



**XLT MANAGEMENT
SERVICES**

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Client and Identified Personnel Services Manual

Updated: July 24, 2024

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A Message From XLT's President To All Identified Personnel

Welcome to XLT Management Services®, LLC. ("XLT"). This Client and Identified Personnel Services Manual ("Manual") has been prepared to inform you of important information related to employees of our Client(s) (referred to as "Identified Personnel" throughout this Manual) for whom we provide administrative and management services on behalf of our Clients, and to summarize some of our policies and procedures.

Please bear in mind that while XLT is a human resources administrative and payroll service provider (which is sometimes referred to as "Employer of Record" when responsible for paying employees), we are not your Employer. Therefore, Employer functions such as selecting, scheduling, supervising, managing, disciplining, or exercising control of any kind over Identified Personnel are the sole and exclusive function of our Client, your Employer.

Although no manual can cover all situations, we believe that this Manual will answer many questions you may have about XLT. This Manual applies to all Identified Personnel for which XLT provides labor management services on behalf of XLT's Clients and we therefore request that you familiarize yourself with the contents as soon as possible. If you have any questions, whether about this Manual or something that is not covered, you should contact XLT's Representative for clarification at (630) 869-1880.

Scott West
President and Chief Executive Officer
XLT Management Services, LLC.

1. Introduction

Section 1.1 - XLT Overview

XLT, a technology-enabled human capital company, is recognized and acknowledged as being an industry leader in providing a variety of specialized human resource administrative and payroll services for major broadcast networks, as well as for a variety of Clients in sports, entertainment, concerts, conventions, corporate functions, meetings and seminars, and digital media. We are a team bonded by our personal dedication to delivering quality service and meeting the needs of our Clients.

Section 1.2 – Definitions

In order to be consistent in how we use specific terms in this Manual and to avoid any confusion, the following will be defined as follows:

Client: The Client is the person or entity that has requested labor management services from XLT. Examples include a regional or national broadcast company and various corporate entities and sports teams. Although XLT is responsible for various labor management services, XLT's Client is your Employer.

Client Point of Contact: The Client Point of Contact ("POC") is the individual designated by the Client to whom Identified Personnel report at a jobsite or event. The Client Point of Contact may also record and relay certain information about the event, such as last-minute staffing changes, hours worked, etc., which will be reported back to XLT.

Employer: The Employer is the person or company who hires, controls, supervises, and directs Identified Personnel. The Employer is XLT's Client.

Employer of Record: The organization that serves as the employer for tax purposes while the employee performs work for the "Employer" as defined above. The Employer of Record takes on the responsibility of traditional employment tasks such as those contained in this Manual. As such, your Employer of Record is XLT.

Event Coordinator: The Event Coordinator is the lead person at a jobsite who is designated to give technical directions to Client's Identified Personnel during the event. Such person may have various titles, depending on the event, such as Producer, Director or Technical Manager, and is not an XLT employee.

XLT Representative: The XLT Representative is an XLT employee who is your primary contact with XLT. The XLT Representative may work from a local or corporate office location. Your XLT Representative has primary responsibility for your geographic area and coordination between XLT and XLT's Client.

Human Resources: Human Resources is the XLT corporate level department that is responsible for overall issues related to Identified Personnel, adherence to XLT procedures, and compliance with local, state and federal governmental rules and regulations.

XLT Management: XLT Management includes XLT's officers, representatives, and others who generally work at a corporate office location. XLT Management is generally involved in decisions which go beyond a specific event, and may involve XLT corporate policies, procedures, and the like.

Identified Personnel: Those employee(s) of XLT's Client(s) for whom XLT provides labor management services.

