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## EMPLOYEE HANDBOOK

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An electronic copy of this handbook may be accessed at:

<https://lyceumtheatre.org/employees>

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## INTRODUCTION

This employee handbook is a summary of policies, procedures, and practices related to human resource management at the Arrow Rock Lyceum Theatre (hereafter also “The Lyceum,” “Company”). The employment handbook is not a contract of employment and does not change any employee’s status as an at-will employee.

## STATEMENT OF PHILOSOPHY

The Lyceum wishes to maintain a work environment that fosters personal growth for all employees. Maintaining such an environment is the responsibility of every staff person. Because of their role, Lyceum Theatre staff have the additional responsibility to lead in a manner which fosters an environment of respect for each person.

It is the responsibility of all full-time, part-time and contract/consultant employees to:

- Foster cooperation and communication among each other
- Treat each other in a fair manner, with dignity and respect
- Strive for mutual understanding of standard for performance expectations, and communicate routinely to reinforce that understanding
- Encourage growth and development of employees by helping them achieve their personal goals at The Lyceum and beyond
- Seek to avoid workplace conflict, and if it occurs, respond fairly and quickly to provide the means to resolve it
- Administer all policies equitably and fairly, recognizing that jobs are different, but each is important; that individual performance should be recognized and measured against predetermined standards; and that each employee has the right to fair treatment

## WHO WE ARE

### ABOUT THE LYCEUM

In 1961, in an historic church building, the Arrow Rock Lyceum Theatre began entertaining audiences. Today, The Lyceum continues to entertain audiences in this historic setting in the Village of Arrow Rock, Missouri. Each year, more than 33,000 patrons enjoy Broadway-caliber productions created by professional theatre artists carefully chosen from around the country. The Lyceum is one of Missouri’s oldest professional regional theatres, and in 2019, was the first theatre in the state to receive the “Missouri Historical Theatre” designation.

### MISSION

The mission of the Arrow Rock Lyceum Theatre is to develop, enrich and engage our audience through professional theatre.

### PROFESSIONAL AFFILIATIONS

The Lyceum operates under a Letter of Agreement to the League of Resident Theatres (LORT-D) contract through the Actors’ Equity Association (AEA), the union of professional actors and stage managers in the United States. It also employs stage directors and choreographers through the Stage Directors and Choreographers Society (SDC), an independent national labor union.

## EMPLOYMENT POLICY STATEMENT

It is the policy of The Arrow Rock Lyceum Theatre to provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender, sexual orientation, gender identity or expression, national origin, age, genetics, disability, or veteran status. In addition to federal law requirements, The Lyceum theatre complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Company operates. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Under the Bona Fide Occupational Qualification, The Lyceum Theater may, but is not required to, consider characteristics directly related to the authenticity or essence of a specific artistic role.

The Lyceum Theatre expressly prohibits any form of workplace harassment based on race, color, religion, sex, gender, sexual orientation, gender identity or expression, national origin, age, genetics, disability, or veteran status. Improper interference with the ability of The Lyceum Theatre's employees to perform their job duties may result in discipline up to and including discharge.

The Lyceum Theatre does not discriminate against applicants with disabilities or employees with disabilities, and it will make every effort to reasonably accommodate applicants and employees with disabilities to the extent it does not pose an undue hardship on the Lyceum Theatre's operations. Direct any request for an accommodation to the Company Manager, Artistic Director, Producing Director, board chair or Board President. An open discussion about an employee's disability and how they can be accommodated is an important part of the interactive process, and the Lyceum Theatre encourages employees to be as transparent as possible.

## DIVERSITY POLICY

The Arrow Rock Lyceum Theatre is committed to fostering, cultivating and preserving a culture of diversity and inclusion amongst its employees, artists, board, contractors, and the community of citizens that it serves.

The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that The Lyceum Theatre's employees invest in their work represents a significant part of not only our culture, but our reputation and Company's achievement as well.

The Lyceum embraces and encourages 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, socioeconomic status, veteran status, and other characteristics that make our employees unique.

The Lyceum Theatre's diversity initiatives are applicable-but not limited- to our hiring practices and policies' artistic curation; compensation and benefits; professional development and training; promotions; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of equity that encourages and enforces:

- Respectful communication and cooperation among 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 diversity.

All employees of The Lyceum Theatre have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other Company-sponsored and participative events. As well as Company housing.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the Company's diversity policy and initiatives should see assistance from the Company Manager, Artistic Director, Producing Director, board chair or Board President. While we do not require you to report that you are a victim of discrimination, we hope you feel comfortable doing so. If you witness someone else being discriminated against, you must report it immediately. Those who report their good faith belief of discrimination have the Lyceum Theater's assurances that retaliation against employees for reporting discrimination is prohibited by law and the Lyceum Theater's policies.

## ANTI-NEPOTISM POLICY

Members of an employee's immediate family will be considered for employment at the Arrow Rock Lyceum Theatre solely on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

1. Create a supervisor/subordinate relationship with a family member.
2. Have the potential for creating an adverse impact on work performance; or
3. Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring, or promoting an employee. For the purpose of this policy, immediate family includes: spouse, parent, child, sibling, in-law, aunt, uncle, niece, grandparent, grandchild, members of household. This policy also applies to romantic relationships.

Employees who become immediate family members or establish a romantic relationship may continue employment as long as it does not involve any of the above. If one of the conditions outlined should occur, attempts will be made to find a suitable position within The Lyceum Theatre to which one of the employees will transfer. If employees become immediate family members or establish a romantic relationship, the Company will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot make a decision, the Company will decide in its sole discretion who will remain employed.

## SEXUAL HARASSMENT POLICY

The Arrow Rock Lyceum Theatre is committed to providing and maintaining a work environment for all members of its theatre community that is free of unlawful discrimination, retaliation, and harassment of all types, including sexual harassment. A crucial part of The Lyceum Theatre's respect for one another entails that no member of the Working Theatre community should take unfair personal advantage of another member of the community. The Lyceum Theatre community includes paid staff, volunteers, board members, and independent contractors.

