



STARBASE 1 LARP

EMPLOYEE HANDBOOK



THE EMPLOYEE'S HANDBOOK

WELCOME TO STARBASE 1 ADVENTURE LARP

Congratulations! Welcome to the Starbase 1 LARP Team! We are excited to have you aboard. As an Employee, you Play a vital role in making the Starbase 1 LARP a Success! Our goal of providing Safe, Family Fun cannot be completed without your efforts. We hope this Employee Handbook will assist you in becoming acquainted with working on in the Starbase 1 LARP, and will answer many of your initial Questions.

This Employee Handbook explains the Starbase 1 Vision, Company Policies, Employee Benefits, Incentives, and Guidelines for the Workplace. If you have any Questions about any of its Contents, please feel free to Contact a Manager. In an effort to be responsive to the needs of a growing Business, Changes or Additions are at the Company's discretion, However, Employees will be informed when Changes are made.

We are glad that you have joined our Team, and anticipate a worthwhile and exciting Job Experience for You!

Rick Smith
Owner

Starbase 1 Employee Handbook
Version 1.0

4/28/2019



EMPLOYEE HANDBOOK DISCLAIMER:

This Employment Handbook has been prepared for Informational Purposes only. None of the Statements, Policies or Procedures in this Handbook constitutes a Guarantee of Employment, a Guarantee of any other Rights or Benefits, or a Contract of Employment, expressed or implied. Employees at Starbase 1 are Employed at Will, and Termination of Employment may occur at any time, without Cause and without Prior Notice, unless Notice is Required by an Applicable Employment Agreement between Parties. The Company may, in its sole Discretion, Modify or Eliminate any of the Provisions set forth in this Handbook at any time, without prior Notice. This Handbook supersedes all previous Handbooks, Statements, Policies and Procedures, whether Verbal or Written. This Handbook may only be modified in Writing by Management.



VISION:

Starbase 1 is the Premiere Sci-Fi Entertainment Destination in Southern California, providing an exhilarating Experience for Family, Friends, Coworkers, and Teammates.

MISSION:

Customer Enthusiasm

We will be Successful by creating Customer enthusiasm that is contagious, and leads to new and repeat Business. Customers will be immersed in a stimulating Environment that generates awe. Our Staff will Support this one of a kind Experience with Friendly Personalized Service.

Respecting our community

We will Support our Local Community by encouraging the growth of its Youth through Safe, Drug-Free, Alcohol-Responsible Entertainment, and Team Building. We will Sponsor Fundraising Events for Youth Groups and Charitable Organizations.

Employee Development

We are committed to providing a rewarding Work Experience that emphasizes Teamwork and balances Work Responsibilities with Personal Development. We will strive to make Work enjoyable, as we endeavor together, to Build a rewarding Experience for our Customers. Work should be Fun!



COMPANY POLICIES:

A Word About this Handbook

The Policies outlined in this Employee Handbook are Management Guidelines only, which in a developing Business will require changes from time to time, in the sole discretion of Starbase 1 Management. (the "Company"). The Company retains the Right to make Decisions involving Employment as needed in order to conduct its Work in a manner that is beneficial to the Company and its Customers. This Handbook supersedes and replaces any, and all prior Handbooks, Policies, Procedures and Practices of the Company.

This Employee Handbook describes the Current Policies maintained by the Company. The Employee Handbook and other Plan Documents are not Contractual in Nature, and do not Guarantee any continuation of Benefits, or of Employment.

Employment at Will

The Company Employs its Employees on an Employment-at-Will basis, which Permits the Company or the Employee to Terminate the Employment Relationship at any Time, for any Reason without prior Notice. Neither the Policies contained in this Employee Handbook, nor any other Written or Verbal Communication, are intended to create a Contract of Employment or a Warranty or Promise of Benefits. The Policies contained in this Handbook may be Added to, Deleted, or Changed by the Company at any Time, without prior Notice, in its Sole Discretion. Company Management has Sole Discretion when going outside the Policies stated in this Handbook.

