus rate will be specified in the “Pay and Compensation” policy.

The practice of working overtime when needed is considered mandatory, meaning that employees are expected to work the additional hours beyond their regular shift if and when the DDP requires it.

Shifts that are greater than 12 hours will be offered to employees on a voluntary basis. Employees will have the sole discretion to accept or decline to work longer than 12 hours, based on an offered offered rate at that time. The company will not force employees to work shifts that exceed 12 hours.

If an employee chooses to work an extended shift, the company will pay them the appropriate overtime rate in accordance with federal and state laws. DDP also recognizes that extended shifts can have an impact on work-life balance, and therefore encourages employees to prioritize their personal well-being and take advantage of rest and recovery time between shifts.

If an employee declines to work an extended shift, the company will make every effort to schedule another employee who is willing to work the shift.

Hourly Employee Overtime:

At DDP, hourly employees are entitled to overtime pay when they work more than 40 hours in a workweek or 8 hours in one day and then double time for more than 10 hours in one day. This overtime pay will be equal to 1.5 times their hourly rate and double time will be equal 2 times their hourly rate.

It is important to note that there may be situations where hourly or salary employees are working on a daily rate basis rather than an hourly rate basis. In these cases, the employee will be entitled to the negotiated day rate in their employment contract for all hours worked, including any overtime hours.

Hourly and Salary Employee Pay Bonuses:

Hourly and salary employees may be eligible for additional pay bonuses in accordance with the "Daily Pay Rate" section of the "Pay and Compensation" policy.

It is important to note that eligibility for these bonuses may vary depending on the employee's job role and performance, and are subject to the terms outlined in their employment contract. Therefore, employees are encouraged to refer to their employment contract and the "Pay and Compensation" policy for further information on bonus eligibility and criteria.

Rest Period:

DDP will not schedule an employee for two consecutive shifts with less than 8 hours of time off in between.

This policy is intended to provide employees with adequate time to rest and recover between shifts, which is essential for maintaining their well-being and performance on the job. The company believes that scheduling employees with less than 8 hours of time off between shifts can increase the risk of accidents, injuries, and other health-related issues.

DDP also recognizes that unexpected circumstances may arise that require employees to work consecutive shifts with less than 8 hours of time off in between. In such cases, the company will make every effort to provide employees with appropriate breaks and rest periods to ensure their well-being and safety.

If employees have any questions or concerns regarding this policy, they should contact their supervisor, manager, or Human Resources for clarification.

Travel Per Diem:

Employees who are required to travel for work and do not perform any work duties on a given day will be eligible to receive a Travel Per Diem. The Travel Per Diem is a fixed amount of compensation intended to cover the cost of incidental expenses for the day.

The Travel Per Diem rate will be specified in the "Pay and Compensation" policy. Please refer to this policy for information on how the rate is calculated and how it may vary depending on the location of travel.

To be eligible for the Travel Per Diem, the employee must be traveling for work purposes and not have performed any work duties on the given day.

If an employee is unsure whether they are eligible for a Travel Per Diem on a given day, they should consult with their supervisor, manager, or the Human Resources department.

Uniform and Dress Code

Our company values professionalism and consistency in everything we do, and we believe that a uniform policy helps us maintain these standards. A uniform policy ensures that all employees present themselves in a professional and consistent manner, both to our clients and to each other.

It is therefore important that all employees adhere to our uniform policy, which has been designed to reflect our brand and image. Failure to follow the uniform policy may result in a negative impact on our brand and may also lead to confusion and inconsistency among employees.

It is important to note that failure to comply with the uniform policy may result in progressive discipline, up to and including termination of employment. We take this policy seriously as we believe that it is an essential component of maintaining our professional image and brand reputation.

We believe that by following this policy, we will continue to create a consistent and professional environment for our clients, and ensure that all employees present themselves in the best possible light.

All employees who are provided with company uniforms are required to have all uniform items in their possession when needed. This includes any clothing items, accessories, or equipment necessary to fulfill their job duties.

Employees are responsible for maintaining and caring for their company-provided uniforms, and must ensure that they are clean, presentable, and in good condition. Uniforms must be worn as intended, with no alterations or additions that deviate from the company's uniform policy.

