

## **DANCERS WELFARE PACK/HANDBOOK - 2012**

All new dancers and returning dancers will be provided with a Dancers Welfare Pack, which will also be made available in the dancers' dressing rooms.

This pack will include:-

**(SEV licence and conditions when granted)**

1. Details of how to report crime to the relevant authority including contact details for those authorities.
2. Schedules and certificates for the applicable public and personal liability insurances for the premises.
3. Details of unions such as Equity, trade organisations and other bodies that represent the interests of dancers and entertainers.
4. A copy of the Management's Code of Practice for Dancers.
5. A copy of the Management's Code of Practice for Customers
6. A copy of the Management's dancer fining policy
7. A copy of the Management's dance pricing policy.

## **CODE OF CONDUCT FOR DANCERS**

1. All required paper work will be filled out and lodged with the management prior to commencing work with Red Leopard.
2. Dancers will sign in at reception prior to commencing a shift.
3. Dancers are to arrive ½ hour prior to their shift starting. Dancers must pay the appropriate floor fee on arrival.
4. Dancers are to arrive at the club dressed in smart appropriate clothes and look presentable to the mainstream public from outside the club at all times. Arrive quietly and leave the club quietly, in respect of both corporate and private neighbours.
5. A dancer may not leave the premises during a shift, except in the case of an emergency and only with the express permission of the duty manager and must sign out.
6. A dancer that has left early will not be re-admitted that shift.
7. Dancers will either leave at the end of a shift in a nominated taxi, or a member of security will escort them to their car or off the premises.
8. Dancers are to wear long floor length gowns and high heels up to midnight unless specified otherwise by the Club manager on a specific night.
9. Hair, make-up and Jewellery should be high class and continual – remember dancers are a professional showgirl and the club is amongst the best in the UK.
10. Dancers may not: Give out their telephone number or any contact information to any customer, accept any telephone number or contact information from any customer or otherwise make any arrangement whatsoever to meet a

customer off premises. Dancers may provide a customer with the days and shifts dancers work at the Red Leopard Club.

11. Dancers shall not be intoxicated any time on the premises. Intoxicated individuals will be sent home and repeat incidents will be grounds for dismissal.

12. Use mints, don't chew gum, Smoking on the premises is strictly prohibited.

13. **STAGE PERFORMANCES:** The club retains one stage. When asked by the management or DJ to do a stage show dancers must do so. Refusal will result in dancers being fined.

#### **14. TABLE DANCE PERFORMANCES:**

Nude table dances may be performed for a charge to a customer of £20 per dance (approx 3 minutes – one song) and may be performed only in a VIP dance room. Where certain rooms are chained off thereby denoting a closed room – then no dance may be undertaken in that room. Only security staff and managers may unchain and open a VIP dance room. All moneys earned in the club-included tips to be exchanged for dance vouchers. Anyone found with cash will be instantly dismissed.

15. The customer must be seated before a dancer can commence a dance, and must remain seated during the dance, with their hands at their sides. If a customer attempts to touch or speak to dancers inappropriately during a table dance performance, dancers must immediately cease the dance, place the customers hands to his side, explain the rules to the customer and if necessary, ask for a security doorman who may remove the customer from the premises.

16. **PROSTITUTION:** Selling any form of sexual favours is prohibited and shall result in their immediate dismissal from Red Leopard.

17. **SOLICITATION:** Accepting a customer's offer of payment in return for sexual favours, whether or not dancers actually have any intention of carrying them out, will result in their immediate dismissal from Red Leopard.

18. There must be no meeting customers outside of the Club.

19. **LEWD AND LASCIVIOUS BEHAVIOUR:** shall not be permitted within the Club and such conduct will result in a dancers immediate dismissal from the Club.
20. **DRUGS:** The club maintains a zero tolerance policy regarding the illegal use of drugs and/or the selling of drugs. Any dancer (or employee) who is witnessed or known to be under the influence of an illegal drug or found to sell an illegal drug or be in possession of an illegal drug – will be immediately dismissed and the club may refer the same to local authorities for prosecution.
21. Spouses and boyfriends are not permitted in the club during any shift in which dancers are working.
22. Dancers will be required to sign a disclaimer that they have no previous convictions for sex or drug offences. An external background check may be requested by way of a data protection certificate.
23. This club employs extensive use of recorded CCTV and review of the same will be consistently done. Further, this club will employ undercover spotters posing as customers that will report back to senior management. Breaches of the above rules will meet with immediate and permanent dismissal. This club maintains a zero tolerance policy regarding the breaches of the above rules.
24. Upon arrival at work dancers must deposit any personal belongings that dancers are not allowed to carry whilst at work. They will be sealed in an envelope and kept safe in the office. We appreciate that dancers may wish to keep their mobile phone but must be left in the changing room and **NOT** carried with dancers on the floor. Any items not deposited with us will be kept at their own risk and we will not be responsible for loss or damage. Dancers will then be issued with a purse to carry whilst dancers are on the floor. The only items that are allowed to be in the purse are. Dance vouchers, cigarettes, lighters, small makeup items and mints any dancer found carrying any other items will be fined on the spot.
25. **FINES:** Any breaches of this code of conduct or dancers rules will result in dancers being fined in accordance with our current dancer fining policy.
26. Any other unlawful activities are strictly prohibited.