Section 1.3 - Client Services

XLT provides comprehensive specialized human resource, administrative and payroll services for its Clients in connection with the Client's Identified Personnel. The specific services provided are defined in a separately executed agreement between XLT and the Client, but generally include:

- A. Complying with requirements of laws that relate to the payroll functions and human resource services that XLT has agreed to provide to Identified Personnel.
- B. Compensating the Identified Personnel and administering Payroll at the wage rate, terms and conditions established by the Client.
- C. Filing necessary returns and reports with government agencies, as appropriate.
- D. Preparing reports regarding XLT's Services and other information provided to XLT by Clients, such as reports necessary for the Client to make contributions to any multi-employer plan.
- E. Reviewing appropriate identification and documentation received from Client related to each person hired by Client to confirm that the Identified Personnel are legally permitted to work in the United States or other jurisdiction as applicable.
- F. Investigating human resource and employment-related complaints on behalf of Client on an as needed/as requested basis.
- G. Maintenance of relevant administrative, payroll and human resources records, including tax documents (e.g., W-4, I-9) and timesheets relating to Identified Personnel.
- H. Provide the current version of the ProCrewz Mobile Application to the Client and its Identified Personnel, including XLT's on-boarding of Identified Personnel and training in use of the ProCrewz Mobile Application.
- I. Arranging for travel of Identified Personnel upon Client's request.
- J. Upon Client's request, to the extent allowed by law and subject to Identified Personnel's written authorization, conducting criminal background investigations and/or motor vehicle background checks, and/or drug and alcohol tests (each of which would be conducted in accordance with all federal, state, and local laws, rules, regulations, ordinances, codes and orders).

Section 1.4 - Purpose of the Client and Identified Personnel Services Manual

This Manual is designed to acquaint you with XLT and to provide you with basic information about our services and procedures. While not all-inclusive, it is intended to provide you with a summary of our services and procedures. It is a guide only and does not, and is not intended to, form any type of contract between you and XLT, as Identified Personnel are always employees of XLT's Client and not XLT itself.

Since no manual can anticipate every circumstance or question, if you have any questions or a question arises during a job, you are encouraged to contact your POC, Event Coordinator or XLT Representative.

This edition replaces all manuals, policies, procedures, and amendments which may have been previously issued. The provisions contained in this Manual may be modified or

discontinued by XLT at its sole discretion and at any time without prior notice. This Manual and amendments to this Manual will be on our website and available through the ProCrewz App. **ALL IDENTIFIED PERSONNEL ARE RESPONSIBLE FOR REVIEWING THE CONTENTS OF THIS MANUAL AND ANY AMENDMENTS.**

XLT strives to fully comply with all applicable federal, state and local laws. If any portion of this Manual is found to be in conflict with an applicable law, the applicable law will prevail. Because the Identified Personnel for which we provide services are located in various locations, all Identified Personnel are responsible for checking the various notices for their jurisdiction for such things as sick time, leaves, etc. which are summarized on the XLT website and available through the ProCrewz App.

If you do not understand the procedures contained in this Manual or have a question or concern that has not been satisfactorily addressed by your POC, Event Coordinator or XLT Representative, you are expected to take your question or concern to the next level, including XLT Management at the phone number or email address provided on this Manual's cover page.

Finally, this XLT Client Services Manual shall be considered in addition to, and not instead of, any and all rules or manuals provided by your Employer.

2. XLT Onboarding

Section 2.1 - Eligibility to Work

All Identified Personnel must be at least 18 years of age. For work performed within the United States, XLT will only payroll United States citizens and non-citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986, as amended. All Identified Personnel must complete the Employment Eligibility Verification Form I-9 and present documentation establishing their identity and eligibility.

Section 2.2 Onboarding Process

All Identified Personnel will be required to complete a package of onboarding forms, which consist of the following:

- Employment Status Information
- Department and Position Information
- Pay Rate
- Taxability
- Contact Information
- Emergency Contact Information
- Withholding Forms Wizard
- Employment Eligibility
- Eligibility Verification
- Direct Deposit
- Service Manual Signoff
- Self Service Profile (Optional)
- Review Tax Set-Up
- Go Paperless / Consent for Electronic Receipt
- I-9 Document Attachments

- Final Summary and Submission

Section 2.3 - Background Checks

Purpose: XLT is committed to the protection of all persons with whom it associates both directly and indirectly, including Identified Personnel, Clients and their staff, venue personnel, event participants and guests. As a result of past incidents, and discussions with XLT's Clients and insurers, XLT utilizes the following background check procedure. Background checks on Identified Personnel will be conducted in accord with applicable law by one of XLT's preferred vendors.