New Employee Orientation

Upon Joining the Company, you were given a Copy of the Employee Handbook. This Handbook may be Viewed by Employees upon Request. Never, is the Employee Handbook to be Distributed to Non-Employees. After Reading this Employee Handbook, please Sign the Receipt Page and give it to a Manager.



EQUAL EMPLOYMENT OPPORTUNITY:

The Company is committed to Equal Employment Opportunity. We will not Discriminate against Employees or Applicants for Employment on any legally-recognized applicable basis including, but not limited to: Race, Age, Color, Religion, Creed, Sex, Marital Status, National Origin, Ancestry, Citizenship, Veteran Status, Membership in the National Guard or State Defense Force or Reserves, Handicap or Physical or Mental Disability which does not, with or without a Reasonable Accommodation, prevent the Applicant or Candidate from performing the essential Functions of the Job, Arrest or Conviction Record, Use or Nonuse of Lawful Products off the Company's Premises during Non-working Hours or any other Characteristic protected by applicable Law. This Policy shall include, but not be limited to the following: Recruitment and Employment, Promotion, Demotion, Compensation, and selection for Training.

The most capable Person within the Company's Standards will be Hired, Promoted and Paid based upon Qualifications that are related to the Job. The Company reserves the Right in its Sole Discretion to determine minimum Qualifications for Hiring, Promotion and Pay.

Americans with Disabilities Act

The Company is committed to providing Equal Employment Opportunities to otherwise qualified Individuals with Disabilities, which may include providing reasonable Accommodation where Appropriate. In general, it is your responsibility to notify your Manager of the need for Accommodation. Upon doing so, Management may ask you for your input in the type of Accommodations you believe may be necessary, or the functional limitations caused by your Disability. Also, when Appropriate, we may need your Permission to obtain additional information from your Physician or other Medical or Rehabilitation Professionals.

Immigration Law Compliance

We are committed to employing only United States Citizens and Aliens who are Authorized to Work in the United States and, therefore, we Comply with the Immigration Reform and Control Act of 1986. As a Condition of Employment, each new Employee must properly complete, Sign and Date the first section of the Immigration and Naturalization Service Form 1-9 and allow the Company to copy it.

Version 1.0 6 |Page

4/28/2019

Non-Harassment

We Prohibit Harassment of one Employee by another Employee, or Supervisor or Third Party for any Reason, Disability, National Origin, Veteran Status, Marital Status, Religion and/or Sex. This is to assure that, in the Workplace, no Employee Harasses another for any Reason. While it is not easy to define precisely what Harassment is, it includes: Slurs, Epithets, Threats, Derogatory Comments or Visual Depictions, Unwelcome off-color Jokes, Teasing, Sexual Advances, Requests for Sexual Favors and other similar Verbal or Uninvited Physical Contact.

One form of Conduct Prohibited by this Policy is Sexual Harassment. We firmly Prohibit Sexual and other illegal Harassment of any Employee by another Employee, Supervisor or Third Party. Harassment of Third Parties by our Employees is also Prohibited. Violations of this Policy “will not be” Permitted and may result in Disciplinary Action, up to and including Discharge. There will be no adverse Action taken against Employees who in Good Faith Report Violations of this Policy, or participate in the Investigation of such Violations.

Any Employee who believes (s)he is a Victim of Sexual Harassment should Report the Act immediately to one of the Starbase 1 Officers. All Complaints will be promptly, and thoroughly Investigated. Any Employee, Supervisor or Agent of the Company who has been found to have Sexually Harassed another Employee, will be subject to appropriate Disciplinary Action, up to and including immediate Discharge.

The Company will Conduct all Investigations in a Discreet Manner. The Company recognizes that every Investigation requires a determination based on all the facts in the matter. We also recognize the serious impact a false accusation can have. We trust that all employees will continue to act responsibly. The reporting employee and any employee participating in any investigation under this policy have the Company's assurance that no reprisals will be taken as a result of a sexual harassment complaint. It is our policy to encourage discussion of the matter, to help protect others from being subjected to similar inappropriate behavior.

