

# The *WALT DISNEY* Company and affiliated companies



## POLICY MANUAL FOR PRODUCTION CAST AND CREW – CANADA

# INTRODUCTION



I feel privileged to be part of The Walt Disney Company and to lead this talented and dedicated workforce. With a legacy of rich storytelling built over the past 100 years and an exciting future ahead, our company is unique in our incredible collection of content and brands, our ability to unite great stories with industry-leading innovation, and an unrivaled commitment to creating magic in people’s lives every day.

The character of our company comes from the effort, integrity, and diversity of our people. Because we hold ourselves to the highest standards and prioritize an inclusive culture, our consumers and colleagues around the globe trust us to do the right thing, to behave ethically and respectfully, and to represent and reflect this phenomenal company in the best possible way at all times.

Our Policy Manual reiterates Disney’s high standards of conduct and offers guidance on issues and situations you may face in the course of your work. I encourage you to review these policies and adhere to them as you perform your role for this company.

With thanks for your service and enthusiasm,

A handwritten signature in black ink that reads "Robert A. Iger". The signature is fluid and cursive, written in a professional style.

Robert A. Iger

Chief Executive Officer  
The Walt Disney Company



# TABLE OF CONTENTS

Overview of Policy Manual..... 4  
Standards of Business Conduct..... 5  
Equal Employment Opportunity..... 6



## CAST AND CREW CONDUCT

Cast and Crew Conduct and Performance.....7  
Prohibition of Harassment and Bullying ..... 8  
Speak Up .....11  
Confidential Information.....13  
Corporate Identity and Use of Company Names,  
Characters or Symbols.....14  
Conflicts of Interest .....15  
Personal and Family Relationships.....16  
Company/Production Property and Personal Property.....18  
Animals in the Workplace .....19  
Attendance.....20  
Solicitation and Distribution.....21  
Speaking on Behalf of the Company/Production.....22  
Unsolicited Submission of Creative Ideas.....23



## USE OF TECHNOLOGY

Computer Usage and Security .....24  
Use of Social Media.....27  
Unauthorized Recordings .....29



## OPERATIONAL POLICIES

Crew Timekeeping .....30  
Cast and Crew Data and Personnel Records .....31



## TIME OFF AND ACCOMMODATIONS

Disability Accommodation .....32  
Religious Accommodation .....33  
Breaks for Nursing Cast and Crew .....34



## HEALTH, SAFETY AND SECURITY

Safety, Health and Accident Prevention ..... 35  
Security ..... 37  
Drugs and Alcohol ..... 39  
Non-Smoking..... 40

Resources .....41

Index.....42

# OVERVIEW OF POLICY MANUAL



This Policy Manual of The Walt Disney Company and its subsidiary and affiliated companies (together, we refer to these as the “Company”) applies to cast and crew of television, film and streaming productions for the Company in Canada. “Production” shall refer to the specific television, motion picture or streaming production for which a cast or crew member is working. All cast and crew are expected to have reviewed this Policy Manual, to be familiar with its contents, and to conduct themselves consistently with the principles expressed. Failure to do so may result in disciplinary action. Cast and crew also are expected to follow any applicable guidelines and policies provided by the facilities where they perform their work for the Company or related to their Production, including those guidelines contained in any applicable deal memo, start packet or confidentiality agreement.

This Policy Manual replaces the April 2023 version of the Policy Manual for Production Cast and Crew – Canada, but any Production-specific or business unit specific operating policies remain applicable. The Company may amend, supplement, or rescind any policy or provision in this Policy Manual as the Company deems appropriate. If the meaning or application of a policy is unclear, cast and crew should contact Human Resources.

Within the Policy Manual are references and/or links to additional information, including Company-wide rules, such as the [Standards of Business Conduct](#), and guidelines and practices that apply to certain cast and crew based on their location, Production and/or business segment. As with this Policy Manual, cast and crew are expected to read and be familiar with the [Standards of Business Conduct](#) and these other work rules.

The policies in this Manual should be read against the backdrop of the Company’s values: integrity, creativity, collaboration, community and inclusion. Deeply rooted in our culture, these values are our guiding beliefs and principles that serve as the foundation for everything we do—informing, inspiring and guiding our business decisions and storytelling, how we think about our policies and the trust and respect we show one another. We have **integrity** and do what we say. At our core, we are a **creative** company that is driven by our boundless imagination. We **collaborate** with each other because we know that together we are all better, and we contribute to and are part of the **community** because we care. And all of this is possible because we are **inclusive** and welcoming to everyone.

