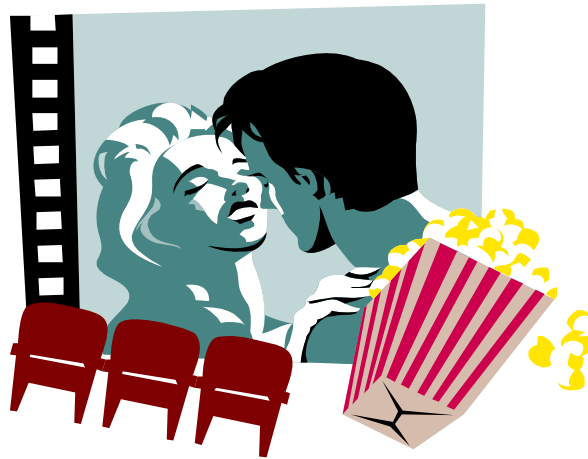


ENTERTAINMENT  
CORPORATION

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EMPLOYEE



HANDBOOK

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# WELCOME TO CINEMA ENTERTAINMENT

You are now part of an organization that started out in the motion-picture theatre business as a company called Drive-In Theatres Inc. with headquarters in Faribault, MN. This company evolved into Cinema Entertainment Inc. in 1963 with the acquisition of the 10-High Drive-In Theatre in St. Cloud, MN. Through the years, Cinema Entertainment has grown to 31 movie theatre complexes operating 235 movie screens in Minnesota, North Dakota, Iowa, Nebraska and Wisconsin. The Company's Home Office is located in St. Cloud, MN.

You will be working in a part of the exciting movie entertainment industry. We take our commitments to public service and movie entertainment in our communities very seriously. Our objective is to provide a working environment that is conducive to our employees personal and professional growth.

**Our mission at Cinema Entertainment Corporation is to profitably operate state-of-the-art movie theatres in the Midwest; providing our customers with a quality presentation of motion picture entertainment in a clean, friendly, environment served by well-trained employees, all at affordable prices.**

The Employee Handbook includes only a brief description of some of the benefits and policies of Cinema Entertainment Corp. As you read through the Handbook, you will find information intended to give guidance to employees as well as provide initial information to new employees concerning some of our standards, policies, and procedures. **We expect you to read this Handbook in its entirety, and if you have any questions, we encourage you to ask your theatre manager.** Additional information on the Company's Benefits and Policies can be found in Cinema Entertainment Corporation's Policy Manual and in Benefit Plan Booklets.

This Handbook is not an employment contract, nor does it guarantee employment for any period of time. Employment with Cinema Entertainment Corporation is at will. This means that either the company or the employee may terminate the employment relationship at any time, for any reason, without prior warning. Nothing in this Handbook alters an employee's at-will status.

We look forward to working with you and we are confident you will find your employment with us to be a personally rewarding experience. Again....

**WELCOME TO CINEMA ENTERTAINMENT AND THE MOVIE INDUSTRY!!**

# EMPLOYEE PASS POLICY

One of the benefits of your employment with Cinema Entertainment is an Employee Pass. This pass card provides you with the opportunity to attend movies FREE at any C.E.C. Theatre. Cinema Entertainment asks that you follow the Pass Policy procedures that are outlined below:

- ◆ The Pass Card is NOT transferable. It is valid only when used by the employee to whom it is issued.
- ◆ An Employee must work at least **two** shifts per week to be eligible for Pass Card privileges.
- ◆ The Pass Card will admit the Employee and ONE guest OR the Employee with spouse and children. (Note: the employee must be present)
- ◆ The Pass Card is valid at any CEC Theatre.
- ◆ The Pass Card **MUST** be presented at the box-office. Cashiers do not always know every employee so you may be asked to provide identification.
- ◆ Employees **MUST** wait in the Box-office line like other customers.
- ◆ Pass Cards are good anytime for any show **EXCEPT**:
  - ⇒ the opening weekend (Fri.-Sat-Sun) of a movie that looks as if it will “sell-out”
  - ⇒ when a movie looks like it will sell out (you are required to wait for available seats)

**Note: Always check with your manager to find out if a movie is available for passes. Your Manager will explain the procedure used in his/her theatre or city.**

- ◆ Please notify your manager immediately if your pass card is lost or stolen. There will be a \$10 replacement charge for a lost or stolen card.
- ◆ The Pass Card is the property of Cinema Entertainment and **MUST** be returned upon termination of your employment.

