Iconic Staff & Administration FAQs

Policy on Travelling, Transportation, Accommodation and Flights.

The information stated below is the duties, agreements, and responsibility of all workers who are working or contracted to/by Iconic Productions regardless of whether they are full-time, part-time or casual, volunteers. The clauses below may be different to your signed agreement. If this occurs, your signed agreement will supersede the exact same clause as displayed herein.Â

TRAVELLING / TRANSPORTATION / ACCOMMODATION:

1. The COMPANY will pay for and provide the following event management, coordination, planning and services to the WORKER for each event the WORKER is rostered to perform at, where the WORKER is required to perform in an event that is 250 or more kilometres from the WORKER's state city capital GPO place of residence. All travel arrangements and decisions will be at the discretion of the COMPANY.
    1. The event management team of the COMPANY will, plan, book and schedule all flights/transport to ensure that the WORKER arrives on time to their events, which includes scheduling and booking flights as requested, making arrangements and managing all travel arrangements with vendors and their support staff.
    2. Coordination & booking of all rentals/hire as approved by the COMPANY for the event.
    3. Coordination & booking of all transportation as approved by the COMPANY for the event.
    4. Coordination & booking of all accommodation needs as approved by the COMPANY for the event.
2. In the event the COMPANY is forced to change the date of a booking, flight, accommodation or related service for an Event, every effort will be made by the COMPANY and its staff to transfer location reservations, and bookings. The WORKER agrees that in the event of any changes, they will accept all changes and indemnify the COMPANY of any loss or inconvenience it may cause to other arrangements and/or engagement the WORKER had

3. **Personal Information and Disclosure**
   In order to deliver the services of travelling, transportation and accommodation to the WORKER and for the purposes set out, the COMPANY may disclose the WORKERâ€™S personal information to organisations outside the COMPANY.Â The WORKERâ€™s personal information is disclosed to these organisations only in relation to COMPANY and related companies providing services to the WORKER. These organisations may carry out: customer enquiries; mailing systems; billing and debt-recovery functions; information technology services; marketing, telemarketing and sales services; market research; and web site usage analysis. The COMPANY takes reasonable steps to ensure that these organisations are bound by confidentiality and privacy obligations in relation to the protection of your personal information.Â In addition, we may disclose the WORKERâ€™s personal information to: authorised representatives or legal advisers (when requested by you to do so); our related companies; our professional advisers, including our accountants, auditors and lawyers; government and regulatory authorities and other organisations, as required or authorised by law; organisations who manage our business and corporate strategies, including those involved in a transfer/sale of all or part of our assets or business (including accounts and trade receivables) and those involved in managing our corporate risk and funding functions (e.g. securitisation); and other telecommunication and information service providers.

4. **Indemnity**
    1. All material provided, through the coordination, planning, and booking of reservations and/or schedules is derived from sources believed to be current and accurate as at the date of publication/purchase and is provided in good faith. The COMPANY makes no representation or warranty that any material provided to the WORKER will be accurate, reliable or complete (nor does COMPANY accept any responsibility arising in any way for errors in, or omissions from that material, even if those errors or omissions occur on account of COMPANY negligence).Â The COMPANY makes no representations as to the nature, quality or suitability about any or all of the

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bookings/reservations provided and the WORKER agrees that the WORKER shall be responsible for first satisfying himself/herself by independent enquiry or advice as to the suitability of the particular booking.Â Nor does the COMPANY make any representation as to the nature or quality of the goods or services provided by the listed businesses and service providers, or as to their suitability for the purposes of persons using the details. The COMPANY shall have no liability, in negligence or howsoever, for any loss, damage, liability or inconvenience suffered by the WORKER or any other person as a result of their use of the details.Â Any person proposing to use or rely on any of the contact details should first satisfy themselves of the currency and accuracy of those details and any other information displayed on documentation/reservations received.Â The COMPANY will not be liable, in negligence or howsoever, for loss, damage, liability or inconvenience suffered by the WORKER or any other person resulting from any action or decision by the WORKER in reliance upon the information provided by email, fax or post or any propagation of computer worms, virus, internet access difficulties, malfunction in equipment or software, interruption, communications failure or delay in operation.

