

Free Wave Working Rules

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

FREELANCE CONTRACT

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

STEPS FOR WORK

- | | |
|---------------------------|---|
| Step 1: Job offers | -Reply to us with your schedule after receiving and checking the content of the job offer. |
| Step 2: Picture Selection | - We submit your comp card to the client.
- Some jobs may only have a picture selection. |
| Step 3: Audition | - If you pass the picture selection, you will go to an audition. On some occasions, you will be accompanied by a manager.
-Until the results from the audition, please keep a similar appearance from the day of the audition. |
| Step 4: Work | - If you pass the audition, you get the job! |

KEEP SYSTEM – 1st KEEP / 2nd KEEP / NG RULE

When you are able and willing to keep an entire day for a possible job, you submit your **1st keep** to that specific job.

You submit your **2nd keep** when you are interested in a possible job but you are not yet certain about your schedule.

If you are not available for a job, please reply to with **“NG”**. (We need a response even when you are unavailable, so we can confirm your status.).

Once you submit your 1st keep, you have to prioritize it over any other offers regardless of the pay.

You will have to pull out of any other offers scheduled on the same day once the 1st keep job is confirmed. In case you are released from your 1st keep job, you can upgrade your 2nd keep job to 1st keep.

You are responsible for your organizing your own schedule by keeping in compliance

with the Keep Rule.

It is called **“double-booking”** when you submit multiple 1st keeps for jobs scheduled on the same day and it will lead to a huge problem.

*Different managers at Free Wave may ask you for different jobs for the same date. Please note that the managers are not always aware of each other's projects and their schedules.

*You must respect this **KEEP SYSTEM**, so please refrain from replying to us with vague answers such as the following:

✘→“I'm free! “, “ I'm interested in this offer!” , “ I can do that. “, Should be Okay! etc..

Always reply by stating your preferred KEEP.

**Job offers you receive might have several potential shooting dates, in that case, please submit your KEEPs for each date.

**It can take some time for us to receive the result of your audition. Please make sure to keep yourself available if you have given your 1st keep to that job. We will let you know the result regardless of whether you pass or not.

PUNCTUALITY and OVERTIME WORK

Please make sure to be on~~in~~ time for every single job appointment. In case that you can't make an appointment due to an emergency such as delayed public transportation, please inform the manager in charge of your case immediately.

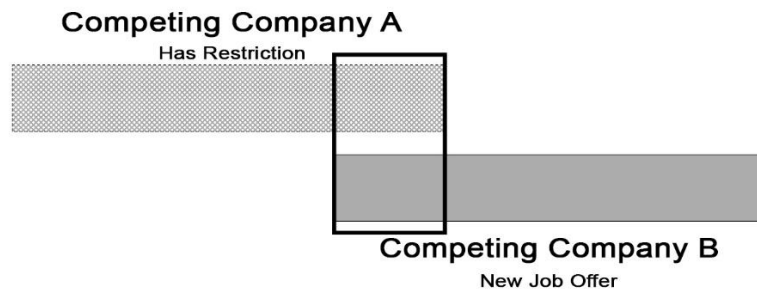
Shootings can sometimes go significantly overtime and may wrap late in the night. For this reason, it is important that you have an entire day cleared from early morning to late night. In the case of overtime work, we will negotiate your additional guarantee after the shoot with our clients. Please make sure to stay there until you finish your shooting.

MANAGE YOUR RESTRICTIONS

Restrictions are common in the advertisement industry so please make sure you understand them when taking a job offer.

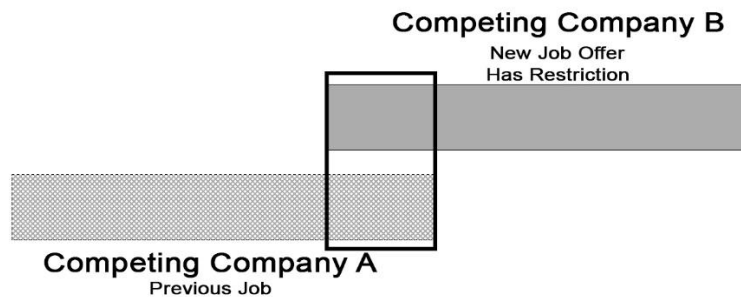
“Restriction” means that if you appear in a company's advertisement, you cannot appear in any advertisement for that company's competitors or competing products during the contract period.

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.

Contract extension : The Sponsor might extend the original contract period after airing. We will contact you if that case happens to make sure you have no conflicting restrictions with the new contract period.

STOCK PHOTO

If you have ever sold your own image online please let us know, you will not be allowed to apply for certain jobs that have restrictions if that’s the case.

REPORT ANY CHANGES

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

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

*We work only with those who have work visa status or work permission. Therefore, if you miss updating your visa renewal and we find your visa is already expired, we might stop offering jobs to you since we might consider that you have already left Japan or lost interest in Entertainment work.

It is your responsibility so please make sure not to miss your visa update.

BIG NO-NO in ENTERTAINMENT INDUSTRY

At Audition/Shooting and/or After shooting

- 1) Take Scripts or Project contents out of the audition/shoot location, items provided for the shoot don't belong to you.
- 2) Talk about your guarantee with other models or have negative conversations about the Sponsors or their Products.
- 3) Disclose any information about projects on SNS or verbally to third parties. Also, taking/sharing pictures or videos online without Free Wave`s permission. This would break our confidentiality agreement.
(This information includes the content of our job message, shooting location, participant of the shoot or the like.)
- 4) Contact our clients, sponsors or celebrity directly. Ask celebrities for autographs, pictures etc.

**If you do any of these points above, you are fully responsible for compensating the client/sponsor. Please refrain from doing those actions as a professional.

PROFESSIONALISM

Working in the entertainment industry, your image represents not just you, but every company you work with.

This means any negative behavior or reputation you receive will reflect on the company's image.

In Japan we respect team spirit. The failings of one member of a production is considered a failing for the entire company. There have been many examples of complete cancellations of TVCM due to the scandals of a single person. Please use your better judgement to be as professional as possible, whether that's on a job, or in your personal life.