Your pass card is a privilege provided to you as a C.E.C. Employee. You are welcome to use it often. However, violation of Cinema Entertainment’s Pass Policies may result in disciplinary action up to and including termination. The management also reserves the right to revoke pass privileges for other disciplinary reasons.

# JOBS IN THE MOVIE EXHIBITION INDUSTRY

## General Job Description

### **CONCESSION ATTENDANT**

The concession attendant is responsible for selling soft drinks, popcorn, packaged candy, and other food items to theatre patrons. Because of the variety of storage and display needs of these diverse products, employees must be highly mobile as they move from one end of a counter to another to fill orders. The concession attendant must be able to move quickly as most of the concession sales occur 15-30 minutes before the start of a movie, and customers demand fast service so they can be seated by the time the movie begins. The average transaction time per customer, as measured by two of the nation's largest circuits, should be no more than 35-40 seconds.

The concession attendant participates in pre-opening preparation and must be able to operate all equipment such as corn popping kettles, corn warming equipment, butter machines, and beverage dispensers. The stocking of supplies and cleaning the equipment is an important part of the concession attendant's duties. When stocking shelves or display cases, the attendant must be able to bend and lift cases or bags of product ranging in weight from approximately 5 pounds to 50 pounds. The attendant must be able to reach and clean counters, display glass, and all popping equipment. The ability to empty corn bins, lift and clean popcorn kettles, warmers, and butter machines is a necessity.

The layout of a standard theatre concession area is narrow and confined. The average behind-the-counter work area is approximately 3'9". Display cases, soft drink dispenser controls, and food products are located on different levels. To help put this in perspective, a front counter measure on average 2'5" deep at a height of 3'6". The average back counter measures 2'3" deep, but varies in height according to the appliances it holds. Soft drink machines are placed in various locations within the concession counter. They increase the reach requirement by 9-1/2 to 14 inches. Corn popping equipment is often located in the concession counter but in some theatres the popping unit is installed in a separate room. This requires the transfer of large, bulky bags of popped corn to the concession counter.

The job requires the ability to reach at various levels, fill customer order requests, total the sale, accept payment, and make change. The attendant must have the ability to learn to operate a cash register. Because customers arrive and place orders during a short 15-30 minute span, the attendant must be able to speak clearly, hear adequately, and have the manual dexterity to handle a variety of sizes of food products without spilling the contents. Mathematical ability is necessary to make change and complete necessary inventory control forms.

Concession attendants' duties may include those required by the theatre manager and the Company's Policy Manuals.

# JOBS IN THE MOVIE EXHIBITION INDUSTRY

## General Job Description

### **DOORPERSON / USHERS**

Doorperson/ushers serve as the “Ticket Takers” in the theatre. They are usually stationed in a central location of the lobby. They tear the customer’s ticket in half and return one-half of the ticket to the patron. They must have the ability to assist the theatre manager in large crowd control. They monitor the theatre lobby and common hallways to watch for unruly behavior and follow theatre policies in attempting to keep underage children from entering auditoriums to see films that are restricted to adult audiences. The job requires standing for long periods while interacting with customers. They must have the ability to maneuver up and down aisles, open auditorium doors, and assist patrons with their needs. They have the responsibility to quiet disturbances in the theatre and help direct patrons.

Doorperson/ushers are required to assist in the maintenance of the theatre during operating hours. This requires that they bend, reach, and lift various items such as crowd control ropes, rope posts or stanchions, advertising standees, marquee letters, mops and mop buckets, broken seats, and ladders. They need to be able to climb ladders to change light bulbs, film titles over auditorium doors, and outside marquees. The marquees (or signs) on the outside of the theatre are often located on the theatre building and sometimes on poles located along streets or highways. They are often 10 to 15 feet in height so the doorperson must have the ability to change marquee letters using the theatre’s safety ladders and equipment. Ushers also assist in picking up pop cups and other garbage on theatre grounds.

