



**XPLO**SIVE  
entertainment

## EVENT EMPLOYEE HANDBOOK

**2025**

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**NOTE: All policies are subject to change without notice at any time. When changes are made, Xplosive Entertainment will contact each employee with relevant updates. This handbook will be updated on an as-needed basis. Please submit related questions and concerns to an office administrator.**

## Employee Handbook Acknowledgment and Receipt

### **I have received my copy of the Employee Handbook.**

The employee handbook describes important information about Xplosive Entertainment LLC, and I understand that I should consult my manager regarding any questions not answered in the handbook. I have entered into my employment relationship with Xplosive voluntarily and acknowledge that there is no specified length of employment. **Accordingly, either I or Xplosive can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.**

I understand and agree that, other than the Owners of the company, no manager, supervisor or representative of Xplosive has any authority to enter into any agreement for employment other than at will; only the Owners of the company has the authority to make any such agreement and then only in writing signed by the Owners of Xplosive.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with Xplosive. By distributing this handbook, the company expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by Xplosive, and the company reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the Owners of Xplosive have the ability to adopt any revisions to the policies in this handbook.

**I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at Xplosive is employment at will, which may be terminated at the will of either Xplosive or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document.** I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by Xplosive or myself.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

\_\_\_\_\_  
Employee's Signature

Dated: \_\_\_\_\_

\_\_\_\_\_  
Employee's Name (Print)

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE**

### **Disclaimer**

**This Handbook is neither a contract of employment nor a legal document. Nothing in the Xplosive Employee Handbook creates or is intended to create a promise of continued employment. Employment at Xplosive is employment at will, which may be terminated by either Xplosive or the employee at any time for any reason with or without notice.**

**I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by Xplosive, and the company reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the Owners of Xplosive have the ability to adopt any revisions to the policies in this handbook.**



# **MISSION STATEMENT & CORE VALUES**

## **Our Mission Statement**

**We don't just produce events. We ignite them.**

With elevated expectations for how events should look, sound, and feel, we fuse bold ideas with flawless execution to deliver event excellence.

## **Our Core Values**

BE OPEN-MINDED  
CRAVE EXCELLENCE  
FOSTER COLLABORATION  
CREATE SOLUTIONS

# **EMPLOYEE SAFETY**

## **Onsite Injuries & Emergencies**

If you are injured or experience a medical emergency at an event, report it immediately to your event lead. Based on the severity of your injury or medical emergency, you may be sent home or escorted to the nearest hospital facility. If the injury is minor and you are still able and willing to work, you will be treated accordingly at the conclusion of the event. Use your best judgment when it comes to your well-being and promptly discuss any needs or concerns you may have with your event lead. It is also advised that you discuss any pre-existing medical conditions, allergies to medication, etc. with your lead prior to an event start.

If you are injured or experience a medical emergency in the office, report it immediately to a manager or Xplosive owner (Michael Langsner or Dylan Weisman). Appropriate action will be taken based on the severity of your injury or condition.

If you experience a non-medical emergency at (or just prior to) an event, contact your event lead or an Xplosive owner immediately. We will do our very best to accommodate your needs and cover your shift based on the severity of the situation. You are NOT to find coverage for your shift on your own.

## **Drug & Alcohol Use**

The possession and/or use of alcohol onsite at events is not tolerated. The possession and/or use of alcohol while at events may result in termination of employment. Arriving intoxicated or under the influence of alcohol in any way to an event is not tolerated and is grounds for termination.

In accordance with state and federal laws, the use and/or possession of illicit drugs onsite at events or in the Xplosive Entertainment office is not tolerated. Use and/or possession of these substances will result in termination of employment.

## **Smoking Policy**

If you need to take a smoke break, please check with your event lead. Smoking is not tolerated inside of venues, outside designated venue smoking areas, or within close proximity of clients and guests. Smoking is not tolerated inside the Xplosive Entertainment office, but is permitted outside on company grounds.

‘Smoking’ is inclusive of all tobacco products and all products that appear to use tobacco, including vaporizers and e-cigarettes. As noted in the Presentation & Hygiene section, following a smoke break, you are expected to return to work fresh and without unpleasant odors.

