



**TIMESLICE**  
CINEMATOGRAPHY (PTY) LTD

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# Crew Manual

## Version 3

# TIMESLICE CINEMATOGRAPHY (PTY) LTD

## REVISIONS

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## INTRODUCTION

Welcome to the Timeslice Cinematography family. Over the past few years our crew has expanded and each one of you has a unique role to play in our team, we value your input.

The items contained in this document will give you an understanding of how the company functions, its rules and regulations. It is your responsibility to read through all the items carefully and familiarise yourself with company operating procedures. Should you have any questions regarding items contained in any of the company manuals, please feel free to consult with management. Failure to comply with the regulations may result in disciplinary and or termination of employment.

These guide lines are subject to change and will be reviewed from time to time. Crew members shall be notified of any changes.

### 1. ON-SET CONDUCT:

- Crew shall at all times conduct themselves in an orderly and respectful manner.
- Vulgar language is considered to be disrespectful and crew shall refrain from using such language on set on in the presence of clients.
- If staying on location, crew are to refrain from alcohol abuse, drug abuse, loud and disorderly conduct.
- Excessive drinking in the presence of clients is not permitted, even at wrap parties.

### 2. ON-SET VIDEOS AND PHOTOGRAPHY:

**it is explicitly recorded that NO ONE not belonging to Timeslice Cinematography may take ANY behind the scenes videos or images. There is no exception to this rule under any circumstances. Furthermore, no crew member may make public any images or videos involving Timeslice Cinematography without prior permission from either Jono or Nicole. Failure to comply with this will result in disciplinary action, possible suspension and or termination of employment.**

This rule is in place to ensure that no image is “taken out of context” and ruled as suspicious by regulators. As this is difficult for non- RPAS people to understand, please explain to them that the company has spent large amounts of money in its RPAS development and set-p's and that there is proprietary technology as well as operations involved with the RPAS which is why they cannot take photos/ videos.

For example, if production has employed a “behind the scenes” photographer or video crew, they may not film or photograph any Timeslice Cinematography operation in progress. Should you find someone filming or photographing activities you need to request that such person immediately delete such video or photo. Should this person refuse to do so, you need to immediately bring to the attention of the production manager that this crew member is required to delete the photo/ video. Production is aware of Timeslice Cinematography's “no filming” policy. Should you still be unsuccessful in the ensuring that the footage is deleted, Jono must be contacted immediately.

No “video / photography” signs will be provided. These should be displayed so that all parties present can view them.

### 3. GEAR CHECKS AND EQUIPMENT:

- Crew are paid half day rates for a gear check (the half day rate is the rate agreed upon for the job and may vary from job to job depending on its nature, requirements and duration). This rate will be discussed before you accept the job. This means that you have been paid to

check and prepare your gear and are to arrive on set with everything you need and the equipment functioning. Any incidence of gear needing to be shipped or hired in because it was not packed or checked properly shall be for the crew members cost.

