

2016

Employee Handbook

Pyro Shows Employee Guidelines

This handbook is a compilation of policies and procedures that will be applied at the discretion of Pyro Shows.

**PYRO
SHOWS**



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About This Handbook

The following pages contain information regarding many of the policies and procedures of Pyro Shows, Inc., (hereafter referred to as "Pyro Shows"). This is not an employment contract and is not intended to create contractual obligations of any kind.

The policies and procedures outlined in this handbook will be applied at the discretion of Pyro Shows. Pyro Shows reserves the right to deviate from the policies and procedures of this handbook, or to withdraw or change them, at any time. Employees will be notified when official changes in policies and/or procedures have been made.

Pyro Shows values the talent and ability of each employee and seeks to foster an open, cooperative, and dynamic environment where employees and the company may thrive. If you want further information or have questions about any of the policies and procedures outlined in this handbook, please feel free to bring them to the attention of your direct manager.

At Will Employment

Pyro Shows does not offer tenured or guaranteed employment. Unless Pyro Shows has otherwise expressly agreed in writing, your employment is at will and may be terminated by you or by Pyro Shows at any time, including after the evaluation period.

Equal Employment Opportunity

Pyro Shows is committed to providing equal employment opportunities to all individuals without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by law. The Company follows Federal Equal Opportunity Laws, including the Americans with Disabilities Act, the Equal Pay Act, and the Age Discrimination in Employment Act.

Pyro Shows does not discriminate on the basis of gender in compensation or benefits for women and men who work in the same establishment and perform jobs that require equal skill, effort, and responsibility and which are performed under similar conditions.

Pyro Shows will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship or safety risk. An employee with a disability for which reasonable accommodation is needed should contact a Direct Supervisor to discuss possible solutions.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise legitimate concerns and make good faith reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination.

Sexual and Other Unlawful Harassment

Pyro Shows will endeavor to maintain a work environment that nourishes respect for the dignity of each individual. This policy is adopted in furtherance of that tradition.

It is against the policies of Pyro Shows for an employee to harass another person because of the person's sex, race, color, religion, national origin, age, disability, sexual orientation, marital status, or other characteristic protected by law. Actions, words, jokes, or comments based on such characteristics will not be tolerated.

Consequently, it is against the policies of Pyro Shows for an employee to sexually harass another person. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of

unreasonably interfering with an individual's work performance or environment.

Any employee who believes that he or she is being unlawfully harassed should immediately contact his or her supervisor, a Direct Supervisor, Vice President, or the President.

All complaints of harassment will be promptly, thoroughly and confidentially investigated and, where necessary, appropriate corrective action will be taken. Any person found to have unlawfully harassed another employee will be subject to appropriate disciplinary action, up to and including termination.

Immigration Law Compliance

Pyro Shows does not hire anyone that is not a citizen of the United States, or is not a non-citizen that is authorized to work in the U.S under the Immigration Reform and Control Act of 1986. As a condition of employment, all new and past employees must show valid proof that they are eligible to work in the United States.

Criminal Convictions

Pyro Shows reserves the right not to hire or retain anyone that has been convicted of a criminal offense. Conviction of a crime that involves dishonesty may result in an automatic termination of employment. Before any decision is made, the nature of the crime and circumstances surrounding the conviction will be considered.

Evaluation Period

During the first three months of your employment with Pyro Shows, you will be in an "evaluation period." During this time, your supervisor will continually evaluate your performance and compatibility with Pyro Shows. Should your performance not meet the standards set forth by Pyro Shows or your supervisor, your employment will be terminated. Upon completion of the evaluation period, you may be eligible for additional benefits, as set forth in the benefits information you received upon employment.

Standards of Conduct

Pyro Shows expects that all employees conduct themselves in a professional and ethical manner. An employee should not conduct business that is unethical in any way, nor should an employee influence other employees to act unethically. Furthermore, an employee should report any dishonest activities or damaging conduct to an appropriate supervisor.

In the event that you become aware of another employee's behavior or actions, which you believe are inappropriate, illegal, problematic, or in any way inhibit or affect your job performance or the Pyro Shows work environment, you should discuss such behavior or actions with the Lansden Hill, Michael E. Walden; a Direct Supervisor; or other appropriate management personnel.

All reasonable concerns will be promptly, thoroughly and confidentially investigated by Pyro Shows and, where necessary, appropriate corrective action will be taken. You should not discuss such actions or behavior with other Pyro Shows employees. Discussion of confidential matters with other employees may create an unacceptable work environment for which you will

be held responsible and may result in disciplinary action in accordance with Pyro Shows' disciplinary policy.

Personnel File

Pyro Shows keeps personnel files on each of its employees. These files are confidential in nature and are kept in a secured file at Pyro Shows corporate headquarters in Tennessee. They will not be copied or be removed from the premises unless there is a legitimate business or legal requirement to do so.

General Policies and Procedures

Orientation

In accordance with federal law, both new employees and re-hires will be required to provide documentation of identity and eligibility to work in the United States. New employees will also receive a copy of the Employee Handbook and will be given the time to read it and ask any clarifying questions of a Direct Supervisor. The signed copy of the "Acknowledgement & Receipt of Understanding" must be received and will be placed in the employee's personnel file.

Reporting Changes

You are responsible for promptly notifying a Direct Supervisor of any change in your name, address, telephone number, marital status, citizenship, tax withholding allowances, emergency contact information, insurance beneficiary, or dependent insurance coverage. Accurate and correct information is vital for benefits and insurance records and other Company files.

Job Classifications

Employees are classified by two major categories: "Exempt" and "Non-exempt." This handbook applies to both Exempt and Non-Exempt employees.