## **Cannabis/Marijuana Policy**

Despite local state laws changing about the legality of marijuana or cannabis, Xplosive considers the use of cannabis a mind altering substance and just as one is not permitted to arrive at work drunk or consume alcohol at an event, the same policies apply for marijuana use. A large majority of our events involve children and/or take place at places of worship. The use of common sense and professionalism here is inherent.

# **SCHEDULING & INVOICING**

## **Employee Scheduling & Shift Approval**

When possible, employee shifts are scheduled far in advance and are assigned based on employee availability. All employees are responsible for logging into the employee portal and checking their schedule on a weekly basis. You may access your employee portal by logging on to [www.myxeevents.com](http://www.myxeevents.com) and entering your assigned username and password. If you do not know your login credentials, contact Bridgitt Scotto, office manager at [Bridgitt@xeevents.com](mailto:Bridgitt@xeevents.com).

We encourage employees to review their portal regularly for last minute event updates. Work orders will also be sent out 2-3 days prior to events. Please do NOT rely on these to maintain your schedule—you should review and confirm your shifts well in advance of the actual event date(s). Due to the nature of our business, last minute changes to schedules may be necessary. We sincerely appreciate your flexibility and understanding.

Employees are also responsible for approving or denying assigned shifts within the employee portal. If employees fail to accept/approve shifts within their portal, they risk being taken off the event. Consistent denials or last minute changes to availability without explanation may result in termination of employment. Please be sure to discuss any changes to your availability with an Xplosive owner as soon as they arise.

## **Exclusivity**

Xplosive takes great pride in building a synergistic team. Training and experience is gained at Xplosive events. It is our goal to continue building stronger skill sets for our team members. These skill sets include, but are not limited to DJ, MC, Dancer, AV Tech roles, etc. Our company's competitive edge is based on the talent on our team. Therefore, we require your commitment to use your job related skill set exclusively for Xplosive and emphatically not for our competitors. Working for competitors is grounds for termination. The same applies for self employment in a competitive market segment. For example, an Xplosive DJ cannot build a side business selling and entertaining bar/bat mitzvahs, weddings, etc. Nightlife employment or non-competitive event segments are permitted. If an opportunity comes up to earn additional income and you are unsure if its considered a conflict of interest, we request you ask an Xplosive owner in advance.

## **Requesting Time Off**

All employees may request time off in advance for family and personal obligations, vacations, etc. To request time off, log into your employee portal and select 'Time Off' then enter the date and reason for your request. Please make requests as far in advance as possible so we may maintain an organized schedule.

## **Job Recap Forms**

Employees are required to submit a payroll submission form (AKA Job Recap Form) for their services at the conclusion of every event. These forms must be submitted no later than the end of that day. Failure to submit a recap form by that time may result in delayed pay. This form (along with other important employee forms) can be found at [www.xeevents.com/forms](http://www.xeevents.com/forms). Event recap forms are kept confidential (besides ownership), so we encourage employees to be as detailed and honest as possible when filling them out.

## **Direct Deposit**

We strongly recommend that our employees sign up for direct deposit in order to expedite the payroll process. For



new employees, while onboarding in Heartland, our payroll provider, you will have an opportunity to select direct deposit vs standard checks. Please follow all prompts and provide required information to setup direct deposit upon hiring. For existing employees who are not currently on direct deposit, email a voided check to Bridgitt Scotto, office manager who will get this setup for you.

Employees with direct deposit will receive payment Friday of each week. Those without direct deposit will have their checks mailed by Friday every week.

## **EVENT STAFF CHAIN OF COMMAND**

The employee chain of command is structured to ensure employee safety and event success. Below is the chain we use at Xplosive Entertainment events:

- 1<sup>st</sup>— Xplosive Owner (Michael Langsner or Dylan Weisman)
- 2<sup>nd</sup>— Event Coordinator (if applicable)
- 3<sup>rd</sup>— Project Manager (if applicable)
- 4<sup>rd</sup>— Event Designated Lead (Typically MC or crew member with seniority)

If the chain of command is unclear for any reason during your event, report to the employee with standing seniority at the company. In case of an emergency, contact an Xplosive owner immediately. For non-emergencies or general questions/concerns, contact your event lead or upper management.