2. The COMPANY and its agents act only on behalf of the WORKER and upon the express condition that the COMPANY shall not be liable or responsible for any direct, indirect, consequential or incidental damage, injury, loss, accident, delay or irregularity of any kind, which may be occasioned by reason of any act or omission of any third party (including without limitation, any act, inaction or breach of contract of any third party, which is to or does supply any goods or services.). Without limiting the foregoing, The COMPANY does not own or operate any third party suppliers of services such as hotels, restaurants, transportation companies, sightseeing companies or local tour operators. The COMPANY is not responsible for any injury, death, loss or expense due to overbooking of accommodations, default of any third parties, sickness, weather, strikes, acts of God, Government, acts of terrorism, criminal activity, war, quarantine, force majeure events or any other cause beyond its control. All such risk, loss and expense must be borne by the vendor and/or the WORKER.

3. Occasionally, it may be necessary to alter or amend itineraries. This may be due to road, weather and other operational needs prevailing at the time, and is always made in the best interests of the WORKERâ€™s comfort.Â Any personal expenses incurred by the WORKER as a result of any delay, alteration or curtailment of any tour, booking and/or reservation whether caused by mechanical defect, strikes or any other cause are the responsibility of the vendor (we strongly recommend all WORKER take out Travel Insurance, at their own expense).

5. **Bookings / Schedules / Itinerates / Reservations:**
    1. The COMPANY and its staff reserve the right to select the most affordable, flight, airport seating and features, including excess baggage, location convenient accommodation or car rental location when coordinating, planning and booking such services for and on behalf of the WORKER.Â The WORKER agrees to accept all reservations and bookings completed by the event management team of the COMPANY.

    2. The COMPANY and its staff will be the sole decision maker as to the choice of airline, hired/rental car, location and accommodation housing and changes to any reservations or bookings by the COMPANY and under no circumstances can an alteration be made by the WORKER, without the written approval of the COMPANY.Â Where the COMPANY does not approve or consent to changes being made and the WORKER makes their own arrangements all costs incurred by the WORKER will be at the WORKERâ€™s expense and all costs incurred to the COMPANY for the changes will be required to be paid back by the WORKER to the COMPANY, by deducting it

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from the WORKERâ€™s wages.

3. Where the WORKER requests to reside with a family or friend in a family or friendâ€™s house, travel in a family or friendâ€™s car to a location and/or event the COMPANY will not arrange any travel, accommodation services for the WORKER and the WORKER agrees that they will not be paid any related allowances where this occurs.Â In the event the COMPANY has planned, booked, scheduled and paid for reservations for the WORKER and the WORKER is found to have organised or resided with a family or friend in a family or friends house, and/or travelled in a family or friendâ€™s car to a location and/or event, the COMPANY will deduct the costs incurred for the entire cost of the booking/reservations from the WORKER.

4. The booking / schedules / itineraries / reservations paid for by the company for an Iconic WORKER (employee or contractor) for the purpose of Airplane / Flight Travel; Accommodation; rental or hire vehicles is specifically for the Iconic WORKER (employee or contractor) named on the reservation and/or call sheet roster.Â Family or friends of the WORKER are not permitted to enter or travel on the same flight reservation of the WORKER; enter or reside in the accommodation provided by the company for the WORKER; and enter or be the rental/hire vehicle provided to the WORKER.Â The company does not provide, nor will provide insurance or liability protection for the family or friend of the WORKER and therefore the family and friend is not insured by the company or the relevant airplane, accommodation or rental vehicle company to enter or have access to the bookings / schedules / itineries or reservations.Â The WORKER will be responsible and liable for all damages and/or criminial/civil lawsuits by breaching this policy.Â Where the WORKER wishes for a family or friend to be invited, partake, enter of have access to the flight, accommodation, rental hire car the WORKER must request and obtain written permission from the event management supervisors and the other WORKER's that may be also present on the flight, accommodation or rental hire car before allowing their family or friend from entering or being invited.Â Where the approval is permitted for a family or friend of a WORKER to be invited, the WORKER is solely liable and responsible for their family or friend's actions and behavior, including the damages, costs and/or any criminal or civil lawsuit initiated due to the WORKER's family or friend invited.