The doorperson/usher must have the ability to access all areas of the theatre from the projection booth to the parking lot. They must have a clear voice for giving instructions, be able to hear adequately, and have the physical strength to help others in an emergency.

Doorperson/ushers also assist patrons in finding seats after auditorium lights have been dimmed. They assist patrons in finding lost articles, page people in emergencies, and clean lobby and restrooms periodically throughout their shift. The job requires the ability to quickly clean the theatre auditoriums between showings. It is also the responsibility of the doorperson/usher to direct patrons during emergency situations.

Doorperson/ushers are often called upon to perform the additional duties of a concession attendant when assistance is needed in the concession stand. It is important that they have good verbal skills, with the ability to operate concession equipment, operate cash registers, and count back change to the customer. The job often requires moving, unpacking, and storing large cases of concession supplies.

In many theatres, the doorperson/usher is required to assist the manager in projection booth operations. These duties are described in the projectionist job description.

Doorperson/ushers’ duties include any additional duties required by the theatre manager and the Company’s Policy Manuals.

# **JOBS IN THE MOVIE EXHIBITION INDUSTRY**

## General Job Description

### ***BOX-OFFICE ATTENDANT/CASHIER***

Motion picture theatre box-office attendants (also called cashiers) sell movie tickets to patrons, make change, answer questions about films, and are often responsible for tallying and reporting the number of tickets sold for each show. These workers assist the manager by counting cash and performing basic record-keeping. The cashier is responsible for the completion of a daily box-office report that summarizes the sales for the theatre. The box-office sales system is computerized requiring the ability to read a computer screen and enter data by using a keyboard or keypad.

Cashiers assist management in keeping underage children from getting in to see films that are restricted to adult audiences.

Cashiers are often confined to an enclosed ticket booth, often glassed-in, where they sit for long periods of time. They are responsible for updating the box-office marquees and booth directories that may require reaching above their heads or standing on a small step-ladder.

To perform the job, the cashier must be able to speak clearly, hear or lip read adequately, and have the manual dexterity to make change and operate ticket issuing equipment. An aptitude for mathematics is also important.

Cashiers must have the ability to think and work quickly under pressure as the majority of customers arrive within a 15-20 minute period before the movie begins.

In many smaller theatres, the cashier doubles as a doorperson or concession attendant. In those instances, the cashier must have the ability as described in the job description for those positions.

Cashier duties include any additional duties required by the theatre manager and the Company Policy Manuals.

# **JOBS IN THE MOVIE EXHIBITION INDUSTRY**

## General Job Description

### ***PROJECTIONIST***

The projectionist is responsible for the operation of the projection booth. Since multi-screen complexes are common in the industry, a projectionist may be expected to operate 8 to 20 projectors at one time. For each of these projectors, the projectionist is responsible for film preparation on the film platter, threading film through the projector, setting controls, focusing and framing film, and adjusting sound quality and volume.

The 35mm feature film arrives in shipping containers of 2, 3, or 4 twenty minute reels. Each of these film containers (cans) weighs approximately 45-50 pounds. If the film is not delivered directly to the theatre, the projectionist may be required to pick up film from bus depots or other locations. The film must be brought to the projection booth, which is located above the theatre auditoriums and accessed by stairs. In some theatres, the stair access is quite steep.

The projectionist then prepares the film on the film transport system, known as the platter, by splicing together each film reel. The platter consists of a film feed-out and take-up device 52" in diameter. The upper platter is approximately 53" or more above the floor, and the upper feed roller is 72" from the floor.

Once the film is "made-up", it must be threaded through the projector head using both hands. Considerable dexterity is required to thread the film through the projector.

Projectionists are required to physically inspect pictures and sound on a routine basis each showing.

