

## SUBCONTRACTOR POLICIES AND PROCEDURES

### Agreement

By agreeing to provide subcontracted services at Studio Flava, LLC (“SF”), you understand that you are acting as on behalf of an SF Independent Contractor and are responsible for following all SF policies and procedures. You further understand that as a subcontractor, SF is not responsible for compensating you for your services and reserves the right to prohibit the use of your services at any time for failure to comply with these policies or for any other conflict of interest of SF.

### Schedule and Announcements

You **must** start and end services on time per the schedule service you are subcontracted for. You are expected to arrive at the studio no less than **20 minutes** prior to the scheduled start time of service with final song, cool down, or instruction for the class should beginning no less than **5 minutes** prior to the scheduled end time (in other words, classes are 55 - 58 minutes long). It is your responsibility to dismiss participants and quickly vacate the room so that the following class can begin. Announcements should be made prior to the start of service to include introducing yourself. Only announcements regarding SF upcoming events and important information are authorized. The use of any non-SF marketing materials is prohibited to include distributing contact information. At no time should you provide your teaching schedule to SF members. SF has a very strict non-solicitation policy, and you are not authorized to advertise, represent, distribute, discuss, endorse or in any other way promote non-SF products or services.

### Instructor Responsibilities

It is your responsibility to verify the number of participants in each class and report that number to the Independent Contractor in which you are providing services for. You must remain in the classroom at **ALL TIMES** during your teaching time. You are responsible for the classroom during your class and ensure that **NO ONE** other than SF management or staff adjusts, removes, or in any other way operates any equipment or other SF property. You are not to remove or relocate any property belonging to SF. Upon completion of your class, you must **quickly** evacuate participants from the classroom, remove any and all trash left behind on the floors. All utilities and equipment must be placed in the “off” position **IMMEDIATELY** upon completion of services. Any items used by you and/or your participants are to be returned to their **EXACT** and proper location upon completion. Specific details of open, closing, or check in processes should be discussed in advance with the Independent Contractor in which you are providing services for.

### Behavior in Studio/Respect for Others and Studio/Appearance

Respect the business operations of others. Be aware of your surroundings and enter the building in a professional manner as to not disrupt, offend, interfere, disturb, or interrupt others. Slander of other instructors and or its clients and affiliates is not tolerated. You are expected to maintain a high level of customer service at all times and maintain a fun and stress-free environment. You are expected to speak politely to all members at ALL times while on the premises. Ensure you are wearing proper clothing (not excessively revealing) during instruction and maintain good personal hygiene (wear deodorant).

### Food and Beverages

Absolutely no outside food and drinks are allowed in the studio at anytime.

