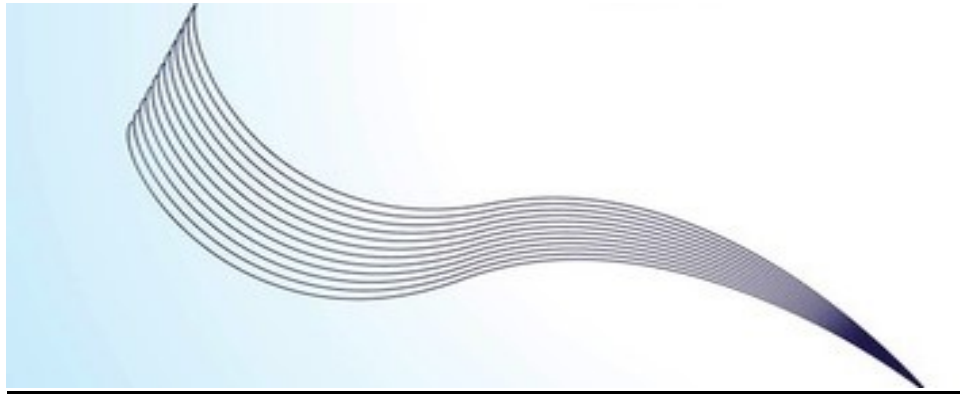


Showcase Entertainment Limited



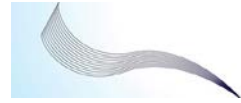
STAFF POLICY MANUAL

2014



THIS IS A **MUST READ DOCUMENT FOR
SHOWCASE LIMITED EMPLOYEES**





Company Overview

The Showcase with IMAX will redefine entertainment in The Bahamas as the first Bahamian IMAX and 4DX Franchise Cinema in North America and Caribbean markets. It will boast over 50,000 square feet of theater space, luxury seating, specialized concessions, meeting rooms and a VIP lounge.

The Showcase Entertainment Limited was incorporated on the 12th December 2013 under the Companies Act of the Commonwealth of The Bahamas. Management of Showcase Entertainment has been awarded to Atavus Group Limited a Bahamian management company. *Operational name of the Cinema is the “Showcase with IMAX”, however this may vary from time to time to reflect partnership agreements.*

Vision

Showcase Entertainment will be established as the premier family entertainment source in the country. Our focus is on creating a form of entertainment standard that supports the development of traditional family values.

Mission Statement

It is the mission of Showcase Entertainment to provide a forum for guest to reconnect to traditional family values in an energized, uplifting and engaging atmosphere; Also, to ensure through exciting entertainment that our guest will experience a first-time visit, every time.

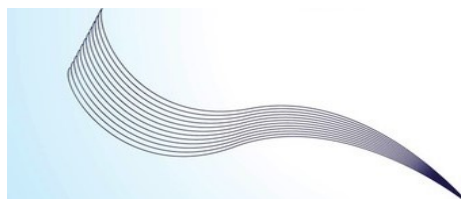
Motto

Advancing the Entertainment Experience!

Values

1. Balance High-Tech with High-Touch.
2. Reconnect to traditional family values.
3. Maintain an energized and an uplifting atmosphere.
4. Insure a spotless environment always.
5. Maintain a priority on guest safety and security.
6. Give a first-time experience every time.
7. Take a team approach.
8. Rebuild the community through family influence.

Company LOGO





ARTICLE I: PREAMBLE

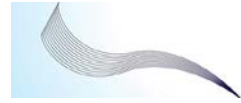
The purpose of this policy, in the mutual interest of the Employer and the Employees, is to provide for the operation of the services of the Employer under the methods which will further, to the fullest extent possible, enhance the delivery of service, the efficiency and economy of the operation, the continuation of employment under reasonable conditions, hours of work, compensation, and working environment. It is recognized by this policy which in turned when signed and endorsed by the individual employee, becomes an agreement to be the duty of the Employer and Employees to co-operate fully both individually and collectively, for the advancement of this purpose. The word 'Policy' and 'Agreement' may be used interchangeably in various contexts through this document.

ARTICLE II: SCOPE OF POLICY

1. This Agreement covers the Employees engaged in the classification and categories of jobs set forth in **Appendix A** that are located in the Commonwealth of the Bahamas.
2. The Employer reserves the right to change the job titles covered by this Policy for the purpose of describing the classifications or kinds of work performed but shall not use such changes in title to alter the Scope of this Policy.
3. Further, any classification of workers excluding those involved in Management or those who are under Independent Contract with the Company may be included in the scope of this Agreement.
4. The Employer and the Employee agree to abide by all the procedures set forth herein, and the Employment Act 2001 and its amendments or any other laws or Statutes governing and regulating the relationship between Employer and Employees in the Commonwealth of The Bahamas.
5. It is understood that none of the foregoing shall detract from the rights of an Employee to lodge a grievance in the manner and to the extent herein provided.

SAVINGS CLAUSE

Should an Article, part, or provisions, of this Agreement be rendered invalid by review of an existing or subsequently enacted legislation, such invalidation of any Article shall not invalidate the remaining portions, thereof, and they shall remain in full force and effect.



ARTICLE III: MANAGEMENT & EMPLOYEE RELATION

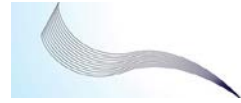
1. The employees will always have access to Management and or its representatives to discuss matters of mutual concern which may impact the terms and conditions of employment.
2. The employee shall recognizes the right of the Employer to exercise all the prerogatives, powers and customary functions of Management in all matters pertaining to managing the business provided however that the Employer in the exercise of such right does not violate any laws of the Commonwealth of the Bahamas.
3. The Company, its Managers and Representatives shall, with respect to the treatment accorded employees at all times, in the performance of their duties, act in an impartial, courteous and business-like manner, and shall not engage in any conduct which unjustly deprives any employee of any benefits of his employment.
4. Further, the Company shall make every reasonable effort to ensure that the provisions of this Policy are enforced. Employees shall treat all Management personnel with respect according to their position, regardless of emotional disposition. Insolence and insubordination will not be tolerated in the workplace and carry heavy penalties including termination of services.

ARTICLE IV: EMPLOYMENT

A. GENERAL

The Employer reserves the right to determine and set all qualifications for selection and employment for vacancies or new positions and to recruit and hire to fill any of the classifications of work within the scope of service delivery. All job specifications shall be subject to change at the discretion of the Employer, such changes shall be copied to the relevant employees.

Bahamians already in the service of the Company shall be given first and serious consideration for any vacancies or new positions providing they meet the requirement.



B. TEMPORARY EMPLOYEE

1. The term "**Temporary Employee**" means an Employee who is engaged for a specific project for a limited period with a definite understanding that his employment ceases upon completion of the project or expiration of a stated period. With the exception of persons hired for a specific project, which may exceed six (6) months in duration, no Employee shall continue to be classified as temporary during a period in excess of six (6) months.
2. When the Employer hires permanent, temporary or part time workers, the terms and conditions of their employment shall be made [known] to the Employee in writing, and such workers shall have the right to be represented by the Human Resources Department in the event they have reasons to lodge a grievance.