In the event that an employee is unable to obtain or maintain the required uniform items, they must notify their supervisor, or manager immediately. Any issues with uniform availability or condition should be addressed as soon as possible to ensure that the employee is able to perform their job duties effectively.

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

On-call employees and freelance contractors shall wear only the following at show sites:

- Plain black pants or shorts (shorts only permitted for setup or strike days at outdoor events)
- Plain black shoes or boots
- Digital Dynamite branded production T-shirt
- Digital Dynamite branded production outerwear, plain black ok (optional)
- Digital Dynamite branded production hat (optional)
- Black belt
- Work gloves when needed
- Ear protection when needed (provided at show site)
- Eye protection when needed (provided at show site)
- Hard hat when needed (provided at show site)

Hourly and salary employees shall wear only the following at show sites:

- DDP issued cargo pants or shorts (shorts only permitted for setup or strike days at outdoor events)
- Plain black shoes or boots
- Digital Dynamite branded production T-shirt (T-shirts only permitted for setup or strike days)
- Digital Dynamite branded polo (polo shirts only permitted for show days)
- Digital Dynamite branded production outerwear (optional)
- Digital Dynamite branded production hat (optional)
- Black belt
- Work gloves when needed
- Ear protection when needed (provided at show site)
- Eye protection when needed (provided at show site)
- Hard hat when needed (provided at show site)

Salary and Hourly Employee Exceptions

All salary and hourly employees of the company are required to dress professionally while representing the company, regardless of whether they are on show sites for live entertainment events or not. Professional attire may include business suits, dresses, skirts, blouses, dress pants, dress shoes, and similar items of clothing. The company expects salary employees to use good judgment and common sense when selecting clothing to wear.

When on show sites for live entertainment events, salary employees are required to wear the company's designated DDP uniform.

Exceptions:

In certain circumstances, exceptions to the uniform and dress code may be allowed. Such exceptions must be approved by the employee's supervisor or manager in advance. Examples of circumstances where exceptions may be allowed include business meetings with clients, industry events, or other similar situations where a different dress code is appropriate.

Non-compliance with this uniform and dress code policy may result in disciplinary action, up to and including termination of employment. DDP reserves the right to determine the appropriate level of discipline based on the severity of the non-compliance.

Annual Uniform Allowance:

On-Call Employees and Freelance Contractors

- Initial Allotment:
 - 3 T-Shirts
 - 1 Hoodie
 - 1 Rain Poncho
 - 1 Ball Cap
 - 1 Pair fingered or fingerless gloves, employee choice

Replace all as needed at DDP management discretion

Hourly and Salary Employees

- Initial Allotment:
 - 5 T-Shirts
 - 5 Polos
 - 3 Hoodies
 - 1 Rain jacket (replace as needed)
 - 3 Cargo Pants
 - 3 Cargo Shorts
 - 1 Ball Cap
 - 1 Boonie Hat
 - 1 Beanie
 - 1 Tactical Belt
 - 1 Pelican Suitcase
 - 1 Tool Allotment at DDP management discretion
- Annual Replacement:
 - 3 T Shirts
 - 1 Polo
 - 1 Hoodie
 - 1 Cargo Pant
 - 1 Cargo Short

We understand that some employees may wish to purchase additional uniform apparel above and beyond the company allotment. While the company provides a uniform allowance, we recognize that some employees may have specific preferences or requirements for their work attire.

Therefore, we allow employees to purchase additional uniform apparel at their own expense. These additional purchases must comply with the company's uniform policy and meet the same quality standards as the company-provided uniforms.

Please note that any additional purchases are solely the responsibility of the employee and the company will not be responsible for any associated costs, including maintenance, repair, or replacement.

We believe that providing this option allows employees the flexibility to customize their work attire to their individual needs and preferences, while still maintaining the overall professional appearance of our team.

Contact your supervisor, manager, or Human Resources department for information on how to purchase additional uniform apparel.

Staffing and Attendance

A shift at DDP is defined as a 10-hour work day with a 30 minute unpaid break and two 15 minute paid breaks. A half-day rate shift is a shift that lasts for a maximum of 5 hours and includes one paid break of 15 minutes.