## **CODE OF CONDUCT FOR CUSTOMERS**

1. Gentlemen must be seated before a dancer can commence a dance, and must remain seated during the dance.
2. There must be no touching of the dancers at any time during the dance.
3. No propositioning dancers.
4. Customers must not dance at any time.
5. The customer must remain fully clothed during a dance.
6. Any breach of the above rules will result in the customer being excluded from the club.

## **Dancer Fining Policy**

There are a number of common actions by entertainers which breach our Dancers Code of Practice. These will result in a fine being 'contra' charged against a dancers earnings at the Club in accordance with the current schedule outlined below.

These fines are deducted at source by the management from dancers earnings when they are paid the money due to them. Commonly fine amounts are withheld from dancers BACS payments for earnings rather than anything they are due to be paid in cash at the end of their shifts, except of course in the rare circumstances of cases of instant dismissal.

### **Administration of Dancer Fines**

When it comes to the attention of the Club Manager that a transgression of the Dancers Code of Practice has taken place which triggers a fine, a note is made by the Manager that the fining procedure for this dancer and her particular transgression will need to be administered with her at the close of the shift.

If the particular transgression concerned has taken place in view of a CCTV camera a note is made of the time, date, and camera number, together with the dancers name and brief details of the transgression in the CCTV room Code Transgression Register. This register is retained on an ongoing basis in the CCTV room for reference purposes.

At the end of the shift each dancer who has worked in the Club that night comes to the Payout Office Hatch in turn to complete her shift paperwork and for the administration of any cash payment owed to her for that evening. The site and configuration of the Payout Office Hatch is such that the dancer has complete privacy from the other dancers working that night and all other members of staff apart from the Club Manager. This process is undertaken through a 'Hatch' arrangement which whilst allowing good interpersonal face to face contact, places a physical barrier between the dancer and the Club Manager for the safety and protection of both parties. Additionally all activities at the Payout Office Hatch are recorded on a specifically designated CCTV camera for the avoidance of doubt over the integrity of end of shift procedures and the circumstances of both the Managers dealings with, and payment of dancers, and vice versa.

When a dancer who has been fined during a shift approaches the Payout Office Hatch at the end of her shift the Club Manager informs her of the fine she has been given that night and what it was for. The dancer may of course already have been made aware of this fact during the shift by the Club Manager but this process allows a calm discussion of the circumstances around the fine to take place and gives the dancer concerned the opportunity to make out a case for herself if she feels the fine is undue, or there were extenuating circumstances surrounding the events that triggered the fine. The Club Manager will put the management view of events to the dancer in a measured way and in turn listen to what she has to say about these events. Following this

discussion if the Club Manager is still of the opinion that the fine should go ahead then the dancer is issued with the top copy of the fine receipt from the dancer fines triplicate receipt book as outlined below.

Once a fine has been sanctioned by the Club Manager it is entered into a triplicate receipt book specifically kept for issuing dancer fines. One copy of the triplicate receipt goes to the dancer for her reference, one copy is kept by the Club manager in the Payout Office, and the third copy is transferred with the nightly club paperwork and receipts to our company accounts office for checking, entering into our filing system, and administration of the withholding of the fine amount from the dancers payments due from her earnings in the Club.

#### **Schedule of fines at March 2012**

- £20** Chewing gum whilst on the floor of the Club
- £20** Using a mobile phone whilst on the floor of the Club
- £20** Arriving late for commencement of a pre-booked shift
- £40** Failure to attend for a pre-booked working shift without giving reasonable prior cancellation notice (Before 3pm on the day due to work).
- £20** Touching offence or dancing off camera 1st warning per shift
- £50** Touching offence or dancing off camera 2nd warning per shift
- £100** Touching offence or dancing off camera 3rd warning per shift plus the dancer would be immediately sent home and forfeit her earnings for that night.

#### **Forfeiture of Earnings.**

Major transgressions of our Dancers Code of Practice which result in a dancers instant dismissal, and this is not entered into lightly or without very good reason such as solicitation or meeting customers outside of the Club environment, will also result in the forfeiture of any and all money the dancer has owing from earnings in the Club at the time of her dismissal.

#### **Advice and procedure for dancers regarding customer 'Touching' attempts and how to avoid a personal fine resulting from it.**

Given the nature of the entertainment at our venue it is almost inevitable that transgressions of the Customer Code of Conduct will be attempted by patrons of the establishment. When this happens if dancers follow the four straight forward guidelines described in detail below they will not be held responsible for these incidents or receive fines because of them.

1. It is in the interests of the personal safety of entertainers and the good management of the SEV License for the premises that dancers endeavor to remain within view of the CCTV cameras at all times when they are with a customer in a VIP room or private booth. When it is observed by the Management that a dancer is in a VIP room or private booth with a customer but cannot be seen on the CCTV cameras, or persistently moves in and out of view on the cameras, an authorized member of staff will enter the room to ascertain why this is happening and politely inform the dancer and customer that they

must remain within sight of the cameras. Persistent transgressions of this guideline will result in the dancer being fined.