What Is Included in the Background Checks? Background checks will be handled directly by XLT's vendor and may include, but are not limited to, felony and misdemeanor convictions as permitted by the laws governing the venue and/or the Identified Personnel's place of residence.

How will XLT and their Client Use the Background Check: There are several factors that XLT and its Client will use in reviewing the results of the background check, including:

- The nature of the conviction;
- The amount of time that has passed since the conviction;
- The number of convictions; and
- Whether, in XLT's reasonable discretion, the individual poses an unreasonable risk to its (or its Client's) business, Personnel, other workers, or third parties.

Procedure: Background investigations may be conducted pursuant to Client staffing requests, as a result of legal, venue or event requirements, if XLT receives a complaint of misconduct by Client's Identified Personnel, and/or randomly among the other Identified Personnel. Technicians on whom a background investigation is to be conducted will be contacted directly by XLT's vendor requesting authorization for the vendor to perform the background check. When authorization is received, the vendor will complete the background check and provide the results to XLT Management.

A prior criminal conviction will not, in and of itself, disqualify an individual from working. Hiring decisions by XLT's Clients may be influenced when the facts related to the criminal activity reasonably bring into question whether the individual can be relied upon to safely and honestly perform his or her job duties. Likewise, the failure of an individual to be forthcoming about his or her criminal record, or any false statement or misrepresentation, may also influence decisions regarding hiring.

XLT Management will contact the individual if there are any findings that require more explanation. Additionally, we will contact the Client to notify them if the results of the investigation do or do not disclose the need for action by XLT or the Client. All results will be maintained by XLT in a separate and secure file. If an individual fails to cooperate in the background check process, that individual may be subject to one or more remedies as determined by our Client.

3. XLT Procedures

Section 3.1 - Payroll

- The Workweek is currently 12:01 a.m. Monday through midnight Sunday and is subject to change.
- Timekeeping procedures are as described further in Section 3.7, below.
- Breaks and Meal Periods are as assigned by your Employer.
- Overtime Rules will be established by your Employer and will further comply with state and federal wage and hour requirements.
- Paychecks are currently issued once per week, typically on Friday.
- Direct Deposit is available for all Identified Personnel during onboarding or at a later date if requested.
- Mandatory deductions from paychecks include:
 - Federal and state income taxes (based on an individual's W-4 filing status which may be changed at any time by filing a new W-4 form with the Payroll office);
 - Social Security taxes; and
 - Medicare taxes.
- Other Payroll Deductions (such as union dues) may be provided for at the discretion of XLT.
- Final Paychecks. Will be provided at the earlier of the next regularly scheduled pay day or on the date required by state statute.
- Pay Advances are not provided by XLT.

Section 3.2 - Wage Garnishment

A wage garnishment gives creditors the legal right to collect part of your earned wages directly from an employer or through the payroll service provider, such as XLT. Although XLT does not wish to become involved in your private matters, XLT is required by law to comply with any court order concerning garnishments. If a wage garnishment action occurs, you should be aware of it before XLT is contacted. XLT will nonetheless attempt to contact you before the garnishment begins.

Section 3.3 - Travel

Upon the Client's request, XLT will approve and arrange all travel for Identified Personnel in accordance with XLT's and our Client's travel procedures. Travel arrangements made outside of XLT's travel office are permitted only in urgent situations and still must comply with XLT's and our Client's travel procedures, such as choice of flights, seating arrangements, hotel rooms, and type and model of rental cars. Any changes to a travel itinerary must be pre-approved by XLT's Travel Department at (630) 869-1880 or the XLT Representative.

Identified Personnel are responsible for any charges that arise from their own special requests, including changes to travel itineraries and/or any charges incurred outside of XLT's travel procedure (including but not limited to, additional charges for airline upgrades, flight changes, air-phones, in-room movies, internet usage, rental car upgrades, hotel phone calls, GPS services, and cell phone roaming charges). Identified Personnel will not be reimbursed for additional insurance purchased from rental car companies.