Cast and crew subject to a collective bargaining agreement (“CBA”) receive the benefits provided by their CBA, and this Policy Manual is not intended to provide these cast and crew with any different or additional monetary benefits. However, terms and conditions in this Policy Manual unrelated to such cast and crew benefits, like those regarding cast and crew conduct, use of technology, etc., apply to cast and crew subject to a CBA except if their CBA provides different terms and conditions regarding those subjects.

CAST AND CREW  
CONDUCT

USE OF  
TECHNOLOGY

OPERATIONAL  
POLICIES

TIME OFF AND  
ACCOMMODATIONS

HEALTH, SAFETY  
AND SECURITY

# STANDARDS OF BUSINESS CONDUCT



All cast and crew are expected to read and be familiar with the Standards of Business Conduct and to use them to guide the way they act.

The [Standards of Business Conduct](#) provide cast and crew with the information, resources and tools necessary to conduct themselves ethically and in compliance with the law. All cast and crew are expected to read and adhere to the Standards and to use them to guide the way they act.

There are six key principles that serve as the foundation of the Standards of Business Conduct:

- **Integrity:** We do what's right and take responsibility for our actions to protect our guests, our audiences, our consumers and our shareholders.
- **Trust:** We are committed to our guests and our customers – they are the reason we are here.
- **Teamwork:** We work together to protect the heritage we have built as a company with high ethical standards.
- **Honesty:** Protecting our reputation requires a commitment to truth and high standards in everything we do.
- **Play by the Rules:** We are committed to comply with the law everywhere in the world that we operate.
- **Respect:** As a member of the global community, we have a responsibility to be a good corporate citizen.

These principles define not only the operating principles of our Company, but also the spirit of our diverse global workforce and how we function.

We rely on our cast and crew to use the Standards of Business Conduct as well as their good judgment to guide their behavior and to ask questions if they are ever unsure of the proper course of action. Cast and crew can direct questions to their supervisor, department head, Unit Production Manager, Human Resources and/or Employee Relations partner, or they can contact the Guideline at 1-800-235-6302 or online at [www.disneyguideline.com](http://www.disneyguideline.com).

# EQUAL EMPLOYMENT OPPORTUNITY



The Company proudly provides equal employment opportunity for all cast, crew and applicants.

The Company proudly provides equal employment opportunity for all cast, crew and applicants and makes employment decisions consistent with this principle. It is the policy of the Company to provide a non-discriminatory work environment; all personnel decisions must be made without prejudice or discrimination in accordance with the principles of equal opportunity.

## EMPLOYMENT DECISIONS

The Company's employment actions and decisions—including recruitment, hiring, promotion, compensation, demotion, transfer, layoff, termination and training—are made without regard to a cast or crew member's actual or perceived race (including traits associated with race, such as hair texture, hair type or protective hairstyles), religion, colour, sex (including, pregnancy, childbirth, breastfeeding and related medical conditions), sexual orientation, gender, gender identity, gender expression, national origin, ancestry, age, marital status, military or veteran status, medical condition, genetic information or disability (mental or physical). The Company complies with any federal, provincial or local law that provides for additional categories of protection.

See also the [Disability Accommodation](#) policy.

## HARASSMENT

This policy also prohibits harassment based on any of these protected categories. See the [Prohibition of Harassment and Bullying](#) policy for additional detail.

## RAISING CONCERNS

Cast and crew who believe they have been harassed or discriminated against, or are otherwise aware of a violation of this policy, should follow the procedures outlined in the [Speak Up](#) policy. These procedures include notifying their immediate supervisor, department head, Unit Production Manager, Human Resources and/or Employee Relations partner, or they can call the Company Guideline at 1-800-235-6302.

The Company will not tolerate retaliation against a cast or crew member who has raised a concern in good faith or has cooperated with an investigation into a concern.

Any cast or crew member found to have violated this Equal Employment Opportunity policy will be subject to discipline, which may be termination.

# CAST AND CREW CONDUCT AND PERFORMANCE



The Company expects cast and crew to conduct themselves professionally and to perform their jobs satisfactorily.