Since a single projectionist is required to operate several projectors simultaneously, the projectionist must be able to move rapidly from one point to another to accommodate performance schedules, repair film breaks, focus film, and adjust sound. The distance between projectors can be as much as 75 feet and in some theatres there is only enough space for one person between the platter system and the wall.

Projectionists must be able to maintain and change the projectors Xenon Bulb. This bulb is a delicate and expensive piece of equipment which provides light for film presentation. Replacement is made inside the projectors lamphouse located approximately 50" above the floor. The projectionist must wear safety equipment when replacing xenon bulbs.

Projectionists are also responsible for cleaning and maintenance of the booth, projector, and sound equipment. They clean lenses, oil projectors, and make small repairs and adjustments. The opening and closing of masking curtains and the adjustment of auditorium lighting is often the function of a projectionist before and after movies. This process may involve substantial movement up and down stairs. When a movie has completed its playtime at a theatre, projectionists "tear-down" or re-pack the film onto their original reels. They label the film cans for shipping and place the containers for pick-up by various film carriers.

Projectionists often work alone and stand for most of their work time. Their duties include much lifting, reaching, and carrying. A projectionist must have good eyesight, hearing, and color perception. They must have mechanical aptitude and good manual dexterity.

Because of today's automated projection booths, the manager often functions as a manager/projectionist. The theatre manager is then responsible for the training and use of theatre personnel, such as doorpersons, to perform some of the daily operating tasks in the booth.

Projectionists' duties include any additional duties required by the theatre manager and the Company Policy Manuals.

# JOBS IN THE MOVIE EXHIBITION INDUSTRY

## General Job Description

### ***THEATRE MANAGER***

Theatre managers are responsible for everything that goes on at their individual theatre or complex. They make sure their theatres are well run and in excellent working order.

Theatre managers maintain the theatre facility by making sure that all equipment and fixtures are in good operating condition. This includes such items as concession and projection booth equipment, air conditioning and heating systems, box-office equipment, restroom fixtures, and seats. They are responsible for keeping the theatre building and grounds well maintained. They are responsible for keeping aisles, corridors, lobbies, and exits properly lit. They supervise the placement of lobby advertising and the changing of theatre marquees. Managers are largely responsible for making sure that their theatre never runs out of operating supplies operate such as equipment parts, janitorial products and concession inventory.

Theatre managers are responsible for the hiring and the supervision of their staff: the projectionists, cashiers, doorpersons/ushers, concession workers, and custodians. It is necessary that managers know how to perform each of these various functions themselves in order to properly train the staff. Managers assign duties, create schedules, supervise theatre payrolls, and work to ensure that each theatre employee is serving the customer courteously and efficiently.

In theatres with automated projection booths, the manager may also function as a manager/projectionist with the responsibility for operation and upkeep of the theatre projection system.

Theatre managers work with the Company's General Manager in analyzing operating and expense reports to ensure that the theatre is maximizing profits.

Theatre managers are also responsible for advertising and the creation of local marketing campaigns designed to bring in as many people as possible to the movies that they are showing.

Theatre manager's duties also include those required by their general manager and the Company Policy Manuals. A high school degree is necessary for theatre management and college training is highly recommended. Courses in business, accounting, and marketing are considered advantageous. Most managers have worked at various jobs in the theatre and worked as assistant managers before becoming the manager.



# C.E.C. DRESS CODE

The dress code establishes a professional and consistent appearance of the employees at our theatres. This dress code is designed to provide and maintain the type of image that CEC wants portrayed in their theatre operations. The following dress code applies to all CEC Theatres. Items marked with an \* and in bold type are provided by CEC. The employee must provide all other items.