Sexual harassment is a form of discrimination prohibited by federal, state, and city laws. Some government guidelines describe sexual harassment as (1) unwelcome sexual advances, (2) requests for sexual favors, and (3) other verbal or physical conduct of a sexual nature, when the submission to or rejection of this conduct affects an individual's employment, or unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive work environment. Sexual harassment may include the following behaviors:

- Unwelcome flirting and repeatedly asking a Lyceum Theatre community member for a date;
- Telling sexually suggestive jokes and making offensive remarks or gestures;
- Displaying or circulating sexually suggestive written or graphic materials;
- Propositioning another for sexual favors in exchange for a job benefit; and
- Any unnecessary leering, touching, patting, pinching, grabbing, or squeezing.

These behaviors are unwelcome in the workplace, and although not always intended to hurt others, almost always amount to sexual harassment. The Lyceum Theatre's policy protects you from sexual harassment whether the harasser is a male or female, paid staff, volunteer, independent contractor or board member.

While we do not require you to report that you are a victim of harassment, we hope you feel comfortable doing so. If you witness someone else being discriminated against, you must report it immediately. The process for reporting discrimination follows in the next provision of this manual.

## SEXUAL HARRASMENT INTERNAL FORMAL COMPLAINT PROCESS

A member of The Arrow Rock Lyceum Theatre community who believes that they have been subjected to sexual harassment may file an internal formal complaint at any time. Below are the procedures to be followed to resolve complaints.

1. Internal complaints of harassment can be made orally or in writing, but if made orally shall, in the end, be reduced to writing, and shall provide specific details of the behavior being complained about. We cannot investigate or attempt to remedy harassment if we do not know about it.
2. Complaints shall be brought to the attention of one of The Lyceum Theatre Board of Directors designated for such purpose. Within a reasonable length of time the accused party (“the respondent”) will be notified of the nature of the complaint, and an investigation will begin. A complainant may remain anonymous, and throughout the process, confidentiality shall be maintained, to the extent possible. If administrative changes are needed to protect the rights of the complainant during the investigation, the appropriate administrators shall see that they are made. A formal acknowledgment of the complaint will be communicated to the complainant within 48 hours of receipt. An interview of the complainant will be scheduled within 10 days; and investigation and a recommendation will be issued within 45 days. Such recommendation will be presented to the Board of Trustees for its adoption, at which time it will be made final. All efforts will be made to reach resolution within 60 days of receipt of the complaint. An individual, a committee, or an outside consultant may conduct the investigation. The purpose of the investigation is to determine the facts relating to the complaint.
3. The complainant and respondent will be informed of the relevant procedures.
4. The organization’s harassment policies and policy against retaliation will be reviewed with both parties, and the complainant and respondent shall be given the opportunity to present their cases separately to the investigator(s) and to suggest others who might be interviewed. Subsequently, the investigator(s) can, where appropriate, interview other parties to reach findings and conclusions.
5. All parties who participate in investigative interviews may submit written statements. Investigatory meetings and interviews will not be recorded.
6. The investigator(s) will summarize for the respondent the evidence in support of the complaint to allow the respondent the opportunity to reply. For the protection of all parties, the investigation will remain confidential to the extent possible.
7. Findings and conclusions in the case will be reported to the complainant and the respondent within 30 days of the conclusion of the investigation. In addition, the determination will include recommendations regarding resolution and sanctions, including disciplinary action ranging from reprimand to termination of employment, as well as measures to prevent the occurrence of similar instances.
8. Investigative files are confidential and will be maintained in the appropriate administrator’s office.

## NO RETALIATION

No retaliation, harassment, or other adverse action may be taken against any person who in good faith attempts to complain about harassment or cooperates in the investigation of another’s complaint of harassment. Such retaliation against persons who file complaints, participate in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engage in protected activity, is strictly prohibited and will not be tolerated, and will subject the offender to disciplinary action up to and including termination of employment.

## ALCOHOL AND SUBSTANCE ABUSE POLICY

The Arrow Rock Lyceum Theatre is a drug and alcohol-free workplace. Excessive use of or being under the influence of intoxicating substances such as drugs and/or alcohol is inconsistent with the behavior expected of employees. The use of intoxicating substances such as drugs and alcohol and the misuse of prescribed and over the counter drugs subjects' employees and visitors to unacceptable safety risks that undermine the Company's ability to operate safely, effectively, and efficiently.

The use, possession, distribution, or sale of intoxicating substances such as drugs or alcohol, being under the influence of such intoxicating substances or testing positive for alcohol or any drug including, but not limited to, inactive components or metabolites associated with the use of such drugs is strictly prohibited during scheduled work hours on Company premises or company work sites, or while operating the Company's equipment or vehicles. The use of over-the-counter drugs and legally prescribed drugs is permitted as long as they are used in the manner in which they were prescribed and provided that such use does not hinder an employee's ability to do their job. Employees should inform their supervisor if they believe their medication will impair their job performance, safety, or safety or others, or if they believe they need a reasonable accommodation when using such medication. Even with the legalization of marijuana in Missouri, there is no tolerance for use of medical or recreational marijuana in the workplace. Any use of medical or recreational marijuana must occur off premises and at a time when such use could not possibly lead to any work being done for the Lyceum Theater under the influence.

If an employee is suspected of being under the influence of intoxicating substances such as drugs or alcohol during scheduled work hours, or on Company premises or work sites, they will be subject to drug and alcohol testing.

Any employee who comes to work intoxicated will result in disciplinary action up to and including termination of employment.

## EMPLOYMENT

### CONTRACTUAL EMPLOYMENT

Employment at the Arrow Rock Lyceum Theatre is either as full-time employee (staff) or independent contractor. Employees must follow the terms listed in their contract or employment agreement and the policies throughout this manual. For independent contractors, this manual is provided for the purpose of helping contractors understand Company policy, but receipt of this manual does not create an employment relationship, and employee waives any argument that receipt of this manual creates an employment relationship. All employees voluntarily enter their employment relationship with the Lyceum and accordingly are free to resign in accordance with contract terms (refer to applicable employment agreement). AEA employees must follow the union rules listed in the LORT D rulebook or the Letter of Agreement between Actors' Equity Association and the Arrow Rock Lyceum Theatre.