2. If a customer tries to touch a dancer whilst she is in a VIP room or private booth (Or in any other part of the venue for that matter) the dancer, who has made sure she is in full sight of a CCTV camera, should with her arms outstretched in front of her and the palms of her hands facing downwards gesture to the customer to keep his hands down on the seat by his/her side and away from the dancer. She may also point to a CCTV camera and then with one finger pointing upwards and the palm of her hand towards the customer, turn her wrist from side to side in a 'No No' gesture, to remind the customer that the proceedings are being observed and recorded via the CCTV system, so the customer must remain within the Customer Code of Conduct as published with the Club and verbally outlined to patrons by door supervisors and/or management as the are permitted entry to the venue.
3. If the customer then proceeds to further attempt to, or actually does, touch the dancer, the dancer should cease the entertainment, repeat the gestures described in point 2 above, then step back away from the customer to the other side of the room or booth and wait for an authorized member of staff to enter. Having been alerted to the situation by the dancers previous prescribed gestures, the authorized member of staff will then politely warn the customer that if a further transgression occurs, the entertainment will be permanently stopped and the customer will be asked to leave the premises. If an authorized member of staff does not enter the room or booth promptly then the dancer should dress and exit the room or booth to call such a member of staff to her assistance in speaking to the customer as outlined.
4. Once the member of staff has exited the room or booth and the entertainment has restarted, if a further third transgression is engaged in by the customer then the dancer must immediately stop the entertainment, step back away from the customer and get dressed. The member of staff will then call an SIA badged door supervisor to the scene who will enter the room and take steps to calmly walk the customer out of the premises.



## **Private Dance & VIP Sit-Down Pricing Policy 2012**

- £10 One topless only dance of duration approximately 3 minutes
- £20 One fully nude dance of duration approximately 3 minutes
- £80 15 minutes in a private room inclusive of a number of fully nude dances
- £160 30 minutes in a private room inclusive of a number of fully nude dances
- £300 1 hour in a private room inclusive of a number of fully nude dances

**Please Note:** Debit and credit card payments are subject to a 20% surcharge

## Red Leopard Cabaret – Direktors Useful Contacts for Professional Dancers & Entertainers

Equity, Guild House, Upper St Martin's Lane, London WC2H 9EG  
Telephone: 020 7379 6000 Email: [info@equity.org.uk](mailto:info@equity.org.uk)  
Web: [www.equity.org.uk](http://www.equity.org.uk)

Pole Dancing UK  
[www.poledancinguk.com](http://www.poledancinguk.com)

Dance Web UK  
[www.danceweb.co.uk](http://www.danceweb.co.uk)

The Stage Media Company Limited  
Stage House  
47 Bermondsey Street  
London  
SE1 3XT

Tel.+44 (0)20 7403 1818  
Web: [www.thestage.co.uk](http://www.thestage.co.uk)

# OPERATIONAL POLICIES



## Dispersal Policy

The Red Leopard operates a dispersal policy to address the prevention of crime, disorder or public nuisance that may arise from or in connection with the premises and as an integral part of our duty of care towards our patrons and to members of the public.

- SIA registered door supervisors check all incoming patrons for any signs of intoxication. Anyone exhibiting signs of intoxication or of being under the influence of a controlled substance is denied entry to the premises and the local constabulary may be alerted if deemed necessary.
- Anyone attempting to enter the premises who appears to be under 25 years of age is asked to produce proof of age, such as a passport or driving licence.
- Queuing at the door or on the street is unlikely and would in any event be discouraged as the reception area is recessed away from the front door, allowing all patrons to be on the premises within seconds of their arrival.
- We operate an unmarked, unbranded chauffeur driven pick-up and drop-off service to and from local hotels, offices and convention centres as and when required by our corporate clientele.
- We have in place a contract with a local taxi cab company to provide a taxi service. Upon preparing to leave the premises, individuals or group of individuals are offered the services of said taxi cab operator, our chauffeur service, and are required to wait inside the lobby/reception area until their preferred mode of transportation has arrived at the front door.
- Along the perimeter of the building, we have installed security lighting and CCTV cameras to monitor the outer boundaries of the premises.
- We arrange for the perimeter of the premises to be patrolled on an hourly rota system from 11.00 pm to closing time to discourage the use of the fire exit

doorways as public toilets, for the possible use of controlled substances or for use to create other nuisances.

- Save for use in the case of emergency, the Park Cross Street entrance is not be used for ingress or egress.
- The use of illegal substances on the premises is strictly prohibited. The premises operate a search and seizure policy and if anyone is suspected of possessing or using a controlled substance whilst on our premises, they are detained and the local constabulary is notified.
- The premises does not offer, or participate in, any drinks promotions such as “Happy Hour”, or buy-1- get-1-free deals etc.
- There is, nor will there be, any external signage or graphic imagery alluding to or describing the type or style of entertainment provided within so as to avoid the possibility of causing offence, or proving harmful to children or members of the public.
- Door Supervisors endeavour to remind customers to leave the premises quietly and posters are be displayed at the premises likewise advising customers, dancers and staff as they leave to have respect for our neighbours in the vicinity.
- A 24 hour contact number for the management is available on a brass plate in the Red Leopard main entrance doorway should anyone need to contact us for any reason whatsoever.

## **Search Policy**

Red Leopard operates a random search policy.

Random searches will be carried out and the police will be informed if anyone is found in possession of controlled substances or weapons.

