



## Code of Conduct

Please note that a violation of any of these codes listed below may result in the forfeiting or delay of any payments current and future. Also, you may be held legally liable for any damages caused by the violation due to your breach of our Codes of Conduct.

### CODES OF CONDUCT:

- 1) Drinking any alcoholic beverages before or during an event. This includes “fake” shots.
  - (a) IF IT IS BROUGHT TO OUR ATTENTION BY ANOTHER STAFF MEMBER, CLIENT, GUEST, VENUE STAFF, OR COMPANY SUPERVISOR ANY SUSPECTION THAT YOU MAY BE UNDER THE INFLUENCE DURING AN EVENT; WE RESERVE THE RIGHT TO REQUEST A BREATHALYZER TEST BE CONDUCTED ON SITE. IF YOU REFUSE OR FAIL TO TAKE THE TEST (.02 OR HIGHER), WE HAVE THE RIGHT TO SEND YOU HOME FROM THE EVENT WITHOUT PAY OR, INVOLVE LAW ENFORCEMENT. IF TRANSPORTATION IS REQUIRED, THE COMPANY WILL COORDINATE IT WITH THE EMPLOYEE. YOU WILL NOT BE ALLOWED TO OPERATE ANY TRANSPORTATION TO LEAVE THE PREMISES.
- 2) Smoking of any kind before or during an event.
- 3) Cell phone usage during the event. If you must use your cell phone, inform your onsite supervisor and please step into the bathroom.
- 4) Going missing for more than 20 minutes during an event (without approval of the client or Captain).
- 5) Leaving a shift prior to the completion of your hours (without approval of Premium Event Staffing).
- 6) Being confrontational or aggressive with anyone at the event. This includes other team members, guests, and clients.
- 7) Breaking or stealing any event supplies and/or items at the event.
- 8) Not being in the dress code requested by the client, or not being neat and well groomed. Premium Event Staffing
  - (a) Clothing should be ironed, lint and pet hair free, with no rips, tears, or logos. No attire should have any offensive language or images. Pants should be slacks unless requested otherwise by the client. Leggings, yoga pants, and fake denim are not allowed. All clothing should be void of any stains or discolorations. Socks and shoes must be ALL black with non-slip soles preferred, unless requested otherwise by the client.
  - (b) Long hair should be pulled back or secured in a manner that does not violate any health codes for food and beverage shifts. Your hands and fingernails must be clean and sanitary, and any facial hair must be neat and trimmed. The client may request no facial hair or the requirement to wear a beard or hair net.
  - (c) Many events will be in environments where the client may have specific requirements or limits for specific attire and appearance colors. Premium Event Staffing will list these requirements in the event announcements as applicable.
  - (d) No offensive odors which could be but not limited to perfumes, colognes, body odors, smoke, marijuana, alcohol, odorous foods, vehicle odors like gas or oil, pet odors.
- 9) Failure to complete the contractual time of your event.
- 10) Being involved in any illegal activity.

We follow up with clients after each event, so it is our hope to always receive positive remarks. If any of the above areas are listed in the feedback, we will share it with you.

Dress code and appearance items in the Codes of Conduct are dictated by the client and their event needs. When Premium Event Staffing announces all shifts in the app, the dress code is listed in the shift details. Employees have the choice to decline the shift if any of the details like pay rate, dress code, grooming standards, distance away, or any other shift details are not satisfactory.

The Company staffs private and corporate events. Events may have themes, appearance requests, or dress codes requested as a part of a client’s performance, artistic, or entertainment vision; as well as any elevated appearance requirements that may limit attire and appearance colors. Employees have the flexibility to apply to or decline any event posted in the app if they do not possess the listed attire or meet the event appearance expectations. Premium Event Staffing respects employees’ rights to religious freedom. If at any time an employee needs to discuss possible accommodations in regards to religious freedom, they need to contact their supervisor or another member of management prior to picking up a shift.

We are excited to have you be part of the contract staff at Premium Event Staffing, and we hope to have a long-lasting relationship with you. If you have any questions about our Codes of Conduct, reach out to your supervisor or any higher-level manager in your responsibility chain.