Approved use of personal vehicles for authorized travel will be reimbursed at the standard rate published by and available from the United States General Services Administration (U.S.G.S.A.) under the Privately-Owned Vehicle Mileage Reimbursement Rates applicable to the market area. This mileage reimbursement covers all automobile costs (e.g., gasoline, repairs, insurance) other than parking and tolls. Eligible mileage reimbursement will be market specific. Identified Personnel are required to pay highway tolls in accordance with the law. You will be reimbursed for tolls paid provided you submit a receipt for each toll (or other such evidence as deemed appropriate by XLT). You will be responsible to pay any unpaid tolls, related tickets, fines or other legal actions.

Section 3.4 - Expenses

You will be reimbursed for approved expenses which are reported to the POC at the event. Receipts for expense amounts are to be submitted to the Event Coordinator, or as otherwise instructed by the Client, in accord with the Client's policy, but in no event more than 7 days after the expense is incurred. Late reporting or submission of receipts may result in disapproval and you will not be reimbursed for the expense.

Section 3.5 - Sick Time

XLT recognizes that you may need days off from work to address medical issues affecting you or your family. This section describes the procedure you should follow if you anticipate an absence in the future, become sick while on the job, or have already had to be absent from your assigned shift. This procedure applies to all Identified Personnel and is limited only by the legal guidelines that apply to sick time usage and pay, such as a local jurisdiction's paid sick leave law or the Family Medical Leave Act ("FMLA"). In addition, under certain circumstances, depending on the particular state or city in which you are based, you may have paid sick time available.

Because each state's and/or city's ("Jurisdiction") laws vary, you must review the statutes and/or ordinance of the Jurisdiction that pertains to you which is available through XLT's portal at www.xltms.com, or through the ProCrewz App. The specific law will describe the rights and obligations that pertain to both you, XLT, and our Client. All provisions below are intended to be compliant with a Jurisdiction's paid sick leave law and where there is a conflict, the Jurisdiction's law will be followed. You should contact the XLT Representative and/or use the portal at hr@xltms.com to email XLT's Human Resources for any questions regarding this procedure.

Accrual of Sick Time. In those Jurisdictions with applicable paid sick leave laws, sick time will be accrued and carried over from year to year pursuant to those laws.

Usage. Except as limited by a Jurisdiction's laws, if you are unable to work because of your own or a family member's medical issue, you are expected to abide by the procedures described here as well as any policies or procedures as established by your Employer (including any procedures for non-sick time cancellations).

Procedure. If you are going to be absent from your assignment and need to use sick time, you should notify your Employer (XLT's Client) as soon as possible in advance, either through email, text or by telephone. You should use your best judgment on the person to be contacted and the form of notification if the absence will occur within twenty-

four (24) hours of an assignment. In addition, after contacting your Employer, you are required to notify your XLT Representative and Point of Contact and complete a “Notice of Absence” which can be found on the XLT website at www.Xltms.com, or via the ProCrewz App. This Notice of Absence provides more detail on the type of information that should be provided. Wherever possible, you are expected to schedule routine appointments, such as those with doctors, dentists, counselors, and the like, so as not to disrupt assignments already made.

Section 3.6 - Point of Contact (POC) Procedure

XLT Clients establish their own procedures to be used by the POC. However, generally, the POC administers the Sign In / Sign Out process through ProCrewz and will make sure you are present at the call time listed. The POC may have additional administrative and other responsibilities as established by the Client.

Section 3.7 - The ProCrewz® App (“Procrewz App” or “App”)

XLT has developed the ProCrewz App and procedures that XLT’s Clients may choose to implement. If an XLT Client elects to implement the ProCrewz App, the following will apply:

With constantly improved technologies, feedback from technicians, and Client demands for more streamlined, cost-effective workflow processes, XLT has developed an automated phone application to be used by Identified Personnel which greatly improves efficiencies, such as communications and future scheduling. This application, the “ProCrewz App,” will provide a number of benefits to Identified Personnel and at the same time, allow XLT and its Clients to be competitive in the broadcasting (or other related) industry, thus making more work available to you.