### COLLECTIVE BARGAINING AGREEMENT

If there is any inconsistency or conflict between this manual and the terms with any union employee's collective bargaining agreement and its terms, the terms of the collective bargaining agreement controls for that employee, if they are subject to a collective bargaining agreement.

### HIRING PROCEDURE

Hiring involves announcing job openings, accepting applications, interviewing, auditioning, and selecting the best candidate for the position.

- The Lyceum will seek applicants in any manner that determines to produce the best results.
- The Lyceum will determine which applicants meet the minimum job requirements found in the appropriate job description and will then schedule and conduct interviews and/or auditions.
- Reference and background checks will be conducted. Other pre-employment checks and tests will be performed, if necessary, including {verification of employment, etc.}

### OUTSIDE EMPLOYMENT

The Lyceum does not limit a person's outside work during non-working hours unless such outside work interferes with, or conflicts with an employee's performance of duties, or creates a conflict of interest. Sideline businesses that do not conflict with the normal performance of duties or create a conflict of interest are acceptable to the extent these businesses are not conducted during the hours the employee is scheduled to at the Lyceum.

If in doubt whether a particular outside employment would cause a possible conflict of interest, please discuss the matter with Organizational Leadership.

## **VOLUNTARY & INVOLUNTARY TERMINATION**

### Job Abandonment

An employee absent from work for one day without notification or authorization, will be considered to have abandoned and resigned from their position without notice. In rare cases (such as emergencies), employees will be excused from enforcement of this policy, but must provide notification as soon as possible, and excusing employees from this policy is entirely within the discretion of the Company.

### Resignation

At-will employees are free to resign at any time, with or without cause or reason, with or without prior notice. An employee who chooses to voluntarily resign from their position with the Company are required to follow the termination clause in your employment agreement.

### Termination

The Lyceum's employees are "at will", meaning that The Lyceum may terminate any employment at any time, with or without cause or reason, with or without prior notice if the discharge does not violate Federal Law or the Laws and public policy of this state. Violations of any policies listed in this employment manual may result in disciplinary action up to termination.

Final paychecks will be directly deposited after following the contract termination clause, any Company property has been retired and all outstanding charge accounts and paperwork have been reconciled. If any Company property is not returned and/or if employee has damaged Lyceum property whether at the theatre, shop, or housing/commons prior to final workday, the replacement cost of such items shall be deducted from final pay.

## **CONFIDENTIAL INFORMATION**

From time to time, employees of The Lyceum Theatre may come into contact with confidential information, including but not limited to information about The Lyceum Theatre's members, suppliers, finances and business plans. Employees are required to keep any such matters that may be disclosed to them or learned by them confidential. This policy is not intended to restrict an employee's right to discuss wages, benefits, and working conditions under the National Labor Relations Act.

Furthermore, any such confidential information, obtained through employment with The Lyceum Theatre must not be used by an employee for personal gain or to further an outside enterprise.

## COPYRIGHTS/PROPRIETARY RIGHTS

Copyrightable Material, including, but not limited to, marketing materials, artwork, or design work, used or created by employees in the course and scope of employment shall be considered work made for hire and shall be considered Lyceum Theatre property, without exception. Do not use Company logos, artwork, marketing materials, or photographs taken in the course and scope of employment without express written consent of Organizational Leadership. All Lyceum Theatre logos are protected and registered trademarks.

Employees may be working with the copyrighted works of third parties, including but not limited to technology, techniques, special effects, trademarks, logos, music, scripts and written materials, and other images, marks, characters, and intellectual assets which are the property of their respective owners and must not be infringed.

## EMPLOYEE RECORDS

The Lyceum maintains a personnel file for each employee. It is important to keep all information up to date, as this information is used for administrative purposes and emergency situations. Please notify the Company Manager of changes in the following:

1. Legal Name
2. Home Address
3. Contact Number
4. Emergency Contact
5. Marital Status
6. Number of Dependents
7. Military Status
8. Driving record
9. W-4 & W-9 Forms

No information about employees, except for records and information required by law, will be released to third parties unless written and signed authorization has been given.

Employee files may include:

- Application for Employment
- Resume
- Reference Verifications
- Other Employment Verifications
- Payroll Information, including any changes.
- Notices of corrective job performance actions/discipline
- Copy of Driver's License if you are utilizing a Company vehicle.

## **EMPLOYMENT REFERENCES**

Employees are not authorized to give any references for colleagues or former employees. Any employment reference inquiries are to be referred to Organizational Leadership.

## **JOB RELATED EQUIPMENT AND MATERIALS**

Lyceum shall provide employees with the necessary equipment and materials to perform their jobs effectively; however, personal computers, cell phones or other electronic devices used for work purposes are at employee's sole discretion and not the financial responsibility of The Lyceum. Business cards are only supplied to full-time employees unless otherwise approved.

## **BACKGROUND CHECKS/PERFORMANCE TESTS**

The Lyceum may conduct job-related background checks at any time. Background checks may consist of prior employment verification, professional reference checks, and education confirmation. As appropriate, a credit investigation, criminal record check, performance test, physical agility test and/or driving record history may also be obtained. If a credit investigation or criminal records check is deemed necessary, employee approval for such an investigation or records check must be given or the application will not be considered. Falsification of information on an application for employment or any time during employment will result in removal of consideration for employment and, if discovered following hire, may result in discipline, up to and including termination.

## **DRIVER'S LICENSE AND RECORD**

If the job requires operation of a Company vehicle, employees must present and maintain a valid driver's license and a driving record acceptable to our insurer. Any changes in employee's driving record or Driver's License must be reported to the Company Manager.

## **OFFICE HOURS/WORK SCHEDULE**

The Lyceum business office is typically considered open 9:00 AM to 5:00 PM, Monday through Friday, and designated hours on Saturdays, Sundays, and holidays.

The Box Office is open Monday-Friday 10:00 AM through 4:00 PM, and open on all performance days. During productions, these hours may vary based upon the performance schedule.

Cast and Crew Work a Tuesday-Sunday schedule. Mondays are days off, unless otherwise instituted by the specific function or department.

Unexcused absences and tardiness are not permitted and will be addressed immediately.

