



## **General Company Policies**

**Black Flag-** You may black flag a driver at any time if you believe they are not following directions or our code of safety. Once called in this will require a discussion with Chief Instructor or Safety Director.

**Corporate Events-** All stand-alone corporate events will be paid on a flat rate system regardless of role being filled.

**Drinking-** We have a strict 12 hour "Bottle to Throttle" policy. You are prohibited from drinking alcohol 12 hours prior to attending the event. If you are suspected of drinking within this timeframe a breathalyzer can/will be used to determine if you are fit to work the event. Anything above **.04** will result in immediate termination from the event.

**Grabbing the Wheel-** Grabbing the wheel is allowed when needed for safety.

**Ground Transportation-** When flying into or out of an event, ground transportation is provided for employees and sponsored contractors that land or depart between 7:00 a.m. – 9:00 p.m. Any travel plans made outside of this specific time may waive this benefit.

**Half Day-** Any day lasting less than 6 hours will be paid at a half day rate of 55%.

**Lodging-** Shared lodging is provided for employees and sponsored contractors on the nights the Chicago based team is staying. When staying in a room provided by XX, non-approved additional charges to the room will be deducted from event pay.

**Paddle Shifting-** We prefer guests to keep cars in auto, but paddle shifting is allowed in our program. We recommend after 1st lap or for return / experienced guests only.

**Pay structure-** Instructors are paid on a per day basis as a 1099 contractor. The starting rate for this in 2021 is \$216.20 after Workers Comp deduction and goes up based on the role being filled.

Xtreme Xperience, LLC  
1454 W Willow St, Chicago, IL 60642  
866.273.7727

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**Ride-along-** Rides (when you drive a guest or perform a warm-up) are in the same mode as customer drives and are done at a max of 7/10th's pace. Instructor driven vehicles are preferred to be driven at 6/10ths or less.

**Social Media-** You are encouraged to share our events on social media. Pictures, videos, and commentary about sensitive matters should respectfully be kept off **all** social media channels including, but not limited to: Facebook, Twitter, Snapchat, Vine, YouTube, Vimeo, Instagram, etc.

**Soliciting-** Soliciting XX clients is not allowed.

**Tips-** Xtreme Xperience classroom instructors are happy to promote the tipping of the in-car instructor. Please keep any tips out of sight and limit discussion regarding tips during our program. Any additional promotion of tipping that could detriment the brand may result in temporary restriction of tipping practices. Sharing tips with the car sanitizers, expeditors, Pit Manager, Technicians and other XX TEAM members is encouraged.

**Uniform-** You are representing the XX Brand. As such, you are **required** to have **solid black** pants/shorts, black shoes, black socks, black hat, black jacket. Each instructor is given (2) shirts for their first full weekend. Additional shirts may be available upon request. If you wear items with logos other than an XX logo, you may be asked to remove or cover the logo. Extra uniforms are available to check out with prior approval.

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