## **EVENT POLICIES**

## Arrival Procedures

All employees should arrive at their assigned event 10-15 minutes before their scheduled call time. Be sure to check where everyone is meeting (at the Xplosive Office, at the venue, etc.) well beforehand. All hair and makeup should be done prior to arrival. We also encourage employees to arrive in comfortable clothing—ideally an Xplosive Entertainment T-shirt—if you are setting up. Attire with foul or inappropriate printed language or graphics is not permitted to be worn at anytime while representing Xplosive Entertainment.

## Setup & Breakdown Expectations

When Xplosive Entertainment works an event, we arrive and depart as a team. With that being the case, please arrive at all events expecting to assist with both setup and breakdown.

On an as-needed basis, all employees will be expected to assist prepping equipment and party favors, arranging furniture, staging, and props, assembling stations and attending to other tasks assigned at the discretion of the event lead. Again, we encourage employees to wear comfortable clothing for setup and to change into for breakdown.

If you are working a double shift or if you have a prior engagement that's already been approved by your event lead, you may leave before breakdown is completed. Employees should otherwise be prepared to stay after the conclusion of each event to pack up. With an 'all hands on deck' mentality, the process will be easy and expedited.

During breakdown, please respect the venue by keeping it clean and in better shape than when you first arrived. Do not leave trash behind and be sure to clean up after yourself.

Bear in mind that no employee will be asked or expected to lift heavy equipment beyond their limitations.

Please note that stealing from a venue, decorator, planner or client at any time is not tolerated and will result in termination of employment.

## Gratuities

While they are not guaranteed, gratuities are often presented to Xplosive Entertainment staff at events. Any gratuities received will be distributed at the conclusion of event breakdown. In most cases, the event lead will distribute gratuities fairly based on role, performance and hours onsite. No employee is to ask for or receive their gratuity before breakdown is complete, unless early departure from an event has been pre-approved.

## Lateness & Absences

Lateness to events is unacceptable. Not only does it reflect poorly on our brand and what we stand for as an entertainment company, but it disappoints the needs of our clients. Arriving late expands the workload of your event team. **Lateness to events beyond 5-10 minutes will result in a dock in pay.** The amount docked is determined at the discretion of an Xplosive owner. Repeated lateness or absences will result in termination of employment.

If you encounter an emergency, medical or otherwise, that delays you from arriving on time, contact your event lead immediately. This does not excuse lateness. However, it helps with communication and employee expectations.

## Phone & Smart Device Usage

The use of a personal cellphone or smart device should be kept to an absolute minimum while working events. We strongly encourage employees to refrain from usage completely and require that all necessary usage be kept discreet and out of sight from clients, event guests and out of view of photo/video teams. Repeated use of a cellphone or smart device while on the clock will result in disciplinary action.

State law prohibits the use of hand-held mobile devices while operating a motor vehicle. Company policy does not permit the use of cell phones while driving on company related business. Texting, or reading or sending e-mail while driving is strictly prohibited. Employees are to pull off the road in a safe location before texting or reading or responding to an e-mail. Employees who are required to drive while on business outside of New Jersey are to check the state and local laws regarding use of mobile devices while driving and adhere to all applicable state and local laws.

## Presentation & Hygiene

We require our employees to appear professional, clean and polished at all times during events. Regular showering, hair styling, grooming of facial hair, teeth brushing and use of deodorant/antiperspirant is necessary. If any employee does not meet hygienic standards, they will be asked to leave their assigned event and will not be paid for the event. Repeated offenses will result in disciplinary action and/or reduced employee scheduling.

As previously stated, all hair and makeup should be done prior to arriving at events unless otherwise noted. Appropriate event attire includes the following:

- Black dress pants (comfortable enough to move/dance in)
- Black blouse or button-down shirt
- Black dress shoes with black socks

We also encourage employees to bring a second top or shirt. Attire with foul language or graphics will not be accepted. Please keep in mind that we are working formal events at upscale venues. Your attire should reflect accordingly. For instance, gym attire or ripped jeans is not appropriate for Xplosive events during the event.

Sometimes a costume or logo'd shirt may be requested by the client or required by Xplosive Entertainment to fit an event's theme. Your participation is expected and appreciated.

Please note that discretion and manners are expected from all Xplosive employee. Do not exhibit rude behavior (burping, cursing, using sexually explicit language, etc.) while at events or in the presence of clients. Offenses will result in disciplinary action.