1. Exempt employees are generally salaried and fall into one or more of the following classifications: executive or management. These employees are exempt from the applicable provisions of state and federal wage and hour laws (FLSA).
2. Non-exempt employees are eligible to receive overtime pay in accordance with state and federal wage and hour laws (FLSA). These employees are required to submit a time record for each pay period, approved by the appropriate supervisor for the purpose of tracking hours worked and calculating compensation.

Employees are also classified within one of the following three statuses:

1. Full-time: any employee that is regularly scheduled to work 40 hours a week, each week, or more. Full-time employees are eligible for standard company benefits.

2. Part-time: any employee that is regularly scheduled to work less than 35 hours per week. Part-time employees are not eligible for standard company benefits.
3. Temporary: any temporary work that has a predetermined start and end date of employment. Temporary employees are not eligible for standard company benefits.

Pay Periods

All employees are paid every two weeks. When pay day falls on a holiday, employees will be paid the first returning work day after the holiday. Each employee will be held back one week of pay so accounting may accurately administer payroll per the payroll guidelines of Pyro Shows.

Hours of Work

Pyro Shows' standard work week for full-time employees is five days. Schedules may vary based on the company's needs. Employees may not deviate from the company's hours of work, unless a manager or supervisor specifically approves a request.

Pyro Shows open office hours are from 8:00 a.m. to 5:00 p.m., Mondays through Fridays. Pyro Shows' preference is for employees to work within this schedule. One hour is standard for a lunch break. However, it is understood that exempt and non-exempt employees may be required to work extra hours to accommodate certain deadlines.

Breaks

Pyro Shows managers determine appropriate times for lunch and dinner breaks per their needs. Typically, employees working for more than four consecutive hours are provided with a meal break of 60 minutes. Breaks are scheduled throughout the workday, so as not to disrupt the business processes of Pyro Shows

Time Keeping

Nonexempt employees are required to use the time clock, logging time-in, time-out and any non-compensated breaks. In cases where the time clock is out of service or unavailable employees will write their time down on a sheet and have it signed by a manager or supervisor. It is strictly forbidden for an employee to sign another employee in or out.

Tardiness and Absenteeism

To maintain a safe and productive work environment, Pyro Shows expects employees to be reliable and to be punctual in reporting for scheduled work. Dependability and diligent attendance are required for employment. Employees are expected to punctually follow the hours posted for them on the official schedule. They should arrive in time to be at their stations ready for work. Absenteeism and tardiness places a burden on other employees and breeds resentment and ill will. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their Direct Supervisor as soon as possible

in advance of the anticipated tardiness or absence. Habitual tardiness is a cause for disciplinary action up to and including termination.

When an Employee is unable to report to work, they should immediately notify their Direct Supervisor. An Employee is to report to a Direct Supervisor for each work each day they are absent and advise when they will report back to work. Failure to communicate with the Direct Supervisor for three consecutive days during an absence may be considered job abandonment. The position may then be considered vacant and action can be initiated to recruit a replacement.

Unexcused absences and excessive excused absences are cause for disciplinary action and may result in termination. An unexcused absence is any absence not covered by an appropriate leave policy (e.g. sick/personal days, vacation leave, inclement weather), and employees will not be allowed to apply paid leave benefits to unexcused absences. An excused absence is any absence covered by Pyro Shows various leave policies. An employee is considered absent if he or she is not present for work as scheduled, regardless of the cause. The following absence patterns will be monitored and may be considered abuse of leave policies:

1. Absences on weekends for which an employee is scheduled to work
2. Absence the day before and/or the day after a scheduled holiday or day off
3. Calling in sick as rapidly as time is accrued, especially if used one day at a time
4. Coincidence of absence with desirable days off

Employees are considered tardy after 8:08 am. Any employee that clocks in between 8:08-8:15 will be considered ready for work at 8:15 am. Any employee that clocks in between 8:15-8:30 will be considered ready for work at 8:30 am.

Overtime/Comp Time

Comp time, which is applicable only to non-exempt employees, is paid between Labor Day – May 1st. Nonexempt employees are to be granted comp time for work time that exceeds 40 hours during a scheduled workweek.

Exempt employees are not eligible for overtime pay.

Overtime pay, which is applicable only to non-exempt employees, is to be paid at the rate of one and one half time (1.5) the employee's straight time rate for work time that exceeds 40 hours during a scheduled workweek. Employees asked to work overtime are expected to do so. Overtime is paid May 15th – July 15th. Overtime will also be paid when working on a special project at the request of a direct supervisor.

The calculation of overtime hours will not include holiday, sick leave or vacation days during a given scheduled workweek.

Salary Increases

Salary increases are based on performance or promotion. All salary increases are at the discretion of the President of Pyro Shows of Texas, Inc., Michael E Walden, and/or Lansden

Hill, President of Pyro Shows, Inc.

Payroll

Both exempt and nonexempt employees will have federal and state taxes withheld from their wages. Payroll checks will not be released prior to the set pay schedule for any reason, nor will they be released to anyone other than the employee. Pyro Shows, Inc. will distribute paychecks every other Monday and will be available for pickup after 4:00 p.m. at the Pyro Shows office. In the Pyro Shows of Texas, Inc. office, paychecks will be distributed every other Friday and will be available for pickup after 4:00 p.m. at the Pyro Shows of Texas, Inc. office.

Performance Reviews

Every Pyro Shows employee will be subject to a performance appraisal at least once a year. The employee's Direct Supervisor will give these reviews. The reviews will focus on job-related strengths and weaknesses, as well as overall fit with the company. Goals and improvement plans will be mapped out each review period and progress will be measured at the next review.

Performance reviews will determine salary increases and promotions. Employees will have the opportunity to thoroughly review all performance appraisals and provide a written opinion. All performance reviews and responses will become part of an employee's personnel file.