- All equipment removed from the storage area for a shoot must be signed out using the EZ Office Inventory APP. Gear taken must be photographed and sent as an email to [jono@timeslice.za.com](mailto:jono@timeslice.za.com). A second image of when the gear is returned must be emailed to [jono@timeslice.za.com](mailto:jono@timeslice.za.com) as well as any reported defects, repairs or missing items must be noted when you check the items back in the EZ Office Inventory. A R500 fine shall be issued in the event this procedure is not followed and the crew member shall be held liable for missing items. This procedure is in place to ensure that stock is accounted for and repairs/ stock replacements are processed in time for the next shoot.
  - A manual on how to download and install EZ Office Inventory is available [online from EZ Office](#).
  - **Each crew member is wholly responsible for checking and packing their own gear before a shoot** and returning such gear (as well as cleaning it) to its appropriate storage area after the shoot.
  - Should you be shooting the day you are required to complete a gear check for the following day for a shoot using different equipment, this gear check needs to be done either before you are shooting on set or after you are wrapped with your shoot for the day. **GEAR MAY NOT BE GEAR CHECKED ON THE DAY OF THE SHOOT.**
  - Gear may not simply be dumped and the crew member leaves. If gear is returned late at night, the responsible crew member will be required to complete the cleaning and packing process the next day. Regardless of when gear is returned, it must be checked in on the EZ Office Inventory App when it is returned. This is not optional.
  - Work areas: work areas are to be left clean and tidy once the crew member has left for the day. A R500 fine per incident shall be issued for anyone not complying with this point.
  - Should a crew member own a particular equipment item which is needed on a shoot, the gear rented from crew member for a shoot shall be a 60/40 rental split, in that 60% of the rental value shall be paid to the crew member and 40% shall be paid to Timeslice Cinematography. For example, if Timeslice Cinematography rents a laptop from the crew member for a shoot at a rate of R1000 a day, R600 shall be paid to the crew member and R400 shall be paid to Timeslice Cinematography. The owner of the equipment may elect not use their own equipment on a shoot. Equipment belonging to anyone other than Timeslice Cinematography will only be sent on a shoot with its owner and will not be available for dry hire.
  - Timeslice Cinematography shall not be liable for any equipment which does not belong to the company. The owner of the equipment shall be responsible for its maintenance, repairs, upgrades and insurance. Timeslice Cinematography shall assume responsibility for the excess of any equipment broken on a shoot if such equipment was billed out under Timeslice Cinematography and the owner of the equipment was not found to be using the equipment in a negligent manner. Should an item be stolen, it must be reported to the SAPS and a proper case of theft opened. Excesses for stolen items shall only be paid by Timeslice Cinematography if proper procedure was followed in terms of where and how the equipment was stored. An excess shall not exceed the value of an item. The maximum excess payable is R2500.
  - Any broken or missing equipment which is in need of repair shall be marked as such and brought to the attention of Jono via email, [jono@timeslice.za.com](mailto:jono@timeslice.za.com)
  - Any missing items must be sourced before or on gear check day. Purchasing of additional equipment must be authorised by Jono after the crew member has obtained a quotation.
  - Any undue cost incurred by Timeslice Cinematography, due to a crew member's negligence to inform Jono of broken or missing items, will fall to the liability of the crew member and he or she will be responsible for such costs.
  - Unless prior permission has been obtained, no equipment shall be removed from Nicole's office. This includes, but is not limited to memory cards, stands, lenses and tripods.
  - Crew rates for gear checks shall vary from job to job and shall be discussed with Jono prior to booking the shoot. The return of the gear to its correct storage area, cleaning and well as any paper works and reports which need to be completed will be considered as part of the gear check and no payment will be much for such gear checks until all the tasks are completed.
4. AIR TRAVEL:
- **Under no circumstances shall any bag ever exceed 32 kg.** All bags are to be weighed and checked before departure for the airport.

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- No bag may be checked in as cargo on a separate flight from the one the crew member is flying on.
- Missed flights due to negligence shall be the responsibility of the crew member to arrange logistics and pay for any additional charges.

### 5. PAYMENT:

- Payment for shoots completed will be settled, less any deductions, 30 days or sooner after the shoot is completed.
- Rates for each shoot shall be discussed before the commencement of the shoot. Rates are subject to vary depending on the nature and duration of the shoot. Any crew member may decline a shoot should they wish to do so.
- Overtime incurred on a shooting day must be reported to Jono no later than the following working day so that he knows overtime needs to be added to the invoice. Exact overtime hours need to be submitted to Jono no later than 24 hours after final wrap of the shoot.
- Overtime is calculated as follows:
- Daily rates are fixed. Timeslice Cinematography does not work on premium rates, night rates or any other holiday or Sunday rates.
- Deductions may include, but not limited to breakages, insurance excesses and any other additional costs incurred by the crew member not covered by Timeslice Cinematography.
- Note: No personal expenses may be levied against an account, company card or set off against money owed. Only valid company expenses may be put onto a company transaction card or petty cash assigned to. For example, a crew member cannot use production or company petty cash to buy themselves a beer or shoes.

### 6. RECONS:

- Recons need to be submitted no later than 3 working days after the completion of a job.
- Overtime must be reported to Jono after the completion of each shooting day should overtime occur. Failure to report over time may result in the overtime not being billed to the client, thus is not being paid to the crew member.