## PAYROLL/COMPENSATION

### PAYDAY

Most employees are paid every two weeks on Friday, by direct deposit only. Actor's Equity Association members are paid every week on Friday. Direct deposits are typically posted to employee accounts sometime after midnight. Employee payroll accounts will be activated prior to receipt of first direct deposit and gives an employee the ability to view pay stubs online. Employees will receive an email from AURIS PAYROLL (formerly known as HEARTLAND OVATION PAYROLL) to set up their account. Any questions or issues with employee accounts, deposits or payroll issues, should contact the Company Manager.

### PAYROLL DEDUCTIONS

The Lyceum is required by law to withhold:

- State income tax,
- Federal income tax,
- Social Security,
- Child Support (if applicable)

Other deductions may be withheld only with written authorization. They may include:

- Employee Medical Insurance
- Dependent Medical Insurance
- Dependent or Additional Life Insurance
- Other Insurance Options
- Savings Plans
- Charitable Contributions
- Agent Commission
- Wage Garnishments

### EXPENSE AND REIMBURSEMENT (Seasonal Department Heads only)

The Lyceum allows reimbursements for reasonable and necessary expenses incurred in carrying out your job responsibilities. The Lyceum is a 501(c)(3) organization and exempt from paying sales tax. Ask for the approval of a supervisor or Organizational Leadership before spending money to obtain goods or services for the Company and use a sales tax exemption letter or store-specific tax-exempt card so sales tax is not charged. If employee is approved by supervisor or Organizational Leadership to spend their own money in order to obtain goods or services for the Company, employee is eligible to be reimbursed if the following conditions are met:

- Complete a Company Payment Request Form (PRF)
- Turn in all receipts or invoices related to purchase within thirty days of the date of receipts. Missing receipts or receipts older than thirty days are not eligible for reimbursement.
- Receipts should show an itemized breakdown of items purchased and the cost of each item.
- Receipts should contain a method of payment. If paid by credit card, the receipt must show the last four digits of the card used. If paid by personal check, a copy of cancelled check may be required.

- The Lyceum will not reimburse sales tax charged due to a failure to use a sales tax exemption certificate or store-specific tax-exempt card.
- No reimbursement will be given if expense was not preapproved by the department head or Company Manager. Please get prior approval beforehand.

The Lyceum reserves the right to conduct a thorough review of any request for reimbursement and may deny a request for reimbursement if not previously approved.

## **BENEFITS**

### Paid Time Off (PTO)

Employee contracts do not allow for earned Paid Time Off (PTO). When time away from work for a personal day, vacation, medical appointment, family emergency, funeral, or absence due to an illness is needed, employee must work with your supervisor, Company Manager, or Organizational Leadership to address the need on a case-by-case basis.

### Tickets to Performances

Employees are entitled to two (2) complimentary tickets, evening performances only and up to six (6) ½ price tickets good for evening and matinee performances. Comp tickets cannot be used for SOLD OUT or close-to-sold-out performances. Contact the Company Manager for the form used for Comps.

## **HOLIDAYS/LEAVE**

### Holidays

Due to The Lyceum summer rehearsal and performance schedules, the following holidays are typically workdays:

- Memorial Day
- 4th of July
- Labor Day

### Jury Duty

Jury Duty is part of civic service; however, absence is a hardship during the summer production schedule. Should an employee receive a notice of Jury Duty during their contract, they must submit the notice to the Company Manager as soon as possible. The Lyceum will contact the courts, and a letter will be sent to request that the employee serve at another time when not bound by an employment contract with the theatre.

## SECURITY AND SAFETY

### GENERAL WORK SAFETY

Our goal is to provide everyone with a safe working environment, and to ask that all jobs are conducted in a safe manner. This includes the use of good judgment and common sense in matters of safety. Employees are never required to perform job tasks that threaten their own health and safety, or the health and safety of others. Report unsafe areas or unsafe work practices to a supervisor or the Company Manager. Safety shoes, protective glasses and hard hats shall be used in certain areas of the theatre as appropriate, and in any construction areas, or in areas where production sets are being installed.

### SEVERE WEATHER

In the event of severe thunderstorm warnings or tornado warnings while at work, know what to do by reading the guidelines below. The Lyceum severe weather policy is posted throughout the theatre and housing facilities. During the month of December, you will be notified as soon as possible should the theatre be closing for winter weather warning that may affect your travel to or from the theatre.

#### **In the event of severe weather warnings:**

##### During the workday

- You should either take cover in the orchestra pit or in the basement of the theatre below the administrative offices. Those in the scenic Shop should move over to the theatre and NOT go to the lower level of the shop.

##### During a performance

- An announcement will be made by management to instruct audience members on what to do. They will be directed to remain in their seats, bend over placing their head between their legs and cover their head using their hands. Similar to the crash position on an airplane.
- The cast and crew should take cover in the orchestra pit or basement.
- Staff and ushers should move to the basement.

##### At the rehearsal hall

- Proceed to the basement. Go out the front door and go around to the west side of the building to the side basement door. Stage Management will have the key if locked.

##### At Housing:

- If you are in the commons or the sleeping quarters, move to the first-floor hallway of the sleeping quarters, and cover yourself with blankets and pillows, or mattresses.
- If you are in the apartments, move to the first-floor bathroom or the kitchen area and cover yourself with blankets and/or pillows.

When you hear the storm warning siren activated, take it seriously. (Note: There are monthly siren tests that the Company Manager will announce.)

## HOUSING ACCESS AND SECURITY

All buildings have keyless door locks for exterior doors. The apartments have them for individual bedrooms. The Dorm Building rooms have manual keys. You will be given a room key with a tag listing the room number. This key is your responsibility and if lost a key charge will be deducted from your last paycheck. Please see Company Manager for details.

## FIRE SAFETY AND EMERGENCY EVACUATION

In case of a fire, fire extinguishers are located throughout our buildings. It is important for everyone to familiarize themselves with the location of fire extinguishers, and how to properly use them. There are fire blankets located in each residential kitchen as an alternative method for a stove top fire.