Door Supervisors will make random searches of customers and their belongings upon entering our premises.

Handheld electronic metal detectors will be used to ascertain if it is likely an individual is carrying a weapon.

In the case of females where possible a female member of the staff will undertake the search.

All Door Supervisors are SIA badged and registered with the police.

# Controlled Substances Policy

Red Leopard opposes the use of illegal substances.

Drugs are dangerous and can kill.

We reserve the right to refuse entry to anyone found bringing, or suspected of bringing, drugs into our premises.

We will involve the police and reserve the right to request anyone may be searched.

Refusal to comply will result in the person in question being banned from entry to the premises.

# Drug Misuse Awareness & First Aid Policy

- Whatever action is taken when dealing with a customer who has taken drugs, must be measured and appropriate to the situation.
- Heavy-handedness on the part of staff is unlikely to improve either the well being of the customer or perceptions of the club.
- Ejection may create more problems than it solves, both in terms of the individual's health and safety, and that of their friends.
- Many problems, which occur, relate to the first-time user who is likely to be confused and concerned about the effect the drug is having on them. Staff should be able to explain to individuals what is/should be happening to them.
- Some drugs have physical and some psychological effects on the user. Separate approaches are needed for recognition of these two types.

## The physical drug user may be:

- i. Purchasing lots of water/soft drinks.
- ii. *Dancing continuously.*
- iii. Sweating heavily

Staff should have sufficient knowledge to be able to minimise harm to a customer experiencing problems after taking ecstasy:

- Call an ambulance.
- Do not expel the individual from the club.
- Take them to a cooler, quieter place in the club.

- Do not overcrowd them.
- Loosen any tight clothing.
- Calm down their friends, who may become hysterical.
- Confirm with friends that co-operation is essential and that they will not get into trouble.
- Provide juice or isotonic drink (not water), if necessary, do not re-hydrate too quickly.
- Confirm what drugs have actually been taken.

**The psychological (LSD) user may be:**

- i. Hallucinating.
- ii. Terrified.
- iii. Aggressive and over confident.

Staff should have sufficient knowledge to be able to minimise harm to a customer experiencing problems after taking LSD:

- Confirm what drugs have actually been taken.
- Minimise stress – do not overcrowd, talk calmly.
- Take the individual to a quieter, cooler place in the club.
- Reassure them.

**Action When Employees, Customers Or Others Suspect Drugs Misuse.**

- Consider carefully whether signs and symptoms indicate drugs misuse or the possibility of some other cause.
- When drugs misuse is detected and drugs are (a) seized or (b) recovered, the responsible person – probably in a managerial capacity – must:
- Inform the Police immediately and request them to attend in order to collect the drugs.
- When the information is communicated to the Police, the manager should record the date, time and name of person at the Police Station receiving the call.
- When controlled drugs are seized or found, direct handling should be avoided if possible. This includes needles, syringes, metal foil or other suspected drugs paraphernalia.

- When controlled drugs are seized or found, they should be placed in a suitable plastic bag or envelope that should then be sealed. A written witnessed record should be made on the envelope, to include the date, time, location and name of the person involved in the seizure/recovery of the drugs.
- Lock the envelope and its contents in the drug safe situated in the Managers office.
- In the exceptional circumstances where controlled drugs have to be conveyed by a manager into lawful custody ie to a Police Station, extreme care should be taken to ensure that they are conveyed in a secure manner.
- As an additional precaution and with the offence of unlawful possession in mind, in the event of drugs being conveyed to a Police Station by a manager – in the secure manner prescribed – a witness to the transportation of the drugs will emphasise the lawful nature of the activity on the part of the person concerned.
- Depending upon individual company requirements, the Manager should submit an Unusual Incident Report, or similar, as soon as possible.
- Should security staff or managers be approached by dealers and offered cash to turn a blind eye or expel another dealer, it is important that they inform management at once.

## **Drugs Safe Control Policy**

Red Leopard maintains a Drugs Safe in accordance with West Yorkshire Police guidelines. It is operated in conjunction with the Police and is intended for the secure retention of confiscated suspected illegal substances until such a time as these substances can be collected from the Drugs Safe by an officer of West Yorkshire Police.

The Drugs Safe is located in the Club Managers Office (See SEV License Plan). This is the most secure room in the Club and the drugs safe is also in plain sight of a motion activated, infrared night/day CCTV camera. Therefore all deposits into the drugs safe are recorded on our CCTV system, as is when it is emptied by the Police.

The Drugs Safe is of a simple 'Post Box' design so it is not necessary for the Club Management to retain a key for it in order to deposit confiscated suspicious substances into the safe. The only keys to the safe, and therefore access to its contents, are in the possession of West Yorkshire Police, whilst the CCTV coverage of the safe ensures beyond doubt that it has not been tampered with, or access to it's contents attempted by any person within the Club.

Furthermore as outlined above, the Drug Safe is highly secure due to being situated in the Club Managers office, access to which is strictly controlled. There are only three key holders to the Club Managers Office, these being the General

Manager and the two Assistant Managers. This office remains permanently locked at all times when one of these three individuals is not occupying it. The Payout Office Hatch which opens out from the Managers Office is additionally securely bolted from the Managers Office side, and also protected by a locked door to the room which allows dancers access to the external side of the hatch. This effectively prevents access to the Managers Office or the Drug Safe via this hatch.