During a shift, employees are expected to perform their assigned job duties and adhere to company policies and procedures. Shifts may be scheduled during regular business hours or outside of regular business hours, depending on the needs of the company and the employee's job responsibilities. A shift for hourly and salary employees may vary.

Overtime at DDP is defined as working longer than 10 hours in a single shift, but no more than 12 hours. Employees who work overtime will receive additional compensation in accordance with company policies. The specific amount of overtime pay will depend on the employee's job classification and other relevant factors. If overtime shifts exceeding 10 hours but not extending past 12 hours are required, they will be considered mandatory.

For more information regarding overtime pay rates and eligibility requirements, please refer to the "Positions and daily rate pay for On-call Employees and Freelance Contractors" section of the "Definitions of Employment" policy for the specific pay rate.

Overtime pay is calculated in accordance with federal and state laws, as well as company policies and procedures. Employees who work overtime will receive additional compensation based on their job classification and other relevant factors.

If you have any questions or concerns regarding overtime pay, please don't hesitate to contact our Human Resources department.

It is important to note that overtime should only be worked with prior approval from a supervisor or manager. Overtime may be necessary due to unexpected circumstances or high work volume, but employees should not routinely work overtime without proper authorization.

See 'Pay and Compensation' policy for specific pay rates.

LASSO Staffing System and Application

DDP will invite employees for all available shifts for qualified personnel exclusively through the LASSO staffing system. Please ensure that you have an active profile and keep your availability up-to-date to receive invitations for potential shifts.

To be eligible for working opportunities with DDP you must install the LASSO Staffing System app on your smart phone device. See you device's app store to download.

To create your LASSO staffing system account, please use the link that was provided to you during the initial application process. If you have any issues with creating your account, please reach out to Human Resources for assistance.

To ensure you receive notifications from the LASSO staffing system, please make sure to enable notifications for the smart phone app and save "DDP LASSO" as a contact for SMS notifications.

Accepting Shifts

When shifts are offered, employees have the ability to view shift details and choose to either apply for or decline the shift based on their availability and preferences. We encourage our employees to carefully review all shift details before making a decision and to communicate any questions or concerns with the appropriate contact.

All employees are required to respond to all shift opportunities whether they are applying for the shift or declining the shift. This policy is in place to ensure that we can efficiently and effectively fill all available shifts with qualified personnel.

If an employee is unable to work a shift due to a conflicting obligation or any other reason, they must decline the shift through the LASSO staffing system as soon as possible. If an employee fails to respond to a shift invitation or repeatedly declines shifts without valid reasons, this may impact their future shift opportunities with the DDP.

We understand that unexpected circumstances may arise, and we ask that employees communicate any issues or concerns with the appropriate contact as soon as possible. Failure to adhere to this policy may result in disciplinary action, up to and including termination of employment.

As part of our shift assignment process, we review all applications and consider the availability, hours worked, and qualifications of each employee who has applied. Based on these factors, we select the most suitable candidate(s) for the shift. We value transparency and strive to communicate all shift assignments to our employees in a timely manner.

Upon approval of an employees' application, we send an official confirmation to the employee through the LASSO staffing system.

This confirmation will include all relevant details for the shift, including the date, time, location, and any additional information or instructions. It is the employee's responsibility to review the confirmation carefully and to communicate any questions or concerns with the appropriate contact.

Dropping a shift

Once an employee receives a shift confirmation through the LASSO staffing system, they are considered to be committed to working the shift. It is the employee's responsibility to ensure that they are available and prepared to fulfill their duties for the entire duration of the shift.

If an employee is unable to work a confirmed shift for any reason, they must decline the shift through the LASSO staffing system as soon as possible. Dropping a shift must be done no less than 2 weeks prior to the shift to allow sufficient time for DDP to find a suitable replacement.

Repeatedly dropping shifts without valid reasons may impact the employee's future shift opportunities with the company and could result in disciplinary action, up to and including termination of employment.

If an employee drops a confirmed shift less than two weeks prior to the event, they must immediately notify their supervisor or manager with a valid reason for the cancellation. Failure to provide timely notification or an invalid reason for dropping the shift may result in disciplinary action, up to and including termination of employment.

