

NBCUniversal

SECURITY IN THE WORKPLACE

GUIDELINES

Security issues are of the utmost importance. All cast and crew members are asked to be aware and attentive to the following basic Security Guidelines, which are intended to ensure everyone's safety and that of the production.

- All cast and crew members must wear their badge or ID card at all times.
- In the event of loss or theft of access credentials, immediately report to Company Management for proper follow-up.
- Be aware of ALL persons not part of production attempting to gain access to the production site.
- Know the appropriate person in charge of Security and how to contact them.
- "SEE SOMETHING, SAY SOMETHING". Promptly report any suspicious or unusual behavior to Company Management or Stage Management.
- Observe all posted Safety and Security Regulations.
- Do not bring any items that could be considered a weapon (i.e., large knives, pepper spray or firearms of any kind) to the production site. Tools of the Trade and Props are exempted.
- Only park in the approved, designated areas.
- Removal of company property from any work site without the proper authorization is prohibited.
- Notify the appropriate personnel if any outside contractors or guests will be coming onto the site. Avoid any last minute "emergencies" trying to get them through Security.
- In the event of an emergency, be aware of the exits and safe evacuation routes to ensure your safety.

VIOLENT CONDUCT PROHIBITED

NBCUniversal is committed to providing a safe and secure environment for its employees, vendors and guests. To that end, the Company prohibits any threats or acts of violence on Company property, on production locations for Company productions in the course of Company business, through the use of Company property or facilities, or that otherwise involve or affect NBCUniversal's business interests.

Prohibited workplace violence includes the use, attempted use or threatened use of physical force by a person against an employee in a workplace that causes or could cause physical injury to the employee. Workplace violence includes, but is not limited to, acts of physical violence (i.e., hitting, punching, kicking, and intimidation) and threats of violence. It may also include any conduct that causes or is intended to cause an individual to fear for his or her personal safety or the safety of his or her family or property. Examples of prohibited conduct include, but are not limited to, the following:

- fighting or engaging in other violent or offensive physical contact or threats of such contact;
- stalking or harassing conduct, whether in person or through the use of written, voice or electronic communications;
- intimidating others with violence or the threat of violence; and
- engaging in acts of vandalism, sabotage or destruction of property.

Conduct of the sort described above may constitute a violation of this policy, regardless of against whom it is directed or when or where it occurs, particularly where the incident in question has led or may lead to violence on Company premises, involves its employees, or adversely affects the Company's legitimate business interests. Conduct of the sort described above may also constitute a violation of this policy whether it occurs in person or through the use of written, voice or electronic communications, including social media.

DOMESTIC VIOLENCE

If the Company becomes aware that an employee may be exposed to domestic violence that could result in physical injury to the employee or others in the workplace, The Company is obligated to take action to protect its employees. Protective measures may include:

- restricting access to the workplace
- providing a security escort

- removing the employee's name and contact information from the external sources
- changing the physical location of the employee's workspace to an area that is not accessible to the public

The Company recognizes that it may be difficult to come forward with complaints of this nature and will make every reasonable effort to ensure that the privacy of the persons involved in a complaint is protected. To the extent practical and appropriate under the circumstances, confidentiality will be maintained subject to the overriding responsibility of The Company to investigate and deal with complaints and act in accordance with applicable legislation.

POSSESSION OR USE OF WEAPONS

Except for authorized members of NBCUniversal Security and/or law enforcement personnel who are on official business, the Company also prohibits the possession or the use of firearms (even where an individual is licensed to carry a firearm), explosives or other dangerous weapons, as well as the use of any object as a weapon, on Company property (which includes parking areas), on production locations for Company productions, or in any place while on Company business, subject to the requirements of applicable law.

ORDERS OF PROTECTION/RESTRAINING ORDERS

If you obtain an Order of Protection, Restraining Order, or similar court order against another individual, or if a similar order is issued that applies to you, you must inform NBCUniversal Security. They will take reasonable steps to keep such information confidential, consistent with their responsibility to provide a safe and secure environment for the Company, its employees, customers and guests.

EMPLOYEE INVOLVEMENT IN POLICY ENFORCEMENT

All cast and crew are expected to assist the Company in enforcing this policy. The appropriate action for them to take is dependent upon the nature of the incident. In an emergency, the worker immediately should contact local law enforcement and/or NBCUniversal Security. In all cases, all threats or acts of violence in the workplace and/or the presence of weapons in the workplace must be reported to NBCUniversal Security and to the Human Resources Department. All employees reporting, witnessing or having knowledge of an incident involving an actual or potential violation of this policy are required to cooperate fully in any investigation of such incident.

The Company will endeavor to maintain discretion regarding any reports or witness statements provided in connection with any investigation, to the extent consistent with the need to conduct a thorough investigation and take appropriate action.

NO RETALIATION

The Company strictly prohibits any type of retaliation against any cast, crew or other individual reporting or participating in the investigation of a potential violation of this policy.

VIOLATIONS OF POLICY

Any person who is suspected of having engaged in a threat or violent act in violation of this policy may be removed from or barred from entering Company premises as quickly as safety permits and may be required, in the Company's discretion, to remain off the premises pending the completion of any investigation into the incident. Any person found to have violated this policy, or found to have provided knowingly false or misleading information to the Company and/or law enforcement, may be subject to discipline, up to and including discharge, and/or legal action as appropriate.

REPORTING AND INVESTIGATION

Any individual who believes he or she has observed, heard of, or been the subject of a violation of this policy should report his or her concern as soon as possible using the channels listed below.

Everyone is encouraged to bring forward any concerns they may have about a potential violation of this policy in order to allow the Company to perform a prompt and thorough investigation and to promote its efforts to ensure a safe and secure working environment for all. The date, time, location, potential witnesses and nature of the incident should be documented.

All complaints or incidents of workplace violence or retaliation will be promptly and thoroughly investigated by the Company, as appropriate to the circumstances. Where it appears that conduct that violates the policy has occurred, the Company will take prompt corrective action that is calculated to stop the offensive behavior.

Reports and information concerning threats or acts of violence in the workplace and weapons in the workplace, including the identities of employees providing the information, will be kept confidential and treated with discretion to the greatest extent practicable, except as necessary to investigate the report, to protect others, and as required by law.

Nothing in this policy prevents or discourages an individual from filing an application with the applicable human rights tribunal or commission. Individuals will also retain the right to exercise any other legal avenues that may be available.

Workplace Violence Prevention Plan

EMERGENCY RESPONSE

In emergency situations in which a significant threat of violence or actual violence occurs, employees involved in or witnessing the incident should immediately CALL "911".

You have the right to reasonably refuse work if you have a reason to believe you are in danger from workplace violence. In the event of a work refusal, you must immediately contact the workplace health and safety committee/ representative (as applicable), otherwise their immediate supervisor, Human Resources or management so that an investigation can be conducted.

RESOURCES

Questions?

If you have any questions concerning this policy, contact Human Resources, the NBCUniversal Global Response and Intelligence Center (GRIC) at 212-664-4000, or:

Mike Ready
NBCU VP of Global Entertainment
Security
Office: 818-777-0911
Cell: 818-200-5756

Raffy Rafael
NBCU Director of Global Entertainment
Security
Office: 818-777-1778
Cell: 818-299-6059

Immediate Assistance?

If you need immediate assistance because workplace violence has occurred or is likely to occur, you may contact:

9-1-1 in both the United States and Canada