Should any contractor, maintenance worker, company or Club staff member, or any other such person need to gain access to the Club Managers Office in order to undertake works for whatever reason, whoever that person may be, or for whatever reason they need to be in the Club Managers Office, they will be supervised by the General Manager or one of the Assistant Managers at all times, without exemption. Dancers are never allowed to enter the Club Managers Office, because of our Payout Hatch arrangement there is no reason for them to need to be in it.

We have recently changed the locks to the Club Managers Office as we are conscious that previous management staff who are no longer with us may have had copies of these keys. We intend to continue to change the locks to this sensitive office at regular intervals.



## **Code of Conduct for Customers**

1. Gentlemen must be seated before a dancer can commence a dance, and must remain seated during the dance.
2. There must be no touching of the dancers at any time during the dance.
3. No propositioning dancers.
4. Customers must not dance at any time.
5. The customer must remain fully clothed during a dance.
6. Any breach of the above rules will result in the customer being excluded from the club.

## **Code of Conduct for Dancers**

1. All required paper work will be filled out and lodged with the management prior to commencing work with Red Leopard.
2. Dancers will sign in at reception prior to commencing a shift.
3. Dancers are to arrive ½ hour prior to their shift starting. Dancers must pay the appropriate floor fee on arrival.
4. Dancers are to arrive at the club dressed in smart appropriate clothes and look presentable to the mainstream public from outside the club at all times. Arrive quietly and leave the club quietly, in respect of both corporate and private neighbours.
5. A dancer may not leave the premises during a shift, except in the case of an emergency and only with the express permission of the duty manager and must sign out.
6. A dancer that has left early will not be re-admitted that shift.
7. Dancers will either leave at the end of a shift in a nominated taxi, or a member of security will escort them to their car or off the premises.
8. Dancers are to wear long floor length gowns and high heels up to midnight unless specified otherwise by the Club manager on a specific night.
9. Hair, make-up and Jewellery should be high class and continual – remember dancers are a professional showgirl and the club is amongst the best in the UK.
10. Dancers may not: Give out their telephone number or any contact information to any customer, accept any telephone number or contact information from any

customer or otherwise make any arrangement whatsoever to meet a customer off premises. Dancers may provide a customer with the days and shifts dancers work at the Red Leopard Club.

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15. The customer must be seated before a dancer can commence a dance, and must remain seated during the dance, with their hands at their sides. If a customer attempts to touch or speak to dancers inappropriately during a table dance performance, dancers must immediately cease the dance, place the customers hands to his side, explain the rules to the customer and if necessary, ask for a security doorman who may remove the customer from the premises.

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25. FINES: Any breaches of this code of conduct or dancers rules will result in dancers being fined in accordance with our current dancer fining policy.
26. Any other unlawful activities are strictly prohibited.

## **Dancer Welfare Policy**

We employ Flo Balan as a full time House Mother who is fluent in three European languages to book, rota, and deal with all dancers issues.

Flo Balan also deals with the girl's confidential issues, meets with all the girls on a weekly basis and reports to the management in regard of anything she feels they ought to know in this respect. Flo has worked for us for five years and we find this policy of two way communications with the dancers gives the girls confidence in our operation so that should anything need to be brought to our attention it can be done so on a confidential basis.

Our house Mother works directly under Renata Podalska, who has worked for our organisation for eight years, again European multilingual, because of the number of European women we employ. Renata is responsible for all Dancer ID verification, administration and the maintenance of all dancer files in our dance office, which now number over 1000. Renata works very closely with our House Mother to ensure the girls are happy and that any issues are dealt with immediately.

Furthermore we have an internal security floor manager who's specific responsibility it is to ensure there is no inappropriate contact or other interaction, as defined in the license conditions, between dancers and customers, and to politely

interject should this rule be transgressed. The dancers are aware that this security manager is available at all times should they need assistance in this respect.

Renata Podalska is available during the daytime for the dancers should they need information, assistance of any kind, or if the management need to contact them regarding work related issues, and likewise Flo Balan is available for the dancers throughout the working shift hours each night.

The Club operates for 8 to 12 hour shifts so staff and dancers will be arriving and leaving at various staggered start and finish times. The Company has an arrangement with Alpha Taxis who have agreed to take staff and dancers home (At their own expense). We believe it best to use a specific taxi firm for this who we have a long and happy relationship with so if any issues arise pursuant to this sensitive transport matter they have a direct line to our management, as we do the the taxi firm.

All dancers and staff are offered a taxi home organised by the door staff at the end of shifts if they are not being personally collected in a vehicle by a family member, partner, or friend already known to the Club Management. Our Head of Security ensures that this is dealt with properly and a record is kept of dancers and staff members who refuse this service.

## **Dancer Welfare Pack (New Dancer Handbook 2012)**

All new dancers and returning dancers will be provided with a Dancers Welfare Pack, which will also be made available in the dancers dressing rooms.

