

CODE OF CONDUCT

DRESS

All employees and sub-contracted freelancers are expected to wear the corporate clothing that they may have been supplied with. If they haven't been supplied as such, then either a black or dark blue polo shirt will be acceptable. This should be worn at all times whilst working on PAA business, including event rig and de-rig days at venues. Jeans, casual trousers and shorts (in hot weather only) can be worn as long as they are in good condition and contain no rips or tears. Long hair should be tied back into a ponytail and earrings should be in the form of a small stud or small hoop and be restricted to the ears only. Safety boots and hard hats should be worn when appropriate during load-in, out, and when rigging is in hand. In general, PAA personnel should portray a respectable and professional image at all times.

BEHAVIOUR

PAA personnel are expected to behave in a sensible, responsible and helpful manner at all times, and should remember that they represent the company. Inappropriate practices, likely to bring disrepute to the company will be treated as serious breaches of the PAA code of conduct and WILL result in censure, especially if this compromises the future retention of such work by the company. The use of recreational drugs is strictly forbidden and anyone who is seen to be using them, or found in possession whilst at work, will be asked to leave the site immediately, forfeiting any pay for that day's employment. Alcohol is also not permitted during the course of a job, but may be allowed for example in the case of a social drink with the client at the end of a job, so long as management approval has been obtained. If risk-based work is still to be undertaken however, then a soft drink option should be taken. The policies of venues regarding no smoking are to be followed at all times, and extended to a consideration for non-smoking colleagues too.

SICKNESS AND PUNCTUALITY

If personnel are unwell on a day that they have been booked to work, please inform job manager as soon as possible so that a replacement can be found. Likewise, personnel should make every attempt to inform the job manager if they are likely to be late for work, so that appropriate cover can be organised.

Stephen Roskilly
Managing Director

25 March 2009