C. PROBATIONARY EMPLOYEE

1. All new Employees hired by the Employer shall be under probation for a period of three (3) months commencing with the first date of employment. While under probation, an Employee may be terminated at the discretion of the Employer and shall have no recourse to the provisions of this agreement.
2. A customary period of three (3) months probation may be assigned by the Employer when an Employee is promoted, transferred, or reclassified; however, should the Employee fail to meet the requirements of the new position during such period of probation, the employee shall be returned to his former position. The Employee reserves the right to elect to be returned to his former position at his former pay, only during his probationary period, not thereafter.
3. In the event the position is vacated as per C (1) above, the Company may select the next qualified applicant without posting a new vacancy notice. The Company agrees that under no circumstances shall an Employee successfully applying for a vacant or new position in the same or higher class of work suffer a reduction in his regular rate of pay.
4. Whenever an Employee is promoted he/she shall be compensated at a rate of not less than the minimum salary or wage of the higher rated classification. If the employee's current rate of pay is equal to or greater than the minimum pay in the new or higher classification, the new salary will be increased to at least the next level in the new classification.



D. PROMOTION

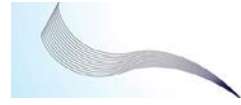
1. When an opportunity for advancement within classifications covered by this agreement occurs and there are Employees who have the prerequisite qualifications and experiences required for the promotion to fill the job, then the Employee with the greatest seniority shall be given first preference as a general principle.
2. An Employee who refuses a promotion will be superseded but will remain eligible for consideration at the next round of promotion(s).

E. TRANSFERS & FORCED TRANSFERRED

1. Employees covered by this Agreement shall have the right to request a change in classification or a transfer. The Employer shall give due consideration to such request and advise the Employee of the Company's decision.
2. In the case of a general employment, that is; when an employee is not hired under a specific contract for a specific period and when the status of that employee is classified as permanent, management reserves the right to transfer any employee, subject to the above provision, to another department or to another job function for the following reasons:
 - 1) As a disciplinary action against an employee determined to have breached company policy or provisions of this agreement.
 - 2) As the result of redundancy or redesign of their current job function.
3. Employees transferred under provisions 1 or 2 of this section shall be reassigned to the appropriate salary scale of their new position or job function regardless of their previous scale classification or increment rating.
4. Employees transferred under provisions 2 of this section may have adjustments or changes made to their base salaries. Under the conditions of disciplinary action or redundancy an employee's salary may be reduced to minimum regardless of previous classification or past performance.

F. VACANCY NOTICE

1. The Company agrees in the event of any vacancy of new position, notice of such vacancy with the hours of work when known, and the location of the job together with a statement of the operating and other qualifications of the job, shall be posted on Bulletin Boards or online. Interested Employees, who believe they have the qualifications, should apply in writing. However, such applications must be received



within fourteen (14) calendar days of the date of posting of a position vacancy notice or other period management may determine.

2. Where the vacancy is of an immediate nature on account of sickness, extended leave, etc. a need for a vacancy notice will not arise except where such employment extends beyond eight (8) weeks.
3. All order or notices to an Employee under this Agreement involving a change of assignment, promotion, demotion, layoff, redundancy, furlough, and leave of absence will be given in writing.

ARTICLE V: SENIORITY

In determining seniority the following principal may apply:

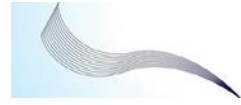
- (i) When two or more employees begin their employment on the same date seniority will be established by age, the oldest shall have the greater seniority when job rank is equal.
- (ii) The employee with the longest years of service within the Company shall be considered to be the most senior.
- (iii) Rank of job regardless of age or date of hire will determine default seniority.

APPLICATION OF SENIORITY

Subject to the provisions of this Article and others, seniority shall be applied to:

1. Lay-off and re-call to duty.
2. Opportunities for advancement and training provided all candidates have the [required] prerequisites.
3. Demotion when occasioned by the reduction of employment for a classification covered by this Agreement.
4. Selection of vacation period.
5. Temporary assignment to a higher rated category.
6. Educational leave.

N.B.



An employee on leave of absence without pay shall retain his seniority position, subject to the limitations expressed above. However, active service for all other purposes shall not continue to accrue during such leave.

ARTICLE VI: ALLOWANCES

ACTING ALLOWANCE

1. Where an employee is required to act in a higher rated capacity, the employee shall be paid, in respect to that period in excess of fourteen (14) calendar days, an acting allowance representing a ten percent (10%) of his basic pay.
2. The acting employee should not in any case, receive more than the employee holding the substantive position.
3. An employee appointed to act in excess of a six (6) month period or any additional approved period in a senior position (where the substantive holder of the post is temporarily absent from duty) shall be considered for confirmation to that position.

DUTY TRAVEL ALLOWANCE

When an Employee's duty requires travel, the Employee shall receive fifty (\$50.00) for each day he/she is required to be off the island. The Employee shall receive a per diem of eighty (\$80.00) dollars per day while traveling outside of North/South American Continents. Per Diem shall be used at the discretion of the employee for purchases of daily meal.

In addition an employee invited or required to attend a meeting where meal is provided, (such as a dinner meeting) by the company or a member of management, where such meeting is to entertain or conduct business with another company, client or customer, is not required to contribute to the purchase of such meals. See Section XXV.

The company shall make every effort to arrange transportation and accommodation for employees while on travel. In the event of unforeseen circumstances that forces the employee to use personal funds to purchase transportation/accommodations while on company business, that employee will be reimbursed on return. A valid receipt of transaction will be required for reimbursement of expenditures.



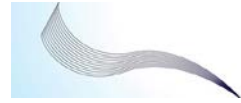
ARTICLE VII: SICK LEAVE

1. The sickness or injury referred to in this Article covers personal illness, medical problems and injuries.
2. An Employee who is unable to work on account of sickness or injury, shall make a reasonable effort to notify the supervisor or Manager of the Department before the beginning of the shift.
3. Except in the case of the first day of sickness a medical certificates will normally be required for absence on account of sickness or injury. Failure to produce a medical certificate or to provide acceptable reasons for absence on account of sickness or injury may result in loss of pay for the days absent and if necessary further disciplinary action.
4. No employee shall be entitled to receive payment in respect of periods of sick leave which is only one day long, nor to accumulate such leave from year to year.
5. An Employee on leave of Absence with pay, on account of sickness or injury shall retain his seniority position and shall continue to accrue active service during such leave.
6. Payment for absent due to sickness in excess of one week shall be at the discretion of the Employer.

NATIONAL INSURANCE PROVISIONS

1. Any benefit receivable under the National Insurance Act shall effect a corresponding reduction in pay for absence account sickness or injury provided the Employer advises the Employee of his entitlement under the National Insurance Act.
2. The following table dictates contribution to the National Insurance Board (NIB).

Ceiling on Insurable Wage (Weekly)	As of July 2014 \$620
Breakdown of 9.8% Contribution to NIB	
Employee	Employer
3.9% of Basic Wage	5.9% of Basic Wage
9.8% Gratuity	0% Gratuity



RECLASSIFICATION/SICK LEAVE

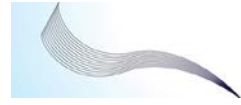
The Employer may reclassify an Employee who due to sickness or injury is unable to perform his normal duties. Where an Employee does not qualify for Income Replacement under the Employer's insurance policies and cannot be reclassified immediately, the Employee may be placed on laid-off status.

INDUSTRIAL INJURY

1. Any accident that occurs while an employee is on duty shall be reported as soon as possible to the supervisor. Additionally, supervisors must notify the Human Resources Department.
2. Claims for medical expenses arising from an injury sustained while on duty shall be processed in accordance with the National Insurance Industrial Injury Benefit provisions..
3. When an employee suffers a disabling work injury, properly certified by a registered medical doctor, he shall be paid under the provision of the National Insurance Industrial Disablement Benefits.
4. An employee may at any time during his absence due to injury be required to submit himself for medical examination by a medical practitioner as assigned by the employer.
5. When an employee returns to work after recovering from an injury or occupational disease he has contracted while working for the Company he shall be reinstated in the position he occupied at the time of the injury or given alternative work of a comparable nature without loss of pay or seniority.
6. Any employee who suffers an accident while on duty will not have time deducted from his sick leave entitlement.