Bonus Structure

Pyro Shows may institute a bonus structure or incentive plan at any time. Pyro Shows guarantees no bonus plans. Any bonus structure will be determined by management and will likely include some level of performance achievement. Employees will receive notice of any additions, subtractions, or changes to any new or existing bonus structure.

Attendance & Punctuality

Punctuality and regular attendance are crucial to efficient operation of Pyro Shows. If you are consistently late or excessively absent, Pyro Shows' ability to perform work is affected and an unfair burden is placed on your co-workers. Therefore, unless your absence is permitted or excused under Pyro Shows' holiday, vacation, sick or other policies, you are responsible for being at work and arriving on time. If you are going to be absent or late, it is your responsibility to call your supervisor as soon as possible, preferably in advance of lateness and no later than one hour after the start of the workday. If you are absent for several days, you must notify your supervisor each day. An employee who is absent for reasons other than those permitted or excused by Pyro Shows' holiday, vacation, or leave policies, or who repeatedly fail to provide notice as required, will be subject to appropriate disciplinary action, up to and including termination from employment.

Availability for Work

Full-time employees must be available for work during normal business hours. If, for any reason, there is a change in your work availability status, you must notify your supervisor at

least one week prior to the change. Due to the nature of Pyro Shows' work schedules, employees may often be required to work on specific projects in addition to normal work hours. Employees will be compensated for specific projects according to the project needs.

Mandatory Meetings

Employees are required to attend mandatory staff meetings. In the event that a mandatory meeting exceeds a full-time, non-exempt employee's regular schedule, overtime will be paid for attendance.

Holidays

The following are paid holidays for eligible employees:

1. New Year's Day
2. Memorial Day
3. Labor Day
4. Thanksgiving Day
5. Day after Thanksgiving
6. Christmas Eve
7. Christmas Day

Note: Pyro Shows will make reasonable efforts to accommodate holidays pertaining to an employee's established beliefs that are not included in the above list. Employees should speak with their supervisors to obtain approval for taking time off to observe such holidays.

Vacations

Pyro Shows will provide two (2) weeks of paid vacation beginning in the second year of continuous employment. The Vacation Policy will work as follows:

1. New employees beginning work between January 1 and March 31, will be eligible for one week of paid vacation in the same year of employment after a 90 day probationary period. That individual will be eligible for two weeks of vacation the following year. Vacation may be taken in a minimum increment of ½ day. No paid vacations will be approved between May 15 and July 15.
2. New employees beginning work between April 1 and September 30, will not be eligible for paid vacation during their first calendar year of employment. They will be eligible for two weeks of vacation beginning January 1, of their second year of employment. Vacation may be taken in a minimum increment of ½ day. No paid vacations will be approved between May 15 and July 15.
3. New employees beginning work between October 1 and December 31, will be eligible for two weeks of paid vacation during the second year of their employment beginning no earlier than April 1 of that year. Vacation may be taken in a minimum increment of ½ day. No paid vacations will be approved between May 15 and July 15.

4. Three weeks of paid vacation will be earned after 10 years of continuous full time employment.

Drugs and Alcohol

Pyro Shows will not tolerate the use or possession of alcohol or illegal drugs on the job or on company property. Pyro Shows will not tolerate employees under the influence of alcohol or illegal drugs while on the job or on company property. We are active participants in Drug Free Tennessee and Drug Free Texas to ensure a safe, drug free work place for all Pyro Shows employees.

Employees using or possessing alcohol or illegal drugs on company property or while at work or who report to work under the influence of alcohol or illegal drugs will be subject to disciplinary action, up to and including termination.

Violence & Weapons

Pyro Shows takes threats of violence extremely seriously. Any act or threat of violence by any employee against any other employee, customer, supplier, partner or visitor is strictly prohibited. This policy applies to all company employees, whether on or off company property.

Employees are permitted to possess a weapon (Legally owned Firearm) on company property if the employee is permitted to carry a concealed firearm in their home state. An employee has the right to store legally owned firearms in their private vehicle.

Smoking

There is no smoking permitted in the Pyro Shows office or in any storage facility. Smoking is permitted only in the designated smoking areas.

Food and Beverages

Pyro Shows office surroundings should always reflect a professional appearance. Eating at your desk is acceptable, but should be done unobtrusively and in a manner so as to prevent damage to valuable company equipment and other property. All employees are personally responsible for keeping the area around their workstation clean and presentable. Employees are also responsible for returning meeting areas to a clean and presentable condition after use.

Recycling

Pyro Shows supports environmental awareness by mandating recycling in the workplace. Employees should dispose of bottles, cans and paper in the appropriate recycling bins. Employees are also encouraged to conserve energy by shutting down their computers, monitors and printers at night and by turning off the lights in all buildings when not needed.

Visitors

Only customers and authorized visitors are permitted at Pyro Shows' offices or facilities. This includes unauthorized sales persons, or those collecting for charitable causes. This is to protect the company from theft or frivolous lawsuits.

Visits from friends and family should be kept to a minimum and should not exceed fifteen (15) minutes unless they have been invited for a specific purpose. Employees are responsible for the conduct of their guests.

Workplace Attire

Pyro Shows has a casual dress environment. However, employees are expected to use good judgment and discretion to show courtesy to their co-workers and associates, by dressing in a fashion that is presentable and appropriate. Attire with offensive graphics and/or language are prohibited.

Employees are to dress in business casual attire for meetings with clients or vendors at Pyro Shows' offices or at other meeting locations.

Telephone Use

Telephones are provided to enable employees to carry out work assignments in an efficient manner. Personal telephone calls should be kept to a minimum and personal toll calls should not be made at Pyro Shows' expense.