## CASHIER:

### ATTENDANT:

**\*BLACK VEST**  
**\*BLACK BOW TIE**  
WHITE LONG SLEEVED DRESS SHIRT  
SHIRT      BLACK DRESS SLACKS OR SKIRT  
DARK SHOES (preferably black)

## CONCESSION

**\*BLACK APRON**  
**\*BLACK BOW TIE**  
WHITE LONG SLEEVED DRESS  
BLACK SLACKS  
DARK SHOES (preferably black)

## DOORPERSONS/USHERS:

**\*BLACK VEST**  
**\*BLACK BOW TIE**  
condition)  
WHITE LONG SLEEVED DRESS SHIRT  
BLACK DRESS SLACKS OR SKIRT  
DARK SHOES (Preferably black)

## PROJECTIONIST:

**\*CEC POLO SHIRT**  
JEANS OR SLACKS (good

## MANAGER & ASSISTANT MANAGER:

PROFESSIONAL BUSINESS ATTIRE  
DRESS SHOES  
NAME TAG

The following foot-wear items are **prohibited**: **Sandals, Clogs, and Open-toed Shoes**. If Tennis or other athletic style shoes are worn, they must be dark (preferably black) with no striping or large colorful lettering. The following is also **prohibited**: **facial jewelry including such things as nose rings and tongue studs.**

## General Guidelines for All Employees

All employees should appear clean and well groomed at all times. Employees must be conservative in the use of hair color, nail length, nail color, make-up, and jewelry while working. Please ask your manager if you have any questions.

**REMEMBER...YOU ARE THE IMAGE OF CEC THEATRES!**

# GENERAL EMPLOYEE POLICIES

## SCHEDULES:

- Work schedules for your theatre will be completed on a \_\_\_\_\_ basis.
- Schedules are posted on \_\_\_\_\_ night.
- It is your responsibility to check the posted schedule so that you know when you work.

## REQUEST FOR DAYS OFF:

Each CEC theatre has its own system for employees to request days off from work. Your manager will detail the procedure for your theatre. As a general rule, CEC management tries to accommodate "day off" requests when possible. Please remember that requests for days off or requests for a schedule change are just that, a request. Management schedules a certain number of staff for each shift based on the anticipated business for that period. It is not possible to accommodate every request for a day off or change in schedule. Management will take into consideration the importance of the request and accommodate the request if possible. If the request cannot be accommodated, you will be expected to work as scheduled.

In the event that you are unable to come to work, it is your responsibility to find a replacement and to notify your manager. If it is IMPOSSIBLE for you to come to work (because of such things as illness, injury, etc.) and you have not found a replacement, you must notify the manager as early as possible. Please try to contact your manager by 9:00 a.m. for matinee shifts and by NOON for evening shifts.

## SWITCHING OR "TRADING" DAYS ON THE SCHEDULE:

Once the schedule is posted, it cannot be changed unless approved by your manager. To "trade" work days with another employee you must:

1. **Contact the person with who you wish to switch work days.**
2. **When you both have agreed, notify your manager of the change in writing. (Many Theatres use a "Schedule or Work Change Form." Your manager will explain the procedure for your theatre.)**
3. **If approved, your manager will make the change on the work schedule.**

Any additional criteria or procedures on schedule changes for your theatre will be provided by your manager.

## TIME RECORDS:

- Please remember to log in on the computer when you are ready to begin work.
- Never log in or out for another employee
- Immediately log out when your work shift has ended.

## JOB DUTIES & PROCEDURES:

- The specific job duties and procedures for your position will be explained by your Manager. You will be trained in the proper use of various equipment and the order in which duties should be performed. Please feel free to ask your manager if you have any questions regarding equipment or procedures.

## PHONE CALLS:

- Personal calls can only be made during a work "break" and only with the manager's permission; this also applies to cell phone usage.
- Phone calls are limited to 3 minutes so that our business phone is not "busy" for customers who may want to call the theatre.

**BREAKS:**

- You are allowed a 15 minute break per each 4 hour shift worked. A minimum of a 30 minute unpaid break is provided for meals for an 8 hour work period.

**EATING:**

- Employees are not allowed to eat any food, popcorn, or candy while working in the box-office or behind the concession stand.
- When working, employees are allowed a complimentary beverage and corn during their breaks.

**GUM:**

- Employees are not permitted to chew gum while on duty. This also includes smokeless tobacco products.

**SMOKING:**

- Not allowed anywhere in the theatre.