ARTICLE VIII: MATERNITY & PATERNITY LEAVE

1. A permanent Employee who has minimum of one year of service, and who becomes pregnant shall normally be permitted to remain at work prior to her confinement. However, the Employer may at his discretion, change the Employee's work location or classification during this period, without loss of pay, or the Employee may be

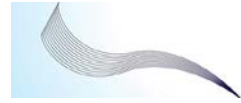


placed on leave of absence on the account of maternity, whenever her physician decides that continuing to work would be inadvisable.

2. The Employer shall grant maternity leave with pay to a permanent Employee, who has completed more than twelve (12) months of service to a maximum of [twelve] (12) weeks with pay. However, in the event of complications of other medical requirements, the said Employee will be able to use accumulated Annual Leave, for whatever period is necessary in accordance with her requirements.
3. The granting of Maternity Leave without Pay shall be subject to the following conditions:
 - (a) The period of leave must be requested at least two (2) months in advance of the commencement of leave.
 - (b) An Employee returning from Maternity Leave shall be re-instated in the classification held at the time Maternity Leave was requested to the extent this is practical, provided always however, such an Employee's salary shall not be altered to her detriment by virtue of any such re-classification,
4. An extension of Maternity Leave may be granted for medical reasons by the Employer provided the Employee's physician states the reasons (in writing) for the additional leave. Such extension shall not exceed six (6) and shall be unpaid.
5. Failure to report for work at the expiration of a period of Maternity Leave may result in termination of employment.
6. Maternity Leave without pay may be reduced at the request of the Employee by the use of Accumulated Annual Leave.
7. Maternity Leave with pay or additional leave for pregnancy will be granted not more than once every three years.

PATERNITY LEAVE

A married male Employee, who has a minimum of one (1) year of service, whose spouse is giving birth to a child, shall be given paternity leave (time off) with pay for one (1) week not more than once every three (3) years. The Employee wanting Paternity Leave shall notify the Company at least three months in advance whenever possible, of the approximate date of the leave.



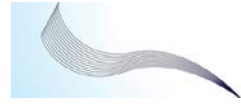
ARTICLE IX: COMPASSIONATE LEAVE

1. As provided by the Employment Act 2001, an employee who has been employed for at least six months is entitled to family leave without pay for a period not exceeding one week per annum following the death of:
 - A Child
 - Spouse
 - Parent
2. The company shall award family leave in section one (1) above as leave of absence with pay to an employee who suffers the death of an immediate family member if that employee has been employed for at least one (1) year. One week paid leave shall be granted for death of the following:
 - Grandparents
 - Grandchildren
 - Parents
 - Spouse
 - Children
 - Legal Guardian (Ex Foster Parent)
 - Sibling
3. Compassionate Leave for other close relatives such as aunts, uncles, parents in law and first cousins etc., or other unspecified reasons, may also be granted with or without pay, at the discretion of the Human Resources Department.

ARTICLE X: ANNUAL LEAVE

Annual Vacation Leave

1. A year of service is twelve (12) consecutive full calendar months of active service from date of employment.
2. Partial year of service is a year of service broken by leave of absence or the number of consecutive full calendar months of active service from date of employment to the date of the commencement of annual leave.
3. Annual leave shall normally be granted and taken in the year of service, following the year of service for which the entitlement for annual leave has been earned.



4. Annual leave or portion thereof may normally be carried forward up to two (2) years. Longer periods may be agreed at the discretion of Management.
5. On request by the Employee, annual leave may be carried forward provided an application is made by September 30th, of any given year.
6. In calculating annual leave entitlement, any calendar month in which the Employee has been on active service for more than fifteen (15) days shall be considered a full calendar month.

VACATION ENTITLEMENT

Six (6) months but less than one year of service	5 working days
One year but less than three (3) years of service	10 working days
Four (4) years but less than six (6) years of service	15 working days
Seven (7) or more of service	20 working days

VACATION BONUS

After each tenth (10th) anniversary of service employees shall be entitled to one (1) week vacation bonus in addition to the normal vacation entitlement.

VACATION PAY

1. When an Employee is granted leave or vacation with pay, the employee shall receive any pay due, at least one banking day or more in advance.
2. The rate of pay for such vacation shall be at the rate the Employee would normally receive at his/her straight time at the time the vacation is taken.

ANNUAL LEAVE ROSTER

1. Preference in the period in which Employees hereunder shall be permitted to take their vacations shall be granted at each Section in the order of Company seniority provided, however, that vacations schedules may be so arranged within each work group or section as to not interfere with the requirements of the service.



2. The Manager or Department Head shall have the right to vary the leave date, and shall make every effort to provide a minimum notice of thirty (30) days to the Employee(s) affected, prior to commencement of the vacation and only for the reasons due to the requirements of the service.
3. If the Employee suffers any financial or monetary loss due to cancelled vacation the Company shall reimburse him/her for the loss, provided the Employee can prove his/her claim.

PUBLIC HOLIDAYS

1. If a Government Recognized Public Holiday(s) falls [within] the period of annual leave granted, additional day(s) shall be added to the number of calendar days of annual leave by an amount equivalent to the number of holidays that fall within the period of approved leave.

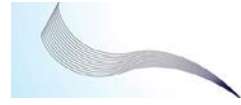
ARTICLE XI: LEAVE OF ABSENCES

EDUCATIONAL LEAVE

At this time the company does not have a minatory assistive program for education. However any request for leave to pursue education goal while employed shall be judged on a case by case basis with the following basic parameters:

1. Employee leave approved for educational purposes shall be without pay by mutual agreement between the Employer and the employee for a period of not more than six (6) months.
2. The Employer will make every effort to give Educational Leave of Absence without pay to an employee who applies for such leave, provided it is job-related and can be used to increase his efficiency, productivity and chances of advancement within the Company.
3. Application for such leave must be in writing to the Employer at least four (4) weeks in advance of the courses, whenever practical, whether non-technical or technical.

UNPAID LEAVE OF ABSENCE



1. Leave of Absence without pay for personal reasons requested in advance may normally be authorized in accordance with the Employer's procedures and limitations, subject to the requirements of the service.
2. Employees who are on authorized leave of absence without pay, for reasons other than sickness or injury, for a period of more than six (6) calendar months, shall lose their seniority position, except where such leave is granted for the purpose of specific job related training or training for advancement within the Company.
3. An Employee on Leave of Absence without pay shall retain his seniority position, subject to the limitations expressed in this Article. However active service for all other purposes shall not continue to accrue during such leave.

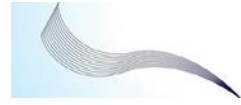
STUDY LEAVE

1. Subject to the needs of the Company, an employee may be given day release to attend classes at an accredited institution which are related to the Company's function. Such employees shall produce satisfactory evidence of acceptance to the course, attendance record and course transcript.
2. The Employer will make every effort to give Study Leave of absence up to a maximum of ten (10) working days for the purpose of writing such examination which should be determined by the particular examination requirements. Such employees shall produce satisfactory evidence of the completion and results of the examinations.
3. Study leave may be with or without pay to be determined by Human Resources.

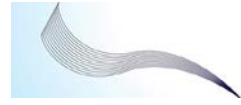
ARTICLE XII: HEALTH & SAFETY

Health and Safety is a critical component of decent working conditions, both for management and line staff. In addition Health and Safety considerations extend to the clients and customers as an extension of good customer services. To that end note the following:

1. From among the supervisory staff the Company will appoint a Working Conditions Health and Safety Committee. The purpose of this Committee shall be to ensure the comfort, protection, safety and health of the Employees at the workplace (jobsite).