Emergency evacuation maps with the location of fire extinguishers are posted in housing common areas, and individual rooms. Review these maps to ensure awareness of the correct available emergency exit routes. In the dorms, once an employee has evacuated the facilities, they are to gather in the parking lot and check in with their immediate supervisor so all individuals may be accounted for. Should the parking lot become unsafe, employees should proceed to the front of the schoolhouse as a secondary evacuation location. Employees should not leave until being released by their supervisor.

## FIRE ALARM

At Housing, building 39136 has a 24/7 monitored fire alarm system. Should a fire alarm be activated in this building, the alarm Company will notify either a member of Company management or the fire department, depending on the type of the alarm. Buildings 39134, 39144, and 39146 are *not* monitored but do have smoke alarms. Do not tamper with any smoke detectors or the fire alarm panel as it is a federal crime. When a fire alarm sounds, exit the building immediately and dial 9-1-1 from a cell phone. The Company Manager is alerted to the fire alarm system in 39136 whenever it is activated.

## AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

Sudden cardiac arrest is the leading cause of death in adults over the age of 40. The antidote to that startling statistic is this: **sudden cardiac arrest (SCA) is reversible in most victims** if they get the right type of medical attention within the first few minutes. With the nearest ambulance 18-20 minutes away, administering CPR and the use of an Automated External Defibrillator (AED) can make the difference between life and death to your fellow employees. An AED is located in the Commons Building for use in an emergency. The Company Manager and all Management staff have been trained and have certification. AEDs are also located in the theatre lobby, at the Arrow Rock State Historic Site visitor center, and on Main Street by the J. Huston Tavern external restrooms on the west side of that building.

## **HOUSEKEEPING**

Everyone is expected to maintain the area in which they are working and living in a clean and orderly manner. Cleanliness and organizational skills are important to helping run an efficient Company. All equipment, materials and paperwork should be neatly stored or filed. This includes all general and common areas of the theater, where assistance is requested of all employees to keep clean and organized.

The Lyceum housing facility is a shared living space for employees. It is the expectation that respect be shown both to the facility and fellow Company members residing there by maintaining a clean and sanitary environment in both personal spaces and shared/common areas. All employees residing at Housing are expected to clean up after themselves. This includes kitchen and lounge areas, living spaces and bathrooms. Management will supply cleaning supplies. All shared spaces are for the use of everyone. Please do not bring personal items into the common areas of the buildings.

## **THEFT OR FALSIFYING RECORDS**

Theft of any Company data, property or information is not tolerated. In addition, falsifying reports or record prepared by personnel is prohibited. Employees who engage in this type of behavior may be subject to discipline, including termination.

## **SECURITY & LOSS PREVENTION**

The Lyceum takes security and loss prevention seriously. Specific work areas and general work areas are to be maintained in a secure manner to help prevent loss or damage of buildings, equipment, vehicles, important production equipment and materials. When you leave work, please secure theatre property daily by locking offices and Company vehicles, closing general work area doors, and locking exterior doors. The Lyceum is not responsible for any of your personal items lost or stolen while at work or items that are left here after hours. At housing, exterior doors should always remain locked as well as your room doors.

## **WEAPONS**

Weapons of any type are not allowed on any property that is owned, operated, or rented by The Lyceum. This means any instrument (weapon) that is intended to or that may cause damage or bring harm to employees or to any property owned, operated, or rented by The Lyceum. A concealed carry or open carry license does not authorize you to bring a firearm to work. This excludes on-duty law enforcement personnel.

## PRODUCTION DEPARTMENT SAFETY RULES

The following important safety bullet points are primarily the rules for employees working in production department areas where there is a “show build” taking place including the auditorium and on-stage during show load-ins and load-outs. This applies to the following departments: Sets, Lights, sound, costumes, wardrobe, and props.

- Report all unsafe actions, conditions, and maintenance needs immediately.
- Report all accidents or near-miss incidents immediately to your supervisor and the Company Manager.
- Do not bypass or disable guards, safety devices or systems.
- Only authorized and trained employees will operate Company machinery and vehicles.
- Clean up liquid spills and tripping hazards once discovered and maintain good housekeeping in your area.
- Use the appropriate tool for a job, as trained by your supervisor or manufacturers’ instructions.
- Dress Appropriately for job duties and always wear personal protective equipment as required.
  1. Hard hats when overhead hazards are present (work being performed above you, overhead loads, etc.)
  2. Eye/face protection when performing a job task that presents a potential eye/face hazard (cutting, chipping, drilling, grinding, etc.)
  3. Hearing protection when exposed to loud noise (operating powered tools, operating machinery, etc.)
  4. Work boots or steel toed boots with proper ankle support should always be worn to protect your feet and help prevent slips/falls. Flip-flops & crocs are not allowed.
- Perform regular equipment and area inspections as required by your supervisor.
- Use of or being under the influence of illegal drugs or alcohol is prohibited, as stated by the Company’s Alcohol, Drug and Substance Abuse Policy.
- Employees taking physician-prescribed medication that might impair their ability to operate certain equipment or perform various job tasks safely must report this to their immediate supervisor prior to the start of work.
- Always wear your seatbelt while operating or riding in a Company vehicle, driving a personal vehicle for Company business, or operating equipment.
- Always maintain three (3) points of contact when ascending or descending ladders.
- Refrain from horseplay that could endanger you or your co-workers.
- Never engage in hostile actions against other employees.
- Get help to team lift heavy objects. Do not lift more than 5-lbs alone. Over 50lbs. A two-person lift is required.
- Lift with your legs and not your back muscles.
- Do not run in the workplace.
- Do not work underneath raised loads.
- If exposed to a fall at or above 4 feet you must be protected by guardrails, safety net or personal fall arrest system (i.e., harness, lanyard & tie off as per OSHA regulations).
- Inspect fall arrest harnesses, lanyard and anchorages daily.
- Do not overreach when working from ladders.
- Secure ladders to prevent tip-over or kick-out.

- Do not use the top two rungs of step ladders.
- Extend top of ladders three feet above the landing edge.
- Do not jump off equipment or trucks.
- Do not bypass safety devices provided on saws or air-actuated tools.