**DRUGS & ALCOHOL**

- Cinema Entertainment prohibits the use, possession, sale or distribution of any prohibited drug on ALL company property (unless prescribed by a physician for medical reasons). Prohibited drug means a drug or substance as defined by Minnesota, North Dakota, Wisconsin, Iowa and Nebraska Statute
- The use of alcohol on ALL company property is prohibited.
- Employees reporting to work under the influence of alcohol or other prohibited drugs or substances will be subject to disciplinary action, up to and including dismissal.
- Any illegal possession, use, sale or distribution of prohibited drugs or alcohol will be grounds for immediate dismissal.

**FREE ADMISSIONS / FREE CONCESSIONS**

- Employees are not allowed to give free admissions to family, friends, or other patrons. Free admission for employees is governed by the Employee Pass Policy described in this Handbook.
- Only patrons with company approved passes presented at the box-office can be admitted Free.
- Employees are not allowed to give free concession items to family, friends or other patrons.

**DISCIPLINARY ACTION:**

- It may be necessary for the Company to discipline or take remedial action to correct unacceptable employee behavior or performance. Some examples of unacceptable behavior which may result in termination of employment include:
  - \* Not reporting to work for a scheduled shift
  - \* Tardiness for a shift or returning from a break
  - \* Insubordination or failure to comply with the supervisor's or manager's instructions
  - \* Failure to perform job duties satisfactorily
  - \* Failure to follow the Company Dress Code
  - \* Harassing behavior towards another employee or customer
  - \* Use of profanity, abusive language, threatening gestures or fighting with an employee or customer
  - \* Discrimination against an employee or customer on the basis of sex, race, national origin, religion, age, disability, sexual orientation, or marital status
  - \* Violation of the Drug & Alcohol Policy
  - \* Use of cell phone on company time
  - \* Involvement in any kind of dishonesty or fraud
  - \* Being in the theatre after business hours without permission from the manager

- \* Deliberate destruction, damage, or defacement of property of the company, employees, or customers
- \* Inappropriate use of email/internet privileges
- \* Theft or misappropriation of company funds, property, merchandise, or records
  - Abusing the Employee Pass Policy
  - Letting people in for free
  - Giving out free pop, popcorn, or candy to customers, friends, relatives, or employees who are not on duty
  - Falsification of hours worked or other company records
  - Taking money or merchandise
- This is not an all-inclusive list of actions that may result in termination. Cinema Entertainment Corporation is an “at-will” employer. The Company or employee may terminate the working relationship at any time, for any reason, with or without notice, and with or without cause.
- Cinema Entertainment retains sole discretion to determine in each circumstance what type of discipline is appropriate, including immediate termination if deemed necessary.

#### **PURCHASES:**

- All concession purchases **MUST** be made from outside the concession stand from **another** attendant on duty.

#### **RIDES:**

- Anyone waiting to provide a ride home after work must wait outside the theatre.

#### **FRIENDS:**

- Lengthy visits/conversations with friends is not allowed while you are on duty.

#### **PAY CHECKS:**

- Pay checks are distributed every other Monday.
- Generally, checks are not available until the first scheduled shift on Monday. Your manager will detail the exact time that checks are available for distribution in your theatre.

#### **OFF-DUTY:**

- When you are not working, you are not allowed in any of the operating areas of the theatre (box-office, concession stand, storerooms, etc.).

#### **EMPLOYEE MEETINGS:**

- Special training or information meetings may be scheduled periodically.
- These meetings are mandatory and are treated the same as a scheduled shift.
- Employees are paid for all meetings.

#### **WEATHER CLOSINGS:**

- On rare occasions the theatre may close due to extreme weather conditions.
- The manager will notify you at least one hour prior to your shift.
- If you are not at home, it is your responsibility to contact the manager.

#### **MANAGEMENT:**

- The theatre manager’s office is always open for employee visits. You are encouraged to bring your comments, suggestions, and problems to the manager’s attention.