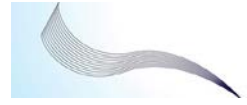
2. The seven (7) member Committee shall be appointed by the Manager of Facilities and Security no later than sixty (60) days after the start of business operations and shall consist of:
 - (a) Manager of Facilities & Security as Chairman of the committee
 - (b) One (1) employee from Human Resources as Deputy Chairman
 - (c) Two (2) employees from Facilities and Maintenance; One (1) Janitorial
 - (d) Two (2) employees from Customer Service; One (1) Food & Beverage
 - (e) One (1) Duty Manager
3. The Company will host a bi-annual Health & Safety Fair for the awareness of Health and Safety in the work place.
4. No Employee will be required to work under unsafe or unsanitary conditions in order to eliminate as far as possible accidents and illnesses.
5. The Working Conditions, Health and Safety Committee's duties shall be:
 - (a) The production of a health and safety manual based on company policies and industry regulations.
 - (b) Receive and review Company accident, injury and job related illness reports and make recommendations to prevent reoccurrences.
 - (c) Receive and investigate complaints regarding unsafe and unsanitary working conditions and make recommendations to resolve such complaints.
 - (d) See that all applicable sanitary and safety regulations are complied with.
 - (e) Make recommendations for the maintenance of appropriate sanitary and safety standards.
 - (f) Inspect all Company operated equipment and red tag all equipment found to be unsafe or faulty.
 - (g) Inspect all Fire Extinguishers and have them renewed on a timely basis and ensure that emergency doors and exits are not obstructed.
 - (h) On matters of Security the committee shall make recommendations to the Security Manager whenever security issues coincide with Health and Safety concerns.



6. The Working Conditions, Health and Safety Committee shall meet monthly in the first year of operation and at least once quarterly thereafter to resolve safety and working conditions issues and review corrective action taken for all industrial injuries that resulted in lost time and also any accidents which may have occurred.
7. In the event that the Working Conditions, Health and Safety Committee is unable within twenty-one (21) days to reach a decision in resolving an issue which has been brought to its attention, the Company may submit the issue to the Ministry of Labour for conciliation.
8. The Company shall promptly notify the Employees and the Working Conditions, Health and Safety Committee of the use of any material, equipment or procedure known by the Company to be hazardous to the Employees exposed and the known procedures to control the hazards.
9. The Company will give proper instructions to persons who handle chemicals, cleaning materials and potentially hazardous equipment.
10. Chairman of the Working Conditions, Health and Safety Committee shall be informed of all industrial accidents within the Company in writing; either electronic such as email or manual by hand delivery etc.
11. Whenever the Company conducts any testing for contaminants in the environmental air of work sites the Committee shall also be informed in writing, unless the committee initiates such testing and is acting within the approved authority in its mandate; In such case the committee shall inform EXCOM in writing; either electronic such as email or manual by hand delivery etc.
12. Employees are encouraged to utilize the Committee for all unresolved safety and working conditions related matters.
13. The Company shall provide suitable safety equipment for all Employees to perform their duties effectively. However, Employees should report to the Supervisor before refusing to use any defective or unsafe equipment. The Company will provide any and all equipment that may be necessary for their duties.

EMPLOYEE PROTECTION

The Company shall cover all medical expenses not covered by National Insurance, incurred by an Employee hurt or injured in a robbery at or on the Company's locations, or on the job. All days missed due to injury in the circumstances shall be considered an Industrial Injury.



ARTICLE XIII: REDUNDANCY LAID/OFF STATUS

1. Reduction in the establishment for a given classification shall be made in accordance with seniority except as provided in **Article V**. The Employee or "Employees" having the least seniority shall be the first to be laid-off. However, prior to any lay-off the Employer shall make effort to notify redundant employees at least one hundred & twenty days (120) prior to such action.

LAID-OFF STATUS

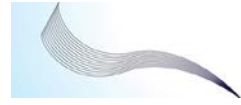
When an Employee or Employees have been laid-off due to a staff reduction, their length of service with the Employer at the time of being laid-off shall remain intact, but shall not continue to accrue. However, Employees on laid-off status shall continue to hold their established seniority position except as provided below.

ADDRESS AND NOTICE OF CHANGE OF ADDRESS

An employee on laid-off status shall provide the Employer with a reliable point of contact and shall advise the Employer of any changes in his/her address. The employer will have no obligation to employees for whom they have no reliable contact.

RECALL

1. In the event of a vacancy, occurring in the establishment or classification, a Notice of Vacancy shall be sent mail to those employees holding laid-off status at the last address provided.
2. Response to Notice of Vacancy — Employees on laid off status shall reply to a Notice of Vacancy within fourteen (14) calendar days of the date of the notice, and shall indicate whether or not they will accept re-call to the vacancy or vacancies available. Replies made after this period will not be actioned as provided in paragraph (3) below.
3. The most senior from among those on laid-off status who indicate that they will accept re-call to duty, shall be recalled and the Employer shall notify the Employee,



or Employees concerned of the time and place of reporting for duty. Such notification shall provide not less than fourteen (14) days for the interval between the date of such notice and the date the Employees are required to report to duty unless both parties agree to the contrary.

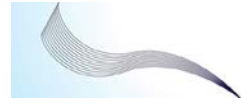
4. An Employee who accepted re-call to duty, and who subsequently changes his decision or fails to confirm his acceptance to a Notice of Vacancy within thirty (30) calendar days of the date of such notice, may have his services terminated by the Employer.

PAY ENTITLEMENT-LAID OFF STATUS

1. A regular Employee covered by this policy, who has completed at least three months of active service immediately prior to being laid-off; terminated or made redundant through no fault or action of his own, shall receive pay as provided below. The amount of pay entitlement shall be based on the length of actual service with the Employer and shall be computed on the basis of the Employee's rate of pay at the time of lay-off as follows:
 - (a) Less than 1 year: 1 week pay
 - (b) 1 to 10 years: 2 weeks pay for every year of service
 - (c) 11+ years: 3 weeks pay for every year of service up to 48 weeks
 - (d) For staff at supervisory level and above 4 weeks pay for every year of service up to 48 weeks

An eligible Employee shall receive such pay starting at the time of lay-off and payment of the amount due shall be made on regular pay days, and continue until all pay entitlement is used, except that in no event shall any such pay be due after the effective date of re-call to active service.

2. In the event that a laid-off Employee is re-called to active service or accepts other employment with the Employer before having used all his pay entitlement, the unused time will be credited to his account. However, service, for any additional pay entitlement credit will only be accumulated from his date of re-call to reemployment. Ex: If an employee is laid off after 4 years of service he is entitle to 4X2 weeks of pay or 8 weeks pay. If he is on laid off status for 5 weeks and is recalled he has a credit of 3 weeks of unused laid off pay that will be added to all future accumulation.
3. An Employee who resigns in lieu of accepting laid-off status, shall receive his pay entitlements due in a lump sum along with pay in lieu of outstanding annual leave credit for active service and for any other reason.



4. An Employee on laid-off status whose service is terminated as stated above, or who voluntarily resigns while holding laid-off status shall receive the balance of any pay entitlement due, along with pay in lieu of outstanding annual leave credit accrued for active service to the date placed on laid-off status.
5. By mutual agreement between the Employee and the Employer an Employee being placed on laid-off status may take his outstanding annual leave with pay prior to the pay entitlement earned as per paragraph (5) above.