## WORKERS COMPENSATION

You are covered by Workers' Compensation insurance that provides medical and disability benefits if you are injured on the job. Reporting accidents and injuries promptly helps us provide you with the most appropriate care and get you back to work as safely and quickly as possible.

Whether or not medical attention is needed, The Lyceum is required by law to report any injury to the Workers' Compensation insurance carrier within five days from the date of injury. If any injury is not reported during the required time, you may lose your right to Workers' Compensation benefits. Minor injuries that seem trivial at the time they occur may require medical care later, so it is important for all injuries to be reported.

If Injured:

- Report the injury to your immediate supervisor and the Company Manager.
- The Lyceum will approve and make the arrangements for medical attention, if necessary. Other than in emergency situations, you are not to make your own medical appointments.
- The Company Manager will handle your medical case with our insurance carrier.
- An injury report must be completed as soon as possible.
- Any medical paperwork (i.e., doctors' notes, restrictions, releases) must be turned in immediately following your appointment.

If you are under medical care from a work-related injury, you are required to discuss it with us. The Company Manager will transport you to your medical appointments if necessary. The Lyceum always requires a written progress report from the physician(s) during the treatment process

The Lyceum may offer transitional work duties for certain job positions to help you return to full duty as soon as it is safe to do and you are cleared of new duties by your medical care team.

## COMPANY VEHICLES

### POLICIES & PROCEDURES

To operate a Company vehicle, you will need to be approved prior to use. A current and valid driver's license along with a clean driving record is required for review and approval to operate a Company vehicle. Any driving limitations or restrictions must be disclosed prior to review. You may not operate a Company vehicle with a suspended or revoked license. You are expected to operate such vehicles in a safe and courteous manner and abide by all State of Missouri driving laws and regulations. Company vehicles are only allowed to be driven between the hours of 7am and 11pm. Vehicles must be returned no later than 11pm. Vehicles may be checked out for 1-2 hour increments only and must not travel out the Company's approved mile radius of 25 miles one way. If needing to utilize the Company vehicle to get to Columbia prior approval must be obtained by the Company Manager. No trips to KC or STL are ever allowed. Failure to follow this policy will result in the loss of driving privileges. Seatbelts are required by everyone inside any Company vehicle. No exceptions. The Lyceum is responsible for maintaining proper vehicle registration and insurance for all Company-owned vehicles

#### Prohibited in or while operating a Company vehicle:

- The use or possession of drugs, alcohol, any illegal substance, or any prescription medication not prescribed to you by a licensed physician. Driving under the influence of these substances is not tolerated.
- The use of any medication prescribed to you by a licensed physician that lists driver warnings or that alters alertness or motor skills.
- Firearms and other weapons.
- Smoking and chewing tobacco products or use of any other messy foods, beverages, or other materials.
- Use of cellular telephones (unless they are equipped with hands-free operations), or other personal listening devices.
- Conducting any other activities that may impede your ability to focus on safely operating a Company vehicle while it is in motion.

#### Usage and Upkeep:

- Company vehicles are strictly for the business of The Lyceum and are not available for personal use.
- No one other than an authorized employee or agent of The Lyceum is authorized to operate Company vehicles. Passengers are restricted to Company employees only.
- You must ensure that all occupants, including yourself, wear safety belts when the Company vehicle is in operation.
- The Lyceum are responsible for the Company vehicle registration and insurance. All current and necessary paperwork is in the vehicle's glove box and must always be kept in the vehicle.
- You are asked to always keep all Company vehicles clean. Our Company Manager completes vehicle inspections on a regular basis to include checking for any damage, fluid levels, tire pressure, wiper blades and proper lighting.
- You may be responsible for any damage other than "normal wear and tear" It is your responsibility to report any mechanical, visual, or other problem with the vehicle to the Company Manager.

- You are expected to return the vehicle with a full tank of gas. If you are using the Vehicle for Lyceum Business, turn your gas receipt in for reimbursement. Those using the vehicles for non-Lyceum business will be expected to use their own money to fill tanks.

Traffic Violations and Accidents While in a Company Vehicle:

- You are to report any traffic violations immediately to the Company Manager. Traffic and parking violations you receive are your financial responsibility.
- You are to immediately report an accident. **You may be required to participate in a drug/alcohol screening test to be conducted at Fitzgibbon Hospital in Marshall, MO. You will be accompanied by the Company Manager to your test.** Police reports must be filed on certain accidents. A copy of all reports must be submitted to the Company Manager within 24 hours of the deductible or repair of the damage.
- You must report immediately any license restrictions, a suspended or revoked license that occurs during your approved time of operating a Company vehicle.
- The Company Manager will review any traffic violations and accidents, and your driving privileges may be revoked indefinitely. Suspension or revoked license will automatically revoke your driving privileges.

Any employee, whether full-time, part-time, or temporary, as well as any contractors or other member involved with The Lyceum, who uses their own personal vehicle for Lyceum business must maintain their own personal auto insurance with bodily injury limits of \$100,000 per person / \$300,000 per accident, property damage limits of \$100,000, underinsured motorist limits of \$100,000 per person / \$300,000 per accident, and uninsured motorist limits of \$100,000 per person / \$300,000 per accident.

The Lyceum has the sole discretion in determining who may operate Company or Company-sponsored vehicles and has the right to review any appropriate documents including driving records, proof of a valid license, automobile insurance information, etc. of all employees authorized to operate a Company vehicle.

**Note:**

If you brought your own vehicle to the Lyceum for your contract period, you are not allowed to drive the Company Vehicles unless you have prior approval from the Company Manager. Additionally, personal vehicles used by employees, whether full-time, part-time, or temporary, as well as contractors or other members involved with The Lyceum, are not insured as Company vehicles.

## **COSTUMES**

### **HAIR/WIGS**

It shall be decided in advance if a hairstyle and/or haircut is necessary for a production. Any changes in hairstyle and/or color, including haircuts, must be discussed, agreed upon, and approved by the costume Director. The costume department will make the necessary arrangements for your hairstyle or haircut during your employment dates at our expense. A haircut prior to the first day of rehearsal is not reimbursed by the Company. Any styling of hair to accommodate wigs is solely the responsibility of the performer.