## EMPLOYEE BREAKS

According to New Jersey labor laws, breaks are not guaranteed during typical 5-hour events. While we put every effort in to ensure that you are provided with meals and time to rest, we cannot promise that clients will follow through with our requests. Please check with your event lead before taking any short (5 minutes) breaks to make sure they are approved.

We also request that you display proper etiquette when taking a break at events. Guests are to eat **before** Xplosive staff. Your event lead will let you know if and when eating is appropriate. Be sure to clean up after yourself as well, and to be discreet.

# TRAVEL EVENTS

At times you may be requested for or scheduled on events that are further than our common geographic region. In order to standardize a policy and offer fair compensation for travel events, the following details apply.

For our purposes, TRAVEL EVENTS are categorized in these three separate classifications:  
Long Distance, Road Trips and Destination.

**1. LONG DISTANCE** without overnight stay. (defined as: events that we drive to in slight excess 75 miles but under 3 hours of normal drivetime). *Examples: A Mitzvah in White Plains, NY or a Wedding in Allentown PA.*

- Regular gig rate applies.
- For events exceeding 75 miles XE will reimburse the driver for mileage at the rate of 67 cents per mile (or the IRS mileage reimbursement for the applicable year) for each mile past the initial 75. Carpooling is strongly encouraged. If an employee has an efficient carpool option, but chooses against it, fuel reimbursement will not be granted.
- Per diem is not included, (we assume meal at the event is provided by client). Plan/pack your snacks accordingly.

**2a. ROAD TRIP EVENTS** for a single gig and one overnight stay. (events that we drive to, in excess of three hours each way, most commonly warrant an overnight stay). *Examples: A wedding in Vermont or a Mitzvah DC.*

- Gig rate is 1.5x regular rate
- XE will reimburse the driver for ALL mileage at 67 cents per mile if a personal vehicle is being used. At other times, XE will rent a vehicle and require carpool. Any fuel or toll expense will be reimbursed. Save receipts. An XE EZ pass will be provided when available.
- XE will reimburse for arrange for and reimburse for hotel stay. (2 employees per room).
- 1 Single Half day Per diem (\$35) is added to gig rate as a reimbursement if a single night stay is required.

**2b. ROAD TRIP EVENTS** for a multiple day gig and multiple overnight stay (events that we drive to in excess of three hours each way). Example 3 day corporate meeting in Hersey, PA requiring DJ services on two days and one day of setup.

- Gig rate is 1.5x regular rate on performance days
- Additional non-performance days will be paid at a predetermined "day-rate" based on role and responsibilities.
- XE will reimburse the driver for ALL mileage at 67 cents per mile if a personal vehicle is being used. In most cases a company vehicle or rental vehicle will be provided. When possible a company EZ pass will be provided for tolls.
- XE will reimburse for arrange for and reimburse for hotel stay. (2 employees per room)
- Half day Per diem (\$35 less than 5 hour obligations) and full Day Per Diem (\$75 greater than 5 hour obligations) will be calculated based on working/travel hours needed.
- *NOTE: Employee and Ownership may negotiate a revised pay plan different than outlined above for these events varying based on the destination, length of time and scope of work.*

**3. DESTINATION EVENTS** (events that we fly to)

- Gig rate is 1.5x regular pay for any performance days (*this rate includes any necessary rehearsal or early setup as required*)
- XE will book and pay for flights and luggage expenses or will reimburse the same if the employee books his/her own flights. All flights are booked standard coach seating and on the airline offering the most convenient and cost effective flight options.
- First and last day of travel, per diem = \$150 which includes any incidentals that come up including transportation to/from, parking, etc.
- Any working days between first and last days (if applicable) = \$75 per diem payout.
- *NOTE: Employee and Ownership may negotiate a revised pay plan different than outlined above for these events varying based on the destination, length of time and scope of work.*

**HOTEL NOTES:**

- (If an employee does not want to share a room, 50% of the room will be paid for by XE and the employee accepts that he or she is responsible for the other 50% payment.
- Just like local events, guests/spouses are not permitted to attend events and/or participate in Xplosive provided transportation or lodging without prior consent from an owner of XE.