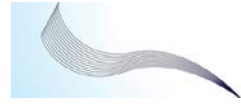
REDUNDANCY

- a. For the purpose of this Agreement, redundancy means whenever work performed by a classification of workers covered by this agreement is discontinued by the Employer. An employee shall be deemed to be dismissed because of redundancy if his dismissal is wholly or mainly attributable to the fact that the requirements of that business for employees has ceased or diminished.
- b. In the event of redundancy of any classification, the most senior Employees will be given first opportunity for reclassification.
- c. Any Employee covered by this Agreement who has been continuously employed by the Company for a period of three (3) months or more and is declared redundant by the Employer shall be paid redundancy pay at the same as indicated above under 'pay entitlement'. This shall be in addition to all other entitlements.
- d. Any Employee whose job has been declared redundant and cannot be immediately reclassified shall be placed on laid-off status as described above.
- e. For the purpose of this Agreement, Seniority for lay off and redundancy shall be established in accordance with Seniority already established in this Agreement.

ARTICLE XIV: GRIEVANCE PROCEDURE

Individual Grievance

STEP:1 Any Employee desiring to raise a question arising out of the terms or conditions of their employment may discuss the matter with their supervisor. The Supervisor shall respond within three (3) working days.



STEP:2 Failing satisfaction or a solution of the complaint or grievance at the supervisory level, the Employee concerned may within three (3) working days after the supervisor's response, and not thereafter, save in exceptional circumstances, approach the Human Resources Department to discuss the matter and if possible to settle the said grievance. Such request shall include a complete statement, evidenced in writing. In cases under this stage and where circumstances so warrant, the complaint or grievance may be discussed with the Chief Executive Officer.

STEP:3 If a resolution of the specific cause for complaint or dispute is not forthcoming the Employer may refer the whole matter at issue to the Ministry of Labor under the provisions of Conciliation Laws for the time being in force.

STEP:5 Any matter in dispute which has been dealt with through the grievance procedure but which has not been resolved by the Conciliation process of the Ministry of Labor, shall be referred to the Industrial Tribunal unless agreed otherwise by the two parties concern.

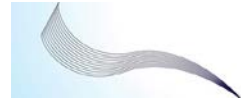
ARTICLE XV: DISCIPLINE & DISCHARGE

According to the Employment Act 2001: "An employer may summarily dismiss an employee without pay or notice when the employee has committed a fundamental breach of his contract of employment or has acted in a manner repugnant to the fundamental interests of the employer:"

An Employee shall not be terminated or have disciplinary action taken against him except for just cause as provided for herein. Just cause shall be a major breach of discipline or three (3) minor breaches of discipline over a twelve (12) month period.

A. The following shall be considered major breaches:

1. Discourtesy, rudeness or curtness to a guest or customer, whether in person or via electronic communication.
2. Gross negligence with safety and control procedures proven by the company or authorities after investigation.
3. Gross Insubordination or insolence.
4. Incompetence
5. Intoxication, drunkenness or indecency (gross misconduct) on duty.



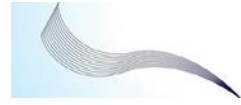
6. Use and/or possession and conviction of illegal drugs as defined in the Dangerous Drugs Act.
7. Handling or facilitation of drug trafficking
8. Theft, fraud and embezzlement from the Company, its employee(s) or clients.
9. Fighting and/or physical violence.
10. Threats of violence to other persons of any kind.
11. Sexual harassment or sexual assault.
12. Deliberate refusal to carry out a reasonable instruction that is within the scope of general contract of service with the Company or its client.
13. Willful violation of one of the Company's known policies or regulations
14. Fraudulent abuse of sick leave or refusal to present a Doctor's Certificate as in Article VII after the employee has been sent to the Company's physician.

B. The following shall be considered minor breaches:

1. Inappropriate use of, or reference to the company via social media.
2. Repeated absence from assigned job area without permission.
3. Repeated lateness in excess of fifteen (15) minutes more than three (3) times per month.
4. Repeated quarrelling with other Employees.
5. Discourtesy to another employee.
6. Failure to carry out quality of service instruction made known to the employee.
7. Use of profanity not directed at a customer, "ie slips of the tongue".
8. Use of abusive or foul language not directed at a customer.
9. Insubordination
10. Willful violation of one of the Company's known policies or regulations. The preceding is usually a major breach; however the violation of a policy with less of a material impact to the operation may be reduced to a minor breach.

Example





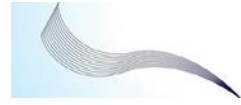
- i. Arriving to work without full uniform is minor breach.
 - ii. Not calling in when excessively late or absent is a major breach and can be considered job abandonment.
- C. When the Employer in his judgment determines a major breach (not limited to the above) or three (3) minor breaches over a period of twelve (12) months have been committed, the Employee may be suspended, demoted or terminated. An Employee so charged shall be notified in writing of the specific charges and the Employer's decision with regard to disciplinary action (letter or verbal reprimand, suspension without pay, demotion, termination, etc.). Upon such receipt of such written notification, the disciplinary action or termination is considered served.

MISDEMEANORS

1. Where in the judgment of the Employer, an Employee has committed a minor breach of discipline; the following procedures should be followed:
2. On the first and second occurrences of a minor breach, a written notice should be given to the Employee and a copy to the Human Resources Department.
3. After the third occurrence of a minor breach, the Employer will take whatever disciplinary action is warranted.
4. In the case of all minor breaches of discipline, the Employer shall archive all written adverse reports twelve (12) months after the dates of such reports. Such reports shall remain on file for record but be of no effect on performance appraisal if the reports date fall outside the range of the appraisal period.

GENERAL

1. If as a result of any investigation, hearing or appeal an Employee is fully exonerated of the charge or charges made, he shall be reinstated without loss of pay or seniority, and shall be given proof in writing that he has been exonerated. Further, the employee's personal record shall be cleared of the charge(s).
2. The Employer reserves the right to reduce any disciplinary penalty awarded, but will not impose a greater disciplinary penalty than that which had been imposed initially unless new fact regarding the case has arisen.
3. An Employee unjustly suspended under this section, and subsequently exonerated, shall be compensated for all time lost as a result of such suspension and Employees whose salaries are supplemented by tips shall be compensated at time and one half the



normal pay for each day of such suspension that they would have been rostered to work.

4. When an Employee is dismissed he shall be paid promptly all moneys due at the time of dismissal but in any case within three (3) working days, providing he has returned his identification card, Company uniforms and Company goods.

RETIREMENT

1. The normal retirement age shall be age 65 years, but the Employee may be allowed to continue working provided the employee is still able to perform their normal duties or such duties that may be assigned to them from time to time.
2. An Employee attaining the age of 65, may work a reduced workweek if the management so agrees.
3. It is mutually agreed between the parties that every effort will be made to assist Employees' retirement and to prepare them to enter retirement.
4. Employees having attained age 60 years or more and who have more than 10 years of service reserve the right to retire at anytime.

EX GRATIA PAYMENT-GRATUITY

1. All Employees with ten (10) or more years of employment upon separation from the Company by early retirement, normal age retirement, resignation, termination or dismissal, (except if theft, fraud, embezzlement, or drug trafficking is involved) shall be entitled to two (2) weeks salary for each year of employment, to a maximum of twenty-four (24) weeks salary.
2. In the case of supervisors with ten (10) or more years of employment upon separation from the Company by early retirement, normal age retirement, resignation, termination or dismissal, (except if theft, fraud, embezzlement, or drug trafficking is involved) shall be entitled to four (4) weeks salary for each year of employment, to a maximum of forty-eight (48) weeks salary.
3. Should the Employee die, the Employee's beneficiary shall be entitled to benefits of all payments due the employee on separation.