### 7. COSTS COVERED BY TIMESLICE CINEMATOGRAPHY

- Timeslice Cinematography shall cover all travel costs for crew members and will supply a per diem of up to R250 per crew member per day on travel days for meals. Alcohol or personal expenses are not covered in per diem nor may slips for alcohol, cigarettes or other personal items be submitted for a refund on a per diem claim.
- Meals on shoot days will be covered by production or production shall issue a per diem for such meals.
- Travel costs also exclude costs incurred due to negligence. Negligence includes, but is not limited to missing a flight due to oversleeping, driving or traveling in the wrong direction, the purchasing or rental of equipment not directly specified by Timeslice Cinematography.
- Recreational travel, activities, food and drink costs are not covered by Timeslice Cinematography.
- Additional expenses incurred by a guest of a crew member while on set or location shall be the direct and immediate responsibility of the crew member. No meals, travel, drinks or other expenses for guests may be put onto any Timeslice Cinematography company card, billed to production or be put on an account of any nature. All such items are to be settled at the event. For example, if a guest attends a lunch with the rest of the crew, cash should be given to production or Timeslice Cinematography to cover the guests' expenses at the lunch.
- Timeslice Cinematography (PTY) Ltd shall not be responsible to any travel insurance, medical expenses, travel arrangements or other expenses of any guests attending a shoot. This shall be the sole responsibility of the crew member concerned.

### 8. CONTINUED PROFESSIONAL DEVELOPMENT COURSES:

- Timeslice Cinematography shall cover the costs of continued professional development courses for crew members on the premise that:

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- o The crew member shall work at Timeslice Cinematography for a period of not less than 12 months or 80 shooting days, whichever ever comes first.
- o Any crew member who does not comply with the above requirement shall be liable for the full cost of all the courses as well as any damages suffered to Timeslice Cinematography. This is payable immediately on presentation of invoice or shall be deducted from any outstanding monies.
- o In the case of specialist training, the crew member shall be required to sign a non-compete and non-disclosure agreement.

### 9. SHOOTS COMPLETED:

- All work completed for Timeslice Cinematography, or billed to Timeslice Cinematography, remains the property of Timeslice Cinematography. Footage shot with Timeslice Cinematography company materials may not be used for individual promotional purposes.

### 10. PARKING:

- When working at 53 Forest Walk Crescent, Boardwalk Meander estate, all vehicles are to be parked at the club house.
- Vehicles may only be parked outside the house for loading and off loading of equipment or in the event of an emergency when time is of the essence.

### 11. RESIGNATION

Should any crew member no longer wish to operate under Timeslice Cinematography, written notice of 14 days is required as well as the completion of any confirmed shoots. Crew members shall be liable for any additional costs incurred by Timeslice Cinematography should they not fulfil their contractual commitments.

### 12. USE OF EQUIPMENT FOR NON TIMESLICE CINEMATOGRAPHY SHOOTS:

- Crew may use equipment on their own paid shoots when prior permission is obtained from management and a rate for such equipment is agreed upon by management. Discounts may only be issued if the equipment is not booked on a full paying job. Discounted jobs may not exceed a period of 3 days which includes a gear check day.
- If prior permission is obtained and the equipment is not being used on a paid job, crew members may from time to time use Timeslice Cinematography equipment for personal projects or professional development. The equipment shall be the sole responsibility of the said crew member and as such shall be responsible for any damages/ cross hire fees incurred by the company resulting from its use. Should a paid job arise, Timeslice Cinematography reserves the right to substitute equipment should a paying job arise for the equipment booked out by the crew member.

### 13. HOUSE/ OFFICE RULES:

- Tea, coffee and filtered water is made available for all crew members to help themselves to.
- When working from the house, crew members are required to supply or account for their own meals and drinks on the form provided (located on the fridge). Snacks are provided in the "snack draw", please note what you take on the form on the fridge. This tab shall be accumulated monthly and deducted from the last payment made to the crew member of every month.
- Use cutlery and crockery is to be placed inside the dishwasher after use.

### 14. PETTY CASH:

- All petty cash given to crew on jobs for petrol, overweight luggage, meals and other paraphernalia is to be recorded and slips for such cash provided.
- Slips are required for all purchases. No refunds or petty cash shall be issued without slips.

15. MANUALS:

- Due to new regulations, all team members are required to operate under the conditions of Part 101 and the Timeslice Manual of Procedures.
- These regulations have been stipulated in the company's Operations, Quality Assurance and Safety Management Manual.
- Crew members shall be required to write a test on these procedures and a pass mark of 75% must be obtained to be an eligible member of the team.