We understand that unforeseen circumstances may arise, and we encourage our employees to communicate any issues or concerns with their supervisor or manager as soon as possible. We value transparency and strive to work collaboratively with our employees to ensure the success of all events and operations.

However, we take the reliability and professionalism of our employees very seriously. Dropping a shift without any notification is considered a serious breach of trust and may result in immediate termination of employment.

Attendance and time off

All hourly and salary employees are expected to work all assigned shifts unless prior approval for paid time off has been obtained through the appropriate channels. Failure to show up for a scheduled shift or obtain proper approval for time off will be considered an unexcused absence and may result in disciplinary action.

All hourly and salary employees are required to submit time off requests in advance to their supervisor or manager. Requests for paid time off must be submitted a minimum of six months in advance for planned absences, such as vacations, appointments, or personal days. For unforeseeable absences, employees must notify their supervisor or manager as soon as possible.

Hourly employees may request unpaid time off if the request is made less than six months in advance. However, the request will be granted only if it does not create undue hardship on the company or impact the work schedule.

Time-off requests are subject to approval by the employee's supervisor or manager and are granted based on the needs of the company and available staffing. All employees are required to work their assigned shifts unless time off has been approved.

Employees are responsible for tracking their time-off balances, which can be accessed through the company's payroll system. Any misuse of time off may result in disciplinary action.

At DDP, we understand that our employees' health and well-being are essential to the success of our business. We are committed to providing our hourly and salary employees with paid sick leave to ensure that they can take time off when they are sick or need to care for a sick family member without worrying about losing pay. This policy applies to all hourly and salary employees.

Sick leave

Hourly and salary employees are entitled to paid sick leave.

Paid Sick Leave Entitlement:

All hourly and salary employees are entitled to six paid sick days per year. Sick days will be accrued at the beginning of the fiscal year (January 1).

Usage of Paid Sick Leave:

Employees may use their sick leave for absences due to their own illness or for the care of an immediate family member's illness. "Immediate family member" is defined as a spouse, child, parent, sibling, or grandparent.

If an employee needs to take sick leave, they must notify their supervisor or manager as soon as possible but no later than 1 hour before their shift. Employees may be required to provide a doctor's note or other proof of illness to use their sick leave.

On-call employees and freelance contractors are not entitled to paid sick leave.

Unused Paid Sick Leave:

Unused sick leave will not be carried over to the following year.

Usage of Sick Time:

If an on-call employee or freelance contractor is unable to work a scheduled shift due to illness, they must notify their supervisor or manager as soon as possible, preferably at least one day before their shift start time. This will give the supervisor or manager time to find a replacement for the shift.

If the employee is not able to provide advance notice, they should contact their supervisor or manager as soon as possible and explain the situation. In such cases, the employee will be expected to provide documentation to support the reason for their absence, such as a doctor's note or other proof of illness. Failure to such proof may result in disciplinary action, up to and including termination of employment.

If an on-call employee or freelance contractor misses a shift due to illness, they will not be paid for the missed shift, but they will not be penalized either.

This policy is intended to comply with all applicable laws and regulations. We reserve the right to modify this policy at any time, with or without notice. If you have any questions or concerns about this policy, please contact our Human Resources department.

Federally recognized holiday schedule:

New Year's Day - January 1

Martin Luther King Jr. Day - third Monday in January

Presidents' Day (Washington's Birthday) - third Monday in February

Memorial Day - last Monday in May

Independence Day - July 4

Labor Day - first Monday in September

Columbus Day (Indigenous People's Day)- second Monday in October

Veterans Day - November 11

Thanksgiving Day - fourth Thursday in November

Christmas Day - December 25

Injury Reporting

If an employee sustains an injury while at work or performing work-related duties, they are required to report the injury to their supervisor, manager, or the Human Resources department as soon as possible.

Employees must report any injury that requires medical treatment, regardless of the severity of the injury, within five (5) days of sustaining the injury. This includes injuries that may not appear serious at first but later require medical attention.

If an injury occurs outside of regular business hours, employees should report the injury to their supervisor, manager, or the Human Resources department as soon as possible on the next business day.