Voice Mail and Electronic Mail

All electronic and telephone communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of Pyro Shows and as such are intended for job-related purposes. Personal use should be kept to a minimum. Electronic or telephone communication systems may not be used to transmit messages that may be considered inappropriate under Pyro Shows' policies, including those prohibiting harassment. Employees are not permitted to use login credentials, access files, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized company representative. All usernames and passwords are the property of Pyro Shows and may be used by Pyro Shows to access electronic and telephone communications at any time. Pyro Shows reserves the right to monitor any desktop electronics, mobile devices, telephones, or other communications made with the use of Pyro Shows systems or property.

Internet and Company-Owned Computer Usage Policy

Purpose

1. To remain competitive, better serve our customers and provide our employees with the best tools to do their jobs, Pyro Shows makes available to our workforce access to one or more forms of electronic media and services, including computers, e-mail, telephones, voicemail, fax machines, external electronic bulletin boards, wire services, online services, intranet, Internet and the World Wide Web.
2. Pyro Shows encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information about vendors, customers, technology, and new products and services. However, all employees and everyone connected with the organization should remember that electronic media and services provided by the company are company property and their purpose is to facilitate and support company business. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.
3. To ensure that all employees are responsible, the following guidelines have been established for using email and the Internet. No policy can implement rules to cover every possible situation. Instead, it is designed to express Pyro Shows' philosophy and set forth general principles when using electronic media and services.

Prohibited Communications

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

1. Discriminatory or harassing;
2. Derogatory to any individual or group;
3. Obscene, sexually explicit or pornographic;
4. Defamatory or threatening;
5. In violation of any license governing the use of software; or
6. Engaged in for any purpose that is illegal or contrary to Pyro Shows policy or business interests.

Personal Use

The computers, electronic media and services provided by Pyro Shows are primarily for business use to assist employees in the performance of their jobs. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, nonbusiness purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their business purposes. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

Access to Employee Communications

A. Generally, electronic information created and/or communicated by an employee using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin

board system access, and similar electronic media is not reviewed by the company. However, the following conditions should be noted:

Pyro Shows does routinely gather logs for most electronic activities or monitor employee communications directly, e.g. recording telephone calls, telephone numbers dialed, sites accessed, call length, and time at which calls are made, for the following purposes:

1. Cost analysis;
2. Resource allocation;
3. Optimum technical management of information resources; and
4. Detecting patterns of use that indicate employees are violating company policies or engaging in illegal activity.
5. Other training purposes

B. Pyro Shows reserves the right, at its discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other company policies.

C. Employees should not assume electronic communications are completely private. Accordingly, if they have sensitive information to transmit, they should use other means.

Software

To prevent computer viruses from being transmitted through the company's computer system, unauthorized downloading of any unauthorized software is strictly prohibited. Including, but not limited to instant message and remote control programs. Only software registered and/or approved through Pyro Shows may be downloaded. Employees should contact the system administrator, Russ Ellis, if they have any questions.

Security/Appropriate Use

A. Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by company management, employees are prohibited from engaging in, or attempting to engage in:

1. Monitoring or intercepting the files or electronic communications of other employees or third parties;
2. Hacking or obtaining access to systems or accounts they are not authorized to use;
3. Using other people's log-ins or passwords; and
4. Breaching, testing, or monitoring computer or network security measures.

B. No e-mail or other electronic communications should be sent that attempt to hide the identity of the sender or represent the sender as someone else.

C. Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

D. Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except

as permitted by the copyright owner. This is subject but not limited to retrieval of data from company server via the use of jump drives or cd burners.

Encryption

A. Employees can use encryption software supplied to them by the systems administrator for purposes of safeguarding sensitive or confidential business information. A supervisor will be responsible for maintaining a sealed hard copy record (to be retained in a secure location) of all of the passwords and/or encryption keys necessary to access the files.

Participation in Online Forums

- A. Employees should remember that any messages or information sent on company-provided equipment to one or more individuals via an electronic network—for example, Internet mailing lists, bulletin boards, and online services—are statements identifiable and attributable to Pyro Shows.
- B. Pyro Shows recognizes that participation in some forums might be important to the performance of an employee's job. For instance, an employee might find the answer to a technical problem by consulting members of a news group devoted to the technical area.

Violations

Any employee who abuses the privilege of their access to e-mail or the Internet in violation of this policy will be subject to corrective action, including possible termination of employment, legal action, and criminal liability.

Use of Company Vehicles

All company vehicles are to be used for business purposes only. Employees using an assigned vehicle for personal purposes must receive written authorization from a supervisor to do so. Employees should not rent a vehicle, nor use their own car when a company vehicle is readily available.

Use of Personal Vehicles for Pyro Shows Business Purpose

The employee is responsible for carrying their own insurance. Pyro Shows' will reimburse the individual for their expenses at \$.40 a mile.

Use of Company Property

All company workspace, including file cabinets and lockers are the property of Pyro Shows and must be available to management at all times. The use of personal locks on any company property is strictly forbidden unless otherwise approved by the company President or Vice

President. No company property may be used to house personal files or items. No company equipment, including computers, photocopiers or printers may be used for personal business, other than incidental use as described in these policies.

Postage, Shipping and Office Supplies

Postage, shipping and office supplies paid for by the company are for business purposes and are not to be used for an employee's personal purposes.

Personal Property

Pyro Shows does not assume responsibility for any personal property located on its premises. Employees are to use their own discretion when choosing to bring personal property into the office and do so at their own risk. Additionally, employees may not bring or display in the office any property that may be viewed as inappropriate or offensive to others.