The Company expects cast and crew to conduct themselves professionally and to perform their jobs satisfactorily and will take action when cast and crew do not meet the Company's high standards. This policy applies to the workplace (both on and off Company property) and in other settings in which cast and crew may find themselves in connection with their jobs (which can occur after regular work hours or away from the regular workplace).

## PERFORMANCE

Cast and crew are expected to perform their jobs satisfactorily and to accept and productively respond to feedback concerning their performance. Performance below our standards may be addressed in a manner deemed appropriate by the Company in the particular circumstance.

## CONDUCT

While it is impossible to identify every type of improper conduct that may lead to discipline, cast and crew should be aware that the following behavior will subject them to some form of discipline (and in some cases, immediate termination):

1. Violation of any provision of this Policy Manual, the [Standards of Business Conduct](#), or any Production-specific policy;
2. Conduct toward the cast or crew member's supervisor, direct reports, coworkers, or anyone with whom the cast or crew member comes in contact while performing work for the Company/Production that is unprofessional, discourteous or disrespectful [**Note:** Speaking up about concerns in

the workplace, including concerns about a supervisor or expressed to a supervisor, does not violate this policy as long as it is done professionally and courteously];

3. Disregard for any safety rule or procedure, or any act of violence or other behavior that poses a risk of harm to the cast or crew member or others;
4. Any act of theft, dishonesty and/or falsification, including falsification of time records;
5. Failure or refusal to comply with a Company directive, including refusal to participate in a Company investigation or failure to complete mandatory Compliance training;
6. Misuse of any Company benefit or perk;
7. Working while being unfit for duty;
8. Circumvention of an established workplace protocol, operating guideline or approval process.

Improper conduct may be addressed by such steps as verbal counseling, verbal or written warnings, suspension and/or termination (or which may culminate in termination), as deemed appropriate by the Company in the particular circumstance.

# PROHIBITION OF HARASSMENT AND BULLYING



Cast and crew are expected to treat others in the workplace with respect, dignity, fairness and integrity.

Cast and crew are expected to treat others in the workplace with respect, dignity, fairness and integrity and must not engage in harassing or bullying behavior. This policy encompasses behavior that is prohibited by law and behavior that, while not necessarily unlawful, nevertheless violates the Company's standards for workplace conduct. The policy applies to the workplace (both on and off Company property) and in other settings in which cast and crew may find themselves in connection with their jobs or that impact the workplace (which can occur after regular work hours or away from the regular workplace).

## PROHIBITED HARASSMENT BASED ON A PROTECTED CATEGORY

It is the policy of the Company to provide a harassment-free work environment. Harassment, whether committed by supervisors, coworkers, or third parties in the workplace, will not be tolerated by the Company, including harassment based upon or related to a person's actual or perceived race (including traits associated with race, such as hair texture, hair type or protective hairstyles), religion, colour, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), sexual orientation, gender, gender identity, gender expression, national origin, ancestry, age, marital status, military or veteran status, medical condition, genetic information, or disability (mental or physical) and any additional category provided by provincial law.

Harassment means any single incident, or repeated incidents, inappropriate conduct, threat or comment by a person towards another person that the cast or crew member knew or reasonably ought to have known was objectionable or unwelcome, which includes bullying or action that the cast or crew member ought to have reasonably known will or would cause offence, humiliation, or intimidation, or adversely affects any person's health and safety.

Conduct that may be considered as contributing to unlawful harassment includes slurs, offensive jokes or teasing and disparaging comments—whether done in person or phone, by email, text, internal collaboration tools, social media, visual displays (for example, posters or articles of clothing), or otherwise.

The intent of the behavior—for example, making a joke—does not neutralize a harassment claim. Not intending to harass is not a defense. The impact of the behavior on a person is what counts. Harassing conduct can be unlawful when it is particularly egregious or when it is repeated, altering the conditions of employment, or has the purpose or effect of interfering with an individual's work performance, or creating an intimidating, hostile or offensive work environment.

Harassment, however, excludes any reasonable and respectful conduct by a supervisor in respect of their reasonable management of workers and their performance at the workplace.