5. In the course of attending a reservation, the WORKER shall have no authority to incur expenses in the name of and/or on behalf of the COMPANY unless such expenses are otherwise expressly authorised by the COMPANY to incur same.

6. Without affecting any statutory consumer rights that cannot be lawfully excluded or limited: the COMPANY will not be liable for any losses, damages, liability, claims or expenses (howsoever caused, including negligence, and whether direct, indirect or consequential) arising from the use of or connected with accommodation location, airline, and/or rental company that has been organized by the COMPANY for the WORKER.Â The COMPANY makes no warranty or representation as to suitability of any product or service booked.

7. The WORKER is responsible for reading and understanding the terms and conditions of each vendor for all booked schedules, and reservations and is responsible for adhering to the vendor's terms and conditions.

6. **Airplane / Flight Travel:**
    1. No airplane or flight travel will be provided under 250 kilometres, or when the

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WORKER decides to arrive or leave from an event or tour earlier or later than the designated tour dates.Â Where an WORKER is allocated to perform at an event for 1 day only, no accommodation will be provided.

2. All additional charges that are incurred by the WORKER that are not shown on the airfare confirmation, will be at the expense of the WORKER.

3. Any additional charges for excess baggage will be at the cost of the WORKER and will be required to be paid at the AIRPORT upon departure.

4. The WORKER must arrive at the airport no less than required set time by the airline before departure.Â If the WORKER misses their allocated flight, is late, does not show up or is removed from the airport for any reason, other than a medical reason, the WORKER will be required to pay for the total amount of the airfare and any additional charges to the COMPANY.Â The amount will be deducted from the WORKERâ€™s wage.

5. The WORKER is responsible for reading and understanding the terms and conditions of the airline booked and is responsible for their own actions on the plane.

6. Additional Information can be found on each individual call sheets and it is a requirement that the WORKER complies with all company policies and procedures.

7. **Accommodation:**
    1. No accommodation will be provided under 250 kilometres, or when the WORKER decides to arrive or leave from an event or tour earlier or later than the designated tour dates.Â Where an WORKER is allocated to perform at an event for 1 day only, no accommodation will be provided.

    2. All additional charges, late fees, mini-bar expenses or damages to the hotel room or accommodation will be at the expense of the WORKER.

    3. The WORKER is responsible in ensuring they adhere to all state and federal laws with regards to housing a person under the age of 18 in an accommodation location that has been booked.

    4. At the discretion of the COMPANY accommodation booked may be AIRBNB rooms, AIRBNB business account entire homes (where an allocated room in the entire house is provided to the WORKER), single hotel rooms, serviced apartments with separate individual bedrooms or twin share or multiple separate beds in one room.Â In the event that twin share or multiple separate beds in one room housing is booked, the COMPANY will ensure that all male WORKERS are housed together and all female WORKERS are housed together and separately from the male WORKERS, but may be in the same accommodation/house/dwelling.

    5. Under no circumstances is a family or friend permitted to sleep-over or reside in an accommodation location booked by the company for a WORKER.

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6. The accommodation booked for the WORKER may be at minimum 2 stars dependant on the location of the event or the financial cost to the COMPANY.

7. If the WORKER does not show up, does not check in or cancels the accommodation booking, the WORKER will be required to pay for all charges, services fees, administration or cancellation charges the COMPANY has incurred and/or charged.Â The amount will be deducted from the WORKERâ€™s wage.

8. Some accommodation providers require a credit card imprint or equivalent at check-in to cover incidental charges. The WORKER registering at check-in will be required to provide a personal credit card for these incidental charges, however should not be expected to pay for the room.Â In the event the accommodation provider charges the WORKER for a room, already organized and approved by the COMPANY, the WORKER must immediately contact the COMPANY to inform them of this.Â The COMPANY will reimburse the WORKER upon receipt of the payment.

9. The WORKER will be responsible for reading and abiding by the terms and conditions of the accommodation provider.

10. Additional information will be provided on each individual call sheet that is issued to the worker.Â It is a requirement that the WORKER follows and complies with the company procedures and instructions on the call sheet as well.
    For more information regarding the company policy on Accommodation refer to Accommodation and Company Policies regarding Accommodation

Attached files:

Unique solution ID: #1431
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