



Welcome to The Crew!

We're so excited for you to be the newest member of Broadway Crew! We work hard every day to ensure that our clients get the quality, dedicated services they deserve and our Crew are treated fairly and respectfully in an encouraging and supportive work environment. We want you to be proud to represent Broadway Crew and we do everything we can to make that a reality.

In the following pages, you'll find our policies, expectations, and guidelines. This is to ensure that everyone is on the same page and fully understands not only what is expected of them, but what they can expect from us as well.

Please read this handbook carefully and consult it whenever you need to. So, without further ado...

Mission Statement: To provide high-quality promotional staffing services to our clients nationwide through a highly trained and motivated staff in a workplace community that supports them professionally and in their personal artistic endeavors.

Company Description: We are a staffing agency working simultaneously in the theater industry and the brand ambassador/events world. We are sales-oriented and client-driven, proving that great staff is a necessary component of any marketing strategy or event.

Address: 1650 Broadway, Suite 1114, New York, NY 10019 (Main Office)
232 W48th St, Level 3 (Times Square Satellite Office)

Office Phone Number: 332-333-1889

History: Broadway Crew was incorporated on March 23, 2018, based on Sam's experience working in the Broadway and events industries. Our first shift was at NYC Pride 2018! Since then, we have gone on to work for such clients as *Mean Girls*, *Moulin Rouge!*, *King Kong*, *DoorDash*, *Apple*, *Netflix*, and more!

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Our Company Culture

We began Broadway Crew with the actor, the artist, and the freelancer in mind. We believe that **IT IS POSSIBLE** to have a job that is *flexible, fulfilling, and lucrative* without ignoring or destroying your artistic passions!!

- We DO NOT believe that you must suffer in order to chase your dreams.
- To make this work we need YOU to ***meet us halfway***.

We get it, ***flexibility*** is what EVERY creative needs. Last-minute auditions happen. Opportunities are rarely convenient. We fundamentally believe your survival job should be able to coexist with your thrive-able dream!

How do we make this work?

- We ask that you communicate honestly and often.
- Let us know as soon as you know of a conflict.
- Be a team player and pick up shifts for others when you can.
- Realize we can only be as flexible as our Crew.

We entrust our Crew with a great deal of autonomy. What we mean is **YOU set the tone** with how much you want to work. While being flexible and fulfilling is great, it is our goal to pay not only fairly but to pay well! The third leg of our mission is to strive to provide work that can provide a living wage. We are able to pay well because our Crew shows up on time and are ready to **WOW** our clients.

We actually make an impact. The work we do has quantifiable results. We give valuable feedback to Producers and Brands that actually spark change. We work very hard to create an environment where our Crew love to be a part of whatever it is we are doing. We are thrilled with what ***we get to do everyday*** and it is our hope that our Crew is too.

Broadway Crew Admin



Sam Clark (Founder)

Sam's (he/him) passion for live events, theater and the people who make them happen was fundamental to his creation of Broadway Crew. Having worked as an actor, producer, brand ambassador and cater waiter, Sam saw firsthand the difference that a good team can make to the life of an event and show. The mission and values of Broadway Crew grew from Sam's belief that the dreams, passions and unique skills of the actors, artists and freelancers who come to work with us would enhance and elevate the performance of the business.



Susie Gannon (Managing Partner)

Susie (she/her) has been a part of the Broadway Crew family since its inception in 2018 and is thrilled to now serve as Managing Partner. Susie has extensive experience in the theatrical & events industries. This includes her roots as an actor & singer, representing Broadway/Off-Broadway clients at TKTS (alongside Broadway Crew founder, Sam Clark in the early 2010's), to managing teams of Brand Ambassadors, Production Managing, & managing logistics for a wide range of events.



Justin Adams (Senior Director of Theatrical Accounts)

Justin (he/him) started as a Crew member in fall of 2018 and started working in the office part time a few months later. Justin now oversees all theatrical accounts, working directly with the marketing and producer teams to book ongoing services and one-off events. Prior to Broadway Crew, Justin worked in the world of retail for years, managing at Coach, Kate Spade, and even selling show merch inside Broadway houses.