# PROHIBITION OF HARASSMENT AND BULLYING (CONT.)



Sexual harassment is one form of harassment that is prohibited by law and this policy. Hostile environment sexual harassment can include any of the previously mentioned types of conduct as well as offensive touching, staring and stalking, gestures, violating personal space, requests for sexual favors, conversation containing sexual comments and other unwelcome advances. In addition to hostile environment harassment, sexual harassment can take the form of “quid pro quo” harassment, which includes making unwanted sexual advances and/or requests for sexual favors where submission is a condition of employment or where submission to or rejection of the advances or requests is used as the basis for employment decisions.

In addition to coworkers, cast and crew are prohibited from harassing customers, guests, contractors, vendors and any others with whom they interact in their work environment.

The Company’s prohibition of harassment encompasses a broader range of conduct than what is prohibited by law.

## **BULLYING**

Abusive conduct, often referred to as “bullying,” is a type of conduct that may not be unlawful but is against Company policy. Bullying need not be related to a protected category. Bullying in the workplace includes repeatedly making derogatory or insulting remarks; intentional targeted isolation; serious or repeated verbal or physical conduct that could reasonably be considered threatening, intimidating or humiliating; spreading malicious rumors; misuse of power or position; or intentionally sabotaging or undermining another’s work performance. It does not include legitimate and constructive criticism of a cast or

crew member’s performance or behavior, or reasonable requests made of cast and crew members.

Bullying can be physical, verbal or other conduct, including written material or pictures sent via email, text, internal collaboration tools or social media.

## **RAISING CONCERNS AND INVESTIGATIONS**

The Company strongly encourages cast and crew to immediately speak up if they are subject to or witness conduct prohibited by this policy. Cast and crew who believe they have been subjected to discrimination, harassment or bullying by a coworker, guest, or other person in their workplace, or are otherwise aware of a violation of this policy, should follow the procedures outlined in the [Speak Up](#) policy. These procedures include notifying their immediate supervisor, department head, Unit Production Manager, Human Resources and/or Employee Relations partner, or they can call the Company Guideline at 1-800-235-6302.

The Company takes reports of discrimination and harassment very seriously. Supervisors who become aware of possible violations must notify Human Resources or Employee Relations. When the Company receives allegations of misconduct, it will conduct a fair, timely and thorough investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected. Every concern will be investigated in the manner as stipulated by local law and to the extent appropriate to the circumstances, and investigations will be conducted as confidentially and expeditiously as possible. Cast and crew have an obligation to cooperate fully and openly and honestly share information in any Company investigation.

# PROHIBITION OF HARASSMENT AND BULLYING (CONT.)



The Company will not tolerate retaliation against a cast or crew member who has raised a concern in good faith or has cooperated with an investigation into a concern. Cast and crew who believe they have been retaliated against should immediately report the conduct, using one of the avenues outlined in the [Speak Up](#) policy.

## DISCIPLINE AND OTHER REMEDIAL MEASURES

If an investigation uncovers misconduct, the Company will take appropriate remedial measures. Any cast or crew member found to have violated this Prohibition of Harassment and Bullying policy (including the prohibition of retaliation) will be subject to discipline, which may be termination.

The Company will, as may be required by provincial law, disclose the results of the investigation and any corrective action that is implemented to the cast or crew member who brought forward the concern (and experienced workplace harassment) and the cast or crew member who is the subject of the investigation.

# SPEAK UP



The Company is committed to doing business in an ethical, trustworthy way that is beyond reproach, with respect for the law and the Company's values. Nevertheless, there may be occasions when cast and crew observe conduct that concerns them or that seems to violate Company policies, the [Standards of Business Conduct](#) or applicable law. Cast and crew who observe or suspect such misconduct are strongly encouraged to Speak Up to provide the Company the opportunity to address and correct the issue as soon as possible. Remaining silent about possible misconduct can allow a situation to get worse or cause additional damage to the Company and its reputation.

The Company values the help of cast and crew who Speak Up about potential concerns and does not tolerate any form of retaliation against anyone who in good faith raises concerns or participates in or cooperates with an investigation into concerns of misconduct.