**(Chart on following page clearly depicts the variables in this policy)**



## TRAVEL & PER DIEM POLICY

	Long Distance gig	Road Trip Single Night	Road Trip Multi-Night	Destination XE Flight and Overnight
	Defined as events that we drive to in slight excess 75 miles but under 3 hours.  <i>Examples: A Mitzvah in White Plains, NY or a Wedding in Allentown PA.</i>	Events that we drive to (in excess of three hours) each way most commonly warrant an overnight stay.  <i>Examples: A wedding in Vermont or a Mitzvah Washington DC.</i>	Events that we drive to in excess of three hours each way.  <i>Example 3 day corporate meeting in Hersey, PA requiring DJ services on all two days and one day of setup.</i>	Events that we fly to.  <i>Example: Mitzvah in New Orleans or Corporate Multi-day Event in Chicago</i>
<b>GIG RATE:</b>	Regular Gig Rate	1.5x Gig Rate	1.5x Gig Rate	1.5x Gig Rate
<b>MILEAGE:</b>	67 cents per mile reimbursement for mileage exceeding 75 each way	67 cents per mile reimbursement for ALL miles	67 cents per mile reimbursement for ALL miles	N/A
<b>HOTEL:</b>	N/A	XE will arrange for and reimburse for hotel stay. (2 employees per room)	XE will arrange for and reimburse for hotel stay. (2 employees per room)	XE will arrange for and reimburse for hotel stay. (2 employees per room)
<b>PER DIEM:</b>	N/A	1 Single Half day Per diem (\$35) is added to gig rate as a reimbursement if a single night stay is required.	Half day Per diem (\$35 for less than 5 hour obligation).  <i>Example of half day: day 1: 7pm drive to hotel.</i>  Full Day Per Diem (\$75 for greater than 5 hour obligations) will be calculated based on working/travel hours .  <i>Example of full day: day 2: full day setup and performance</i>	First and last day of travel, per diem = \$150 which includes any incidentals that come up including transportation to/from, parking, etc.  Any working days between first and last days (if applicable) = \$75 per diem payout.
<b>NOTES:</b>	<p><b>HOTEL NOTES:</b></p> <ol style="list-style-type: none"> <li>1. If an employee does not want to share a room, 50% of the room will be paid for by XE and the employee accepts that he or she is responsible for the other 50% payment.</li> <li>2. Guests or spouses are not permitted to join destination or road trip events without prior consent by ownership.</li> </ol> <p><b>CARPOOL NOTES:</b></p> <ol style="list-style-type: none"> <li>1. Ride sharing is strongly encouraged. If an efficient ride share situation exists and is not utilized, employee may be denied mileage reimbursement.</li> </ol> <p>THIS POLICY IS MEANT TO PROVIDE GENERAL GUIDANCE. THIS IS SUBJECT TO CHANGE AND MAY BE ALTERED TO MEET SPECIFIC EVENT NEEDS.</p>			

# **EQUIPMENT**

## **Use, Abuse & Neglect of Xplosive Equipment**

Purposeful misuse or destruction of any and all Xplosive equipment creates an unsafe working environment for all staff and guests and will result in termination of employment. In the event of neglect (leaving equipment behind after an event), it becomes the event team's collective responsibility to either 1. Retrieve the forgotten equipment or 2. Pay to replace it. Refusal to do so may result in disciplinary action.

Safety is always our main concern when setting up and/or breaking down equipment. Please use common sense and exercise safety when handling all equipment. Use the buddy system for heavy or large equipment. Use wheel locks and ratchet straps to secure equipment in vehicles and in transit between vehicle and final placement locations (especially when outdoors, in uneven surfaces or windy conditions).

## **Reporting Broken or Malfunctioning Gear**

It is the responsibility of every employee to report any broken, damaged, or malfunctioning piece of equipment as soon as it is discovered.

To report a broken or malfunctioning piece of gear, first tell your event lead. Next, mark the equipment's road case with an 'X' using gaff tape. Lastly, include a detailed description in your event recap form.

## **Personal Property & Equipment**

Xplosive Entertainment is not responsible for any lost, stolen or damaged personal property or equipment at events. We advise employees to leave valuables at home, and to only come to events with the essentials—a change of clothes and shoes, makeup, etc.

If personally owned equipment is being used at Xplosive Events, we expect it to be maintained at a high standard.