Customer Privacy

During the course of your Work, you will have access to the Personal Information of our Customers including Name, Address, Email Address, Credit Card Numbers and other Personal Information. This information may only be used as necessary to provide the requested Service to our Customers.

Access to Personnel Files

Personnel Files are the property of Starbase 1. Access to the information they contain is Restricted. Generally, only Officials and Representatives of the Company who have a legitimate reason to Review information in a File, are allowed to do so.

We shall, upon the Request of an Employee, which the Company will require in Writing, Permit the Employee to Inspect any Personnel Documents which are used or which have been used in determining that Employee's Qualifications for Employment, Promotion, additional Compensation, Termination or other Disciplinary Action, and Medical Records in the Company's possession. The original File can only be Reviewed while in the same room as a Management Representative; however, a Copy of the File can be Requested by the Employee. Starbase 1 also provides access to Personnel Records to the full extent required by applicable Law.

Solicited and Unsolicited Applications

The Officers are responsible for keeping Applications on File for one year. If you receive an Application, please forward it to an Officer.

Computer Software and Usage Policy

It is the Policy of the Company that in the use of Computer Software, its Directors, Officers, Employees and Agents shall not Maintain, Exercise or Engage in Practices which Violate the Copyright Laws or Licenses Applicable to the Software. To this end, every copy of Software used on any Company Personal Computer shall be a Legitimate Copy, properly Purchased by, or Licensed to the Company.

Employees have access to Computer Systems consistent with the Requirements of their Jobs, and are expected to develop the necessary Skills to use the Systems, at whatever Level of Proficiency is appropriate to their Job. Different Access Levels are designated for various Job Functions. User ID/Password combinations are issued to enable each Employee to Log onto the System and use appropriate Functions while deterring Unauthorized Use/Users.

Information Systems (including but not limited to: Computer Equipment; Software, Operating Systems, Network Accounts, Electronic Mail, Internet/WWW Browsing Access, etc.) are the Property of the Company. They are to be used for Business Purposes in serving the interests of the Company and of our Clients and in the course of normal Business Operations.

Starbase 1 Reserves the Right to Monitor all Employee Usage of Company Information Systems to ensure proper Working Order, appropriate Use by Employees, the Security of Company Data, and to Retrieve the Contents of any Employee Communication in these Systems. Management may Access User Files, including Archived Material of Present and Former Employees without the User's Consent, for any Purpose related to Maintaining the Integrity of the Network, or the Rights of the Company, or other Users, or for any other Reasonable Purposes.

Personal Use of the Systems is not Authorized without Permission from a Manager, or Officer.

Employees are Required to take all necessary steps to prevent Unauthorized Access to Company Information. Employees are expected to keep their Passwords Secure, and unknown to all other Persons, and refrain from sharing Accounts. Authorized Users are Responsible for the Security of their Passwords and Accounts. Authorized Users should take Steps to Prevent Unauthorized Access to their Accounts by Locking or Logging Off when their PC will be unattended.



COMPANY COMMUNICATION:

The Company expects all Employees to stay current with Communications directed to Employees. The form of Communication may vary, but it is the responsibility of each Employee to stay informed about Notices, Meetings, Schedules and other matters. To Support this, the Company shall utilize Electronic Communication including Email, Scheduling Systems and other Media. Additionally, Workplace Signage shall be used to inform Employees. It is the Employee's Responsibility to stay informed. Failure to Read and Implement directed Communications, will adversely affect your Performance as an Employee, and could result in Termination.

TIME REPORTING, PAYROLL AND SCHEDULING:

Regular Pay Procedures

You will be Paid every other Friday on a Bi-Weekly basis. Our Pay Schedule is one Week behind the actual Week worked. If the Payday falls on a Bank Holiday, the Employees will be Paid on the following Working Day after the Holiday. Paychecks will be available for Pick-Up at Starbase 1, from the On Duty Manager if not Direct Deposited into the Employee's Account.