Personal Safety

The safety of each employee's health and security is very important to Pyro Shows. Pyro Shows is willing to make reasonable efforts to address an employee's safety concerns. Employees should remember to use caution and good judgment in all activities and should notify their supervisor or a Direct Supervisor if they believe there is a safety issue that should be addressed.

Office Security

Shortly after an employee's start date, he/she may be given a key to gain access to the offices. The last employee to leave the office at night is responsible for making certain that all doors and windows are locked.

Monitoring & Searches

All company property is subject to monitoring and review at all times. This includes, but is not limited to, desks, lockers, company vehicles, computers and email files. Reasons for searches and reviews include, but are not limited to, personal abuse of company property, theft investigation and improper disclosure of confidential information.

Pyro Shows retains the right to conduct searches at any time. This includes the right to search individual computers or files, even if protected by a password. Any employee that attempts to obtain or alter a password for the purpose of accessing restricted files will be subject to disciplinary action, up to and including termination.

Inventions and Creative Works Intellectual Property

By accepting employment at Pyro Shows, employees agree that all inventions (as herein defined) shall be and remain the property of Pyro Shows. "Inventions" shall mean all ideas, potential marketing and sales relationships, inventions, research, plans for products or services, marketing plans, computer software (including, without limitation, source code and object code), computer programs, original works of authorship, characters, know-how, trade secrets, information, data, developments, discoveries, improvements, modifications, technology, algorithms and designs, whether or not subject to patent or copyright protection, made, conceived, expressed, developed, or actually or constructively reduced to practice by any employee solely or jointly with others in connection with or relating to any work performed by them for Pyro Shows. By accepting employment at Pyro Shows, employees acknowledge that all of said Inventions shall be considered as "work made for hire" belonging to Pyro Shows.

To the extent that any such inventions, under applicable law, may not be considered work made for hire by an employee for Pyro Shows, the employee agrees to assign and, upon its creation, automatically assigns to Pyro Shows the ownership of such material, including any copyright or other intellectual property rights in such materials, without the necessity of any further consideration. Pyro Shows shall have the exclusive right to use the inventions, whether original or derivative, for all purposes. At Pyro Shows' expense, the employee will assist Pyro Shows in every proper way to protect the inventions throughout the world, including, without limitation, executing in favor of Pyro Shows or any affiliate of Pyro Shows patent, copyright and other applications and assignments relating to the inventions.

Confidential Information

Pyro Shows requires that employees do not disclose information held to be confidential by Pyro Shows and also requires new employees to sign a non-disclosure agreement. Any questions about this policy should be addressed to a Direct Supervisor.

Non-Solicitation

During the period of employment and for a period of thirty-six (36) months after the termination of employment with Pyro Shows, employee shall not, directly or indirectly, (i) solicit for employment or employ any person who was employed by Pyro Shows during your employment with Pyro Shows; or (ii) call on, solicit, or take away for themselves or for any other person or entity any person or entity who or which was a customer of Pyro Shows during their employment with Pyro Shows.

Competing Employment

Due to the highly competitive nature of the industry in which Pyro Shows is involved, employees are restricted from certain associations or working arrangements with competing or conflicting organizations. Subject to Pyro Shows' prior written approval, you may work for other businesses during the course of your employment with Pyro Shows; provided, however, you may not (i) accept or perform work of a nature that conflicts or competes in any way with the

business or services of Pyro Shows; (ii) use any Pyro Shows' resources including, but not limited to, computer hardware and software, telephones, cell phones, facsimile machines, and copiers, for or in connection with any non-Pyro Shows' work; (iii) perform any non-Pyro Shows work on Pyro Shows' premises; or (iv) perform any non-Pyro Shows' work during normal business hours.

Employment of Relatives

Employment of relatives is not prohibited by Pyro Shows, provided that the following conditions are met: (i) the applicant is qualified for the position, (ii) the employee and relative will not be in a direct reporting relationship with one another and (iii) the personal relationship will not adversely affect the workflow or processes of the company.

Leave Policies

General Policies

Pyro Shows provides Eligible Employees with leaves for a variety of reasons. The following discussion summarizes Pyro Shows' leave policies in a way that Pyro Shows hopes will be generally helpful. Pyro Shows abides by the provisions of the Family and Medical Leave Act, as appropriate.

As with all policies, Pyro Shows reserves the right to revise or rescind these policies at its discretion, subject to legal requirements. This statement of leave policies is not intended to create a contract between Pyro Shows and its employees.

To apply for leave, or to inquire into what leave may be available, an employee should contact a supervisor. An employee applying for leave will be asked to state why he/she wants the leave, when he/she wants the leave to begin and when he/she wants the leave to end. A supervisor will inform the employee what type and duration of leave, if any, has been approved and will also tell the employee which requirements, such as certification of a health condition, the employee must fulfill.

All leaves are granted for a specific period of time. An employee who foresees being unable or unwilling to return to work at the end of the leave period should apply for any other leave for which the employee is eligible, including an extension of the current leave. Pyro Shows reserves the right to terminate the employment of an employee who does not return to work at the end of the approved leave period, for more than three (3) days, unless approved by Pyro Shows.

Personal Leave

Eligible Employees earn one-half day of paid personal/sick leave for each full calendar month worked (up to a maximum of six full days of sick leave per year).

The following guidelines are designed for the proper use of personal leave:

1. If you do not report to work, you must phone your supervisor or have someone call for you as early as possible after the office opens. This procedure allows your supervisor to rearrange work schedules in your absence.
2. If you must leave the office before closing time because of illness, you must inform your supervisor.
3. If you foresee the need to take personal leave (e.g., for non-emergency surgery or for a doctor's appointment), tell your supervisor as soon as possible so that plans can be made to cover your absence.
4. Disabilities related to pregnancy or birth of a child will be treated as all other disabilities for purposes of Pyro Shows' leave policies.
5. If you are absent because of sickness or disability, Pyro Shows may require that a doctor of Pyro Shows' choice examine you.
6. In case of an extended absence, you should consult other sections of this handbook and your insurance plan booklet to see whether you are eligible for short-term or long-term disability leave.
7. Personal leave unused at the end of the year may be carried over into the next year.
8. Employees will not be paid for unused personal leave when their employment ends.
9. Employees will be paid for unused personal leave at retirement.