When reporting an injury, employees should provide as much information as possible, including the date, time, location, and nature of the injury. Employees should also provide the names of any witnesses or individuals who may have been involved.

All supervisors and managers are required to report any employee injury notification that are brought to their attention to Human Resources immediately upon notification.

Failure to report an injury within the designated timeframe may result in disciplinary action, up to and including termination of employment.

DDP will investigate all reported injuries and take appropriate measures to prevent similar incidents from occurring in the future.

Progressive Discipline

Our progressive disciplinary policy is as follows:

1. Verbal Warning: The first time an employee commits an infraction, a verbal warning will be given by their immediate supervisor or manager. The supervisor or manager will discuss the issue with the employee and provide guidance on how to avoid similar incidents in the future.
2. Written Warning: If the same infraction occurs again, a written warning will be issued to the employee. This warning will detail the infraction, the steps taken by the supervisor or manager to address the issue, and the consequences of continued non-compliance.
3. Termination: If a third infraction occurs, the employee will be terminated. This decision will be made by the management team after a review of the employee's record and an investigation into the situation.

We understand that each situation is unique and that there may be circumstances where immediate termination is necessary. In such cases, the decision will be made by the management team after careful consideration of all relevant factors.

Infractions that can lead to immediate termination include but are not limited to:

Vacating a Shift:

An employee who vacates their shift without proper notification and approval from their supervisor or manager will be subject to disciplinary action, up to and including termination. "vacating a shift" refers to the act of dropping a shift with less than 12 hours notice. This means that an employee who is scheduled to work a shift and needs to cancel it must notify management through the appropriate contact with at least 12 hours advance notice, or else they will be considered to have vacated the shift.

Under the Influence:

Any employee who reports to work under the influence of drugs or alcohol will be subject to immediate disciplinary action, up to and including termination.

Insubordination:

An employee who shows disrespect or disobedience towards their supervisor, manager, or other company officials will be subject to disciplinary action, up to and including termination.

Dereliction of Duty:

Failure to perform assigned duties, including neglecting job responsibilities or not adhering to safety regulations, will result in disciplinary action, up to and including termination.

Theft:

Any employee who is found to be stealing company property, client property, or engaging in any other form of theft will be subject to disciplinary action, up to and including termination. Additionally, any employee caught stealing will be subject to legal implications, which may include arrest by local law enforcement.

Inappropriate Conduct:

Any form of inappropriate conduct, including harassment, discrimination, or other forms of misconduct that violate company policies or local laws, will result in disciplinary action, up to and including termination. DDP has a zero-tolerance policy towards unprofessional, rude, or disrespectful behavior towards any person on the show site including but not limited to: fellow employees, talent, promoters, clients, vendors, security, etc... Any employee found engaging in such behavior may face immediate termination.

Travel

For the purposes of DDP's travel policy, a local show is defined as a show that takes place in the greater Sacramento area or the greater San Francisco Bay Area. This includes shows that are within a reasonable driving distance from these locations, as determined by DDP management. An out-of-town show is defined as a show that takes place outside of the greater Sacramento area or the greater San Francisco Bay Area. This includes shows that require travel by, plane, train, or one-way drive distance greater than 100 miles from these areas.

Local Shows

DDP requires employees to arrange their own transportation to and from show sites at local shows. This may include riding in a company vehicle or arranging to ride with another employee or staff vehicle. These arrangements are the responsibility of the employee and must be made in advance.

Employees will not be reimbursed for any expenses related to transportation, including gas, mileage, parking, or tolls.

Employees who are awarded a paid driver shift bonus will be compensated for their travel time to and from the show site. However, employees who are not awarded this bonus will not be paid for their travel time.

It is the responsibility of each employee to ensure that they arrive at the show site on time and in a timely manner. Any employee who is unable to arrange transportation or arrives late to the show site may be subject to disciplinary action, up to and including termination of employment. Employees should not use company time or resources to coordinate transportation arrangements.

It is important to note that DDP will not cover hotel or other travel costs for local shows unless they are disclosed and agreed upon in advance of the event.

If an employee is unable to attend a local show due to financial constraints, they are encouraged to discuss alternative options with their supervisor, manager, or the Human Resources department. However, DDP cannot guarantee that additional financial support will be available.