The ProCrewz App will be the preferred method for our Clients to communicate with you to check your availability for future work and confirm assignments. This also enables XLT to receive time and expenses from you (including receipts), documentation of such things as missed meals, and the like. Some of the ProCrewz App features include:

Signing In and Out. A main feature of the ProCrewz App is improved processes when you sign in and out of a jobsite. Instead of having to manually sign in and out, when you arrive at the jobsite, all you have to do is sign into the job through the ProCrewz App on your personal electronic device (such as cell phone). You will then see a pop-up asking you to give permission to ProCrewz to access your device’s location. Your location is only determined if you grant permission, but you will need to grant permission in order to sign in or out through this feature. If you cannot sign in, you may need to physically move closer to the jobsite. Note that just as with the hard copy sign in and sign out sheet which you may have previously used, you must still document your time personally; you are not permitted to allow anyone else to access their device to sign you in or out, enter expenses or extra duties, document missed meals, etc. If there is an emergency that prevents you from personally signing in or out, you should advise the POC who can then enter the information for you with a notation that you were not available because of an emergency.

The ProCrewz App does NOT determine your location while you are using the other features of the ProCrewz App. Your location is determined only when you are at the jobsite so that you can sign in and out electronically.

Scheduled Jobs. The ProCrewz App displays your current, upcoming and past jobs. We also allow you, as the user, to update some information for each job including the following:

- Submit expenses including expense receipts;
- Read and send messages through the Message Board feature;
- Document job specific notes, such as missed meals, which will then be communicated to the Event Coordinator;
- Contact your XLT Representative or Point of Contact by phone; and
- View your individual pay summary details for each job, including pay and contributions made to various health, welfare and pension funds made on your behalf, as applicable.

Note that it is your responsibility to document job specific items, such as missed meals, extra duties, overtime, expenses and short turn-around (the latter varying by market or by CBA) so that XLT can accurately bill its Clients and properly compensate you.

XLT Representative. The XLT Representative will have access to the following information through the ProCrewz App:

- Phone number;
- Job position;
- The time you signed in;
- The time you signed out; and
- The expenses you submit for approval.

Camera and Photos. In order to submit expense receipts or upload a new profile picture, the ProCrewz App requests access to your phone's camera and photos. This access allows you, as the user, to upload pictures you have taken with your camera (such as photos of yourself or of receipts) so that whatever you select can be uploaded as an expense receipt or profile picture. The ProCrewz App cannot view, store, or save any of your personal photos except those you specifically choose to upload through the App.

Calendar. The ProCrewz App offers the ability to create, edit, and delete calendar events, including jobs scheduled through your Employer. You can also enter events or blocks of time marked as "private" and details of these entries will be visible only to you. To remove an event that you created on the calendar, all you need to do is tap on the event and then tap "delete."

Notifications. ProCrewz will send push notifications to your phone with announcements and information regarding your current and future jobs. When you log into the App, you will be asked to allow ProCrewz to send you push notifications. You must grant access to the App to register your device to receive these push notifications. Of importance, your Employer can use this feature to notify individuals about potential future jobs and those individuals will be able to respond quickly with their availability. This capability will reduce the amount of time required to schedule future jobs and thereby provide you with more timely confirmation of your upcoming events.

Finally, regardless of the type of system used to record your time (automated or hard copy), we expect that payroll errors or omissions may occur. If you believe that you have not been compensated accurately for the pay period, you should contact your XLT Representative as soon as you discover any discrepancy. XLT will investigate the discrepancy and correct any error as soon as possible.

For more information about the ProCrewz App, Identified Personnel can check the specific link in the portal or contact XLT at support@xltms.com.

If your Employer chooses not to use the ProCrewz App or the system is not operational at the time of the event, you will be notified of the appropriate procedures that will be used by XLT, your Employer and you.