Lucy Yezulinas (Director of Experiential and Events)

Lucy (she/her) started with Broadway Crew as an intern in 2019 and is now happy to be a part of the team as an account manager! Lucy has a passion for theater and all of the people who help bring it to life. She works on local NYC gigs (brands & institutions) in addition to staffing activations in all other markets from coast to coast. Prior to Broadway Crew, Lucy graduated with honors from Pace University with a concentration in Arts & Entertainment Management and worked in various operational and producing roles in the industry.



David Grice (Director of Operations)

David (he/him) started as a Crew member in the fall of 2021. He worked as a manager before assuming the role of Director of Operations where he oversees operations and staff engagement. Prior to Broadway Crew, David worked in the theatre industry as a multi-hyphenate theatre artist and managed a preschool. David is passionate about combining his love of theatre and his goal of creating safe and equitable working spaces.



Colette March (Senior Associate/Content Manager)

Colette March (she/her) is an Accounts Associate at Broadway Crew. She assists in the maintenance of day-to-day systems in the office, taking the lead on reporting for both brand activations and theatrical clients. March also helps social accounts, working on content creation and the online brand image of Broadway Crew. Outside of work, she is a performer and a writer currently pursuing a career as a pop artist.



Moriah Groff (Accounts Associate)

Moriah (she/her) started her journey with the Crew in 2021 as a summer intern and recently was rehired as a theatrical accounts associate! She assists with creating the reports for sales at TKTS, scheduling shifts, and upkeeping some of the many Broadway Crew spreadsheets. She is currently a senior at Fordham University pursuing degrees in Psychology and English.



Stephanie Chorzepa (Accounts Associate)

Stephanie (she/her) started as a Crew Member in April 2024 and is now thrilled to be working in the office! Stephanie helps coordinate staffing for a variety of events and activations, both locally and nationally. Stephanie has a passion for all things theater and is currently working towards her MBA in Arts and Entertainment Management at Pace University.



Margot Correa (Accounts Associate)

Margot (she/her) started as a Crew member in the summer of 2024 and is now ecstatic to be working in the office! Margot oversees all inventory, wrap reports, surveys, creation of shifts, internal data, and creation of proposals. Prior to Broadway Crew, Margot worked at various non-profit theaters in many widespread positions.

Office Spaces and Resources

- **Main Office Address: 1650 Broadway, Suite 1114 (11th Floor)**
- **Main Office Hours: 10am - 6pm, Monday-Friday**

We have a range of spaces and amenities that you are able to access. Please be mindful that these spaces are still workplaces and ensure that you treat the spaces, any amenities and others who are using the space respectfully.

Keep in mind that there is absolutely no smoking on the premises at either location, including the outdoor patio area. Management reserves the right to modify or remove access to these amenities.

Restrooms

- We have two bathrooms, located on the 10th and 11th floors. The bathrooms are gendered but please feel free to use whichever bathroom you feel most comfortable with.
- You will need a key, which will be located immediately upon entering the office. Please use the appropriate key and return it to where you found it after use.
- Restroom Key Replacement: Since we need a key to enter the bathrooms, and the building itself does not have any spare bathroom keys, we will require a \$10 replacement fee if the key is lost or left in the bathroom and unable to be retrieved.

Staff Break Room:

- Our breakroom at 1650 Bway is a space to store your personal belongings, talk with other Crew members (at reasonable volumes, please), and relax for your breaks and before/after shifts. No singing or dancing in this space, please!
- Please close the door when in this room so as not to interrupt anyone working in the office.
- You may store your personal belongings in the break room, but make sure to take any belongings with you after your shift. Please do not keep personal items in the office.
- Since we have a bigger space, we would love it if everyone could do their part to maintain a presentable, clean, organized break space.