# **SOCIAL MEDIA ETIQUETTE**

In order to remain a relevant, visible and dynamic entertainment company, social media is a crucial component of



our marketing strategy. Because of this, Xplosive Entertainment must be sure that the right message and image is being presented to our viewers at all times. It is the responsibility of every employee to maintain professionalism and polish when representing Xplosive Entertainment online. All employees, whether they are intentionally acting on behalf of Xplosive or not, must adhere to this policy at all times.

Social media includes, but is not limited to blogs, personal web pages, message boards, wiki spaces, forums, social networking websites, video sharing sites, company and industry sites and company email.

Under no circumstances may employees post anything on social media that:

- Affects or portrays their performance in a negative way
- Affects or portrays the performance of other Xplosive employees in a negative way
- Affects the business interest of the company in a negative way
- Affects or portrays clients, vendors or guests in a negative way
- Affects the overall reputation of Xplosive Entertainment in a negative way
- Discloses personal or confidential information belonging to clients, vendors, guests or other Xplosive employees

These rules are not meant to discourage employees from engaging in protected activity under section 7 of the National Labor Relations Act, but rather to ensure that employees do not violate FCC regulations regarding advertising or SEC regulations regarding insider trading and to protect the company's trade secrets.

Because the content of social media posts directly affect the interests, success, and productivity of our company, the above posts are strictly prohibited. Any violation of this policy will result in disciplinary action, and may lead to termination of employment.

We do strongly encourage you to share relevant content from events, as well as promote yourself and the Xplosive Entertainment brand, using social media. Please be sure to tag Xplosive Entertainment in all relevant posts using our handle @xeevents and our hashtag #xeevents. Unless you have a personal profile used specifically to promote your business interests within Xplosive Entertainment, you cannot distribute your personal profiles to clients or guests at events. Lewd or inappropriate images cannot be shared with adults or minors, period.

## Photo & Video Release

By accepting employment at Xplosive Entertainment, all employees grant and authorize Xplosive Entertainment the right to take, edit, alter, copy, exhibit, publish, distribute and make use of any and all pictures or video taken of them to be used in and/or for legal promotional materials including, but not limited to newsletters, flyers, posters, brochures, advertisements, annual reports, press kits, websites, social networking sites and other print and digital communications without payment or any other consideration. This authorization extends indefinitely and to all languages, media, formats and markets now known or hereafter devised. If you have any questions or concerns, please contact an Xplosive owner.

## **XPLOSIVE OFFICE PROTOCOL**

The Xplosive Entertainment office is the main hub of our business, located at 223 Englishtown-Freehold Road, Suite 105 in Manalapan, New Jersey. While we encourage employees to socialize in and utilize the co-working space, it is important to follow these guidelines while in the office:

- If you are off the clock, be aware that staff around you is on and working.
- Refrain from shouting, talking loudly or blasting music in the workspace.
- Waste receptacles by staff desks should NOT be used for food or drink disposal. Please throw these items away in a warehouse garbage can.
- If a waste receptacle is full, please take the contents out and replace the bag.
- Do not use or remove items from others' desks without permission.
- It is courteous to replace restroom supplies as they run low/out. Supplies for the restroom are located in the adjacent closet. If we are out of a certain supply, please tell an Xplosive owner.
- Use deodorizing spray after bathroom use.
- Please respect our communal kitchen utilities (microwave, refrigerator, water cooler, etc.) and clean up any messes you may make.
- If you are last to leave the building, please switch off the lights and television behind the front desk. Be sure to arm the alarm and lock the front door on your way out.

As a general rule, try to leave areas you've used in better shape than you found them in. Also remember to respect others' space and property in the office.

# **HARRASMENT & DISCRIMINATION**

## **Diversity, Equity, and Inclusion**

Xplosive is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion. The life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

Xplosive is committed to providing our customers with the best service possible and employees with a fair and equitable workplace through our practices and policies and the ongoing development of a work environment that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

All Xplosive employees are expected to support an inclusive workplace by adhering to the following conduct standards:

- Treat others with dignity and respect at all times.
- Address and report inappropriate behavior and comments that are discriminatory, harassing, abusive, offensive or unwelcome.
- Foster teamwork and employee participation, encouraging the representation of different employee perspectives.
- Avoid slang or idioms that might not translate across cultures.
- Confront the decisions or behaviors of others that are based on conscious or unconscious biases.
- Be open-minded and listen when given constructive feedback regarding others' perception of your conduct.

