

## **T&C's for Employee's**

All workers have the right and are encouraged to speak freely with management about their work-related concerns, recommendations and other issues which are important to you.

Haunted Spooktacular LTD will not tolerate harassment or intimidation of our employees. This will result in discipline, up to and including discharge. Employees must bring any violation of this policy to the immediate attention of the management. All claims will thoroughly be investigated with due regard for the privacy of the individuals involved by Haunted Spooktacular LTD.

Each employee will be given the relevant training for their job role prior to the event commencing. You will be allocated a member of staff to contact if you have any queries or concerns.

### **DETAIL OF WORK**

Each worker employed by Haunted Spooktacular LTD is important to the overall success of our Horror Farm.

Each employee must arrive at their allocated start time and check in with relevant management, not just arriving on location going to your position. All employees are required to sign in at the actor's area and remain in their position at the end of each night until a member of management clocks you out at your position.

If you unexpectedly need to be absent or late for work, you must notify your manager by phone 6 hours prior to your start time and provide the reason. Text message will not be accepted unless you have to leave a message if your manager is unavailable to take your call at that time. Failure to properly contact us will result in an unexcused absence for disciplinary purposes.

Actors must be available for all nights of the event from 6.30pm NIGHTLY until close which varies nightly. (Some actors may be required to be on the Horror Farm earlier, if so you will be informed at rehearsals)

Dates of Employment: 13th & 14th October, 20th & 21st October, 26th – 31st inclusive.

All employees will be paid 1 week after the event closing on the 31/10/2017. All employees must provide all required information including PPSN. If you are receiving social welfare you must notify management and they will give you the required documents to allow you notify your local social welfare office.

### **RATES OF PAY:**

Rates of pay vary depending on your position. All successful applicants will be informed of their rate of pay once positions are confirmed and must be kept confidential. Depending on your experience and age rates of pay may differ. All successful applicants under 18 years of age will receive minimum wage, unless otherwise stated. Each employee will be paid from 7pm nightly unless otherwise stated by your manager.

A deduction of 1-hour pay will result if you are 10 minutes late for work, unless otherwise arranged with your manager. Continual lateness shall result in termination of your contract.

## RULES OF CONDUCT:

All rules must be adhered to. Employees must present themselves in a professional manner. It is within the company's sole discretion to select the appropriate disciplinary action to be taken.

Employees who commit a single offense listed below may result in immediate discipline, up to and including dismissal:

1. Dishonesty
2. Disorderly conduct or any other disruptive or dangerous behaviour.
3. Possession of, consumption of, or being under the influence of alcoholic beverages while on company premises.
4. Illegal possession, use of, or under the influence of illegal drugs or un-prescribed substances on company premises.
5. Possession of weapons, firearms, explosives or fireworks on company premises.
6. Failure to promptly report a workplace injury or accident involving any company's workers, customers, equipment or property.
7. Neglect of safely practices, rules and policies.
8. Use of profane language during hours of operation.
9. Stealing, misappropriating or intently damaging property belonging to the company or its customers.
10. Failure to comply with any work assignments or instructions given by any member or management with authority to do so.
11. Interference with the work performance or other workers.

If any of this is unclear to you, please contact a member of management for clarification.

## HAUNTEDSPOOKTACULAR LTD PROCEDURES:

The employee agrees and acknowledges that they shall comply with Haunted Spooktacular LTD. established disciplinary code, as well as any other rules, policies and procedures that may be introduced from time to time. Copies of such documents are available upon request.