ARTICLE XVI: CIVIL SERVICE

The Employer agrees that when Employees are required by law to serve as Jurors, those who actually serve shall be excused from work for those days on which they actually serve and shall be paid their regular salary for those days at their regular rate of pay. In those cases where an Employee reports for Jury duty and is:-

- (a) Not selected or empanelled or
- (b) Selected or empanelled but later excused for the remainder of the workday, such Employee shall be required to report to work.

COURT SUMMONS

Whenever a Court of law summons an Employee, he shall present his summons to the section head that shall permit time off with pay.

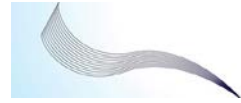
ARTICLE XVII: INCENTIVE BONUS

A performance incentive bonus shall be paid to each eligible Employee at the end of the qualifying year. Incentive bonus is separate and apart from salary increases based on performance review governed by the Employee Performance Appraisal Program. In addition the incentive bonus will **not** be paid in the first year of the operation and additionally in future years will be paid at the discretion of management and subject to the financial strength of the company and only if the company makes a reasonable profit.

The first fiscal year of operation shall be recorded as the appraisal period for qualification of incentive bonus that will be paid out in the second calendar year of the operation in the month of December, but such payout shall not be sooner than six (6) month after the end of the first fiscal year.

In the event the fiscal year and the calendar year are the same the incentive bonus shall be paid in the second December of operations.

In any year when the company is able to pay an incentive bonus, an Employee shall be eligible for incentive pay equal to one weeks pay as follows:



(a) NO BONUS FOR EMPLOYEES WHO HAVE THE FOLLOWING:

- (i) Absence from work exceeds 5 single sick days or,
- (ii) Two (2) or more minor breaches are committed or,
- (iii) Any single major breach of policy is committed.
- (iv) All qualified employees shall be paid their one week bonus no later than the second pay period in December of each year.

(b) ONE WEEK BASIC PAY FOR EMPLOYEES WHO HAVE THE FOLLOWING:

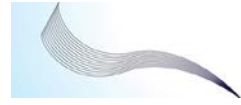
- (i) Absence from work does not exceed 5 single sick days and,
- (ii) Does not have any minor breaches.

(c) PERFORMANCE REVIEW BONUS:

- (i) All qualified employees shall be given one week salary as a performance bonus, in addition to any earned incentive bonus based on their evaluated job performance.

ARTICLE XVIII: TRAINING (JOB RELATED)

1. The Company recognizes that all forms of training are necessary for the improvement of professionalism, efficiency, proficiency, discipline and profitability.
2. The Company further recognizes that there are specific types of training that are essential to the operation and may be classified as “required” or “mandatory” training. Any training classified as “required” or “mandatory” must be attended by the employee. Failure to attend a mandatory training where notice is sufficiently given will be considered a minor breach.
3. The Company intends that programs for further training and retraining shall be afforded to Employees to enable them to acquire new skills made necessary by



technological changes and to enhance career prospects by acquiring higher level of skills.

4. Employees who are attending Company sponsored training may be required to attend such sessions beyond the established work periods of a normal day. Such time shall be paid at straight time for any such training and educational programs.
5. If the Company puts new equipment into service, affected employees shall be given every opportunity to become familiar with the new equipment.

ARTICLE XIX: HOURS OF WORK & OVERTIME

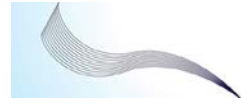
1. Shift workers shall work a maximum of five (5) working days totaling 37.5 hours per week.
2. An employee working on shift duty shall not normally be required to report for duty earlier than eight (8) hours after the cessation of his previous shift; this is identified as "Rest Period". However, when the Employer reduces the rest period and the employee is called out to work prior to not achieving eight (8) hours of rest the employee shall be paid at a rate of double time for all hours worked up to his rostered time.
3. Any day or part of a day not worked for which permission to be absent with pay has not be authorized shall not be paid for. The onus is on the Employee who has been granted permission to verify record of authorization, where time off without pay is authorized. The calculation of pay will be such that the authorized times off will not affect overtime previously earned that week. Time off which is not properly authorized will not be paid for when calculating payment. No hours worked on days off or overtime shall be used to make up normal time.

OVERTIME

A. APPLICATION OF OVERTIME

The following shall rank as overtime:

1. Work before or after the scheduled workday will be calculated to the nearest quarter of an hour.
2. Work on any scheduled day off



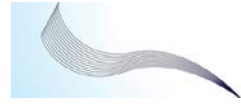
3. Work during an official meal period that an alternative and equivalent meal period has not been allowed (immediately before or after the time of the normal meal period) to replace.
4. Work performed on any of the Government Recognized Public Holidays.

B. OVERTIME RATES

1. After scheduled hours in a normal working day, time and one half for hours up to four (4) hours and double time (twice the basic hourly rate) for all hours worked thereafter.
2. Twice the basic hourly rate for all hours worked at the Employer's request on days scheduled off including employees who are called in to work during their rest period.
3. No over time shall be worked except by the directions of the responsible supervisor.
4. Subject to the requirements of this service, and by mutual agreement between the employee and the supervisor or manager of the Department, time off in lieu of accrued over time may be authorized.
5. An Employee who is scheduled to work on a Government recognized Public Holiday shall be rewarded at the rate of two times the basic rate for all hours worked plus the company shall pay an additional straight time for all hours worked on the holiday. This will be in effect triple time (three times the rate of pay) for all hours worked on the holiday. Notwithstanding the above if a Government recognized public holiday is observed on a weekend day then the additional straight time shall not be paid.
6. All Employees on shift work scheduled on day off on a Public Holiday shall receive payment of an additional straight time for having been scheduled to work 5 full days and due to shift work not enjoy an additional day off like non shift workers.
7. An Employee whose scheduled day off coincides with a Government recognized Public Holiday may elect to be given a day off to compensate for the loss of the scheduled day off or be paid for the day at straight time, whichever the Employee requests or prefers, within 21 days.

C. OVERTIME POLICY & BREAK PERIODS

1. Whenever operational conditions may so require staff employed to work overtime any and all refusals to do so and explanations why must be acceptable to



Management. The Employer will undertake to advise the staff at least four (4) hours in advance of the need to work overtime, whenever possible.

2. Employees may be allowed by the Manager of the Department to work their lunch period so as to leave work early or take lunch hour prior to arriving at work and thereafter work beyond the scheduled hours.
3. The meal periods shall be granted at a time determined by the Supervisor or Manager so that it will not affect the operation or result in inconvenience to customers. The one-hour period for meal breaks shall be one half hour before or after the middle of the shift.
4. Employees covered by this Agreement shall be entitled to two (2) fifteen (15) minute break periods, one before and one after the scheduled meal period.
5. While it is recognized that overtime is only a temporary and situational requirement, whenever management see the need it will allow permanent employees desiring to work overtime during the week to place their names on "Overtime Desired List" which should be on a first come basis and cross reference by seniority and job description.
6. Final selection and scheduling of workers however, will be decided by the Supervisor/ Manager.

ARTICLE XX: UNIFORM DRESS/PROTECTIVE CLOTHING

GENERAL

Employees that have been supplied with uniforms, or dress of any description, including headgear, name tags etc, shall be required to wear these items at all times when on duty. The Company will supply the following once every year:

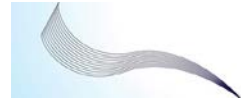
Maintenance/Janitorial Staff

Three (3) pairs of slacks and five (5) shirts in the first instance and two (2) pairs of slacks and three (3) shirts every calendar year thereafter, plus two (2) pairs of overalls with replacement through fair wear and tear.