If you are eligible for personal leave, you may use the leave to care for your sick or injured children on the same terms that apply to use for your own illnesses or injuries.

Short-Term Disability Leave (including Maternity Leave) 10 Days

Short-term disability leave is available for an absence due to an employee's illness or disability, including pregnancy-related disability, which extends for six or more consecutive scheduled working days. Full-time employees are allowed ten days of short-term disability leave per calendar year. Unused short-term disability days may not be cashed out or carried over into subsequent years.

An employee seeking short-term disability leave benefits must submit a statement from a doctor demonstrating that he or she is unable, due to illness or injury, to perform the job and stating the expected duration of the inability to work. If the medical information submitted is not, in the discretion of Pyro Shows, sufficient to establish inability to work, the employee may be required to submit to an examination by a doctor selected and paid by Pyro Shows.

Pyro Shows complies with all state laws regarding short-term disability leave, including maternity leave.

Family and Medical Leave

Employees may take unpaid leave per the terms of the Family and Medical Leave Act of 1993. Employees should also be aware that pregnancy is considered a disability and may be eligible for disability benefits under mandatory disability benefits laws of certain states.

Personal Leave of Absence

Requests for personal leave without pay are considered individually and granted at the discretion of management. The reason for the request, the employee's length of service, the employee's work record and the demands of the individual's job are examples of the type of factors typically considered in evaluating a request for personal leave of absence. A request for personal leave of absence will be granted only if the employee is not eligible for any other type of leave. An employee may not be on personal leave of absence for more than 2 months in a calendar year.

Jury Duty

Employees summoned for jury duty will be allowed the necessary time off from work to perform this civic responsibility. Employees must give Pyro Shows the same advanced notice that they receive within one working day of receiving notice to report for jury duty. Pyro Shows will pay such employees the difference between their regular salary and any jury duty fees received. Employees will be expected to report to work during all regular hours if their presence is not required in a jury room or court. Pyro Shows may require the employee to supply documentation from the court affirming the employee's jury duty service.

Military Duty

Employees who are absent from work in order to attend an annual encampment in a recognized reserve branch of the armed forces of the United States or National Guard will receive a paid leave of absence of up to a maximum of two weeks per year. Leaves for military service and reinstatement after performing military service will be provided in accordance with the requirements of law.

Funeral Leave

When a death occurs in an employee's immediate family, an employee may take up to three days with pay in order to attend the funeral or make funeral arrangements. In unusual circumstances, additional time off may be granted, with or without pay, at the discretion of Pyro Shows. For purposes of the *Funeral Leave* policy, "immediate family" is defined as employee's: spouse, mother, father, step-mother, step-father, brother, sister, grandmother, grandfather, son, daughter, son-in-law, daughter-in-law, as well as a parent, grandparent, brother, or sister of the employee's spouse.

Forced Closings and Severe Weather

Unless notified by your supervisor, employees are to report to work on all regularly scheduled days, regardless of weather conditions. If employee is unable to report to work due to weather conditions, the employee must notify their supervisor as soon as possible. The employee will be expected to use a vacation day or leave without pay if they do not report to work.

In the event that the company closes due to severe weather conditions or another reason, the employee will not be required to report to work. Employee will be paid for that day and it will not be counted as a vacation day or personal day.

Employee Benefits

The following is a list of benefits that Pyro Shows makes available to Eligible Employees. The descriptions in this handbook are a summary only. The separate plan documents explain each benefit in more detail and the language of the plans' documents controls the various plans. Benefits may be modified, added or terminated at any time by the insurance company or benefit provider, per the terms of the plan, or by Pyro Shows, at its discretion.

Benefits Eligibility

Full-time employees that have successfully completed their probationary period are eligible for the benefits outlined below. Part-time/seasonal employees (less than 35 hours per week, for any week) are not eligible for these benefits. Benefits are eligible after 90 days.

Medical Insurance

Medical insurance is available for Eligible Employees and their qualified dependents. Refer to the plan summary for details regarding coverage, eligibility, waiting periods and cost.

COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health coverage under the company's health plan, should the employee lose his or her eligibility (e.g., upon termination). Under COBRA, the employee pays the full cost of coverage at the company's group rate, plus an administrative fee. Details of COBRA coverage and how to apply for it will be provided by a Manager at the time eligibility is lost.

Simple IRA

Eligible Employees will be given the option to enroll in the Pyro Shows' Simple IRA.

Worker's Compensation

Pyro Shows requires that all employees report job-related accidents or injuries to a supervisor immediately, whether the accident occurred on or off company premises. Failure to report an injury, regardless of how minor, could result in difficulty with the employee's claim.

All workers compensation claims will be paid under the guidelines of the policy as approved by the carrier. Employees are expected to return to work immediately upon release by their doctor.

Disciplinary Policies

Problem Resolution

Pyro Shows seeks to deal openly and directly with its employees and believes that communication between employees and management is critical to solving problems.

Co-workers that may have a problem with one another should attempt to resolve the problem themselves. If a resolution cannot be agreed upon, both employees should approach their supervisor(s), who will work with the employees to determine a resolution. In these instances, the decision of the supervisor is final.

Employees that have a problem with a supervisor should first go to the supervisor and state the problem. If a resolution cannot be agreed upon, the employee should present his or her problem, in writing, to the Vice President or the company President. The decision of the Vice President or President will be final.