## SPEAK UP – ABOUT WHAT?

This Speak Up policy can be used to raise concerns about any suspected misconduct or policy or legal violations, including concerns regarding:

- Discrimination, harassment or bullying
- Fraud or improper use of Company resources
- Environmental, health and safety issues
- Unauthorized access to Company systems/information or other security lapses
- Improper disclosure of confidential information
- Violations of other Company policies
- Violations of applicable laws and regulations
- Retaliation against anyone for Speaking Up in good faith

This policy is not intended to be used to report issues that present an immediate threat to life or property. For those situations, cast and crew should refer to and follow the provisions of the [Safety, Health and Accident Prevention](#) and [Security](#) policies. It also should not be used to make accusations a cast or crew member knows are false. Doing so may lead to disciplinary measures.

## SPEAK UP – TO WHOM?

The Company provides multiple avenues for cast and crew to Speak Up and raise concerns. The Company encourages cast and crew to first raise issues with their immediate supervisor, department head, or Unit Production Manager, and to do so as soon as the issue arises. If this does not resolve the issue, or if such a discussion is not productive or is not practical given the nature of the concern (including if the concern is about that person), cast and crew are encouraged to raise the issue to the next level of management.

Cast and crew also may raise a concern to Human Resources or Employee Relations. Alternatively, cast and crew may use the Company Guideline by calling 1-800-235-6302 or online at [www.disneyguideline.com](http://www.disneyguideline.com).

As noted in the [Prohibition of Harassment and Bullying](#) policy, managers who become aware of possible violations of that policy must notify HR or Employee Relations.

Cast and crew are encouraged to Speak Up as soon as possible—ideally before a situation gets out of hand or causes significant damage. Cast and crew should not try to investigate the matter themselves but instead should allow the Company to assess and investigate the concern.

# SPEAK UP (CONT.)



## SPEAK UP – WHAT HAPPENS NEXT?

The Company takes every report of possible misconduct seriously. The Company's actions in response to a concern will depend on the nature and severity of the incident/matter. Upon receiving a report, the Company typically will conduct an initial review to assess the concern, and where appropriate, follow up with an investigation that fits the situation. The Company will take these steps in a fair and unbiased manner and do so as confidentially and expeditiously as possible. Cast and crew have an obligation to cooperate fully—and to openly and honestly share information—in any Company investigation.

The Company can set out such interim measures that may be taken after a concern is received and during the investigation.

## NO RETALIATION

Coming forward with questions or concerns may sometimes feel like a difficult decision, but the Company is committed to fostering an environment that encourages and protects people who Speak Up when they observe conduct that may violate our policies, the Standards of Business Conduct or applicable laws and regulations, or who participate in or cooperate with an investigation of such reports or concerns. Accordingly, the Company strictly prohibits any form of retaliatory action against any person who in good faith uses the Company's Speak Up policy, reports misconduct, participates in an investigation, participates in any proceeding or hearing conducted by a governmental enforcement agency, or opposes actual or perceived violations of the Company's policies or applicable laws or regulations.

"In good faith" means the cast or crew member has made a genuine attempt to provide honest and accurate information, even if they are later proven to

have been mistaken. The Company reserves the right to discipline anyone who knowingly makes a false accusation or has acted improperly.

Retaliation is prohibited by law in many contexts, but the Company's policy encompasses a broader range of conduct than what the law prohibits.

Examples of retaliatory action that Company prohibits include:

- Demotion, suspension, or termination of employment
- Denying benefits or taking away opportunities for advancement
- Reducing pay or hours
- Intimidating, ostracizing, making threats, and other harassing conduct
- Blocking or threatening to block from future employment in an industry
- Reassignment to a less desirable position
- Creating or allowing a work atmosphere that is hostile toward someone who has reported a concern

Cast and crew who believe they have been retaliated against—or who notice any retaliatory actions against someone else—for having brought forward a report or raised a concern in good faith should immediately report the conduct using any of the avenues mentioned in this policy.

Any cast or crew member found to have engaged in retaliation will be subject to discipline, which may be termination.

# CONFIDENTIAL INFORMATION



The protection of confidential and proprietary business information and trade secrets is vital to the Company's and Production's interests and success.

The protection of confidential and proprietary business information and trade secrets is vital to the Company's and Production's interests and success. We trust cast and crew to receive confidential information and not use or share it except for Company/Production business purposes. Confidential information should never be used for a cast or crew member's personal benefit or disclosed to others inside or outside of the Company/Production who don't have the right to it—and the need for it—to carry out their assigned work or meet the business need. In addition, accessing confidential Company/Production information without a need to know is prohibited. Violation of this policy may result in disciplinary action, which may be termination.