16. CONTACT PERSONS FOR EMERGENCIES, HOD's & PROCEDURES:

**Definitions:**

**Accident:** An asset has been damaged but is still usable or a crew member has been injured but does not require immediate medical attention.

**Emergency:** Someone is seriously injured and needs to go to hospital immediately, someone has died, something has caught fire, an asset has been badly damaged, destroyed or stolen. In the event of an emergency, the local authority for help should be contacted first. I.e. If the crew residence has caught fire, phone the fire department first, then phone the relevant head of department.

**HOD** is the head of department and your go-to-person for queries in that department.

**RPAS**

- In the event of an RPAS related emergency or accident, Jonathan O' Connell -076 190 3452 must be contacted immediately. In the event that Jonathan O' Connell cannot be reached, Aidan Mills must be contacted - 072 248 1325. It shall be the pilot in command's responsibility to contact Jonathan O' Connell and if not available, Aidan Mills. In the event that neither of the above parties can be reached, you must contact Nicole Phillips - 083 225 7862

**CAMERA EQUIPMENT AND GIMBALS**

- All camera equipment and gear must be co-ordinated through Jonathan O' Connell. Do not liaise this with anyone else unless specifically directed by Jonathan O'Connell to do so. If you cannot get hold of Jonathan O' Connell, send a what's app or text message and wait for him to call you back.
- NOTE: **Nicole Phillips can and will only assist with the VR rig** and or the 40 camera timeslice rig.

CONTACT PERSONS:

Jonathan O' Connell - General logistics, bookings, camera equipment, gimbals  
076 190 3452

Aidan Mills - RPAS Flight and RPAS Ground Operations  
072 248 1325

Nicole Phillips - VR Rig, Website  
083 225 7862

17. ACCESS TO 53 FOREST WALK CRESCENT:

Should you require access to equipment outside of weekdays, 08:00 to 16:00, this needs to be specifically arranged 24 hours prior to collection/ return of equipment. A What's App or text message needs to be sent to Jonathan O' Connell stating "Hi, this is (name). I will be collecting / returning equipment at (exact time) tomorrow". This is so someone can answer the phone to

allow you access through the security gate. Failure to notify Jonathan O' Connell of intended collections / returns within the 24 hour notice period may result in you not being given access to the property.

**The garage doors or front doors of any of the properties may only be opened when loading or off loading equipment. Under no circumstances may the doors be left open when not loading.**

18. MISSING / WRONG EQUIPMENT ON SET PROCEDURE:

Should you find yourself in a situation on set where you are missing a particular item on set or something has broken the following action should be taken:

- If the company has a spare in its possession and a PA or yourself can fetch it from the company premises, then this should be done.
- If the company does not have a spare unit of the item you require, you need to contact local rental houses and organise this item from them. Before you go ahead with this collection you need to contact Jonathan O' Connell. If, after 15 minutes, Jonathan O' Connell can not be contacted, you can proceed to collect the rental item from the relevant rental house as a cross hired item.
- IMPORTANT NOTE: A report must be typed up and sent to [jono@timeslice.za.com](mailto:jono@timeslice.za.com) no later than 24 hours after the event has occurred for any items ordered/ cross hired. If a crew member is found to have been negligent and the gear check was not done accurately, the crew member will be held liable for any cost incurred. This will also be followed by corrective action which may include suspension or dismissal, depending on the severity of negligence.

19. STORAGE OF EQUIPMENT AND LAPTOPS:

Any equipment removed from either the Pretoria or Cape Town property may not be left in an unattended vehicle or left in plain view of a window within a house overnight.

When traveling with equipment and stopping at a petrol station or location, are not to leave the vehicle where it cannot be observed by a crew member. Equipment is always to be stored in the back of the van or in the boot of the vehicle and may not be left on the seats of the vehicle.

20. VEHICLE LOGS:

Vehicle logs are to be filled in with a date, time and reason for journey whenever the vehicle is used.

21. ACKNOWLEDGEMENT:

I, ....., the undersigned Timeslice Cinematography crew member, hereby acknowledge that I have read and understand the crew operating procedures.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

For and on behalf of Timeslice Cinematography:

Name: \_\_\_\_\_

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Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_