

CREW TIMEKEEPING [CALIFORNIA SUPPLEMENT]



The following applies to all crew members who work in the state of California, unless there is an applicable collective bargaining agreement (CBA) that provides different terms than this supplement and controls such terms or conditions of their employment. Crew members should refer to their CBA and/or deal memo, as applicable, for any superseding or supplemental provisions related to the subjects covered by this supplement.

ACCURATE TIME RECORDING

The Company requires crew members to accurately record the time they begin work and end work each day, as well as the time they begin and end meal periods each day. Crew members may never work “off-the-clock,” which means working without recording actual working time. Accordingly, time cards/records must: (a) reflect hours actually worked (not hours anticipated, rounded, or guaranteed); (b) be acknowledged by the crew member; and (c) be submitted no later than the end of the last day of the applicable pay period. If there is an error in any recording of time, it must be immediately reported so it can be corrected.

Crew members must submit their complete and accurate time cards in a timely manner. Because of the autonomy that exists on productions, the failure to submit or late submission of time cards prevents the Company from knowing how many hours the crew member has worked and what wages are owed, and therefore, prevents timely payment of wages. Crew members who fail to timely turn-in or who do not turn-in a time card at all, will be subject to disciplinary action, may not be used on future productions, and may not be able to be paid wages in a timely manner.

No manager or supervisor is authorized to request, require, or pressure crew members to violate the Company’s policy requiring accurate time recording and no off-the-clock work. If crew members believe that anyone is requesting, requiring, or pressuring them to violate this policy, they must immediately report it to their immediate supervisor, department head, Unit Production Manager, Human Resources and/or Employee Relations partner, or they can call the Company Guideline at 1-800-699-4870. No adverse action will be taken against crew members for reporting a violation of this policy.

MEAL PERIODS

Crew members who work more than six hours in a workday are provided the opportunity to take an off-duty unpaid meal period of not less than 30 minutes starting before the end of their sixth hour of work. The Company provides crew members with the opportunity to take additional off-duty unpaid meal periods of not less than 30 minutes no later than six hours after the termination of their preceding meal period, if applicable. Crew members are entitled, encouraged, and expected to take all meal periods provided under this policy.

Crew members will be relieved of all duty, and the Company will not exercise any control over crew members’ activities, during any portion of a meal period. Crew members are free to spend their meal period as they choose other than performing work for the Company. No supervisor or manager may impede or discourage crew members from taking meal periods provided under this policy. If crew members believe that they were not provided the opportunity to take any and all meal periods they are entitled to as provided above, they should immediately inform their immediate supervisor,

CREW TIMEKEEPING [CALIFORNIA SUPPLEMENT] (CONT.)



department head, Unit Production Manager, Human Resources and/or Employee Relations partner, or they can call the Company Guideline at 1-800-699-4870. The circumstances will be reviewed, and if warranted, a non-compliant meal period payment will be provided, which consists of one hour at the crew member's regular rate of pay. This section does not apply to crew members who are covered by a valid CBA that provides for meal periods and includes a monetary remedy if they do not receive a required meal period

REST BREAKS

Crew members are authorized and permitted to take a 10-minute off-duty rest break during every work period of four hours or major portion thereof. The 10 minutes do not include the reasonable time it takes to walk to and from a break area. If crew members work (a) up to six hours in a day, they are authorized and permitted to take one rest break, (b) more than six hours and up to 10 hours in a day, they are authorized and permitted to take a second rest break, and (c) more than 10 hours in a day, they are authorized and permitted to take a third rest break. Crew members should take their rest breaks in the middle of each work period to the extent practical to do so, and not combine them with meal periods or skip them to leave work early.

Crew members will be relieved of all duty, and the Company will not exercise any control over their activities, during any portion of a rest break. Crew members are free to spend their rest break as they choose other than performing work for the Company. No supervisor or manager may impede or discourage crew members from taking rest breaks provided under this policy. If crew members believe that they were not provided the opportunity to take any and all rest breaks they are entitled to as provided above, they

should immediately inform their immediate supervisor, department head, Unit Production Manager, Human Resources and/or Employee Relations partner, or they can call the Company Guideline at 1-800-699-4870. The circumstances will be reviewed, and if warranted, a non-compliant rest break payment will be provided, which consists of one hour at the crew member's regular rate of pay.

WORK-RELATED EXPENSES REIMBURSEMENT

The Company will reimburse crew members for all reasonable and necessary work-related expenses incurred in performing their work duties, including for work-related use of a personal cell phone. Expense reimbursement requests, including for personal cell phone use (unless a cell phone stipend is provided), must be supported by receipts and/or other documentation, and must be submitted as soon as reasonably practicable after the expense is incurred. If crew members believe a provided cell phone stipend does not fully cover the work-related use portion of their calling or data plan, an expense reimbursement request should be submitted for the difference. When incurring work-related expenses, crew members should identify and use the least expensive option reasonably available to them.