This pack will include:

1. A copy of the venue's Sex Establishment License, including all the conditions attached to it.
2. A schedule of any specific conditions applied to the dancers operation by the management of the venue.
3. Details of how to report crime to the relevant authority including contact details for those authorities.
4. Schedules and certificates for the applicable public and personal liability insurances for the premises.
5. Details of unions such as Equity, trade organisations and other bodies that represent the interests of dancers and entertainers.
6. A copy of the Management's code of practice for dancers
7. A copy of the Management's code of conduct for customers.

8. A copy of the Management's dancer fining policy
9. A copy of the Management's dance pricing policy
10. Advice and guidance concerning best practice as a dancer

## **Dancer Fining Policy**

There are a number of common actions by entertainers which breach our Dancers Code of Practice. These will result in a fine being 'contra' charged against a dancers earnings at the Club in accordance with the current schedule outlined below.

These fines are deducted at source by the management from dancers earnings when they are paid the money due to them. Commonly fine amounts are withheld from dancers BACS payments for earnings rather than anything they are due to be paid in cash at the end of their shifts, except of course in the rare circumstances of cases of instant dismissal.

### **Administration of Dancer Fines**

When it comes to the attention of the Club Manager that a transgression of the Dancers Code of Practice has taken place which triggers a fine, a note is made by the Manager that the fining procedure for this dancer and her particular transgression will need to be administered with her at the close of the shift.

If the particular transgression concerned has taken place in view of a CCTV camera a note is made of the time, date, and camera number, together with the dancers name and brief details of the transgression in the CCTV room Code Transgression Register. This register is retained on an ongoing basis in the CCTV room for reference purposes.

At the end of the shift each dancer who has worked in the Club that night comes to the Payout Office Hatch in turn to complete her shift paperwork and for the administration of any cash payment owed to her for that evening. The site and configuration of the Payout Office Hatch is such that the dancer has complete privacy from the other dancers working that night and all other members of staff apart from the Club Manager. This process is undertaken through a 'Hatch' arrangement which whilst allowing good interpersonal face to face contact, places a physical barrier between the dancer and the Club Manager for the safety and protection of both parties. Additionally all activities at the Payout Office Hatch are recorded on a specifically designated CCTV camera for the avoidance of doubt over the integrity of end of shift procedures and the circumstances of both the Managers dealings with, and payment of dancers, and vice versa.

When a dancer who has been fined during a shift approaches the Payout Office Hatch at the end of her shift the Club Manager informs her of the fine she has been given that night and what it was for. The dancer may of course already have been

made aware of this fact during the shift by the Club Manager but this process allows a calm discussion of the circumstances around the fine to take place and gives the dancer concerned the opportunity to make out a case for herself if she feels the fine is undue, or there were extenuating circumstances surrounding the events that triggered the fine. The Club Manager will put the management view of events to the dancer in a measured way and in turn listen to what she has to say about these events. Following this discussion if the Club Manager is still of the opinion that the fine should go ahead then the dancer is issued with the top copy of the fine receipt from the dancer fines triplicate receipt book as outlined below.

Once a fine has been sanctioned by the Club Manager it is entered into a triplicate receipt book specifically kept for issuing dancer fines. One copy of the triplicate receipt goes to the dancer for her reference, one copy is kept by the Club manager in the Payout Office, and the third copy is transferred with the nightly club paperwork and receipts to our company accounts office for checking, entering into our filing system, and administration of the withholding of the fine amount from the dancers payments due from her earnings in the Club.

### **Schedule of fines at March 2012**

- £20** Chewing gum whilst on the floor of the Club
- £20** Using a mobile phone whilst on the floor of the Club
- £20** Arriving late for commencement of a pre-booked shift
- £40** Failure to attend for a pre-booked working shift without giving reasonable prior cancellation notice (Before 3pm on the day due to work).
- £20** Touching offence or dancing off camera 1st warning per shift
- £50** Touching offence or dancing off camera 2nd warning per shift
- £100** Touching offence or dancing off camera 3rd warning per shift plus the dancer would be immediately sent home and forfeit her earnings for that night.

#### **Forfeiture of Earnings.**

Major transgressions of our Dancers Code of Practice which result in a dancers instant dismissal, and this is not entered into lightly or without very good reason such as solicitation or meeting customers outside of the Club environment, will also result in the forfeiture of any and all money the dancer has owing from earnings in the Club at the time of her dismissal.

### **Advice and procedure for dancers regarding customer 'Touching' attempts and how to avoid a personal fine resulting from it.**

Given the nature of the entertainment at our venue it is almost inevitable that transgressions of the Customer Code of Conduct will be attempted by patrons of the establishment. When this happens if dancers follow the four straight forward guidelines described in detail below they will not be held responsible for these incidents or receive fines because of them.

1. It is in the interests of the personal safety of entertainers and the good management of the SEV License for the premises that dancers endeavour to remain within view of the CCTV cameras at all times when they are with a customer in a VIP room or private booth. When it is observed by the Management

that a dancer is in a VIP room or private booth with a customer but cannot be seen on the CCTV cameras, or persistently moves in and out of view on the cameras, an authorized member of staff will enter the room to ascertain why this is happening and politely inform the dancer and customer that they must remain within sight of the cameras. Persistent transgressions of this guideline will result in the dancer being fined.