Xplosive will not tolerate discrimination, harassment or any behavior or language that is abusive, offensive or unwelcome.

## **Violations**

Employees are expected to report incidents that violate this code of conduct by contacting the owner as detailed below.

Employees who violate Xplosive's code of conduct expectations will face disciplinary action. Possible consequences include additional training, verbal and written warnings, suspension and termination of employment.

## **Xplosive's Anti-harassment Policy and Complaint Procedure**

Xplosive is committed to a work environment in which all individuals are treated with respect and dignity. Each

individual has the right to work in an atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Xplosive expects that all relationships among employees and contractors working for or with Xplosive will be business-like and free of bias, prejudice and harassment.

Company policy prohibits unlawful discrimination and harassment based on race, color, sex (including pregnancy), religion (including religious dress or religious grooming), age, national origin or ancestry, physical or mental disability, medical condition, genetic information, sexual orientation, gender identification or any other consideration made unlawful by federal, state or local laws. All such discrimination and harassment is unlawful and prohibited by the Company. These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to the Company (e.g., an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events. If you feel you have been subject to discrimination or harassment, please notify Michael Langsner or Dylan Weisman immediately.

The Company has numerous policies that are designed to achieve important business objectives. We recognize, however, that an otherwise legitimate workplace policy can have unintended consequences to individuals in a particular group or class. If you feel that one of our policies adversely impacts you, you should report your issue(s) regarding the particular policy to the Company. The Company takes all complaints seriously. Company policy also prohibits unlawful discrimination by any employee towards customers, vendors, contractors, or any third party associated with the Company.

Xplosive encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Xplosive to promptly and thoroughly investigate such reports. Xplosive prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

### **Definitions of Harassment**

Harassment constitutes discrimination and is illegal under federal and state law. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, marital, civil union, or familial status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment

opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

### **Individuals and Conduct Covered**

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to Xplosive (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

### **Complaint Process**

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with Michael Langsner or Dylan Weisman. If an employee is not comfortable discussing their concerns with Michael or Dylan they should contact Bridgitt Scotto.

When possible, Xplosive encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. Xplosive recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Xplosive encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.

False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

### **The Reasonable Accommodation Process**

It is the policy of Xplosive to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to Xplosive. Speak to the owners about any accommodations you may need.

The company will also accommodate employees' sincerely held religious beliefs to the extent it can reasonably do so. Any employee needing a religious accommodation should speak with the Owners.

### **Workplace Bullying**

Xplosive defines bullying as "repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment." Such behavior violates company policy, which clearly states that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that the company will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when seeking out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. Xplosive considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.
- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

The following examples are considered bullying in the workplace and will not be tolerated:

- Persistent singling out of one person.
- Using obscene or intimidating gestures.
- Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames.
- Public humiliation in any form.
- Constant criticism on matters unrelated or minimally related to the person's job performance or description.
- Repeatedly accusing someone of errors that cannot be documented.
- Deliberately interfering with mail and other communications.

- Spreading rumors and gossip regarding individuals.
- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do his or her work (e.g., overloading, underloading, withholding information, removing needed tools or supplies from trucks, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
- Assigning menial tasks not in keeping with the normal responsibilities of the job.
- Taking credit for another person's ideas.
- Deliberately excluding an individual or isolating him or her from work-related activities.
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

Individuals who feel they have experienced bullying should report this to their supervisor before the conduct becomes severe or pervasive. All employees are strongly encouraged to report any bullying conduct they experience or witness as soon as possible to allow Xplosive to take appropriate action.

### **Violence in the Workplace**

All employees, customers, vendors and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.

Conduct that threatens, intimidates or coerces another employee, customer, vendor or business associate will not be tolerated. Xplosive resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. Xplosive treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform the Owners of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. Xplosive will not retaliate against employees making good-faith reports.

Although Xplosive does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform either Michael Langsner or Dylan Weisman if

any employee exhibits behavior that could be a sign of a potentially dangerous situation.

Such behavior includes:

- Discussing weapons or bringing them to the workplace.
- Displaying overt signs of extreme stress, fear, resentment, hostility or anger.
- Making threatening remarks.
- Showing sudden or significant deterioration of performance.
- Displaying irrational or inappropriate behavior.

