



Three-Step Warning Policy	
Policy #: TME- 201.0	Authority: Articles of incorporation
Effective Date: 1/1/25	Revision Date:
Supersedes: Artist Management Contract Videographer Management Contract	Signature(s): 
Application: Independent-Contractors of Trifecta Empire LLC	

1. Policy Purpose Statement

The purpose of this Three-Step Warning Policy is to use a systematic approach to address concerns and issues that may arise with its members or artists. This policy is designed to provide both parties—TME and the Artist/Member—with the opportunity to resolve any issues before dismissal becomes necessary. This policy offers a structured and fair process, benefiting both TME and the Artist/Member by ensuring transparency and eliminating ambiguity in the dismissal process.

2. Scope

This Policy applies to all independent contractors and employees who perform services for or on behalf of Trifecta Empire LLC, regardless of location. Compliance with this Policy is a condition of your engagement and must be upheld throughout the term of your contract or employment.

3. Definitions

- a) **Independent Contractor:** Any non-employee individual or entity engaged by Trifecta Empire LLC to provide specific services under a contractual agreement.
- b) **Member:** Any individual under the jurisdiction of this policy.
- c) **Action Plan:** A written agreement outlining the required steps for resolving concerns.

4. Policy

Three-Step Warning Policy

The three-step warning system provides a structured process to address concerns while ensuring transparency & fairness.

Step One:

- An in-person meeting is conducted to identify concerns.
- A documented action plan is developed, with a 30-day timeline for resolution.
- Follow-up evaluations are conducted to assess compliance.

Step Two:

- A second in-person meeting addresses unresolved or new concerns.
- A revised action plan and written warning are issued.
- Members have an additional 30 days for resolution, during which participation privileges may be restricted.

Step Three:

- An urgent meeting determines eligibility for the Final Change Agreement or termination.
- Final warnings and outcomes are documented.

Final Change Agreement

Eligibility Criteria :

- The Member must not have committed policy violations, illegal acts, or actions listed in exceptions.
- Probation begins upon the issuance of the third step and lasts 90 days.
- Member responsibilities include promotional activities, ticket sales, and networking obligations.
- Performance privileges are suspended until requirements are met.

5. Roles and Responsibilities

- Members: Adhere to action plans, probation terms, and conduct policies of the contractor's role.
- Management: Conduct reviews, maintain documentation, and enforce policies equitably.

6. Non-compliance

Failure to adhere to policy terms may result in:

- Escalation through warning steps.
- Restrictions on privileges.
- Termination of relationship with Trifecta Empire LLC.

7. Exemptions

Immediate dismissal may occur under circumstances including:

- Illegal activities
- Violations of core values or ethical standards.
- Actions listed in the "Exemption List" of this policy.

8. Exception List

The following actions or violations result in immediate ineligibility for the Three-Step Warning Policy and the Reverse 90-Day Probation Period:

1. **Fraudulent Activities:** Engaging in falsification of documents, financial fraud, or deceptive practices.
2. **Violence or Threats:** Physical harm, verbal threats, or actions endangering others within the organization or community.
3. **Harassment or Discrimination:** Violating anti-discrimination policies, including harassment based on race, gender, religion, or other protected categories.
4. **Gross Misconduct:** Any behavior deemed egregious and damaging to the integrity of the organization.

The above exemptions supersede all steps in the Three-Step Warning Policy, leading directly to dismissal or termination of involvement.

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9. Documentation and Review

- **Retention:** Records of warnings and actions must be maintained securely.
- **Review Period:** This policy will be reviewed annually to ensure relevance and effectiveness.

10. Contact Information

For inquiries regarding this policy, contact Trifecta Empire LLC Management

- Email: management@trifectaempire.com