Kitchen

- We have access to a full kitchen with a sink, toaster oven, microwave, fridge, and coffee maker. There is a dishwasher and reusable dishes/utensils.
- Please keep all surfaces tidy and wipe things down when you are finished using them. Cleaning supplies are provided, so there should be no excuse to leave a mess behind after utilizing the kitchen in any way.
- All food must be labeled with the owner's name and the date it was put in the fridge.
- Perishable food left in the refrigerator for over a week will be disposed of.
- **If the space and appliances are not used respectfully, the administration team reserves the right to revoke access to the kitchen.**

Main Office

- The main office hours are 10 am-6 pm, Monday-Friday.
- This area must be maintained as a working environment. You may not know it, but on any given day, there are interviews, client calls, one-on-one meetings, training, etc., all simultaneously in this room.
- Please respect noise levels when entering the main office and understand that the space is not always suitable for socializing.
- We want you to feel comfortable reaching out to the admin team about any issues/concerns/ideas, etc., that you may have, but please do so through the proper channels. A simple text or email requesting time to chat may yield the best results for more extended conversations.

Guests and Visitors

- Both the Broadway Office and the Hurley's Break Room are workplaces and guests should not be brought into these spaces.
- Employees are not permitted to bring guests into the office spaces out of work hours.
- We appreciate that there may be circumstances where you need to bring a guest or visitor into the offices. In these circumstances, please request approval from a member of the office team.
- Please ensure that you and your guest are respectful of others who are working.
- To ensure the safety of any visitors and Broadway Crew staff, guests and visitors must comply with reasonable instructions and requests from members of the Office Team.

Technology

Technology Policy

Broadway Crew provides staff with software and devices necessary for them to undertake their jobs. You are required to

- Broadway Crew provided devices and software must be used in a lawful, responsible and ethical manner. Failure to do so may result in disciplinary action.
- Use of Broadway Crew provided technology should primarily be used for work purposes only, however exceptions can be made for limited personal use. What constitutes appropriate limited personal use should be discussed with the individual's manager or supervisor to ensure it does not interfere with individual or team performance.
- Passwords should never be shared with any person who does not have authority to possess them, nor should any devices remain logged in to a company account which could allow unauthorized access.
- Passwords should be secure (at least 8 characters long; include a mix of uppercase and lowercase letters, numbers and special characters; not be something obvious or easy to guess).

We reserve the right to monitor, restrict and/or remove access to provided devices and software where necessary.

Key software you are likely to use as part of your job includes, but is not limited to:

- **Armada Scheduling App**
 - This is where you will be receiving shift requests so make sure that the app is up to date and you are getting notifications.
 - The key for you is maintaining your availability in your employee profile.
 - [Please click here to](#) access resources on Armada (How to, downloads)
- **Crew HQ: www.broadwaycrew.com/crewHQ**
 - An online forum that has a plethora of resources including client sales guides, shift wrap reports, TKTS forms, Armada Information, training documents, payroll information, incident reports, and other policies (including this handbook!)
 - CrewHQ Password: bway (all lower case)

Time, Attendance, & Scheduling

Attendance Policy

We expect you to be present during your scheduled working hours. If you are running late, please notify the office and your manager via text as soon as possible and ***provide an expected time of arrival.***

- If a Crew member is late by 15 minutes or more, their ***shift time will be adjusted accordingly.***
- If a Crew member is late by 30 or more minutes, we reserve the right to send you home and the Field Operations Supervisor will be notified. This is grounds for a written warning.
- Repeated late arrivals may result in further disciplinary action up to and including termination.

We do know that emergencies happen. If you have an event that prevents you from coming to work one day, contact your manager as soon as possible. However, please note that calling out without at least 6 hours notice is grounds for a write-up. Calling out this close to your shift is for emergencies only, “being tired” or a last minute audition is not an appropriate reason for calling out.

A “No-Call, No-Show” is grounds for immediate dismissal, unless protected by law. Contractors must advise the Director of Operations and the Account Manager listed in their shift, in advance, any days on which they cannot attend work due to religious observance or other lawfully protected accommodation.

Scheduling Policy

With our ongoing theatrical clients, we schedule ***two weeks out (where possible)*** in Armada . We reserve the right to cancel scheduled shifts due to changes in client/company needs or at the discretion of management. We will make every effort to avoid this and provide ample notification if a shift cancellation should occur. If it does happen, we will always try to make up the time lost with other hours during the same billing period or the next one.

It is imperative that your availability is up to date. If you are scheduled and your availability is NOT up to date, then it is ***your responsibility*** to let us know.