### **MAKE-UP**

The Theatre shall provide all make-up except ordinary and conventional make-up. If you are required to wear specialty make-up. It shall be provided by the Theatre. Skin sensitivity or make-up allergies should be discussed in advance, and reasonable accommodation shall be provided by the Theatre. Any personal specialty make-up will not be reimbursed unless approved by the costume department.

### **WARDROBE**

- The Lyceum Costume shop provides all costume garments and specialty foundation garments that are used to support costume, except for Modern Conventional undergarments which are the responsibility of the actor.
- The Lyceum Costume shop supplies all shoes, unless a dancer wishes to use their own appropriately selected dance shoe, whereas the theatre will supply a weekly stipend for the rental of said shoes.
- Any special requests or requirements must be approved by the Costume Director and Company Manager before the first dress rehearsal.

## STANDARDS OF CONDUCT

### GENERAL STATEMENT

Whenever people gather to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. By accepting a contract to work, you have a responsibility to The Lyceum, our patrons, and your colleagues to adhere to certain policies of behavior and conduct. The purpose of these policies is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary.

The Lyceum expects you to always act in a mature and responsible way. While you are employed with us, you are to avoid certain types of behavior and activities while at work. If you have any questions concerning any work, safety policy or any of the activities listed below, please contact the Company Manager for an explanation. The following points you are to avoid are:

- Violation of any Municipal, City, State or Federal laws, rules, ordinances, and procedures, while at work.
- Violation of security or safety rules or failure to observe safety rules or failure to wear required safety equipment, tampering with Company equipment or safety equipment.
- Endangering the life or safety of another person through willful acts of negligence or any careless action.
- Being intoxicated or under the influence of a controlled substance while at work; use, possession or sale of a controlled substance in any quantity while on Company premises, except medications prescribed by a physician that do not impair work performance.
- Unauthorized possession of dangerous or illegal firearms, weapons or explosives while at work.
- Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on Company premises or when representing The Lyceum, fighting, or provoking a fight on Company property, or negligent damage of property.
- Refusing to obey work-related instructions that were properly issued by your supervisors. Also refusing to help on a special assignment during work hours.
- Threatening, intimidating, or coercing other employees on or off the premises at any time, for any purpose.
- Engaging in an act of sabotage; negligently causing the destruction or damage of theatre property, or the property of other employees or patrons.
- Theft or unauthorized possession of theatre property or the property of other employees; unauthorized possession or removal of any theatre property, including documents, from the premises without prior permission from the Company Manager. Unauthorized use of theatre equipment or property for personal reasons; using theatre equipment for profit.
- Dishonesty; falsification or misrepresentation of your application for employment or other work records; lying about leave; falsifying reason for a leave of absence or other data requested by The Lyceum; alteration of theatre records or documents.
- Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another worker on the job; restricting work output or encouraging others to do the same.
- Behaving in an act of immoral conduct or indecency on theatre property.
- Unsatisfactory or careless work, failure to meet performance or quality standards as explained

to you by your immediate supervisor.

- Any act of workplace harassment, sexual, racial, telling sexist or racist jokes, making racial or ethnic slurs.
- Leaving work before the end of a workday or not being ready to work at the start of a workday without approval.
- Creating or contributing to unsanitary conditions.
- Failure to report an absence or late arrival, excessive absence, or lateness.
- Using obscene or abusive language toward any manager, other employees, or patrons; indifference or rudeness towards a patron or other employees; any disorderly/antagonistic conduct on theatre premises.
- Being involved in speeding or careless driving of Company vehicles, on or off duty.
- Failing to immediately report damage to, or an accident involving, theatre equipment or Company vehicles.
- Retaliation against an individual who, in good faith, reports harassment, reports a workplace injury or files a claim for workers compensation, reports a violation of state or federal law or our policy, rule or regulation.

## **CONDUCT AT PERFORMANCES AND OTHER PUBLIC EVENTS**

As an employee, your conduct at performances and other public events is reflected on The Lyceum. Employees are required to refrain from cursing or engaging in loud behavior or horseplay. Consuming of alcoholic beverages should not be done in excess at public events.

## **CONDUCT OUTSIDE OF WORK**

Please be aware that your behavior outside of work reflects on the image of The Lyceum Theatre. Please remember to conduct yourself accordingly.

## **POLITICAL ACTIVITY**

Everyone has their own political views; however, employees must not participate in any political activities as representative of The Lyceum.

## **SOLICITATIONS**

Solicitations and/or disbursement of any literature for any purpose other than that specifically approved by The Lyceum is not allowed on Company premises.

## **SOCIAL MEDIA GUIDELINES**

### Social Media

Facebook, YouTube, Twitter, Instagram, Flickr, Blogs, Wikis, Tik Tok, LinkedIn and the Company's Website are all important tools to get The Lyceum message out into the world.

You should be aware that your personal use of social media might be perceived as reflecting the beliefs and opinions of The Lyceum.

You should use your best judgment to ensure that any material posted is neither inappropriate nor

harmful to The Lyceum, its employees, or its patriots. You are prohibited from posting commentary or content that is defamatory, libelous, or harassing, and from releasing information that is considered by The Lyceum to be confidential or not public.

You are strongly encouraged to refrain from posting controversial or antagonistic content and to remain aware that other employees, as well as the vendors and patrons of The Lyceum, may have beliefs and opinions that differ from yours. Do not post photographs or videos of fellow employees, or productions without obtaining, in advance, the express written consent of Management.

#### Guidelines for the Responsible Use of Social Media in a Professional Capacity

If you manage or post to The Lyceum's sponsored social media sites you should:

- Exercise good judgment. Protect and enhance the value of our mission by avoiding comments, photos, videos, or images that could be interpreted or perceived as slurs, demeaning, inflammatory, unduly suggestive, or inappropriate.
- Protect confidential information and relationships. Do not post confidential, proprietary, or controversial information about the Company, its clients, subcontractors or employees.
- Respect copyright and fair use laws by obtaining proper permissions and giving appropriate credit for work.
- Follow Company policies and federal regulations.
- Only approved logos may be used.
- Consider the public nature and longevity of comments before posting.
- Keep sites current by refreshing content regularly, responding to questions in a timely manner, and updating information.