Discipline

Pyro Shows' policy is to attempt to deal constructively with employee performance issues, employee behavioral issues, and employee errors. The disciplinary process will be determined by Pyro Shows in light of the facts and circumstances of each case. Depending upon the facts and circumstances, the discipline applied may include, among other things, oral or written warnings, probation, suspension without pay, or immediate termination. Each situation will be considered in light of a variety of factors including, but not limited to, the seriousness of the situation, the employee's past conduct and length of service, and the nature of the employee's previous performance or incidents involving the employee. Details of this process are outlined further in the Corrective Action section below.

Corrective Action

Corrective Action is taken against an employee in response to a rule infraction or a violation of company policies. Corrective action will continue until the violation or infraction is corrected.

Corrective Action usually begins with a verbal warning, followed by a written warning that is placed in the employee's personnel folder. If more serious corrective action is required, the employee may be put on probation, or have his or her employment terminated.

Pyro Shows considers some violations as grounds for immediate dismissal, including, but not limited to: insubordinate behavior, theft, destruction of company property, breach of confidentiality agreement, untruthfulness about personal background, drug or alcohol abuse, or

threats of violence.

Employees charged with some infraction are subject to corrective action may appeal that corrective action. An appeal must be submitted in writing to the Company Vice President and/or the Company President. If, after reviewing the corrective action, it is determined that the supervisor followed procedures accordingly, the corrective action will be implemented. If the supervisor has failed to follow company policy, the action may be reversed or amended. The decision of the Company Vice President and/or Company President is final.

Separation Policies

Job Abandonment

Employees of Pyro Shows that are absent for more than two (2) consecutive days without notifying a direct supervisor are considered to have voluntarily abandoned their employment with the company. The effective date of termination will be the last day the employee reported for work. If an employee abandons a job, he or she will not be entitled to be paid for accrued vacation days, unless required by law.

Termination

Pyro Shows does not have tenure or guaranteed employment. Employee or Pyro Shows may terminate employment at any time for any reason. An “at will” employee” may terminate employment whenever and without reason resulting in no consequence. The same is true for employers. Employees who are not bound by a written employment contract can be terminated for good cause, bad cause, or no cause at all, unless the cause is a form of discrimination or violates federal or state laws.

Termination may result from any of the following: (i) Disciplinary action measures, which include infractions for violation of company policies, (ii) layoffs, which include the elimination of an employee’s job function or headcount reduction due to redundancy or cost reduction and (iii) involuntary termination, which may include poor performance reviews or failure to demonstrate an acceptable attitude or competency in the workplace.

Termination Process

Pyro Shows requires that employees return all documents, files, computer equipment, uniforms, company tools, business credit cards, keys and other company owned property on or before the last day of work. When all company owned property has been collected, the employee will receive his or her final paycheck and any accrued vacation pay, if applicable.

Employees leaving the company will have the option of having an exit interview with a Supervisor.

Employment References

Due to confidentiality considerations, Pyro Shows does not provide employment references for former employees. Pyro Shows will provide dates of employment and positions held only.

Pyro Shows Travel & Expense Policy

This guide is to help you manage internal and client related expenses. As with everything, we expect you to act responsibly and professionally when incurring and submitting costs.

Please use the following guidelines to learn about reimbursable expenses. If you have any questions, please see your direct supervisor, Vice President or the President.

General Guidelines

Original receipts are required for reimbursement of all expenses (except for tips).

All expenses must be submitted on a Pyro Shows Expense Report form. Original receipts should be included with the report or taped onto additional pages so they may be easily copied.

Expenses must be submitted within thirty days to be reimbursed by Pyro Shows.

Expense reports submitted by the 1st of the month will be paid on the 15th; reports submitted by the 15th will be paid on the last day of the month.

Use your Pyro Shows Corporate Card when possible—in addition to convenience, it provides insurance coverage, better traceability and other benefits.

Lunch with other employees is not reimbursable unless approved by your direct supervisor.

When you submit an expense for a meal, you **MUST** include the following information:

- Printed receipt (including date, place, and time of meal)
- Name, title and company of those present
- Nature of the business discussion

All gifts, tickets to events and other entertainment expenses are reimbursable only if they are necessary to conduct Pyro Shows business and require pre-approval of your direct supervisor or another executive.

Company-Issued Cell Phone Policy

Eligibility of cell phones issued by Pyro Shows to employees will be determined by management. Pyro Shows company-issued cell phones are defined as airtime, and data usage paid for by Pyro Shows and intended to be used for conducting business and maintaining customer relationships pertaining to Pyro Shows and its subsidiaries. Employees who are issued company cell phones are expected to be accessible as needed via voice call and/or electronic messaging up to and including text messaging and electronic mail. Employee accessibility includes during breaks and after regular business hours.

Personal Use of Personal Cell Phones at Work

All personal cell phones at work should be left in a purse, pants pocket, or some other place that is completely out of sight. The phone should be left on silent. Employees should be allowed to check their phones occasionally and are free to use them on break or at lunch. Pyro Shows recommends Employees give their work telephone number to teachers, doctors, family members and care takers in the event there is an emergency. Those people will have easy access to Employees through our regular work telephone numbers.

Company Use of Personal Cell Phones at Work

All personal cell phones at work used for the benefit of the company can still be left in a visible location. They must be kept on silent. Only business use of the personal cell phone should be conducted at any time other than on break and during lunch unless it is a family or medical emergency. It will be very unfair to employees that are required to keep their phones out of sight if an Employee takes advantage of this situation.