Recording Your Time

All Starbase 1 Employees will be required to "Clock-In" and "Clock-Out" their Hours. Any Errors or Changes must be Authorized by a Manager. Employee Hours will be rounded to 15 minute intervals. For example, if any Employee Clocks-Out at 10:07, the Time will be rounded down to 10:00, and if an Employee Clocks-Out at 10:08, the Time will be rounded upwards to 10:15.



SCHEDULING:

Management will post Schedules in advance, based on Information you have provided on Availability. It is your Responsibility to monitor the Schedule each Week, and to Arrive on Time for your Scheduled Shifts. Management will Communicate Schedule Updates via Electronic Scheduling, or Email.

Schedule Changes

Should you need to make a change in your Schedule, you are Responsible for finding another Employee to cover your Shift. You must Notify the Manager in advance, once you have Confirmed your Replacement. If you need to make a Permanent Schedule Change, contact the Manager, and he will determine whether this is possible.



EMPLOYEE ROLES & EXPECTATIONS

Laser Tag Marshals

The Role of a Laser Tag Marshals is to explain, and assist Game Play. Prior to the start of a Mission, the Marshals will explain the Rules of the Game, the use of the Laser Tag and other Equipment, and tell the Starbase 1 story. This will all take place in the Briefing Room. Next, the Marshal will assist Players as needed in putting on their Laser Tag Vests in the Vesting Room. Once in the arena, the Marshals will ensure Rules are followed, and assist Players as needed during Game Play. At the end of the Mission, a Marshal will direct the Players back to the Vesting Room to remove the Laser Tag Vests and Tricorders. Marshals are required to ensure all Players have a valid Reservation.

Outpost Marshal

The Role of a Outpost Marshal is to ensure Players have an enjoyable time on the Outpost Missions, while ensuring all Rules are followed. Prior to allowing Customers to Access the Outpost, the Marshal will explain the Rules of the Mission. Once at the Outpost, the Marshal will ensure Rules are followed. Marshals are Required to ensure all Players have a valid Reservation and an Appropriate wristband indicating a Waiver is on File for the Participant.

Team Marshal

The Role of a Team Marshal is to make our Players feel Welcomed, direct Players to their Mission assignments, serve food and beverages and assist party guests in getting to their scheduled laser tag games on time. Team Marshals will also prepare Mission Sites, prior to the arrival of the Players (clean and set Targets), give Players their Game Tokens, and clean up Mission Rooms after Players leave.

Cashier

The Role of a Cashier is to sell Mission Bookings for Missions, take Reservations, Schedule Teams, sell Concessions and Operate the Games, Food and Kiosk Counters.



EMPLOYEE PERKS:

As an Employee of Starbase 1 you will be entitled to various Perks that may change from time to time. The current Perks include:

- Free Soda, Water or Juice while Working
- 50% off of Food and other Beverages purchased at a Food Stand or Kiosk
- \$1 Games off Missions
- \$5 for 3 Hours of Missions
- Friend Discounts (currently \$20 Missions, \$5 Off 3 Hour Sessions – 50% Concession Discount does NOT apply)

EMPLOYEE INCENTIVES:

The Success of Starbase 1 is dependent on a number of factors including Employee enthusiasm, commitment to Customer satisfaction and effective Teamwork. When Starbase 1 Employees excel in these areas, Starbase 1 will Benefit from our Customer's enthusiasm, as they share their good Experiences with others.

Starbase 1 will create Incentives and Contests that will allow Employees to demonstrate their Commitment to Starbase 1. Many of these Contests will involve Cash and other Awards.



THE WORK PLACE:

Attendance and Punctuality

Attendance and Punctuality are essential Factors for your Success within our Company. We work as a Team, and this requires that each Person be in the right Place, at the right Time. If you are going to be late for Work or Absent, you must Notify your Manager.

Personal Issues requiring Time away from your Work, such as Doctor Appointments should be Scheduled during Non-working Hours, if possible. If you are Absent for a Day without Notifying the Company, it may be assumed that you have Voluntarily Terminated your Position with the Company, and you may be removed from the Payroll.

Standards of Conduct

Each Employee has an obligation to Observe, and Follow the Company's Policies, and to maintain proper Standards of Conduct at all times. If an individual's Behavior interferes with the orderly, and efficient Operation of the Company, Corrective Disciplinary Measures, including Immediate Discharge, may be taken.

