# Popcorn Movie Reel LEEP Crew Alertness, Fatigue and Sleeping During Screening Policy

**Record Identifier:** ICONIC-LEEP-POL-001

**Category:** LEEP → Popcorn Movie Reel → Policies and Procedures

**Access Classification:** Internal Restricted

**Public Access:** No

**Version:** 1.0

**Effective Date:** September 16, 2026

**Record Status:** Approved and Active

**Policy Owner:** Iconic Productions Pty Limited

**Approval Authority:** CEO / Senior Executive Producer

> **Policy Principle:**
> A Popcorn Movie Reel LEEP screening is a professional work assignment. Becoming tired is not, by itself, misconduct. However, every crew member has a professional responsibility to recognize fatigue, take reasonable corrective action, assist fellow crew members where appropriate, and protect the accuracy, integrity and commercial standard of the Popcorn Movie Reel production.

## 1. Purpose

The purpose of this Policy is to establish a clear and consistent operational standard for all Iconic Productions workers participating in a **Popcorn Movie Reel LEEP project** where a movie, documentary, television production, screening, presentation, or other audiovisual work is being viewed for professional review, critique, analysis, discussion, or related production purposes.

Although watching a movie may ordinarily be regarded as recreational or relaxing, participation in a Popcorn Movie Reel LEEP event is work.

Crew may be required to observe and later analyze matters including story structure, dialogue, acting, direction, cinematography, sound, editing, pacing, production quality, audience reaction, and other material elements.

Remaining sufficiently alert throughout the screening is therefore an essential part of performing the assignment properly.

## 2. Scope

This Policy applies to every person participating in a Popcorn Movie Reel LEEP assignment on behalf



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of Iconic Productions, including:

- employees; contractors; crew members; producers; reviewers; presenters; production personnel;
- assistants;
- volunteers, where applicable; and
- any other worker or representative assigned to the project.

## 3. Core Operational Standard

Every crew member is expected to make reasonable efforts to arrive at the event sufficiently rested and to remain awake, attentive, and professionally engaged throughout the screening.

Temporary tiredness or drowsiness can occur naturally and will not, on its own, be treated as misconduct.

The professional obligation arises when the worker becomes aware, or reasonably should become aware, that fatigue is materially affecting their ability to remain alert, observe the production or perform the duties for which they are attending.

> **Mandatory Standard:**
> A crew member must not knowingly continue sleeping, repeatedly drift into sleep without taking reasonable corrective action, or allow fatigue to materially compromise their ability to properly observe and later assess the production.

## 4. Crew Member Responsibility

Every crew member must, so far as reasonably practicable:

- arrive at the screening in a condition reasonably suitable for the assignment;
- remain attentive to the production;
- recognize signs of increasing fatigue or drowsiness;
- take reasonable corrective action before falling asleep where possible;
- inform another attending crew member where fatigue is becoming significant;
- accept reasonable and respectful assistance from fellow crew members; and
- follow the recovery and information checking procedure contained in this Policy where any part of the screening is missed.

## 5. Procedure When a Crew Member Becomes Sleepy

Where a crew member realizes that they are becoming significantly sleepy, the following process is to be followed.

1. **Advise another crew member.**
   The person should discreetly inform another member of the attending crew that they are experiencing significant tiredness.
2. **Take reasonable corrective action.**
   The person should take an appropriate step to restore alertness before the fatigue causes a material loss of observation.
3. **Where the screening can legitimately be paused.**
   If Iconic Productions controls the screening and a temporary pause will not adversely affect the event, an appropriate short break may be taken.
4. **Where the screening cannot be paused.**
   In a commercial cinema or similar venue, the movie will ordinarily continue regardless of the crew member's condition. The affected person may therefore temporarily leave the auditorium where necessary.
5. **Maximum temporary absence.**
   The absence should ordinarily be limited to no more than approximately 10 minutes.


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6. **Use the break to restore alertness.**
   Appropriate measures may include splashing or washing the face with cool water, walking briefly, stretching, drinking water, obtaining fresh air where practicable, or taking another reasonable measure intended to restore alertness.
7. **Return promptly.**
   The crew member should return to the screening as soon as reasonably practicable once sufficiently alert.

> The purpose of the temporary absence is not to create an informal leisure break. It is a short operational intervention intended to prevent the worker from sleeping through a materially greater portion of the production.

## 6. Crew Cooperation and Support

Popcorn Movie Reel crew are expected to work cooperatively with one another.

Where one crew member reasonably believes that another is beginning to drift into sleep, the preferred initial response is supportive rather than punitive.

A discreet tap on the shoulder, quiet verbal prompt, or similarly respectful intervention may be used to alert the worker.

The purpose of such intervention is to:

- restore the person's immediate awareness;
- prevent unnecessary loss of screening time;
- allow the person to recognize the extent of their fatigue;
- permit them to take corrective action under this Policy; and
- protect the collective quality of the Popcorn Movie Reel production.

Crew members must not unnecessarily embarrass, ridicule, or humiliate another worker merely because that person has become tired.

Fatigue management is intended to be collaborative. The objective is to restore effective performance, not to create unnecessary conflict between crew.

## 7. Post Screening Information Recovery

Where a crew member temporarily leaves the screening because of fatigue and misses part of the production, that person must make reasonable efforts after the movie to establish what occurred during their absence.

The affected crew member should speak with another attending crew member who remained present and obtain sufficient information to understand the missed portion.