Out-of-town shows

DDP will provide any required ground and/or air transportation for all employees who are working out-of-town shows. This includes transportation to and from the airport or other transportation hubs, as well as transportation to and from the show venue and any related events.

Employees who require transportation for out-of-town shows must make arrangements with their supervisor, manager, or the Human Resources department at least two weeks in advance of the event. Any requests made less than two weeks in advance may not be able to be accommodated.

DDP will cover all costs associated with employee transportation for out-of-town shows. This includes airfare, rental cars, and other necessary transportation expenses.

Employees will be provided with one "mid-day" meal per travel day. For more information on meal accommodations, please refer to the "Meals" section under the "Accommodations" policy. This section outlines DDP's policies on providing meals for employees during travel and other work-related activities.

Accommodations

Meals:

DDP will provide one mid-shift meal to all employees during their scheduled work hours. This meal will be of DDP's choosing and will vary based on availability and dietary considerations.

Employees are encouraged to inform DDP of any dietary restrictions or allergies they may have in advance of receiving the mid-shift meal. DDP will make reasonable efforts to accommodate these dietary restrictions, but cannot guarantee that all requests will be fulfilled.

Employees who wish to request accommodations for dietary restrictions should inform their supervisor, manager, or the Human Resources department at least 48 hours in advance of their scheduled shift. If an employee fails to provide advance notice of their dietary restrictions, DDP will not be able to guarantee that an appropriate meal will be available to them during their shift.

DDP reserves the right to modify or revoke this policy at any time and without notice.

Snacks:

DDP will provide a variety of snacks, including but not limited to fruits, granola bars, nuts, and crackers, as well as a selection of beverages such as water, sports drinks, and energy drinks. Additionally, DDP will provide coffee and condiments for employees to enjoy during their work hours.

Employees are responsible for bringing their own refillable beverage container, which should be kept clean and free from any contaminants. Employees are encouraged to label their containers with their names to avoid confusion with others.

DDP reserves the right to modify or revoke this policy at any time and without notice.

Personal Property:

DDP recognizes that employees may bring personal property onto the premises, such as personal electronic devices, bags, or other personal belongings. While DDP will make every effort to ensure the security of employees' personal property, we are not responsible for any damage, theft, or misplaced personal property.

Employees are solely responsible for the security and safety of their personal property while on the premises. Employees are encouraged to keep valuable items secure and out of sight, and to not leave items unattended or in public areas. It is also recommended that employees keep a record of the make, model, and serial numbers of any electronic devices they bring onto the premises.

In the event that an employee's personal property is lost, stolen, or damaged while on the premises, DDP will make every effort to assist the employee in filing a report and taking appropriate action. However, DDP cannot be held responsible for any financial or personal losses resulting from such incidents.

Employees are encouraged to carry appropriate insurance coverage for their personal property. If an employee does not have such coverage, they should consider obtaining it to protect against potential losses.

If employees have any questions or concerns regarding the security of their personal property, they should contact their supervisor, manager, or Human Resources for guidance.

Conduct

Electronic Devices:

DDP prohibits the use of personal electronic devices, including but not limited to cell phones, tablets, laptops, and smartwatches, while on the clock, except for emergency situations.

Employees may use their electronic devices during designated break times or when they are off the clock. However, electronic devices should not be a source of distraction from work responsibilities or interfere with the productivity of the employee. In emergency situations, employees may use their electronic devices as necessary to handle the emergency. Emergency situations may include, but are not limited to, medical emergencies, family emergencies, or other urgent matters.

Any non-emergency use of electronic devices while on the clock is strictly prohibited. This includes checking emails, texting, browsing the internet, or using social media. Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment.

If employees have any questions or concerns regarding this policy, they should contact their supervisor, manager, or Human Resources for clarification.

Tobacco Use:

DDP prohibits the use of tobacco products, including cigarettes, cigars, smokeless tobacco, and electronic cigarettes, at show sites or other work locations, unless a designated tobacco use area has been established by a DDP supervisor or manager.

Employees are prohibited from using tobacco products while on the clock or during designated break times, except in designated tobacco use areas established by a DDP supervisor or manager. The use of tobacco products is also prohibited in any company vehicles, equipment, or buildings.

Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment. DDP may also take appropriate action to ensure compliance with applicable laws and regulations.

If employees have any questions or concerns regarding this policy, they should contact their supervisor, manager, or Human Resources for clarification.

Damage Reporting:

DDP requires that any damage to company property be reported to the employee's supervisor or manager immediately. The supervisor or manager must then investigate the damage and prepare a report to submit to DDP management.

If the damage to company property is found to be caused by the negligent actions of an employee, disciplinary action may be taken, up to and including termination of employment.

Employees are expected to use company property with care and respect. Any damage, no matter how minor, should be reported to a supervisor or manager in a timely manner. Failure to report damage may be considered a violation of company policy and may result in disciplinary action.

If employees have any questions or concerns regarding this policy, they should contact their supervisor, manager, or Human Resources for clarification.

Automobile Accident Reporting:

If an employee is involved in an accident while operating a company vehicle, they must report the accident to their supervisor or manager immediately and follow all applicable company policies and procedures. Failure to report an accident may be considered a violation of company policy and may result in disciplinary action.

In the event of an accident involving a company vehicle, the driver must immediately report the accident to their supervisor or manager. The supervisor or manager must then follow the steps outlined below:

1. Initiate appropriate emergency services: The supervisor or manager must call 911 or the local emergency number to request medical assistance for any injuries sustained.
2. Address any injuries sustained: The supervisor or manager must ensure that any injured parties receive medical attention and that their injuries are properly documented.
3. Obtain a police report: The supervisor or manager must obtain a police report from the authority having jurisdiction over the accident scene. The police report should include the names of all parties involved, witness statements, and any other relevant information.
4. Prepare a written report: The supervisor or manager must prepare a written report of the incident that includes the police report number, photos of the accident, and witness statements from any employees who witnessed the accident.
5. Submit the report to DDP management: The supervisor or manager must submit the written report to DDP management as soon as possible. The report should be detailed and include all relevant information about the accident.

It is the responsibility of the supervisor or manager to ensure that all necessary steps are taken following an accident involving a company vehicle. Failure to follow this procedure may result in disciplinary action.

If employees have any questions or concerns regarding this procedure, they should contact their supervisor, manager, or Human Resources for clarification.

Company-Owned Electronic Device Use:

DDP strictly prohibits employees from using company-owned electronic devices, including computers, smartphones, tablets, and any other electronic devices, for personal, illegal, or inappropriate purposes.

Personal use of company-owned electronic devices during work hours is strictly prohibited unless it is directly related to company business. Employees should not use company-owned devices to browse the internet for personal reasons, engage in social media, or access personal email accounts.

Illegal use of company-owned electronic devices is strictly prohibited. This includes, but is not limited to, downloading, distributing, or possessing illegal or pirated software, music, videos, or any other copyrighted material.

Inappropriate use of company-owned electronic devices is strictly prohibited. This includes, but is not limited to, accessing or distributing sexually explicit material, engaging in discriminatory or harassing behavior, or any other behavior that is offensive or inappropriate in a professional setting.

Violation of this policy may result in disciplinary action, up to and including termination of employment. Employees are responsible for reporting any violations of this policy to their supervisor, manager, or Human Resources.

If employees have any questions or concerns regarding this policy, they should contact their supervisor, manager, or Human Resources for clarification.

Photography

At DDP, we recognize the importance of capturing memories and documenting events through photography. However, we also value the privacy and security of our clients and their guests. Therefore, the following policy is established regarding photography at event sites:

1. Permission must be obtained before taking photographs: Employees may only take photographs at event sites with prior permission from the event organizer, supervisor, or manager. This includes both personal and company-owned devices.
2. Ownership of photographs: All photographs taken by employees at event sites are considered the property of DDP, regardless of the device used to capture them. Employees are not allowed to use or distribute any photographs without the explicit consent of DDP.

3. Protection of privacy: Employees are required to respect the privacy of event attendees and avoid taking photographs of individuals without their consent.
4. Compliance with laws and regulations: Employees must comply with all applicable laws and regulations governing photography, including intellectual property laws, copyright laws, and privacy laws.
5. Consequences of non-compliance: Violation of this policy may result in disciplinary action, up to and including termination of employment.