The obligation to not use or disclose confidential information continues even after employment ends.

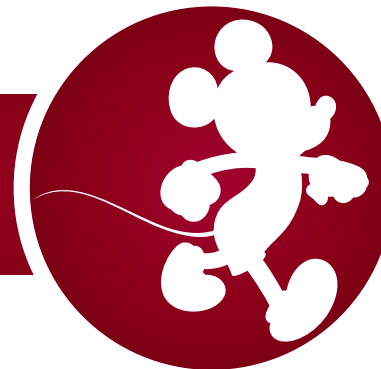
Cast and crew are expected to familiarize themselves with and follow the "Protecting Company Assets" section of the [Standards of Business Conduct](#), which contains additional information, including a definition and examples of "confidential information."

Cast and crew should understand that confidential information includes artwork; call sheets; production calendars; one line schedules; actor, cast and crew likenesses and private information; creative elements; dailies; locations; one lines; props; scripts; storyboards; screenplays; edited episodes; screeners; underlying literary material; audio,

photographic, or audiovisual recordings of any aspect of the production; cast and crew lists; and security titles. Cast and crew should not make any unauthorized use, reproduction, sale and/or distribution of any production materials, including providing these items for free on the Internet or on any form of media, including, but not limited to television, radio, newspaper or other periodical, websites, blogs, or any form of social media.

Cast and crew are also expected to follow any local or departmental production and/or post-production content protection standards that apply to their work, as well as any applicable contractual confidentiality provisions. In addition, to the extent cast and crew come to obtain, know of or possess any confidential information, they must abide by any applicable Non-Disclosure Agreement.

# CORPORATE IDENTITY AND USE OF COMPANY NAMES, CHARACTERS OR SYMBOLS



The Company's trademark names, fanciful or copyrighted characters, and other intellectual property may only be used in connection with official, authorized Company business, and may not be used by anyone to imply that the Company sponsors, endorses or is connected with any business, program, product, service, club or organization not part of or directly related to the Company's business activities.

## **COMPANY MARKS, LOGOS, CHARACTERS & NAMES**

This policy applies to all uses of Company marks, logos, characters and names, including, for example, on stationery materials (such as letterhead, envelopes, business cards and note paper), reports, presentation materials, memoranda, business to business websites, email messages, fax cover sheets, articles of clothing and novelty items, except on merchandise authorized for sale to the public in the regular course of the Company's business.

Company marks, logos, characters and corporate names must be used consistently and precisely. The design of any Company logo or mark, or use of Company logos, marks or characters on any Company materials, requires prior approval from the Corporate Graphics Department.

Corporate logos, corporate names and tag lines may not be altered in any manner. Company logos, marks or names may not be used in conjunction with logos, marks or names of non-Company entities or businesses.

## **NO INFRINGEMENT**

Cast and crew must respect the laws regarding copyrights, trademarks, rights of publicity and other intellectual property rights and must not infringe on Company or third-party copyrights, logos, brand names, taglines, slogans or other trademarks.

# CONFLICTS OF INTEREST



Cast and crew should make objective decisions on behalf of the Company and avoid situations where a conflict (or apparent conflict) exists between the Company's interests and their own, personal interests.

Conflicts of interest are addressed in the [Standards of Business Conduct](#), which all cast and crew are expected to read and follow.

Where applicable, cast and crew are required to disclose conflicts of interests with the Production using the forms that may be located in the Production start packet. Prior disclosure of any potential conflicts of interest does not necessarily preclude employment, but will be reviewed against the Company's policy on conflicts of interest.

# PERSONAL AND FAMILY RELATIONSHIPS



Certain types of personal and family relationships must be disclosed.

The Company wishes to avoid the actual or perceived conflicts of interest, undue influence, favoritism, opportunities for collusion, and confidentiality concerns which may result from family members working together (“family relationships”), and from romantic or sexual relationships in the workplace (“personal relationships”), which can raise additional concerns such as potential sexual harassment.

As discussed below, certain relationships are prohibited, whereas other relationships are strongly discouraged and may be prohibited based on the specific circumstances.