- Your wellbeing, and the wellbeing of your fellow crew mates is our number one priority. Calling out for a shift because you are unwell is absolutely the right thing to do. We do not want anyone being a hero and coming into work while dealing with a cold, panic attack, family emergency, or anything of the sort. **This is important: it's not why you called out, it's how you do it.**
- If you have the smallest feeling that you will need to call out of a shift for any reason, please let us know as soon as you can. This way we can help replace the shift immediately or find a Crew member to be on standby just in case. The more notice you give, the more options we have!
- Please always make sure to request a replacement in Armada right after this.
- If you are calling out within 48 hours of shift, you must contact the account manager directly letting them know - a call or text please.

- If you are calling out 3-7 days before a shift, we ask that you communicate with the account manager directly in addition to asking for a replacement in Armada. Please use your best judgment on whether a text or email is appropriate.
- If you call out over a week in advance, no additional communication is needed past asking for a requestment in Armada.
- It is unacceptable to call out minutes before or after a shift starts. This puts the account manager and the Crew member you were supposed to work with in a difficult position, and it jeopardizes our relationship with the client.
- If you are looking to pick up shifts for call outs, emailing info@broadwaycrew.com to let us know this and your availability is a great place to start. This goes to all of our emails so we can all be on the same page.
- We understand that there are slow periods. Please know that these moments are only temporary. By keeping your availability as up to date as possible and being open to covering shifts you are more likely to receive shifts during these times.

For health and safety and employment law reasons, employees should not work in excess of 40 hours in any workweek. We will always endeavor to ensure that we are not rostering staff to undertake unreasonable hours. If you are rostered on for a shift that will take you over 40 hours, please contact the account manager for the shift and or the Director of Operations to discuss prior to accepting the shift.

Break Policy

Broadway Crew's policy is that each employee will receive at least one paid, 15-minute break for each five-hours worked. For work over 5 hours, you will receive a paid 30-minute meal break, or a longer break if required by applicable law. **Always** ask your manager for permission before taking a break. If you and another Crew member are working with no manager, use your best judgment and make sure to break at the same time. This way no one is left alone to work.

If you are working a double shift, we will make every effort to provide an hour break between shifts. You might not get a full hour together but rather divided up dependent on the shift and the manager on duty.

If you need to use the bathroom or get water outside of your breaktime, that is fine. Please make sure you are being quick about this though.

Overall, please take your breaks. We are very generous and understanding about if you need more time, need to grab extra water, etc. However, please do not take advantage of this. Things have a way of coming out when Crew members do take advantage of this.

General Policies

Travel Policy

If any employee is required to use public transit or a company or personal vehicle for travel during their shift, they must abide by the following:

- Crew Members must travel directly to their required designation, making no personal or unnecessary stops or detours other than occasional refreshments.
- The consumption, possession, or influence of alcohol or any controlled substance, other than in strict accordance with a prescription and the law, while on the clock or while traveling for work shall result in immediate discipline, including but not limited to termination.
- Crew Members must follow all laws, including traffic and parking laws. Broadway Crew will not be responsible for tickets or violations.
- The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as traffic violations, parking violations, speeding violations, or any other violation, can result in disciplinary action, up to and including termination of the agreement. Additionally, the Crew Member may be held responsible for any claims or lawsuits as a result of any damage caused due to the foregoing.

Dress Code

Our Crew are the public face of Broadway Crew. As such the way employees dress and their appearance is of significant importance in portraying a professional image to all customers, clients and members of the public.

Details are provided here on the general standards of appearance that are expected.

CLOTHING:

- Tops: Broadway Crew shirts or show/ event-specific shirts only.
- If you are layering, please only wear black, white, or gray, unless otherwise noted.
- Bottom: Black pants, jeans, chinos, slacks, leggings, black shorts [use your best judgment on length], or black athletic skirts.
- Hats: Broadway Crew or show/event-specific branded hats only.
- Tote Bags: Broadway Crew or show/event specific. Black crossbody bags for TKTS.
- Outerwear: Broadway Crew or show/event specific jackets, coats, sweatshirts. Broadway Crew provided scarves, mittens, and gloves.
- Broadway Crew branded pronoun pins are available on request

As a general rule, nothing outside of Broadway Crew or the client should be displayed.

