

Free Wave Working Rules

The following Working Rules will apply to all Works that will be given to you by Free Wave. The rules must be complied at all times as well as other requirements that may be specified by individual contracts.

EMPLOYMENT SYSTEM & FREELANCE CONTRACT

Upon registration, the Agent will contact you when we receive an offer we think may be suitable for you, based on your appearance, features and skills.

There may be cases where you might not appear on our website.

STEPS FOR WORK

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| Step 1: Picture Selection | - We submit your comp card to the client.
- Some jobs may only have a picture selection. |
| Step 2: Audition | - If you pass the picture selection, we will go to an audition. |
| Step 3: Work | - If you pass the audition, you get the job! |

KEEP SYSTEM – 1st KEEP / 2nd KEEP RULE

Whenever you keep a day available for a possible job, this job becomes your “1st keep”. You may reserve the same day for another possible job, which will become your “2nd keep”.

This is based on the order in which you were contacted for the jobs, not how much they pay (the guarantee).

If the “1st keep” becomes a confirmed job, you must cancel all your “keeps” from the 2nd.

If the “1st keep” does not result in a confirmed job, then the “2nd keep” becomes the “1st keep”.

It is your responsibility to manage your schedule and your “keeps”.

It is called “double-booking” when you respond to multiple jobs as your first keep and it may result in huge problems. Please make sure that you never submit your first keep to multiple jobs on the same date. It is possible that different managers at Free Wave ask you for different jobs for the same date. Please note that the managers are not aware of each other’s projects schedules. Managing schedule is your responsibility.

MANAGE YOUR SCHEDULE AND BE PUNCTUAL

1. It often occurs that shootings go significantly overtime and may end late in the night, so when we ask for your schedule on a certain day, be sure to clarify your schedule for the entire day, including early morning and late night. We need to know your exact schedule.

2. You cannot cancel your "1st Keep" or a "Confirmed job" without a valid reason once we confirm your schedule. If you are not sure about your schedule, be sure to give us a "2nd Keep".

3. It often takes some time from the audition before we receive the result. Make sure to keep yourself available until you officially receive the result of the audition or of the picture selection.

MANAGE YOUR RESTRICTIONS

"Restriction" means that if you appear in a company's advertisement, you cannot appear in any advertisement for that company's competitors or competing products during the contract period.

For example, if you appear in a Coca-Cola TV commercial, you cannot appear in ads for Pepsi or other beverages.

If you violate rules on restrictions, it will lead to major problems, and you could be liable for damages. Taking a job with restrictions while you are appearing in ads without restrictions might become a reverse-restriction and also lead to major problems. Please carefully manage your restrictions and keep track of when each TV commercial or job is airing, even ones without restrictions.

During your restriction period, you must let us know when you receive an offer for a new job with another restriction from a third party. It is for us to decide whether the restrictions may conflict or not.

REPORT ANY CHANGES

Please let us know any changes in your personal information such as:

- address, telephone number, visa status, hair style, hair color, tattoos, scars or wounds, as well as your schedule (vacation plans, working shift, leaving Japan for good) etc.
- payment details (including changes in your visa sponsor)