## **CATEGORIES OF WORKPLACE RELATIONSHIPS THAT ARE PROHIBITED**

The Company prohibits personal relationships between a manager at any level and one of their direct reports. For purposes of this policy, a cast or crew member is a manager’s direct report if the manager directly or indirectly manages or assigns work or significantly influences key terms and conditions of employment such as compensation, benefits, performance evaluation, assignments, promotion or disciplinary action.

## **CATEGORIES OF WORKPLACE RELATIONSHIPS THAT ARE STRONGLY DISCOURAGED**

The Company strongly discourages family relationships between a manager at any level and one of their direct

reports. In addition, the Company strongly discourages personal and family relationships in the following situations:

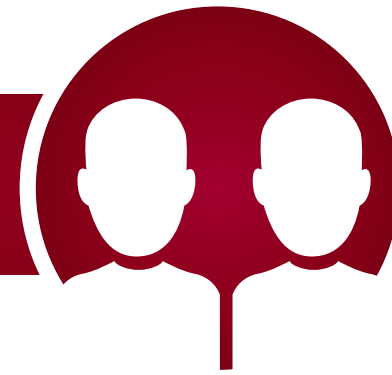
1. Relationships between a manager at any level and the subordinate of a direct report (that is, between two individuals within a chain of command but not in a direct reporting relationship).
2. Relationships between cast or crew members (including non-managerial individuals) where one cast or crew member assigns the work duties or sets the work schedule of the other.
3. Relationships between two cast or crew members where the nature of their respective positions, or the functions they perform, could compromise the business judgment of one or both of them.

## **OBLIGATION TO DISCLOSE**

If a cast or crew member is involved in any of the above categories of personal or family relationships, or similar close personal relationship, they must notify the Unit Production Manager as soon as such a relationship arises, and, where applicable, disclose the relationship on the form provided in their start packet. Failure to so notify or disclose is a violation of this policy and is grounds for disciplinary action. Further, if a supervisor is aware that one or more cast or crew member under their supervision is involved in such a relationship, that supervisor must notify Human Resources/Employee Relations



# PERSONAL AND FAMILY RELATIONSHIPS (CONT.)



immediately. Failure to raise the issue to Human Resources/ Employee Relations is a violation of this policy and is grounds for disciplinary action.

## **ACTIONS THE COMPANY MAY TAKE**

When the Company becomes aware of such a relationship, through notice or otherwise, the Company will determine what action is appropriate under the circumstances to address its business concerns. Appropriate action can include reassignment, a change in job responsibilities, or termination.

# COMPANY/PRODUCTION PROPERTY AND PERSONAL PROPERTY



Company/Production equipment and other Company/Production property are provided to cast and crew for business purposes only. Examples of Company/Production property include, but are not limited to, computers, mobile devices, email and other electronic records, documents, phones, desks, cabinets, lockers, clothing, identification cards, vehicles, keys, access cards and office supplies.

## NO EXPECTATION OF PRIVACY

When using Company/Production property, cast and crew must comply with all Company and Production policies and have no expectation of privacy. The Company reserves the right to access and inspect Company property when it deems appropriate and without notice.

## POSSESSION/USAGE

Cast and crew must ensure that Company/Production property in their use or possession is kept secure and in good repair. Immediately upon separation, cast and crew must return any and all Company property in their possession to their supervisor or, if so directed, to Human Resources. All items purchased for the Production are the property of the Production and must be returned at the end of the cast or crew member's employment or at the end of production (whichever is earlier).

## SET/SHOW PIECES

Cast and crew are prohibited from taking any set piece from the Production whether used or not. This includes, but is not limited to, the Production's art work, storyboards, props, set designs, costume accessories, and wardrobe.

## NO DUPLICATION

Cast and crew identification cards, Company/Production keys and access cards may not be duplicated.

## PERSONAL PROPERTY

For the safety of our cast and crew and guests, any vehicles on Company premises or Production locations are subject to search.

Cast and crew are discouraged from bringing valuable personal property onto Company premises or Production locations. The Company is not responsible for loss or theft of cast or crew member's personal property. While on Company premises or Production locations, cast and crew are expected to consent to the Company's request to search personal property (such as purses, briefcases and packages), when the Company reasonably believes the search will assist in the investigation of safety or security concerns or work-related misconduct.

Certain areas of Company property or Production locations are subject to video monitoring.

See also the [Computer Usage and Security](#) policy.