No logos. No denim (aside from black). No ripped clothing. No stickers or pins that are not provided by Broadway Crew. No apparel that contains any graphics, logos, or other content that would be considered to be political in nature. Political content generally refers to any graphics, logos, or slogans that advocate for or against a political party, cause, or candidate for political office.

HYGIENE:

Everyone should maintain an acceptable level of bodily hygiene to ensure that interactions with other staff and clients remain positive and pleasant. Please be aware, in hotter months, additional measures may need to be taken. (i.e. extra deodorant, sunscreen)

EXCEPTIONS:

If there are specific requirements or requests from a client, you will be notified ahead of time and this will be flagged in the shift notes. If we are passing out shift-specific merchandise, you can/should wear the merchandise as part of your uniform.

ACCOMMODATIONS:

Broadway Crew recognizes and respects the diversity of cultures, religions, and abilities of its employees and will take a sensitive approach when this affects dress and uniform.

If the dress code policy contradicts the rules of your faith or is offensive to you in any way, please contact the office staff.

Leave Policies for New York Employees

All employees, including part time employees, working within New York State shall be subject to the following leave policies. Employees not working within New York State and/or independent contractors (1099s) are not subject to these policies.

New York Paid Sick Leave

- Eligible employees accrue paid sick leave at a rate of one hour for every thirty hours worked, up to a maximum of 40 hours of paid sick leave per calendar year.
- Employees may use accrued leave following a verbal or written request to their manager or supervisor for the following reasons impacting the employee or a member of their family for whom they are providing care or assistance with care:

Sick Leave

- For mental or physical illness, injury, or health condition, regardless of whether it has been diagnosed or requires medical care at the time of the request for leave; or
- For the diagnosis, care, or treatment of a mental or physical illness, injury or health condition; or need for medical diagnosis or preventive care.

Safe Leave

- For an absence from work when the employee or employee's family member has been the victim of domestic violence as defined by the State Human Rights Law, a family offense, sexual offense, stalking, or human trafficking due to any of the following as it relates to the domestic violence, family offense, sexual offense, stalking, or human trafficking:
 - to obtain services from a domestic violence shelter or other services program;
 - to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members;
 - to meet with an attorney or other social services provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding;
 - to file a complaint or domestic incident report with law enforcement;
 - to meet with a district attorney's office;
 - to enroll children in a new school; or
 - to take any other actions necessary to ensure the health or safety of the employee or their family or to protect those who associate or work with the employee.
- An employee may use NY Paid Sick Leave in increments of 1 hour.
- Employees must notify their Manager or Supervisor of their intent to utilize their accrued New York Paid Sick Leave pay as soon as reasonably practicable and record any missed shifts and call outs in accordance with the Attendance Policy within 48 hours of the absence.
- Employees need not provide confidential information, including the nature of an illness or its treatment, but may be required to provide medical verification if the employee uses leave for 3 or more consecutive scheduled workdays.
- Employees may request a summary of their sick leave accrual and usage.
- Employees may not use more than 40 hours of paid sick leave in any calendar year.
- Paid Sick Leave is not paid out upon termination or resignation.

New York State Voting Leave Rights

Broadway Crew will endeavour to roster staff to ensure that they have sufficient time to vote. Where employees do not have “sufficient time to vote”, employees will be eligible for up to two hours of paid time off to vote. An employee is deemed to have “sufficient time to vote” if the employee has four consecutive hours to vote either from the opening of the polls to the beginning of their work shift, or four consecutive hours between the end of a working shift and the closing of the polls.

NY Paid Family Leave

New York Paid Family Leave provides job-protected, paid time off so you can:

- Bond with a newly born, adopted, or fostered child during the first 12 months following the birth, adoption, or fostering of a child;
- Care for a family with a serious health condition;
- Assist with family situations when spouse, domestic partner, child, or parent is deployed abroad on active military service or has been notified of an impending military deployment abroad.

Paid Family Leave is funded through employee payroll contributions that are set each year to match the cost of coverage. These contributions will be automatically deducted from your regular pay. Visit PaidFamilyLeave.ny.gov for information on this year’s employee contribution rate, as well as a calculator to estimate your own payroll contributions.