This may include:

- important plot developments;
- significant dialogue;
- character developments;
- important scenes or events;
- material cinematic or production elements;
- matters relevant to the eventual review; and
- anything else that could materially alter the worker's understanding or assessment of the movie.
- and, as a last resort, revisit the screening and watch the Popcorn Reel Movie/Event on their own time and expense within 48 hours of missing the Popcorn Reel Movie/Event;


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This post screening consultation is a mandatory quality assurance measure where a material part of the production has been missed.

## 8. Accuracy and Integrity of the Review

No crew member may knowingly represent, directly or indirectly, that they fully observed the production where they materially failed to do so because they were asleep or absent.

Where only a short portion was missed, and the missing context can reasonably be established through another crew member, the review may proceed provided the worker is satisfied that they have obtained a proper understanding of the missed material.

Where a substantial or important portion of the production has been missed and cannot reasonably be reconstructed, the crew member must disclose that circumstance to the supervising producer or other person responsible for the project.

Iconic Productions may determine that the affected worker should not provide a definitive opinion or review concerning material they did not sufficiently observe or request that the crew member revisit the screening and watch the Popcorn Reel Movie/Event on their own time and expense within 48 hours of missing the Popcorn Reel Movie/Event.

## 9. Conduct That May Constitute Noncompliance

The following conduct may constitute a breach of this Policy:

- knowingly continuing to sleep during a material part of the production;
- repeatedly drifting into sleep without taking reasonable corrective action;
- ignoring a reasonable and respectful attempt by another crew member to alert the worker;
- refusing, without reasonable cause, to take appropriate steps to manage significant fatigue;
- deliberately concealing that a material portion of the production was missed;
- providing a review as though the entire production had been observed when the worker knows this is materially inaccurate;
- repeatedly presenting for assignments in a condition that materially prevents proper performance where reasonable preventive measures could have been taken; or
- otherwise allowing fatigue related conduct to materially compromise the professional or commercial integrity of a Popcorn Movie Reel project.

## 10. Management Response

A single episode of tiredness that is promptly acknowledged and appropriately managed under this Policy will ordinarily be treated as a fatigue management matter rather than as a disciplinary matter.

Repeated, deliberate, reckless or materially negligent failure to comply with this Policy may result in management action.

Depending upon the circumstances, management action may include:

- informal counseling;
- additional instruction or retraining;
- a formal performance discussion;
- documented corrective action;
- removal from a particular Popcorn Movie Reel assignment;
- reallocation of responsibilities;
- review of the worker's suitability for future Popcorn Movie Reel projects; or
- any other reasonable action available under the worker's employment, contractor or engagement arrangements.

Any management response should take into account the seriousness, frequency, circumstances and



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consequences of the conduct.

> Iconic Productions distinguishes between **becoming tired** and **failing to professionally manage known fatigue**. The latter may become a performance or compliance issue where it materially compromises the project.

## 11. Genuine Health or Medical Circumstances

This Policy is not intended to penalize a worker for a genuine medical condition, disability, medication effect, illness or other legitimate circumstance that may cause fatigue.

Where a crew member knows that such a circumstance may materially affect their capacity to remain alert during an assignment, they should, where reasonably practicable, privately notify the appropriate supervising person so that appropriate operational arrangements can be considered.

This Policy does not require a crew member to publicly disclose private medical information to the wider crew.

## 12. Collective Crew Responsibility

Every Popcorn Movie Reel crew member shares responsibility for maintaining the project's professional integrity.

Crew members should therefore assist one another in recognizing fatigue and correcting it before it materially affects the production.

The purpose of this Policy is not to reprimand the human body for becoming tired. It is to ensure that once fatigue becomes evident, appropriate professional action is taken.

The overriding objective is to protect:

- the accuracy of the Popcorn Movie Reel review;
- the integrity of the Iconic Productions brand;
- the quality of the production;
- the value of the work being undertaken;
- the credibility of participating reviewers; and
- the commercial interests of Iconic Productions.

## 13. Management Discretion

Nothing in this Policy prevents the CEO, Senior Executive Producer, supervising producer or another duly authorized representative of Iconic Productions from taking reasonable operational action where circumstances arise that are not expressly covered by this Policy.

Any such action should be directed toward protecting the integrity, professionalism, quality, and commercial interests of the Popcorn Movie Reel LEEP project.

## 14. Policy Acknowledgment and Compliance

All workers participating in a Popcorn Movie Reel LEEP activity are expected to familiarize themselves with this Policy and comply with its requirements.

A worker who becomes aware of this Policy and continues to participate in Popcorn Movie Reel assignments is expected to observe the operational standards contained within it.

Failure to comply may be managed in accordance with this Policy and any other applicable Iconic Productions policies, contractual arrangements or workplace procedures.



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## 15. Permissions

**Read Access:** Authorized Iconic Productions personnel and Popcorn Movie Reel crew.

**Edit Access:** CEO, Senior Executive Producer, authorized Policy Maker and authorized Legal Governance personnel.

**Approval Authority:** CEO / Senior Executive Producer.

**Public Access:** No.

## 16. Document Control

**Record Identifier:** ICONIC-LEEP-POL-001

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**Policy Owner:** Iconic Productions Pty Limited

**Review Requirement:** Review following any material fatigue related incident, operational change, material revision to Popcorn Movie Reel procedures, or otherwise as directed by management.

> **Final Operational Requirement:**
> Popcorn Movie Reel is a professional Iconic Productions activity. Crew members are expected to remain sufficiently alert to perform their assigned responsibilities. Becoming tired is not, by itself, misconduct. Knowingly failing to manage material fatigue, sleeping through significant portions of a production, concealing missed material or compromising the accuracy of an Iconic Productions review may constitute a breach of this Policy.

Attached files:

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