Female Agents/Clerks

Four (4) skirts, five (5) blouses, one (1) dress jacket, replacement at the rate of three (3) bottoms and four (4) tops annually. In addition, one (1) jacket will be issued annually.

Male Agents/Clerks



Three (3) pairs of slacks, five (5) shirts, one (1) jacket, replacement at the rate of two (2) pairs of slacks, three (3) shirts and one (1) jacket annually.

Security Staff

Three (3) Black Suits, five (5) shirts, one (1) weather jacket and rain gear, replacement at the rate of two (2) suits and three (3) shirts annually,.

Special Fittings

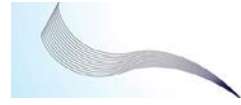
In addition to the standard uniforms additional requirements may be necessary for specific functions across multiple departments. These may include the wearing of ties, vests, aprons, name tags etc. These items will be replaces through fair ware and tear.

ARTICLE XXI: PARKING

Parking for employee will be marked with 'Employee Parking Only' signs. Employees should take care not to park in general parking and allow all general parking spaces to be utilized by clients and customers.

ARTICLE XXII: JOB DESCRIPTIONS AND SPECIFICATIONS

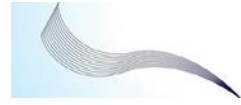
1. The function and purpose of the Employer's business is to Advance the Entertainment Experience in the country! In so doing the company will provide in addition to this general Staff Policy, a specific set of job description and specifications designed to provide staff with a comprehensive understanding of the services they are required to undertake and qualification necessary. These services include but are not limited to:
 - i. Providing the exhibition of cinema programming including both Hollywood (movie) content and nontraditional movie content called 'Alternative Content'.
 - ii. Providing Food & Beverage services both with and without the cinemas experience.
 - iii. The growth and promotion of a form of educational entertainment called 'Edutainment', by using proprietary technologies such as IMAX.
 - iv. Providing rental space and services for special entertainment events.
 - v. The growth and promotion of a form of advertising services based in entertainment.



2. The majority of Employees covered by this Agreement are casual laborers or general Clerical workers trained by the Employer or Clients of the Employer to carry out the non-technical functions in areas of service listed above. Therefore, the job descriptions are for general reference only. The Employer reserves the right to change the Employee's work-assignment and function to meet the Company's needs and to be competitive. Appropriate notices will be given when job functions are adjusted or changed.
3. General employment is under the condition of 'Employment At Will' and any employee wishing not to continue work based on changes in job design, or job description may give appropriate notices and terminate their employment services. Termination of services by employee without notice may result in penalties as outline in this policy.
4. Services of employees under employment contracts will first be governed by the agreed contract and then by these general policies. Where there is a conflict between the contract of employment and these general policies, the conditions of the contract will supersede these policies but shall be subordinate to the Company's Bylaws and the Employment Act 2001 of the Commonwealth of The Bahamas.

ARTICLE XXIII: PERFORMANCE APPRAISAL

1. Under the Performance Appraisal Program, management will review the performance of each employee annually and will provide a written evaluation of that performance. Increments will be awarded to deserving employees providing their overall performance during the year is rated above average and increments are available in the respective scales.
2. An Employee who is not granted an increment shall be notified in writing within one month, of the reason he did not achieve an increment. If the failure to receive an increment is due to poor performance, the employee shall be placed on probation for 3 months. If the failure to receive an increment is due to the fact that the employee has only met the standard/average or expected performance no action will be taken as that employee's performance is satisfactory.
3. All employee evaluation forms should be discussed with the employee by the evaluator and a copy given to the employee.
4. The Human Resources department shall establish and chair a committee whose purpose shall be to hear complaints and grievances of all Employees who feel that their performances merit bonuses.



5. This committee shall consist of three (3) management representatives and three (3) line employees elected before hand by their peers and it shall hear appeals expeditiously and judge each case on its merits. See Performance Appraisal program for details.

ARTICLE XXIV: SALARY PAYMENT GUIDELINE

1. Payment of salary shall be made weekly in accordance with the Company's present schedule of weekly payroll periods, unless a Government recognized Public Holiday falls on the Thursday in which case pay will be made available on the Wednesday before the holiday
2. The Employer reserves the right to make a general adjustment in pay dates, methods and pay periods, whenever this may be necessary for the introduction of improved methods of payroll accounting, or revision to the basic for determining rates of pay, notice shall be given of such adjustments prior to it becoming effective.
3. The Employer may at his discretion pay higher rates than those established by the pay scale, or increase the rates of advancement in pay, but shall not pay less than the minimum rates of pay established herein.
4. Supervisors and/or Managers shall not be prevented as Policy from recommending special pay awards; salary increases, as meritorious raises to employees under their supervision.

ARTICLE XXV

STAFF CONDUCT ON TRAVEL

It is expected that ALL EMPLOYEES traveling on behalf of the company, conduct themselves in a manner that will encourage public confidence and overall respect for the organization. The following policy applies to all persons traveling to meetings, conferences, retreats, or other activities using company resources. Individuals WILL be held responsible for their actions during travel. Abuse of alcohol/drugs or other irresponsible behavior can adversely affect the status of the organization and the employee's status for future employment. In the event member of staff are asked to travel or attend off site events on behalf of the company they are to be governed by the following parameters:



Travel Arrangements

Air Travel

Reservation Procedures: It is required that reservations for trips requiring air travel be made through the office of the CEO by the Executive Secretary.

Class of Service: All individuals traveling on business must travel in coach class unless flight time is 10 hours or greater. Employees may upgrade tickets at personal expense.

Lowest Available Airfare: All airline tickets must be booked at the lowest available airfare unless flexible tickets are required for purposes of trip.

Airline: Airlines will be chosen based on reliability, safety and routes available. Travelers may specify a preferred carrier if a significantly lower cost fare is available.

Baggage Fees: Baggage fees will be reimbursed up to one checked bag only in the event a carrier charges a fee for the first checked bag. Weight limits are to be observed and overweight fees are the responsibility of the employee.

Rebooking Fees: Rebooking or change fees will be reimbursed for emergency situations only.

Dress: Travel dress may be casual or business or uniform depending on the particular circumstances and as instructed by Human Resources. Staff members travelling in uniform are expected to observe a standard equal to or greater than on job requirements. Conduct should enhance public confidence and overall respect for the organization.

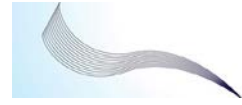
Lodging

Reservation Procedures: It is required that reservations for hotels be made through the office of the CEO by the Executive Secretary.

Room Type: Unless otherwise specified, a standard non-smoking room is automatically reserved and prepaid in most conditions. Staff may upgrade a room at personal expense only.

Transportation & Car Rentals

Taxis and Other Local Transportation: The cost of taxis to and from places of business, hotels, airports or railroad stations in connection with business activities is reimbursable. However every effort should be made to make arrangements in advance of travel. Use of taxis is discouraged when more economical services (i.e.: airport shuttles, hotel vans, etc.) are available. Cars should be rented by individuals traveling on business only when



other means of transportation are unavailable, more costly, or impractical. Travelers must obtain the most competitive rate available.

Size Limit: All rentals should be for intermediate size cars or smaller, unless 3 or more people are traveling together or if an upgrade is provided by the rental company at no cost.

Car Rental Insurance: Travelers paying for a rental car using a credit card may receive limited loss and damage coverage through the credit card company and should review the terms of such coverage. Options for insurance should be verified prior to renting a car and unnecessary optional coverage avoided. If renting a vehicle outside of North America, purchasing optional insurance may be mandatory.

Refueling: When renting cars, individuals are required to refuel cars prior to returning them to the rental company.