DDP is committed to providing high-quality event services while protecting the privacy and security of our clients and their guests. This policy is designed to ensure that our photography practices align with this commitment.

Visitors

For the safety and security of our employees and clients, DDP strictly prohibits employees from allowing visitors, including friends and family members, to access show site or sensitive work site locations. Employees are not permitted to bring visitors onto show site locations, including during work hours or during break times.

Employees may encounter friends or family members who are paying attendees at the event or show site where DDP is providing services. While a simple wave hello or acknowledgement is acceptable, employees must not engage in any fraternization or socializing while on the clock. This includes but is not limited to sharing meals, drinks, or conversation with visitors.

Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment. This policy is in place to ensure the safety and security of our employees and clients, and to maintain a professional work environment at all times.

If employees have any questions or concerns regarding this policy, they should contact their supervisor, manager, or Human Resources for clarification.

Human Resources Reporting

DDP is committed to providing a safe and respectful workplace for all employees. If you have experienced any human resource-related issues or concerns, we encourage you to report them to our Human Resources department.

DDP believes that problems should be handled at the lowest level possible. Employees are encouraged to resolve conflicts and problems with their coworkers, supervisors, or managers through open communication, collaboration, and problem-solving.

If an employee is unable to resolve a problem at the lowest level possible, they are encouraged to escalate the issue to the next level of management. This may involve speaking to their supervisor's manager or Human Resources.

If the problem still cannot be resolved, employees are encouraged to contact Human Resources to seek assistance in finding a resolution. Human Resources will work with employees and management to find a solution that is fair and reasonable for all parties involved.

DDP is committed to providing a safe, respectful, and supportive work environment for all employees. Any employee who feels they have been treated unfairly, harassed, or discriminated against should report the incident to their supervisor, manager, or Human Resources immediately.

Retaliation against any employee who reports a problem or raises a concern is strictly prohibited and will not be tolerated. Employees who engage in retaliation will be subject to disciplinary action, up to and including termination of employment.

If employees have any questions or concerns regarding this policy, they should contact their supervisor, manager, or Human Resources for clarification.

To report an issue or concern, please contact Taryn in our Human Resources department at 707-999-5535 or via email at: HR@DigitalDynamiteProductions.com. Your report will be kept confidential to the extent possible, and we will take appropriate action to address your concerns.

Examples of human resource-related issues that should be reported include, but are not limited to:

- Discrimination or harassment
- Unlawful retaliation
- Workplace safety concerns
- Violations of company policies
- Wage and hour disputes

We take all reports of human resource-related issues seriously and will investigate them thoroughly. Please do not hesitate to reach out if you need assistance or have any questions.

Human Resources maintains a personnel file for all employees. The file contains information related to an employee's employment, including but not limited to, job applications, performance evaluations, disciplinary actions, and benefits enrollment forms. Employees have the right to access the content of their personnel file upon written request to Human Resources. Human Resources will provide access to the file within a reasonable amount of time and in accordance with applicable laws and regulations. Any employee who believes that the information in their personnel file is inaccurate or incomplete may request that Human Resources make necessary corrections or additions to the file. The confidentiality and security of personnel files will be maintained in accordance with applicable laws and regulations.

It is the responsibility of all employees to ensure that their personal information is accurate and up-to-date in DDP's records. Any changes to personal information, such as name, address, phone number, emergency contact, or other relevant details, must be promptly reported to Human Resources.

Employees may update their personal information by emailing or submitting the changes to Human Resources in writing. Employees should ensure that their personal information is accurate and up-to-date in order to ensure that they receive important communications, including their paychecks, benefits information, and other important notices.

DDP will maintain the confidentiality and security of all employee personal information in accordance with applicable laws and regulations. Employees are encouraged to report any suspected unauthorized access or use of their personal information to Human Resources immediately.

It is the responsibility of each employee to ensure that their personal information is accurate and up-to-date. Failure to provide accurate and up-to-date personal information may result in delays in the processing of benefits or payroll, or other administrative errors.

In this business, people are paying for memories.
Let's give them something to remember!