Company Cell Phones at Work

This is slightly more complicated since company cell phones are also used for personal calls. Because a company cell phone is frequently called by customers for business purposes, those cell phones may be left in view but must also be left on silent. The same rules should apply to company phones used for personal use. Any personal incoming texts or calls should be returned on break or at lunch only. It would be unfair to the owners of personal cell phones if company cell phones are used as personal cell phones with extra privileges. Company cell phones may be used as personal cell phones on breaks, at lunch or after hours.

Cell Phone use in Vehicle

The use of all cell phones whether personal or company shall be used only in accordance with all USDOT and State regulations.

Company Computers

Company computers should not be used for personal use while you are on company time. Occasional use of a company computer is permissible on your own time for such things as school work, vacation planning, and other occasional purposes. It is absolutely prohibited to use a company computer to send or receive inappropriate messages or access inappropriate websites. Inappropriate use of a company computer will receive no further warning and any employee will be subject to disciplinary action or can result in immediate termination.

Social Media/Internet

No employee shall use a company cell phone, other portable electronic device, or company desktop computer to visit social media websites for personal use during work hours. No employee shall use a company cell phone, other portable electronic device, or company

desktop computer to visit any inappropriate sites at any time.

Video Media (YouTube, Vine, etc.)

No employee shall take any “behind the scenes” photographs or video of any job site that is inaccessible to the general public. All equipment and/or intellectual property belongs solely to the company and is not to be shared.

Any violation of the above policies could result in a verbal warning, then written warning, then possible termination.

Traveling on Pyro Shows Business

Travel and related expenses must be pre-approved by your direct supervisor or another company executive.

Employees will fly coach/economy class with the lowest available airfare for non-stop travel. To obtain the best fare, trips should be planned at least seven (7) days in advance. If a Pyro Shows employee elects to fly a class of service that is not defined as coach or economy class, they will be personally responsible for the difference in fare that exceeds economy travel.

A \$100.00 a night limit exists for all other cities not listed separately. Expenses that exceed the amounts in these guidelines (i.e. upgrades to first, extended travel, car upgrades, a luxury hotel) are your responsibility. Any rate over \$100 requires prior approval.

Travel plans frequently change, so make sure you cancel any reservations you have made that are not to be used within the deadline for no-charge cancellation. Employees will be held responsible for any costs incurred if they don't cancel in a timely manner. Due to insurance and liability regulations, Employees are not allowed to pilot a charter or private plane, or to be a passenger in a private plane while traveling on company business, except as approved by an officer of the company.

Travel Related Expenses

Expense Reimbursement

Pyro Shows will reimburse employees for reasonable, pre-approved business expenses. Reasonable expenses while traveling on company business may include travel fares, accommodations, meals, (clarification on meals) tips, telephone and fax charges, entertainment of clients and purchases on behalf of the company. Local expenses include company purchases, tolls, taxi or public transportation fares when on company business and entertainment of clients. .

All expenses must be submitted on the required expense form. The expense form must be accompanied by receipts for each expense submitted, and approved by the employee's supervisor prior to submission for reimbursement. Whenever possible and in situations where the employee may question the reasonableness of an expense, the employee should secure approval in advance of incurring the expense. Unreasonable or excessive expenses will not be reimbursed. Any questions should be directed to the employee's supervisor.

Food

When traveling and meals are approved in advance, breakfast should not exceed \$10 per person, lunch \$15 per person and dinner \$10 per person. Room service, drinks and snacks from the mini bar will not be reimbursed.

Gratuities/Tips

Gratuities and tips are reimbursable at the following rates:

- Meals/taxes - 15%
- Food delivery services - 10%
- Bellhops - \$2 for first bag, \$1 for each additional
- Doorman - \$2 for hailing taxi or other help
- Maid service - \$3 per night

Non-reimbursable travel expenses

The following expenses are not reimbursable:

- Personal travel insurance
- Personal reading materials
- Luggage other than standard bag charge by airline
- Baby-sitting or day care services
- Personal grooming services (shoe shines, haircuts, manicures, etc.)
- Toiletries, cosmetics, or other grooming products
- Expenses incurred by spouses, children, or relatives
- In-room movies, video games, or long distance phone calls
- Expenses for travel which are not pre-approved

Employee Receipt and Acceptance

Please sign and return to your Supervisor.

I hereby acknowledge receipt of Pyro Shows' Employee Handbook. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Employee Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with Pyro Shows that provides otherwise, I have the right to resign from my employment with Pyro Shows at any time with or without notice and with or without cause, and that Pyro Shows has the right to terminate my employment at any time with or without notice and with or without cause.

I have read, understand and agree to all of the above. I have also read and understand the Pyro Shows' Employee Handbook.

Employee Signature

Name of Employee (typed or printed)

Date: _____

Confidentiality Policy and Pledge

Any information that an employee learns about Pyro Shows, or its members or donors, as a result of working for Pyro Shows that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by Pyro Shows or to other persons employed by Pyro Shows information will be subject to disciplinary action (including possible termination), even if he or she does not actually benefit from the disclosure of such information.

The disclosure, distribution, electronic transmission or copying of Pyro Shows' confidential information is prohibited. Any employee who discloses confidential Pyro Shows' information will be subject to disciplinary action (including possible termination), even if he or she does not actually benefit from the disclosure of such information.

I understand the above "Confidentiality Policy and Pledge" and agree not to disclose Pyro Shows' confidential information.

Employee Signature

Name of Employee (typed or printed)

Date: _____

Employee Receipt and Acceptance

Please sign and keep for your records.

I hereby acknowledge receipt of Pyro Shows' Employee Handbook. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Employee Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with Pyro Shows that provides otherwise, I have the right to resign from my employment with Pyro Shows at any time with or without notice and with or without cause, and that Pyro Shows has the right to terminate my employment at any time with or without notice and with or without cause.

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