Traffic violations while driving any vehicle during a company function will be the driver's responsibility.

Traffic accidents will be investigated by local authorities and depending on circumstances an employee may be held accountable or non accountable for events.

Consumption of Restricted Items

Alcoholic beverages are prohibited in vehicles or in rental vehicles utilized during company travel or off site activities.

Alcoholic beverage consumption under legal age and the use and/or possession of illegal drugs will not be tolerated. However employees so choosing to drink alcohol may do so under the following conditions:

- i. No drinking during business meetings. Where meetings are coupled with meals no drinking where decisions affecting business positions are being made.
- ii. Drinking is allowed with meals designed to entertain clients or business partners; in which case moderation is expected.
- iii. Staff on training may only consume alcohol outside of training hours: in which case moderation is expected.
- iv. No purchasing for minors
- v. No driving and drinking
- vi. No open public intoxication. This will result in disciplinary action.



Meetings, Seminars & Training Programs

Employees are expected to attend all business meetings, workshops, and other scheduled event programs for which the travel is purposed.

Participants must be prompt and prepared for all meetings and sessions and dressed appropriately and interact professionally while conducting themselves in a manner that will encourage public confidence and overall respect for the organization.

Employees must report all accidents, injuries, illnesses, or significant incidents to the company immediately.

Any additional travel expense incurred without prior approval will be at the employee's own cost unless warranted by the circumstances.

Employees are responsible for their own actions. Any type of theft, vandalism, or other unwarranted behavior to another person or property while on the trip will be at the financial expense of the person responsible for the act.

Meals and Entertainment

Personal Meal expenses are those incurred by those traveling on company business when dining alone. Personal meals shall be paid for through provision of per diem by individual employees. See Travel Allowance for rates and provisions.

In the event an employee does not receive travel allowance in advance he may use personal resources and maintain record or purchases for reimbursements. Meals will be reimbursed up to maximum allowances and will not include alcoholic beverages.

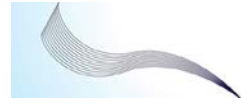
When traveling in groups each member of the group is expected to cover his own personal expenses and meals.

Free Meals

A meal is considered free if the individual employee is attending a dinner or catered event where a senior member of the company or management requires their presence. An employee's per diem shall not be used for such purchases.

Spouse/Guest/Personal Travel Combined with Business

Travel expenses for family members or guests are not reimbursable. However, a guest may share accommodations as long as there is no imposition to the business purposes of



the trip. All related cost such as additional persons in the room fees is the responsibility of the employee.

Guest or Spouse may not attend business meetings or seminars or training for which they have not been registered.

Guest or Spouse may be invited to entertainment events where the attendance of such event does not create an imposition to the business purposes of the trip. All related cost shall be the responsibility of the inviting employee.

Telecommunications

Air/Rail Telephones: Except in an emergency, or when a critical business issue is involved, air phones, rail phones or car service telephones should be avoided.

Hotel Surcharges: When possible, making calls from hotels should be avoided. Employees shall be granted one phone call a day to home for no more than 5 minutes per call to connect with family.

Internet: When internet connection is required during travel for the company purposes it will be provided as a part of lodging expense.

Other Reimbursable Expenses

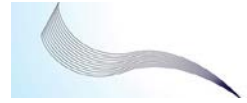
The following incidental expenses, when directly related to business travel, are reimbursable:

- Laundry: for trips in excess of five days
- Parking: Airport economy lots and hotel self parking
- Tolls
- Use of an exercise facility (up to \$15/day when free access to hotel gym is not available)
- Currency conversion for international travel

Receipts are required for all miscellaneous reimbursable expenses.

Miscellaneous Travel Expenses

Miscellaneous expenses are reimbursable when they are ordinary and necessary to accomplish the official business purpose of a trip. The Travel Expense Form must include an explanation of why such expenditures are being claimed. Miscellaneous expenses may include business office expenses, special fees for package deliveries, etc.



ARTICLE XXVI

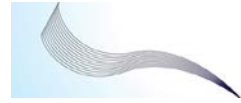
DURATION OF POLICY

This policy shall come into effect from the 1st day of operations and notwithstanding adjustments and updates it shall remain in force in perpetuity.



APPENDIX A:
CLASSIFICATIONS OF JOBS

<u>A1</u> Janitor Helper	<u>A2</u> Theatre Receptionist/Concierge Fast Food Agent
<u>A3</u> Customer Service Agent Box Office Cashiers	<u>A4</u> Shift Leader/Charge Hand Secretary
<u>A5</u> Assistant Projectionist Technician Operations Agent	<u>Management-Non EXCOM</u> Human Resources Manager Information Technology Manager Manager of Facilities, Maintenance & Security Duty Manager Marketing Manager Accounts Manager Food & Beverage Manager



APPENDIX B:

SALARY SCALE 1-20 Year Vesting Schedule

Steps	A1	A2	A3	A4	A5	MGMT- NON- EXCOM
1	13,000.00	14,550.00	16,650.00	18,000.00	20,550.00	31,200.00
2	13,550.00	15,100.00	17,200.00	18,750.00	21,300.00	32,200.00
3	14,100.00	15,650.00	17,850.00	19,500.00	22,050.00	33,200.00
4	14,650.00	16,200.00	18,500.00	20,250.00	22,800.00	34,200.00
5	15,200.00	16,750.00	19,150.00	21,000.00	23,550.00	35,200.00
6	15,750.00	17,300.00	19,800.00	21,750.00	24,300.00	36,200.00
7	16,300.00	17,850.00	20,350.00	22,500.00	25,050.00	37,200.00
8	16,850.00	18,400.00	21,000.00	23,250.00	25,800.00	38,200.00
9	17,400.00	18,950.00	21,650.00	24,000.00	26,550.00	39,200.00
10	17,950.00	19,500.00	22,300.00	24,750.00	27,300.00	40,200.00
11	18,500.00	20,050.00	22,950.00	25,500.00	28,050.00	41,200.00
12	19,050.00	20,600.00	23,600.00	26,250.00	28,800.00	42,200.00
13	19,600.00	21,150.00	24,250.00	27,000.00	29,550.00	43,200.00
14	20,150.00	21,700.00	24,900.00	27,750.00	30,300.00	44,200.00
15	20,700.00	22,250.00	25,550.00	28,500.00	31,050.00	45,200.00
16	21,250.00	22,800.00	26,200.00	29,250.00	31,800.00	46,200.00
17	21,800.00	23,350.00	26,850.00	30,000.00	32,550.00	47,200.00
18	22,350.00	23,900.00	27,500.00	30,750.00	33,300.00	48,200.00
19	22,900.00	24,450.00	28,150.00	31,500.00	34,050.00	49,200.00
20	23,450.00	25,000.00	28,800.00	32,250.00	34,800.00	50,200.00
Increment						
	Incremental Awards Based on Employee Performance: Maximum of Double Increment					
Yearly	\$550.00	\$550.00	\$650.00	\$750.00	\$750.00	\$1,000
Weekly	\$10.58	\$10.58	\$12.50	\$14.42	\$14.42	\$19.23



APPENDIX C:

Declaration of Understanding and Acceptance of Conditions of Employment Under Showcase Entertainment Limited Staff Policy Manual

I _____, certify that I have read and understood the benefits, requirements and expectations of employment as describes in this Staff Policy Manual. I further understand that this is not an exhaustive list of requirements and expectations of employment and this Staff Policy Manual must be use in addition to other written or verbal policies of the company. It is also understood that additional benefits not listed here may arise by virtue of continued employment but are not guaranteed.

Employee Signature

Date

Signature of Orientation Coordinator

Date

Employee Number	
Employee NIB Number	