2. If a customer tries to touch a dancer whilst she is in a VIP room or private booth (Or in any other part of the venue for that matter) the dancer, who has made sure she is in full sight of a CCTV camera, should with her arms outstretched in front of her and the palms of her hands facing downwards gesture to the customer to keep his hands down on the seat by his/her side and away from the dancer. She may also point to a CCTV camera and then with one finger pointing upwards and the palm of her hand towards the customer, turn her wrist from side to side in a 'No No' gesture, to remind the customer that the proceedings are being observed and recorded via the CCTV system, so the customer must remain within the Customer Code of Conduct as published with the Club and verbally outlined to patrons by door supervisors and/or management as they are permitted entry to the venue.
3. If the customer then proceeds to further attempt to, or actually does, touch the dancer, the dancer should cease the entertainment, repeat the gestures described in point 2 above, then step back away from the customer to the other side of the room or booth and wait for an authorized member of staff to enter. Having been alerted to the situation by the dancers previous prescribed gestures, the authorized member of staff will then politely warn the customer that if a further transgression occurs, the entertainment will be permanently stopped and the customer will be asked to leave the premises. If an authorized member of staff does not enter the room or booth promptly then the dancer should dress and exit the room or booth to call such a member of staff to her assistance in speaking to the customer as outlined.
4. Once the member of staff has exited the room or booth and the entertainment has restarted, if a further third transgression is engaged in by the customer then the dancer must immediately stop the entertainment, step back away from the customer and get dressed. The member of staff will then call an SIA badged door supervisor to the scene who will enter the room and take steps to calmly walk the customer out of the premises.

## **Private Dance & VIP Sit-Down Pricing Policy**

£10    One topless only dance of duration approximately 3 minutes

£20 One fully nude dance of duration approximately 3 minutes

£80 15 minutes in a private room inclusive of a number of fully nude dances

£160 30 minutes in a private room inclusive of a number of fully nude dances

£300 1 hour in a private room inclusive of a number of fully nude dances

**Please Note:** Debit and credit card payments are subject to a 20% surcharge

## **Management & Staff Code of Conduct**

**Proprietary Information**



Upon completion of the initial and secondary interview procedure, the successful applicant will be required to provide their contact details and fill out a Confidentiality Agreement unique to Red Leopard.

The company will perform a basic background check with the consent of said applicant.

Upon completion of the background check, start dates and times will be agreed and employment will commence forthwith. On the job training will be provided to familiarize the new employee with company operating procedures. All new employees will be placed on a 90 day probationary period and if their performance is deemed satisfactory they will be signed to a long term service contract. Before commencing employment any special health needs must be disclosed and a course of action agreed between the individual and Red Leopard.

### **Professional Conduct**

- It is company policy that all management staff do not fraternize with the entertainers contracted by Red Leopard on a personal basis. Doing so is grounds for termination and will not be tolerated.
- There is a zero tolerance drug policy. Any manager found to using, buying or selling a controlled substance will be subject to immediate termination and be reported to the local constabulary.
- Managers are not expected to consume alcohol while on duty; however there will be instances when customers offer the manager a drink. The manager should use their common sense and discretion in such situations. Being under the influence while on the job will not be tolerated and there is no excuse for this.
- All managers are expected to be punctual for their agreed shifts, to be appropriately and smartly attired, and possess and display a good sense of personal hygiene.
- Male managers are expected to wear a pressed suit and tie with a clean shirt while on duty while female managers are expected to wear a trouser or skirt suit or blouse with a skirt or pair of trousers.
- The managers are the face of the business and are our representatives to the general public and local authorities and constabulary. They are also by default expected to lead by example in terms of their conduct in controlling and directing other members of staff.
- It is the unit managers' responsibility to be aware of and identify drug use on the premises whether by entertainers, staff or customers. Any incidences of drug use must be stopped and a detailed record made and if necessary confiscated and destroyed or retained in our secure drug safe to be submitted to the police.
- Any conflicts on the premises be they verbal or otherwise must be dealt with in a controlled and professional manner, whether it involves staff members,

entertainers or customers. The use of profanity or violence is unacceptable and unnecessary.

- If there is even a hint of the threat of violence from customers, entertainers or other staff members, the first step the manager must take is to summon a door supervisor who is trained and certified to handle any such situation. Under no circumstances should a manager attempt to become involved in physical altercations unless acting in self defence and it is otherwise unavoidable. In this instance they must have another member of staff summon the door supervisor(s) to defuse the situation as quickly as possible.
- Managers must ensure that accurate records are kept of any such incidences in the on-site incident report book as soon as possible after the situation has been dealt with and if possible record witness statements from as many people as possible.
- If necessary the local constabulary must be informed as soon as possible and all details of attending officers taken down for reference purposes.

### **Cash Handling and Bookkeeping**

- Proper cash handling is of the utmost importance and must be done in accordance with the accounting guidelines as set out by the accounts department. If in doubt please refer to senior management for guidance.
- All paperwork must be filled out correctly for each and every shift and faxed to head office nightly.
- Managers must be vigilant and watch out for counterfeit currency and if they have any reason for suspicion refuse the currency in question and if necessary inform the local constabulary.
- Similarly, managers must remain vigilant and aware of the potential for credit card fraud and follow the same procedure as they would in the event of counterfeit currency.
- All cash purchases must have prior approval by the accounts department.
- Friends and family are not expected to visit while the manager is on duty and under no circumstances should they be provided with complimentary drinks or entertainment tokens except with the prior consent of senior management. All complimentary items including admissions, beverages and entertainment tokens must be recorded and accounted for. Any deviation from this procedure will be treated as theft and will result in disciplinary proceedings.
- There must be no wage advances or subs paid from any unit.
- All cash takings must be banked daily leaving on site only the appropriate float amounts.