# Personal HOTLINE

When you observe or experience activity that is clearly a violation of company policy you, like most honest employees, want and need to let someone know. Your **PERSONAL HOTLINE** is the answer.

If you are concerned that someone in your workplace is involved in dishonest, unethical, or immoral activities such as theft, discrimination, or sexual harassment, please call us. **At no time will you be placed in a compromising position.**

You can help by calling the **PERSONAL HOTLINE** with the following information:

- 1. The name and location of your theatre.**
- 2. The type or violation, such as discrimination or theft**
- 3. Observations which indicate why you are concerned**
- 4. When the violation occurred**
- 5. OPTIONAL: The names of those involved in the violation**

**You are not required to give your name or any other personal information.** Your message is received either by an automated answering system, or a HOTLINE operator. If an operator answers, he or she will not ask you any questions. Simply leave the above information.

We will then research the information and take the necessary steps to correct the problem. **The information you supply remains confidential and at no time will you be asked to participate in any investigative procedures.**

**NOTE:** Your comments and suggestion are also encouraged!

Cinema Entertainment Corp. is an equal opportunity employer and is firmly opposed to any type of discrimination or harassment. Such practices will not be tolerated. Cinema Entertainment Corp. will respond to reports in the most professional, expedient manner possible to resolve your concerns.

**Available 24 hours – EVERY DAY**

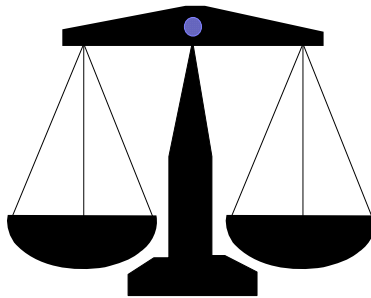
**1-888-888-8FIX**

***Your Call Does Make A Difference***

# ROBBERY PROCEDURE

Cinema Entertainment Corporation's policies are designed to reduce the risk of theft and robbery. In the event that a robbery occurs at your Theatre, please follow these procedures:

- ◆ Follow the Robbers instructions.
- ◆ Give the Robber what he/she wants without question.
- ◆ In order to help police, try to remember the following:
  - ◇ What was the robber wearing? What color was his/her clothing?
  - ◇ What was the Robber's Hair and Eye Color?
  - ◇ Did the Robber have any distinguishing birthmarks or tattoos.
- ◆ **DO NOT CHASE THE ROBBER!....INSTEAD:**
  - ◇ Try to notice what direction the Robber was headed.
  - ◇ If you are able to see the Robber's car, notice the color and if possible the license plate.
- ◆ Call 911 Immediately After the Robber has left.
  - ◇ Give as much information as possible to the 911 operator.



**REMEMBER...DON'T TAKE RISKS.. YOUR SAFETY IS THE MOST IMPORTANT ISSUE!**

# EQUAL EMPLOYMENT OPPORTUNITY

Cinema Entertainment Corporation is committed to the principles of Equal Employment Opportunity and complies with all federal, state, and local laws. Therefore, recruiting, hiring, training, promotion, compensation, benefits, employment decisions, and all similar matters will be without regard to race, creed, color, religion, sex, national origin, age, marital status, disability, veteran status, sexual orientation, or any other characteristic protected by state or federal law.

Whenever words are used in the masculine gender, they shall be construed as though they were also used in the feminine gender in all cases where they would so apply and vice versa.

Cinema Entertainment's policy simply means that when hiring, any of the aforementioned shall not be a reason for not hiring and, ALL positions with the organization shall be open to ALL regardless of race, creed, color, religion, sex, national origin, age, marital status, disability, veteran status, sexual orientation, or any other characteristic protected by state or federal law.

The Company will make reasonable accommodations for the known physical or mental limitations of a qualified individual with a disability, unless to do so would impose an undue hardship on the operation of our business.

Any employees with questions or concerns about any types of discrimination in the workplace are encouraged to bring these issues to their Theatre Manager who in turn will notify the Company General Manager. If the Theatre Manager is believed to be the perpetrator, then the employee should notify:

**HUMAN RESOURCES**  
**Cinema Entertainment Corp.**  
**PO Box 1126**  
**St. Cloud, MN 56302**  
**Phone: 320-251-9131**

Anyone can raise concerns and make 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 of employment.