Benefits

Eligible employees may take up to 12 weeks of paid family leave. This leave can be taken either all at once or intermittently, but must be taken in full-day increments. You may take the maximum time-off benefit in any given 52-week period.

Paid Family Leave benefits provide 67% of your average weekly wage, capped at the same percentage of the New York State Average Weekly Wage.

Eligibility

All eligible employees are entitled to participate in Paid Family Leave.

- Full-time employees: Employees who work a regular schedule of 20 or more hours per week are eligible after 26 consecutive weeks of employment.
- Part-time employees: Employees who work a regular schedule of less than 20 hours per week are eligible after working 175 days, which do not need to be consecutive.

Employees are eligible regardless of citizenship and/or immigration status.

Your Rights and Protections

- You have job protection, ensuring you can return to the same job (or a comparable one) when you return from Paid Family Leave.
- Your employer is prohibited from discriminating or retaliating against you for requesting or taking Paid Family Leave.

Taking Paid Family Leave

1. You must notify your employer at least 30 days before your leave will start if it's foreseeable. Otherwise, notify your employer as soon as possible.
2. Obtain required forms from the Director of Operations or PaidFamilyLeave.ny.gov.
3. Complete Part A of Form PFL-1 and then provide it to us to fill out Part B. We are required to return Form PFL-1 to you within three business days.
4. Obtain and attach the specific documentation or additional forms required for each type of leave as described on request form and at PaidFamilyLeave.ny.gov/Apply.
5. Submit your request forms and supporting documentation to our insurance provider no later than 30 days after the start of your leave.

Broadway Crew has engaged NYSIFas our Paid Family Leave insurance carrier, and they can be contacted at customerservice@nysif.com or 888.875.5790 .

Disputes

If your Paid Family Leave claim is denied, the insurance carrier or employer, if self-insured, will provide you with information about how to request arbitration.

Discrimination

You are protected from discrimination and retaliation for requesting or taking Paid Family Leave. If you believe you have been discriminated or retaliated against for requesting or taking Paid Family Leave, you can make a complaint in accordance with section 4 of the Harassment and Discrimination policy and/or lodge a *Formal Request For Reinstatement Regarding Paid Family Leave (Form PFL-DC-119)* with the Managing Partner.

More information

If you have questions about this policy, contact a member of the Broadway Crew leadership team or our PFL insurance carrier or visit paidfamilyleave.ny.gov/employees.

Disciplinary Processes

The goal of this process is to have everyone on the same page to avoid any misunderstandings or miscommunications. If you follow all company policies and protocols, you have nothing to be concerned with. If you have questions regarding company protocols and policies your administration team is more than happy to clear up any confusion you may have.

First Offense - This will apply to the first time a member of the leadership team observes an infraction or a pattern of behaviors. This will result in coaching in the field by a manager about how to correct the observed behavior and/or a verbal warning.

Second Offense - This will apply to a second infraction or observation of a repeated behavior. This will result in the issuance of a written warning outlining the infraction or pattern of behavior noted.

Third Offense or Serious Misconduct - This will apply to a repeated pattern of behavior without signs of improvement or serious misconduct (e.g. theft, fraud, assault, harassment). This will result in a private meeting with one or more members of the leadership team and disciplinary action up to and including termination of employment.

Managing Conflicts of Interest

A conflict of interest is any situation where your personal interests are incompatible with your professional obligation to act in the best interests of Broadway Crew. Conflicts of interest should be avoided or, where they cannot be avoided, must be disclosed and appropriately managed

Conflicts of interest can be actual, potential or perceived, and could include, but are not limited to:

- Working for us and one of our direct competitors at the same time.
- Using Broadway Crew resources to start or run your own business.
- A manager employing a friend or family member.
- A manager in a romantic relationship with a staff member where that manager is responsible for decisions that relate to that staff member (eg rostering, discipline etc).
- Using confidential information from Broadway Crew for personal gain.

You must use your best judgment to identify any conflicts of interest you may have and disclose them to the Director of Operations as soon as possible after you become aware of the conflict of interest. The Director of Operations or another member of the leadership team will meet with you to discuss how the conflict of interest can be managed.