#### Guidelines for the Responsible Use of Social Media in a Personal Capacity

When using social media sites in a personal capacity, you should:

- Maintain clear lines between professional and personal social media activities.
- Do not use the Company's name to promote or endorse any product, cause, religious view, political party, candidate, etc. Neither this provision nor any other provision in this manual is intended to restrict an employee from exercising their Section 7 rights under the National Labor Relations Act.
- Avoid using the Company's name in connection with comments, photos, videos, or images that could be interpreted or perceived as slurs, demeaning, inflammatory, illegal, unduly suggestive, sexual innuendo, and inappropriate.
- Remember that libel laws are in effect even when your social media accounts are set to "private".
- Be advised that personal information can be used to perpetrate identity theft that can compromise the security of employees and the institution.

#### **SMOKING/VAPING**

The Lyceum Theatre is a smoke-free and vaping-free environment, these practices are not permitted in any Company building, including housing, Company vehicles, and while working with other employees or around theatre patrons. Smoking/Vaping should be confined to areas that are out of sight of the general public. The Lyceum offers designated smoking areas on each property, and proper

receptacles. Do not remove these receptacles from their location(s) and be sure they are kept away from buildings. Please do not discard cigarette butts on the ground.

## DRESS/ATTIRE

The Lyceum wants you to be comfortable, however, it is important to present an appropriate appearance while at work. Here are a few guidelines:

- Attire should reflect the type of work being performed.
- Attire should be clean and well maintained.
- Provocative clothing is not permitted.
- Attire must meet safety standards and may not create a safety hazard.
- Avoid wearing loose fitting/baggy clothing if job requires working with any construction equipment or in areas where production sets are being installed.
- Appropriate work shoes must be worn while at work. Ask a supervisor what is recommended for any specific job duty. For example, dancers should wear proper dance shoes during rehearsals and performances. Flip-flops/sandals are unacceptable. Hard toe shoes should be worn by crew members.

### Front of House Personnel:

Professional attire must be worn. Clean grooming, ironed clothes and appropriate choices for our patrons is required. A name badge is required at any public-facing productions, presentations, meetings, or special events. **Casual Attire** includes jeans, t-shirts, sweatshirts, hoodies, caps and tennis shoes are acceptable attire on non-show days.

## RECORDING DEVICES

### During Work Hours

If you feel it is necessary to use a recording device of any kind because information is important and sensitive enough to your work assignment, you must make a request to do so with your supervisor or Organizational Leadership. If approved, the recording device will be placed in a position clearly visible, and the recording will be made available to all participants.

### During Performances

The use of any recording device during a performance is strictly prohibited unless approved and announced by Stage Management. If recording is occurring for any reason, an advisory sign must be posted at the entrance and in clear view in public spaces beforehand.

## USE OF THEATRE PROPERTY

All Company-owned facilities, offices, furniture, equipment, tools, computers, e-mail addresses, software, office supplies and Company vehicles are the sole property of The Lyceum and are to be used for Company business purposes only. You should have no expectation of privacy or personal use in any Company facility or office, use of equipment, office supplies or Company vehicles or any other Company property. Props or scenic furniture are not to be removed and used at Housing, and Housing items are not to be taken to the theatre and used for production.

## DISCLAIMERS

### Seven Points You Should Know

- The statements in this manual are to be considered as guidelines.
- Management and the Board of Directors reserve the right to modify, revoke, suspend, cancel, or change any or all language found in this manual, at any time, with notice, or without notice when unforeseen circumstances occur.
- The language used in the employee manual is not intended to be created, nor is it to be construed to constitute an employment contract between The Lyceum and anyone, or all its employees. Nothing in this manual should be relied upon as a guarantee of certain privileges, working conditions or continued employment. All employees, both full-time and part-time, are at-will employees unless the terms of an employment agreement state otherwise. Management and/or The Board of Directors may make human resources decisions that this manual does not address a particular problem or issue.
- Employees are not entitled to any benefits, rights, or privileges beyond the last day of work.
  
- Should any provisions in these guidelines be found to be unenforceable and invalid, such finding does not invalidate the entire document, but only that particular provision.
- This Employee Manual replaces all other previous Arrow Rock Lyceum Theatre policies or memorandums pertaining to human resources issues, whether written or oral.

## EMPLOYMENT MANUAL ACKNOWLEDGMENT & CONSENT

I hereby acknowledge that I have received a copy of the Arrow Rock Lyceum Theatre's Employment Manual. I have read the manual and understand its contents. I acknowledge that the policies, procedures, and benefits described in this manual were adopted at the discretion of The Lyceum and that the Company reserves the right to alter, amend, modify, or rescind these policies and benefits at any time, with or without notice. I further acknowledge that neither this manual, nor anything in it, nor anything to which it refers constitutes a contract of employment or guarantee of any sort between The Lyceum and any employee. I understand that I am an at-will employee and The Lyceum always retains the right to terminate the employment of any employee for any reason.

I hereby acknowledge that I have read and understand the Company policy prohibiting unlawful harassment, and I hereby agree to abide by the terms of such policy. I understand that I must immediately report any unlawful harassment that I witness. I understand that unlawful harassment and/or discrimination in any form, including race, religion, national origin, gender, sexual orientation, age, disability, genetic information, veteran status, or based upon any characteristic protected by law, is not permitted.

I hereby acknowledge that The Arrow Rock Lyceum Theatre is a drug-free and alcohol-free workplace. I have read and understand the policy regarding the use of drugs and alcohol. I understand that the refusal to submit to any drug or alcohol testing or a positive test result is grounds for disciplinary action up to and including termination. Furthermore, I authorize the release of test results to my employer, and/or post-accident tests to the Company's workers compensation insurance carrier. I understand that Should I test positive for alcohol or drugs including, but not limited to, inactive components or metabolites associated with the use of such drugs following an on-the-job accident, I may be ineligible for workers compensation benefits or have benefits reduced by fifty percent (50%) as allowed by Missouri law. I recognize that the Company's policy on alcohol and drugs does not constitute an expressed or implied contract of employment. As a condition of employment, I must sign this acknowledgement and consent from and comply with the policy.

**Employee:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_