# HARASSMENT POLICY

Cinema Entertainment Corp. is committed to providing a work environment that is free of discrimination and unlawful harassment. The company has established a policy regarding sexual harassment, racial harassment, or any other form of harassment. Although sexual, racial, or any other form of harassment is unlawful, the perpetrator may not know his/her conduct is harassing. Furthermore, a victim, although aware that he/she is uncomfortable or unhappy with their work circumstances, may not be able to label the cause of the problem as "harassment".

## **SEXUAL HARASSMENT DEFINITION:**

Unwelcome sexual advances, requests of sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- ◆ submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment,
- ◆ submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- ◆ such conduct has the purpose, or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

## **RACIAL HARASSMENT DEFINITION:**

Any comment or statement about one's race, color, or national origin that is offensive to that person.

Any act of harassment is strictly prohibited. An employee who has a complaint of sexual or racial harassment at work by anyone, including supervisors, managers, co-workers, or visitors, must bring the problem to the attention of Company officials. Employees should notify their Theatre Manager if they feel they have been harassed. If the Theatre Manager is the perpetrator then the person should notify:

**HUMAN RESOURCES  
Cinema Entertainment Corp.  
PO Box 1126  
St. Cloud, MN. 56302  
Phone 320-251-9131**

All allegations of harassment will be investigated and appropriate action, up to and including discharge, may result if the facts support the allegation. Information about harassment investigations will be disclosed only on a need to know basis, and no retaliation will be taken against an employee bringing an allegation of harassment.



# FAMILY & MEDICAL LEAVE ACT

Cinema Entertainment Corporation recognizes that an employee may need to be absent from work for an extended period of time due to the birth, adoption, or foster care placement of child; or due to the serious illness of oneself, child, spouse, or parent. To comply with the 1993 Federal Family & Medical Leave Act, and in accordance with the Minnesota Parental Leave Act, Cinema Entertainment Corporation has a policy concerning the granting of UNPAID leaves of absences.

This policy applies to full-time employees who have a minimum of 12 months of service, and have worked a minimum of 1250 hours in the preceding 12 months.

This policy also applies to part-time employees who have a minimum of 12 months of service, and have worked an average of half-time or more of the equivalent full-time position hours the preceding 12 months.

Any employee who is covered under this policy must provide Cinema Entertainment Corporation with a 30-day notice when requesting a Leave of Absence.

**COMPLETE DETAILS OF CINEMA ENTERTAINMENT'S FAMILY & MEDICAL LEAVE POLICIES CAN BE FOUND IN THE COMPANY POLICY HANDBOOK.**

## EMPLOYMENT AT WILL

This Handbook is not an employment contract, nor does it guarantee employment for any period of time. Employment with Cinema Entertainment is "at will". This means that an employee may resign at any time, and the Company may terminate their employment at any time, for any reason, without prior notice.

**Nothing in this Handbook alters an employees at-will status.**

## AMENDING OR CHANGING POLICIES

This Handbook supersedes all previous handbooks, statements, policies, procedures, rules, and regulations given to employees. However, Cinema Entertainment reserves the right at its sole discretion to change, amend, make exceptions to, or discontinue any policy, practice, rule, regulation, or benefit without prior notice.

**REMEMBER THESE TWO BASIC PRINCIPLES....**

**THE CUSTOMER IS A PERSON WHO BRINGS US HIS WANTS. IT IS OUR JOB TO FILL HIS WANTS TO HIS SATISFACTION AND TO INSURE THE SUCCESS OF OUR BUSINESS.**

**IT IS NOT THE EMPLOYER WHO PAYS YOUR WAGES. EMPLOYERS ONLY HANDLE THE MONEY. IT IS THE CUSTOMER WHO PAYS THE WAGES.----Henry Ford**

***NOTHING BEATS GOING TO A MOVIE!!!!***