Section 3.8 - Changes in Personal Data/Payroll

It is your responsibility to timely inform XLT of any changes in your personal data, such as telephone number, address, emergency contacts, email address, banking (for direct deposit) and the like. Changes can be sent to paperwork@xltms.com.

You may also use the Paylocity portal at www.paylocity.com and follow these steps to update certain information:

- Click “Login” located in the upper right-hand corner of the page.
- For first time users, click “Register User” below the Login box.
- For Company ID, insert 40999.
- You will then be prompted to complete the registration.

Once you are registered with Paylocity, you will be able to easily update your demographic information (such as address, phone, email), sign up for or change direct deposit banking information, view your payroll checks and direct deposits, and view and download W-2 forms.

If you need to make any changes to your tax elections, you should contact XLT directly at paperwork@xltms.com.

Section 3.9 Safety

Our Clients insist that all Identified Personnel must comply with the requirements and regulations of the Occupational Health and Safety Administration (OSHA). Safety manuals, training, and other safety related information are provided to Identified Personnel on a regular basis by your Employer. All Identified Personnel are expected to complete required safety training and requirements set forth by OSHA, other governing entities and their Employer. Such training may be provided by XLT if requested by your Employer.

Section 3.10 - Training

You may be required to attain or participate in, and satisfactorily complete, various additional training programs, such as mandatory training for sexual harassment prevention, COVID-19 protocols, or other state or municipally required subjects. You will be notified if your participation in and completion of such training is required.

Section 3.11 – On the Job Injury and Accident Reporting

Any Identified Personnel injured while working must notify their POC immediately. As necessary, the XLT Representative will help Identified Personnel and the Client's POC to arrange for appropriate medical treatment. Depending upon the severity of injury, it may be necessary and appropriate to first call 911 to receive emergency medical treatment. The POC and injured individual must complete a "first report of illness / injury" form, specific to the state in which the accident occurred. The POC will submit this form to the XLT Representative. Contact the XLT Representative for a copy of the state specific form or obtain the form on the portal at www.xltms.com.

As a precaution against further incidents, and no matter how minor an on-the-job injury may appear, it is important that it be reported immediately.

Section 3.12 - Workers Compensation

The workers compensation and occupational disease laws of each state or territory cover injury or illness sustained by Identified Personnel in the course of their employment for our Client (your Employer). XLT provides workers' compensation at no cost to Identified Personnel of our Clients.

This coverage does not provide nonoccupational disability benefits. In addition, neither XLT, the Client nor the insurance carrier is liable for the payment of worker's compensation benefits for injuries that arise from the Identified Personnel's voluntary participation in any off-duty recreational, social, or athletic activity arranged by the Client, nor when the Identified Personnel is employed by someone other than the Client.

Return to work programs. XLT's Clients support the practice of bringing injured Identified Personnel back to work, as soon as they are medically able, to a position compatible with any physical restrictions they may have. If you believe you are ready to return to work, you should notify your Employer.

Finally, worker's compensation fraud is a punishable crime. XLT and its insurer have a "zero tolerance" for fraud. If you think you see fraud happening, report it immediately to the XLT Representative and your Employer.

Section 3.13 - Alcohol and Drug Testing

If your Employer believes drugs and/or alcohol has affected an Identified Personnel's work performance or contributed to an accident at the worksite, the Employer may immediately initiate an investigation and request that XLT Management arrange for a drug and/or alcohol test. Prior to the testing, XLT will obtain a written authorization for the testing from the involved Identified Personnel. Qualified facilities and laboratories will administer the drug and alcohol tests and proper chain of custody procedures will be followed to assure the validity of the test results. In some circumstances, a second confirmation test will be done. All records and information about drug testing and test results will be treated as private and confidential.

Any pertinent information concerning the test and testing procedure, such as the Identified Personnel's failure to cooperate or sign the authorization, omission or falsification of relevant information, and all test results will be provided to the Client for follow up in the Client's discretion.

