

**SONY PICTURES STUDIOS
TRANSPORTATION DEPARTMENT
EMPLOYEE CONDUCT GUIDELINES**

STUDIO COPY

Sign and return this copy to SPS Transportation

The following are guidelines and do not represent the entire body of rules governing conduct at the company nor do they preclude any non-covered activities or behavior.

Tardiness

An employee who reports for work 1/10th of an hour or more after his/her call time shall be deemed tardy. The following discipline will be administered for unexcused tardiness:

- a. First offense: One (1) day suspension
- b. Second offense within any 12 month period: Three (3) day suspension
- c. Third offense within any 12 month period: Five (5) day suspension
- d. Fourth offense within any 12 month period: Discharge

Where practical, suspension shall start on the day the employee was tardy or on the employee's next scheduled work day, *or at the discretion of transportation department*

In the event a driver cannot make their call, SPS Transportation Personnel are required to notify the SPS dispatch office at least **one hour** prior to call time. In the event that an SPS transportation driver neither calls in nor reports for his/her call, their case is subject to review and possible discharge.

Even when a driver notifies the department that he/she will be delayed, it will still be treated as a tardy call.

Accidents

All accidents occurring both on and off the studio lot are to be reported immediately to the SPS Transportation Department dispatch office (310) 244-7016.

As soon as possible, it is the driver's responsibility to complete a written accident report. Forms can be obtained from the SPS Transportation Office. Additionally a verbal report must be given to SPS Security Operations at X45505. In all cases, reports must be completed and submitted within 24 hours.

Drivers involved in chargeable accidents are subject to discipline. Chargeable accidents include all accidents except those where the driver is not at fault. The appropriate discipline depends on all circumstances, including but not limited to, the severity of the accident, the degree of fault of the driver, the driver's prior driving record and the driver's overall disciplinary record. Suspension or discharge may be appropriate for any chargeable accident depending upon all the circumstances.

Failure to complete all the necessary accident reports (including an SR1 form - to the state) and to promptly file them with the SPS Security Department and the SPS Transportation Department within 24 hour of an incident are grounds for immediate discharge for cause. Willful submission of false or inaccurate information is also grounds for immediate discharge.

Fuel Supply

Any driver exhausting a vehicle's fuel supply to the point of rendering it inoperable will be subject to disciplinary action, up to including discharge.

Company Vehicles

Personal use of company vehicles is prohibited

Vehicle Condition

The driver is responsible for keeping the interior and exterior of his/her vehicle neat and clean at all times. The driver must "safety check" the vehicle prior to operation. This is to include the checking and maintaining of all fluid levels. The driver is to inspect the vehicle for any signs of damage or malfunction. **(Any cosmetic damage or malfunction not reported when the vehicle is checked out will be the responsibility of the driver.)**

Vehicle Citations

The driver is responsible for all citations resulting from his/her own negligence, poor judgment or misconduct unless directed by Studio Management.

On-Lot Traffic Safety

The driver is responsible for operating his/her assigned vehicle in a safe and professional manner. All traffic signs are to be obeyed and the 8 m.p.h. lot speed limit strictly adhered to at all times. Failure to follow the above will result in disciplinary action including the possibility of suspension or immediate discharge.

Fire Lanes

The State of California Vehicle Code specifies that vehicles may not be parked and left unattended in any area designated as a fire lane or in front of a fire hydrant. Fire lanes are those areas on the lot that are marked as such.

Employees who fail to comply with these requirements will be subject to the following disciplinary measures for each citation that they receive from either the Culver City Fire Department or the SPS Security or the SPS Fire Departments:

- a. The first citation will result in a warning notice
- b. The second citation will result in a 3 day suspension
- c. The third citation will result in discharge

Attire

Drivers will be required to wear quality work shoes, short or long sleeved shirts and long pants. No open toe shoes, "sandals", short pants or "tank tops" are allowed.

Log Books

Drivers are required to submit complete and accurate Driver Daily Logs. The submission of falsified, inaccurate, or incomplete Driver's Daily Logs is grounds for disciplinary action up to and including termination of employment. **See complete Log Book Policy Document.**

Drugs and/or Intoxicating Liquor

No person shall operate, or be in physical control of, a motor vehicle if he/she possesses, is under the influence of, or is using, a narcotic drug or controlled substance or any other substance, *to a degree which renders him/her incapable of safely operating a motor vehicle.*

Furthermore, no person shall:

Consume an intoxicating liquor, regardless of its alcoholic content, or be under the influence of an intoxicating liquor, within four (4) hours before going on duty or operating, or having physical control of, a motor vehicle; or be on duty or operate a motor vehicle while he/she possesses an intoxicating liquor, regardless of its alcoholic content.

If any driver reporting to duty is determined by his/her general appearance, or by other substantiating evidence, to be under the influence of an intoxicating liquor or drug, he/she may be tested pursuant to the terms of the collective bargaining agreement, sent home and/or is subject to *discipline up to and including discharge.*

Any driver appearing to be under the influence of an intoxicating liquor or drug during his/her tour of duty will be, at management's discretion, tested pursuant to the collective bargaining agreement. The possession, sale or distribution of an illicit narcotic drug or controlled substance or any derivative there of while at work will result in discharge.

Driver Acknowledgement

I have read and understand the above information.

(Print Name)

Signature

Date