Disciplinary Action may include a Verbal Warning, Written Warning, Suspension and/or Discharge. Discipline including Immediate Discharge may result from, among other things, any Violation of the Company's Policies or Safety Rules, Insubordination, Unauthorized Possession, Use or Sale of Alcohol or Controlled Substances on Work Premises or during Working Hours, Harassment or Disrespect toward Co-Workers, Visitors or other Members of the Public, Poor Attendance, or Poor Performance. These examples are merely illustrative, and are not by any means all inclusive. We emphasize that Discharge Decisions will be based on the Management's assessment of all relevant Factors.

Nothing in this Policy is designed to modify our "Employment at Will" Policy as stated in your Employment Agreement. Accordingly, an Employee may be Discharged at any time without Prior Discipline, and for any Reason not Prohibited by Applicable Law.

Solicitation and Distribution

In order to avoid unnecessary Annoyances and Interruptions from your Work, Solicitation by an Employee, of another Employee, or Customer is Prohibited, while either Person is on Working Time.

Employee distribution of Literature, Handbills, or other Printed Materials in Work Areas is Prohibited at all Times. Trespassing, Soliciting or Distribution of Literature by Non-Employees in Work Areas is Prohibited at all Times. There may be times when Employees wish to Collect Funds for Special Employee Occasions. Such Solicitations, or Collections are Permitted, but all Contributions must be Voluntary.

Changes in Personal Data

To Aid your Family in matters of Personal Emergency, we need to maintain Up-to-Date Information. Changes in Name, Address, Email, or Telephone Number must be Reported to the Manager promptly.

Care of Equipment

You are expected to use proper Care when using the Company's Property and Equipment. No Property may be removed from the Premises without the proper Authorization of Management. If you Lose, Break or Damage any Property, Report it to your Manager at once. The Improper, Careless, Negligent, Destructive, or Unsafe Use or Operation of Equipment can Result in Disciplinary Action, up to and including Termination of Employment.

Severe Weather

Severe Weather is to be expected during certain times of the year. Although Driving may at times be difficult, when caution is exercised, the Roads are normally passable. Except in cases of extreme Weather, we are all expected to Work our regular Hours. If you are unable to Arrive for your Shift you must Notify your Manager. If Starbase 1 should close due to Extreme Weather, you will be Notified that your Shift has been Canceled.

Electronic Devices and Personal Telephone Calls

It is important to keep our Telephone Lines free for Customer Calls. Although the occasional use of the Company's Telephones for a Personal Emergency may be necessary, routine Personal Calls should be made outside of the regular Workday.

The use of Electronic Devices such as Personal Cell Phones and Portable Audio Devices are not Permitted while you are on Duty.

Dress Policy

We believe your Appearance is an important factor in Customer Satisfaction. Employees are expected to maintain the highest Standards of Personal Cleanliness and present a Neat, Professional Appearance at all times. During Working Hours, you will be expected to wear your Starbase 1 Uniform Shirt and nametag (provided for you by Starbase 1) and Black or Khaki pants (Employee will need to provide). The Uniform Shirt and Pants are to be Clean, Unwrinkled, and without Tears or Frayed Hems. Pants will be worn at the Waist, without any exposed Undergarments or Skin. Employees coming to Work without their Starbase 1 Uniform Shirt, or in Pants or Shoes deemed Unacceptable by the Management will be asked to return Home to change. Employee Tattoos or Piercings other than earrings must be Approved by Management, if Visible.

If You Must Leave Starbase 1

Should you decide to Terminate your Employment with us, we ask that you provide the Manager with two weeks Notice. Providing shorter Notice impacts our ability to provide a positive Reference to future Employers.

In Case of a Work Related Injury

If you are Injured on the Job, please notify your Manager immediately.

Work Area

Good Work Habits and a neat place to Work are essential for Job Safety and Efficiency. You are expected to keep your place of Work, Organized and Materials in good order at all times. Your Work Place can reflect on our Customer's View of our Product.

