



Dear Showie,

As an employee of Show Support, it is your responsibility under the *Show Support (Crewing Services) Enterprise Agreement 2014* ("EA") to read and understand all policies that apply to your employment (EA 12), as well as the EA itself.

By attending for work, you acknowledge your various obligations arising under the EA, some of the essentials have been summarised below for your convenience:

1. You will be paid at the Trainee rate, unless otherwise informed by the Ops Manager, Duty Manager or it is otherwise specified in the SMS that notifies you of your shift;
2. You are expected to:
 - a. Act safely and with respect to people and property;
 - b. Follow all reasonable and lawful directions given to you;
 - c. Wear a clean and presentable uniform (which includes a Show Support shirt, steel cap boots, safety vest and hard-hats where necessary) and bring all items of essential equipment (shifting spanner, podger, multi-tool) to work with you in good condition;
 - d. Stay until the job is completed (even if it is longer than the rostered shift), and until the end of the minimum call (if you expect to be paid for the full length of the minimum call, you have to actually be ready willing and able to work, on site, for all of it);
 - e. Only use your mobile phone on your own time; and
 - f. Take responsibility for the recording of your time by promptly confirming hours via SMS.
3. You must NEVER blow-out a gig – and if you are unable to turn up to a shift you have already accepted, you must tell the Ops Manager, or Duty Manager if it is at night time, as soon as you are sure you can't do the shift. A minimum of 2 days notice should be provided in every instance;
4. We pay weekly unless you have a specific objection to that, and always comply with the minimum wages prescribed by the EA (though we frequently pay more, that is at our discretion);
5. You can work a shift at any hour, night and day, 7 days a week, including weekends and public holidays;
6. There are 2 basic pay rates – with Rate B paid for hours worked between 8pm and 8am, all day Sunday and Public Holidays, and for hours in excess of 12 in any single shift, with Rate A paid at all other times (except where you work through a break, where half of

Rate A is paid in addition to whatever rate you are already getting at that point in time – for up to half an hour); and

7. There are very important restrictions on what you can do with Show Support clients, employees and suppliers, during the period of your employment and for a period of 6 months after your employment ends. In summary, you must not deal directly with these people to your own personal gain – including a total ban on giving or collecting contact details from clients you meet when working, or working with specific clients after your employment has ended. Further detail is contained in the EA, and you are strongly encouraged to carefully read and understand the restrictions contained there.

If any of the above, the EA or the various policies and procedures of Show Support are at any time unclear, or you have difficulty meeting your obligations as contained in these instruments, please contact your manager, the Duty Manager or the Ops Manager for further information. If you feel you cant talk to any of these people, go to the Managing Director who will make time to hear you.