Section 3.14 - Motor Vehicle Driving Checks

Purpose: Identified Personnel driving their own vehicles to and from a worksite must rely on their own personal automobile insurance to cover any accidents that occur. However, XLT's insurance may cover Identified Personnel under certain circumstances, such as while driving an XLT, Client, or rental vehicle, or while using their personal vehicle for XLT or Client business (collectively, "Authorized Business"). This procedure therefore describes the criteria that all Identified Personnel must meet to assure safety and insurability while driving on Authorized Business.

Basic Requirements: Identified Personnel driving on Client's Authorized Business

MUST:

- Provide XLT with a copy of their current, valid driver's license and proof of personal vehicle insurance, and have these in their possession at all times when operating a vehicle on Authorized Business;
- Remain insurable by, and not have a negative impact on, XLT's liability insurance carrier;
- Observe all safety, traffic and criminal laws of the jurisdiction, including refraining from consuming alcohol and illegal drugs, or any substances, whether legal or illegal, which could impair the individual's ability to operate the vehicle safely and properly;
- Strictly adhere to state laws, including but not limited to, not using cell phones to talk or text while driving;
- Refrain from transporting any other individual unless advance permission is granted by the Event Coordinator or XLT Representative;
- Refrain from conducting personal business while driving on Authorized Business; and
- Refrain from relinquishing control of the vehicle except in an emergency.

If You are Involved in an Accident: Identified Personnel involved in an accident while on Authorized Business, regardless of fault, time or place, must report the incident to his/her POC and Event Coordinator immediately or as soon as possible. If the police are called to the scene, you should be truthful about what happened but should not admit fault. Copies of any documents related to the accident, including citations and police reports, must be promptly provided to the XLT Representative. XLT will notify the applicable insurance carrier and additional information may be requested.

Motor Vehicle Records Checks: XLT reserves the right to conduct Motor Vehicle Records Checks ("MVR Checks") on anyone who is operating a vehicle on Authorized Business, whether the vehicle is rented or owned by XLT, the Client, or the individual driver. This specifically includes, but is not limited to, Runners, Production Assistants, and those Identified Personnel asked or anticipated by XLT to use their personal vehicle to conduct Authorized Business.

Random MVR Checks and Proof of Insurance. Additionally, XLT reserves the right to conduct random MVR Checks and require proof of vehicle insurance from any Identified Personnel who are seeking mileage, parking, tolls, or other vehicle related reimbursement or expense.

MVR Checks Criteria: XLT may refuse to permit an individual from driving on Company Business, or disallow vehicle related reimbursement or expense, if a review of the individual's driving history reveals information that could have an adverse impact on XLT's insurance or premiums, or if a risk of harm to the individual, other persons or property is reasonably foreseeable. Examples include:

- Driving while intoxicated, driving under the influence;
- Driving with suspended licensed or without proof of insurance;
- Reckless, careless or negligent driving;
- Three (3) or more of the following alone or in combination: moving violations; an at-fault accident; violation of a safety law;
- Any other information that negatively impacts XLT's insurance or premiums.

Findings: XLT shall evaluate compliance with this procedure as well as the individual's driving records. If XLT requires additional information or an explanation concerning an individual's driving records, XLT Management will contact the individual for clarification. If there are no questions, XLT Management will advise the Identified Personnel and Client if the MVR results disclose any potential issues. All MVR results will be maintained by XLT Management in a separate and secure file.

XLT will take any appropriate actions (including declining travel reimbursement requests) if any Identified Personnel fail to cooperate with, or otherwise violates this procedure, or if XLT identifies issues that could make an individual driving on Authorized Business a reasonably foreseeable risk of causing harm to the individual or others, or that could negatively impact XLT's insurance coverage or costs. XLT will provide the Client with all results (including notification of a clean report) and issues concerning the MVR for follow up with the Identified Personnel as appropriate.

Section 3.15 – Unemployment Benefits

XLT does not control the ultimate determination for an award of unemployment benefits, and it will respond truthfully to requests for information from the appropriate state agency. XLT reserves the right to appeal any award of unemployment compensation to Identified Personnel.