

MIRO AGENCY

Code of conduct and Financial policies for Miro Agency

We are committed to working hard and playing hard, so it is short and simple.
You are at all times representing Miro Agency and it's clients!
Any violations of these rules are grounds for immediate termination.

Financials

All staff must have an ABN (Australia) or sign a W9 form (USA)
All jobs are paid within 7 days of submission of an invoice

General

- Keep up your profile up-to-date – appearance, measurements, photos etc.
- When on the job always conduct yourself in a professional manner
- Always keep your appearance tidy and in line with your brief
- Always be on time – allow time to find parking, navigate your journey to the job etc.
- Always have everything you were asked to bring
- If you are sick and cannot attend the job, give at least 24-hour notice, enough time for us to find a suitable replacement for you

Personal Mobile Phone Policy

No personal mobile phones are to be used at the event unless authorized by the event manager or your supervisor, and any ringers must be kept on silent during events. In the event of an emergency, advise your manager/supervisor, excuse yourself, and briefly utilize your mobile phone in a manner that is not disruptive to the event.

Drug Free Workplace

Miro Agency is a drug free workplace and prohibits employees from using, selling, possessing drugs during activations and events, or from coming to work under the influence of drugs or alcohol. If you come to work under influence of any alcohol or illegal drug, you will be terminated immediately. If you are taking prescription medication that might affect your ability to perform your duties, you must notify Miro Agency or your supervisor.

Smoking / Eating

Smoking is NOT allowed while you are working on any job with Miro Agency. Similarly, eating food in presence of the client or client's guests while working can harm our property and our image. Accordingly, models may only eat outside the presence of a client or their guests and when approved by event manager or supervisor.

Alcohol Policy

Models are not permitted to consume any alcoholic beverages during the four-hour period prior to performing any work at an event or during the event/activation itself.

After Event is finished

Once you have completed the job, you must notify your supervisor before leaving your work place and return your uniform.

If you plan on going out after, you must change into regular clothes and you have to wait at least half hour to return to the same venue after your shift has ended with Miro Agency.

MIRO AGENCY

Solicitation/Posting

You may not solicit other employees when either employee is on working time for any charitable, civic, political, religious, social or other outside organizations (I.E., ask for donations, to join group, to buy a product etc.). If you are approached, politely indicate that you are on the job.

Incident reporting

Anything that occurs during your time on the job (including but not limited to you or another employee getting hurt, an incident involving other parties, and upset with the job location etc.) must be immediately reported to the acting supervisor and to Miro Agency immediately post the event/activation.

Discipline

You are expected to abide by these policies and follow the work rules and disciplinary guidelines. Models can be disciplined for violations of these policies, or for other reasons s may arise in the discretion of management.

Discipline may include a verbal warning, written warning, suspension without pay, or discharge, in any order, at the discretion of Miro Agency.

Miro Agency is not required to follow any particular form of discipline at all prior to discontinuing the scheduling of any casual promotional model. Your engagement to work is at will and scheduling of jobs is based on the client's need and designation, among other factors, and may be discontinued at any time in Miro Agency's discretion.

Rudeness to Customers

If a problem arises, notify your acting supervisor. Under no circumstances is any team member permitted to be rude. If you cannot handle the situation, notify your acting supervisor and report the incident to Miro Agency as soon as possible.

Dishonesty or Theft

Theft includes taking any items that do not belong to you personally, giving away unauthorized premium items and not reporting lost property.

Dishonesty also includes lying to a fellow co-worker or a client.

Falsification of Documents

This includes applications, drivers license, RSA, RCG and other documents.

Disclosure of Miro Agency's information

As a team member, you are privy to information to which the general public is unaware. This information may include promotional ideas, hourly rate and variety of proprietary information. You must keep all of this information confidential.

Consent for Photography/ Authorization for Publication including Social Media

Miro Agency may wish to use a photo of you to upload either to their website or Facebook page. By signing the Code of Conduct, you acknowledge and give consent for photography, filming, videotaping and/or audio and/or audio recording or means of capturing my image or voice for media or printed materials (including social websites such as Facebook and Instagram)

MIRO AGENCY

Acknowledgement

I acknowledge that I have read and agree to Miro Agency – promotional model code of conduct and financial policies. I understand that it is my obligation to talk to Miro Agency’s representative if I have any questions about them.

I will comply with all of Miro Agency’s regulations and policies currently in effect and any revisions, modifications or additions here after.

I understand that is a casual promotional model; I have no guarantee of work.

I understand that Miro Agency has a ‘Drug Free Workplace’ policy as well as Alcohol policy and does not tolerate harassment or discrimination on basis of a person’s race, national origin, religion, gender etc.