## **Holidays**

- All holiday requests must be made in advance in writing and submitted to head office for approval. There is no guarantee that the requested period will receive automatic approval and is granted on the understanding that it will not interfere with the smooth operation of their respective units.

## **Complaints and Disciplinary Procedures**

- Any complaints should be made in writing to the Management who will then take the appropriate action required.
- All complaints will be dealt with in confidence and placed on file in our offices. We will aim to resolve all issues in a timely and mutually satisfactory manner.
- Any and all disciplinary actions taken by Red Leopard are governed by current UK employment law guidelines.

## **Equality**

- The Red Leopard is an equal opportunity establishment and we neither practice nor tolerate any form of discrimination based on race, religion, gender or sexual orientation.

## **Staff Training & Welfare Policy**

All staff and management will receive training and welfare commitments in line with the current Red Leopard & Direktors Staff Training & Welfare Handbook.

## **Red Leopard Cabaret – Direktors : CCTV**

Red Leopard Cabaret -Direktors maintains a comprehensive CCTV system in accordance with the CCTV Guidelines issued by West Yorkshire Police.

The system is visually checked as fully operation each night and thoroughly checked each week.

The system comprises of three 16 channel DVRs, two ALIEN416 machines one with 2TB of hard drive capacity and one with 4TB of hard drive capacity, together with a single Unimo H.264 16 CH Real Time DVR with 2TB of hard drive capacity. All recording with the H.264 codec.

All three machines retain well in excess of the required 31 days of footage, the worst case retention period being 45 days and the best case around 80 days, at greater than the required frame rate of 7 frames per second.

Between them the three machines are recording live feeds from 46 cameras mostly interior to the building but with some exterior perimeter views as well. All cameras have either infrared night vision, or ultra low light capability, giving clear pictures throughout the premises and exterior perimeter even in our typical low light operating conditions.

All three machines are able to playback archive footage for review, or record it to DVD for evidential/enquiry purposes on request, without interrupting the live recording of the CCTV cameras in the venue. A member of staff who has been trained in this process is always available on the premises when the Club is open should access to CCTV images be required.

Our DVRs recorded 24/7 whether the club is open or closed and the machines themselves are situated in a secure, locked server room with very limited access. Only CCTV authorised members of staff have the code to the keypad lock door.

We currently have plans to extend the CCTV coverage to the basement of the building and also to fit additional cameras in the back of house and reception areas.

It is management policy that dancers are advised they must ensure that they are visible 'On camera' at all times whilst in a booth or a private room with a customer. If it is observed that a dancer is not on camera at any point whilst in a booth or a private room with a customer then an authorised member of staff will enter that room to politely request that she stays on camera. If the dancer continues to move off camera whilst in a room or private booth her time with the customer she will be terminated and she will be fined.

## **MONITORING COMPLIANCE (QUESTIONS 42 AND 43)**

We monitor compliance with the dancers and customer codes of conduct the following ways:-

From a management level it is by internal reporting records and systems, together with regular management meetings to ensure compliance is taking place during operational hours.

On an operational level compliance with our dancer, customer and staff codes of conduct together with premises licence conditions are constantly monitored by the Managers through CCTV viewing and reviewing of dancers' and customers' behaviour, together with close observation of the action and interaction of all individuals on the floor of the Club and its private rooms and booths.

Customers' behaviour and attitude as they are entering the club is observed before deciding to allow them entry. The rules of the Club are explained to them by door staff who make sure they have understood them before allowing the customer in.

Insults, bad language, propositions, being too drunk or under the influence of drugs will mean no entry, or a person being refused re-entry to the Club.

Both customers and dancers are regularly and randomly searched. We use a hand held metal detector both on the door and in club to ascertain if there is a likelihood of a person carrying a weapon onto the premises. If in these searches weapons of any description, illicit drink (Not purchased from the bar) or illegal substances are found then dancers or customers are sent home. Dancers are then not allowed to work in our Club anymore and customers barred for life.

If drugs are found on a customer, dancer or member of staff they are confiscated and placed in our secure Drug Safe which we operate in conjunction with West Yorkshire Police and in line with their guidelines.

Our operational management staff also regularly attend Leeds Pubwatch meetings which are organised for the Police and Licensing Authorities to brief operators of licensed premises in the City about current and future license trade and civil security related issues.

## Red Leopard Cabaret – Direktors Local contacts to report crime & seek advice from the police

### **City Centre Police : Local Contacts**

In an Emergency always dial 999.

For Non Emergencies dial 101.

Neighbourhood Inspector : Richard Clarke

Email : [cacommunity@westyorkshire.pnn.police.uk](mailto:cacommunity@westyorkshire.pnn.police.uk)

Telephone: 0113 241 3101

Your local team may be out on patrol so please leave a detailed message on their voicemail.

### **Report a minor crime online to West Yorkshire Police**

Go to: <http://www.westyorkshire.police.uk/contact-us/report-crime>