

## **EMPLOYMENT POLICY**

I acknowledge that I have received, read, and understand the following employment policies of New Mexico Wine. These policies pertain to all contractors, volunteers, and representatives of third parties contracted to perform services before, during, or after an Event at the event site (“contractors”).

## **ALCOHOL & DRUGS**

New Mexico Wine prohibits all Contractors from distributing, dispensing, possessing or using alcohol or any other controlled substance while on event premises during scheduled work hours.

As a Contractor and representative of New Mexico Wine and the Event, I agree not to perform any duties while under the influence of alcohol or any other drug or medication that may influence my decision-making, physical abilities, or responses to emergencies or stressful situations.

## **THE EVENT ENVIRONMENT AND YOUR RESPONSIBILITIES**

I understand that I will be working in a highly crowded environment, which may result in stressful situations and confrontations among Event guests and staff.

I assume full responsibility for my physical and mental health, and I attest that I am able to handle the environment and expected duties, including manual labor, without risk of physical or mental injury. I will take full responsibility for my actions at the Event and any repercussions they may cause.

I understand and agree that I may be asked to perform additional duties, including light manual labor, administrative duties, and public-facing communications and responsibilities.

## **INDEPENDENT CONTRACTOR**

I understand that I am providing services as an independent contractor and not as an employee of New Mexico Wine or any other organization producing, managing, or hosting the event. As an independent contractor, I am not eligible for workers compensation and provide services aware of the risks inherent in large events and festivals, including, but not limited to, personal injury, accidents, and breakage and theft of personal and public property.

## **PERSONAL PROPERTY**

All Contractors are advised to refrain from bringing valuables and personal property into the event venue. Contractors bring personal property to event sites at their own risk as New Mexico Wine does not provide any locked or safe space for personal property and may not be held responsible for theft, breakage, or loss of personal property.

## **DAMAGE TO EVENT PROPERTY**

Contactors may be held responsible if their own negligence results in injuries to others or damage to Event rental property or equipment.

## **HARASSMENT (SEE SECTION 1.A FOR DEFINITION OF SEXUAL HARASSMENT)**

New Mexico Wine is committed to providing a safe environment for all its Contactors free from discrimination on any ground and from harassment of any kind, including sexual harassment. New Mexico Wine will operate a zero-tolerance policy for any form of harassment in the workplace, treat all incidents seriously, and promptly investigate all allegations. Any person found to have harassed another will face immediate dismissal and disciplinary action.

### **DEFINITION OF SEXUAL HARASSMENT**

- Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated.
- Sexual harassment can involve one or more incidents, and actions constituting harassment may be physical, verbal, and non-verbal.
- Examples of conduct or behavior which constitute sexual harassment include, but are not limited to:
- Physical conduct
  - Unwelcome physical contact, including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
  - Physical violence, including sexual assault
  - Physical contact, e.g. touching, pinching
  - The use of job-related threats or rewards to solicit sexual favors
- Verbal conduct
  - Comments on a worker's appearance, age, private life, etc.
  - Sexual comments, stories, and jokes
  - Sexual advances
  - Repeated and unwanted social invitations for dates or physical intimacy
  - Insults based on the sex of the worker
  - Condescending or paternalistic remarks
  - Sending sexually explicit messages (by phone or by email)
- Non-verbal conduct
  - Display of sexually explicit or suggestive material
  - Sexually-suggestive gestures
  - Whistling
  - Leering

I understand that failure to comply with the policies listed above could result in termination of employment, and disciplinary or legal actions.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_  
(signature of guardian if Employee is under 18)