Many conflicts of interest can be appropriately managed through simple actions such as restricting involvement on a particular project or process, changing reporting lines etc. However, in serious cases or cases where other management actions can't appropriately manage the conflict of interest, it may be necessary to look at relinquishing an interest or resigning.

Harassment and Discrimination Policy

1. Policy Overview

Broadway Crew is committed to maintaining a workplace free from harassment and discrimination. All employees, contractors, and individuals conducting business with us have the right to a safe and respectful work environment. Employees are encouraged to report concerns promptly to maintain a professional and safe working environment.

Harassment and discrimination based on sex, gender identity, sexual orientation, race, color, religion, national origin, age, disability, pregnancy, marital status, genetic predisposition, reproductive health decisions, or any other characteristic protected by law will not be tolerated. If a Broadway Crew employee engages in harassment or discrimination, it will be treated as employee misconduct.

2. Sexual Harassment

Sexual harassment is a form of workplace discrimination that is illegal under federal, state, and local laws. Broadway Crew prohibits all forms of sexual harassment, including but not limited to:

- Unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- Conduct that creates a hostile work environment, including sexual jokes, remarks, or inappropriate physical contact.
- Retaliation against individuals who report or participate in investigations of sexual harassment.

3. Other Forms of Harassment and Discrimination

Unlawful harassment includes any conduct, whether by a coworker, manager or member of the public, that creates an intimidating, hostile, or offensive work environment. Examples include, but are not limited to:

- Making offensive comments or jokes related to protected characteristics.
- Displaying discriminatory or offensive materials.
- Threatening or intimidating actions based on a person's identity.
- Starting or spreading rumors about a person's personal life.

Workplace violence is a serious form of harassment. It includes physical and sexual assault, destruction of property, threats to harm a person or property and verbal and psychological abuse. We want to avoid those incidents altogether, but we also want to be ready to respond if needed. If you or a co-worker experience workplace violence:

- Immediately notify the Account Manager for the shift and the Director of Operations.
- As soon as practical after the incident, fill out the incident report form on Crew HQ.

4. Complaint and Investigation Process

All reports of harassment, discrimination and bullying will be taken seriously and investigated promptly. The process includes:

- If you feel safe to do so, you can address your concerns directly with the offender in an effort to resolve the harassment.

- Employees can submit complaints verbally or in writing/email or by using Broadway Crew's complaint form.
- Team Managers who receive complaints will escalate the complaint to the appropriate member of the Broadway Crew Leadership Team.
- If the complaint is about your manager or supervisor, you can make a complaint directly to a member of the leadership team. If the complaint is about a member of the leadership team, you can make a complaint to the Managing Partner.
- The Broadway Crew Leadership Team will appoint a suitable person to conduct an impartial investigation, this may include conducting interviews and a review of relevant documents.
- Subject to the findings of the investigation, the Broadway Crew Leadership Team will take appropriate corrective action. This may include management action, required training and/or disciplinary measures up to and including termination.

All information relating to complaints and investigations will be treated respectfully and confidentially.

5. Legal Protections and External Remedies

Employees have the right to file complaints with government agencies, including:

- The New York State Division of Human Rights (DHR) at (888) 392-3644 or dhr.ny.gov.
- The U.S. Equal Employment Opportunity Commission (EEOC) at 1-800-669-4000 or www.eeoc.gov.
- Local agencies that enforce anti-discrimination laws.

6. Supervisory Responsibilities

Supervisors and managers must:

- Report all complaints to HR.
- Ensure compliance with Company policies.
- Prevent retaliation against complainants.

7. Retaliation Prohibition

Retaliation against employees who report or participate in harassment investigations is unlawful and will result in disciplinary action.

8. Training and Education

All employees are required to undertake Sexual Harassment Prevention Training as part of their induction and onboarding as well as undertaking annual refresher training.

Employees must provide evidence of completion (e.g. certificate of completion) of this training to XXXX

9. Workplace Conduct Beyond the Office

Sexual harassment, bullying and discrimination can occur outside of the workplace, including company-sponsored events and digital communications. Employees are expected to uphold this policy at all times.