

NBCUniversal

Confidentiality Policy¹

Production Content and Social Networking

While working on a NBCUniversal production (the “Production”) and at any time thereafter, you may acquire knowledge of or have access to information of a confidential nature, such that is not known to the general public (“Confidential Information”), concerning the Production, NBCUniversal Media, or their subsidiaries or affiliates (collectively, “NBCU”). You agree that you will not at any time, both during or after your services hereunder, for your own benefit or for the benefit of any other entity, directly or indirectly, use, communicate, or disclose (including through any social media or social networking sites) any Confidential Information (defined herein), other than (1) with the prior express written consent of an authorized representative of NBCU or (2) as required by law or as ordered by a court of competent jurisdiction. You further agree to safeguard and prevent the unauthorized accessing of any electronics (phones, iPads, laptops, etc.) you own, use or control that may contain Confidential Information.

Confidential Information includes, but is not limited to:

- (i) information concerning scripts, spoilers, plot lines or twists, show outcomes or any other information you learn about the Production or any NBCU project that is not public knowledge, including any “behind the scenes” information, such as photographs of the set or the presence of talent, guest stars, public figures or any of their family members on set;
- (ii) information of a sensitive and/or personal nature relating to other employees or workers, performers, guests, or other persons involved in the Production, including Social Security Numbers, credit or debit card numbers, account login information, financial account numbers, passport numbers, dates of birth, mother’s maiden name, home addresses, digital or electronic signatures, unique electronic identification numbers or routing codes, DNA Profile, employer identification numbers, tribal identification card, driver’s license numbers or other official identification, medical information, health insurance information, or unique biometric data; and
- (iii) information concerning actual or potential business transactions, development plans, or negotiations related to NBCU’s business interests.

For the avoidance of doubt, information that qualifies as Confidential Information that subsequently becomes known to the general public by means other than a disclosure by you shall no longer be considered Confidential Information hereunder. If you have any questions regarding what data or information would be considered Confidential Information subject to this provision, you agree to contact your Company Manager, General Manager, or HR Representative for clarification.

You further agree: (i) to deliver promptly to NBCU upon its request all memoranda, notes, records, reports, and other documents (and all copies thereof) relating to the Production’s or NBCU’s business which you may then possess or have under your control; and (ii) not to give any interviews or authorize any publicity relating to the Production or your services thereon without NBCU’s express prior written approval.

¹ Nothing in this policy shall prevent you from (1) discussing or disclosing information about unlawful acts in the workplace, such as harassment or discrimination or any other conduct that you have reason to believe is unlawful, (2) discussing or disclosing wages, benefits or other terms and conditions of your employment, (3) filing, or assisting any other person in filing, a charge or complaint with, or cooperating with or participating in an investigation conducted by, the National Labor Relations Board, the United States Equal Employment Opportunity Commission, the Occupational Safety and Health Administration, the Securities and Exchange Commission, or any other governmental agency, or (4) exercising any other legally-protected rights.