Smoking in the Work Place

Our Company is committed to providing a Safe and Healthy Environment for Employees and Visitors. To accomplish this, Smoking is Strictly Prohibited, on or near any Building, Vendor Stand, or Kiosk on the Premises, by Employees. Smoking only in "Smoking Area" as designated with Signage.

Substance Abuse

We have a vital interest in ensuring a Safe, Healthy and Efficient Working Environment for our Employees, their Coworkers, and the Customers we Serve. The Unlawful or Improper Presence, or Use of Controlled Substances or Alcohol in the Work Place presents a Danger to everyone. For these Reasons, we have established as a Condition of Employment and Continued Employment with the Company the following Substance Abuse Policy.

Employees are Prohibited from Reporting to Work, or from Working while Using illegal, or Unauthorized Drugs. Employees are Prohibited from Reporting to Work, or Working when the Employee uses any Drugs, except when the Use is pursuant to a Doctor's Orders (not Dr. Dre), and the Doctor advised the Employee that the Substance does not adversely affect the Employee's ability to safely Perform his, or her Job Duties.

In addition, Employees are Prohibited from engaging in the Unlawful or Unauthorized Manufacture, Distribution, Sale or Possession of illegal Drugs and Alcohol in the Work Place including: on Company Paid Time, on Company Premises, in Company Vehicles, or while engaging in Company Business or Activities.

Each Employee taking a Legal Drug which could affect Job Safety or Performance, is Responsible for Notifying his/her Manager, without Disclosing the Identity of the Substance, and providing a Physician's Certificate stating the Substance "does not" adversely Affect the Employee's Ability to Safely and Efficiently Perform the Employee's Job Duties and/or provide any Work Restrictions. This Certificate must be provided to the Employee's Manager before the Employee begins Work. If the Company, and the Employee's Physician have determined that the Substance does not adversely Affect the Employee's Ability to Safely and Efficiently Perform the Employee's Job Duties, or have determined that a Reasonable Accommodation is Appropriate, and can be made without undue Hardship, the Employee may commence Work. An Employee may not be permitted to Perform his or her Job Duties unless such a Determination or Reasonable Accommodation is made.

Your Employment, or continued Employment with the Company is conditioned upon your Full Compliance with the foregoing Substance Abuse Policy. Any Violation of this Policy may result in Disciplinary Action up to, and including Discharge.

The Company further Reserves the Right to take any, and all Appropriate and Lawful Actions necessary to Enforce this Substance Abuse Policy including, but not limited to, the Inspection of Company Desks, or other Suspected Areas of Concealment, as well as an Employee's Personal Property, when the Company has Reasonable Suspicion to believe that the Employee has Violated this Substance Abuse Policy.

4/28/2019



RECEIPT OF EMPLOYEE HANDBOOK

I have this Day, Received a Copy of the Starbase 1 Employee Handbook, and I understand that I am responsible for Reading the Personnel Policies and Practices described within it. I understand that this Handbook replaces any and all prior Handbooks, Policies, and Practices of Starbase 1.

Signing this Form is considered Acknowledgment of all Policies and Procedures contained therein. I understand that the Policies and Benefits contained in this Employee Handbook may be added to, deleted, or changed at any time by Starbase 1, in its sole discretion. I understand that neither this Manual, nor any other Written, or Verbal Communication by a Management Representative is intended to, in any way, create a Contract of Employment, and that this Handbook is for Informational Purposes only. I also understand that the Company abides by "Employment at Will", which Permits the Company or the Employee to Terminate the Employment Relationship at any Time, for any Reason not Prohibited by Applicable Law.

This Handbook is the Property of Starbase 1, Inc. and it is solely for my use as an Employee of Starbase 1. It cannot be Copied for any Reason. Unauthorized use of this Handbook may result in Disciplinary Action, including immediate Discharge.

If I have Questions regarding the Content, or Interpretation of this Employee Handbook, I will promptly bring them to the Attention of my Manager.

Print Name

Employee Signature Date

Version 1.0 18 |Page

4/28/2019