Xplosive will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. Xplosive will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, Xplosive may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Xplosive encourages employees to bring their disputes to the attention of their supervisors before the situation escalates. Xplosive will not discipline employees for raising such concerns.

## DISCOUNTS... FRIENDS AND FAMILY PERKS

### GEAR RENTALS

*Examples of scenarios like this...*

- *Birthday party at your home for a family member*
- *Personal graduation party*
- *4th of July BBQ at your home*

Every employee, in good standing, with more than one year tenure with the company is entitled to a complimentary rental occurrence once per calendar year. Note, this complimentary rental is available for personal, non-revenue generating events (unless cleared by company ownership). All rentals are on a pick-up & return basis. The company does not provide delivery for staff rentals.

Outside from this once-a-year complimentary rental, a 50% discount from standard rental rates will be available for additional rentals within the same calendar year.

All paid and complimentary equipment rentals must still be entered into myXE for tracking purposes. **No employee is permitted to simply enter the warehouse and take a piece of equipment for personal use without following the proper rental/booking procedures.** All complimentary rentals are based on availability. If the company has an



opportunity to sell an item which is reserved for complimentary rental, the company will immediately notify the employee and offer a fair alternative.

### IMPORTANT NOTES

In order for a company employee to rent a piece of equipment, they must be qualified to operate said piece of equipment. With complimentary staff rentals, special models or brands cannot be guaranteed. Employee understands the value and accepts the responsibility for the safe return of any rented equipment.

#### The company does NOT rent the following:

- Vehicles or trailers
- Laptops, Computers
- New Premium High End/Specialty Items/TVs

#### Examples of available gear includes:

- iPad based, text-only, photo booth
- Sound System, mic, controller, wire kit, facade
- Wireless up lights
- Moving head lights
- Donut/Pretzel Wall
- BackYard Games
- Astera Tubes

NOTE: In some cases, company owned equipment is provided to talent for use at home for practice and training. These situations do not constitute “rentals” but like with our rentals the user accepts responsibility for the well-keeping of said gear.

### DISCOUNT FOR LIVE EVENTS WITH TALENT

#### *Examples of scenarios like this...*

- *Blood relative or “best friend” of full-time employee is getting married and needs a DJ*
- *Best Friend of owners or full-time managers is planning a mitzvah or sweet 16 for their kid*
- *Active employee, such as a dancer or tech is personally getting married.*
- *Active vendors or company partners such as venue contacts, planners, photographers, etc. are planning an event for themselves or a blood relative.*

In these scenarios, the company is proud to be the trusted/selected partner for the upcoming special event. The following discount rates have been established to ensure a consistent and fair policy. We will do our best to “gift” available enhancements as event dates near, but it should be noted and understood that ALL services require some level of prep, packing, purchasing, cleaning, restocking, etc. All items endure wear and tear each use and therefore still incur an operational cost. “Gifting” of services is at the sole discretion of company ownership.

Also to note, although we will do our best to help keep costs down for friends and family, it should be understood that all events come with admin and insurance costs to the company and rates quoted early on, often do not take into account increased or unexpected increased cost of goods.

### INCENTIVE PLAN

**Peak Season** (described as event taking place within of the following months: May, June, Sept, Oct, Nov, Dec) will receive **15% off current published package pricing for “Friends and Family”**

**Off Peak Season** (described as event taking place within the following months: Jan, Feb, March, April, July, Aug) will receive **25% off current published package pricing for “Friends and Family”**

**An additional 5% VIP discount may be added for an event specific for a long term, active staff member.**

NOTE: Events that are eligible for these discounts are NOT commissionable.

Sub contracting of specialized talents outside of the company including musicians, magicians, cirque talents, etc should be booked directly by the employee and the outside talent. The company will provide support to ensure this talent has appropriate connections to company owned gear as needed.

The company will not earn profits on outside talent, but also will not accept responsibility to book or manage said talents.

Events which fall under this description will still take advantage of all the company's planning services including our in-house coordination, equipment prep, online planning forms, etc. All payment terms/policies remain intact as stated in our contract terms and conditions. Even discounted friends/family events are required to sign a contract and pay a non-refundable deposit.