# ANIMALS IN THE WORKPLACE



The Company generally does not permit cast and crew to bring animals, including pets of any kind, into the workplace because of health, safety and security concerns, as well as disruption to the work environment. Exceptions are made when authorized as a disability accommodation or for animals used in Productions.

## SERVICE AND SUPPORT ANIMALS

A service animal is an animal used to guide or assist persons with disabilities in the activities of independent living. A support animal is an animal that provides emotional, cognitive or other similar support to a person with a disability.

Cast or crew members who require the assistance of a service or support animal at work must request and obtain an accommodation through the Company's [Disability Accommodation](#) policy. Approved service or support animals that will accompany a cast or crew member at work will be issued an appropriate work badge/ID to be attached to the animal's leash/harness at all times. Visiting persons accompanied by a service animal will not be excluded from any access, unless excluded by law, in which case the Company will explain to our visitor why this is the case and explore alternative ways to meet the visitor's needs.

Service and support animals must be clean, well-behaved, non-disruptive and non-aggressive. They must also be properly licensed and vaccinated. They must be on a leash, harness or other type of restraint at all times, except in the case of a service animal that cannot be kept on leash to be able to perform its duties for the cast or crew member.

Animals must be supervised at all times. Animals cannot be allowed off leash to wander through the workspace or Production locations. Owners are responsible for using approved locations for animal relief and cleaning up after their animals. Animal waste must be placed in sealed bags prior to disposal.

Animal owners will be financially responsible for any injuries to cast, crew or Guests or damage to Company/Production facilities caused by their animals, including damage from accidents, excessive pet hair, fleas and odor removal.

The owners of disruptive or aggressive animals will be asked to remove them from Company premises or Production locations until the Company determines that appropriate steps have been taken to remedy the problem.

## ANIMALS USED IN PRODUCTIONS

For Productions on Company property, a production animal may enter Company property if prior arrangements have been made with the Production's Operations team managing the animal. The animal should be issued a "Show Animal ID Card" if repeat access to Company property is required, and the ID should be current in order for entry to be granted. If someone arrives at an entrance to Company property with a production animal without having made prior arrangements, Security officers should direct the vehicle to a safe location and ask for a point of contact. The officer should update the Global Security Communication Center (GSCC) and request that they call the point of contact and obtain authorization before permitting the animal on property.

For Productions not on Company property, follow any applicable procedures provided by the Production location regarding production animals.

# ATTENDANCE



## **SATISFACTORY ATTENDANCE**

Cast and crew must report to work, on time, unless their absence is excused. Absenteeism and/or tardiness may subject cast and crew to disciplinary action.

Cast and crew should refer to and comply with any Production-specific policies and procedures, as well as any segment-specific attendance policies that apply to their work.

## **RECORDING TIME**

Cast and crew must keep accurate time and attendance records. Cast and crew who falsify a time record will be subject to termination.

# SOLICITATION AND DISTRIBUTION



The Company limits solicitation and distribution on Company premises and Production locations.

To maintain a positive and productive business environment where cast and crew can focus on the Company's business free from distractions and interruptions, the Company limits solicitation activities and distribution of materials on Company premises (including remote event locations) and Production locations.

## DEFINITIONS

"Distribution" includes handing out, posting or messaging on social media, emailing, faxing or otherwise communicating leaflets or other written literature; dispensing goods for purchase; and other similar activities.

"Solicitation" includes asking someone to make a donation; to purchase goods, services or tickets; to support a cause; to join or participate in an organization or club; and other similar activities.

"Working time" is any time when a cast or crew member's duties require that they be engaged in work tasks, but does not include their own time such as meal periods, breaks, or the time before or after their scheduled work hours.

## POLICY FOR CAST AND CREW

Cast and crew may not use Company/Production email or computer systems to solicit for commercial ventures, or otherwise for their individual/personal benefit. Notices or other written material may not be posted on Company property or Production locations without prior approval of the Company/Production.

Cast and crew are prohibited from engaging in solicitation or distribution when either they or the person they are soliciting or distributing to is on working time. Additionally, cast and crew may only engage in distribution of tangible items in non-working areas, such as break rooms. Any permitted solicitation or distribution should be done in a respectful manner.

## POLICY FOR THIRD PARTIES

Third parties are not allowed onto Company premises or Production locations to engage in solicitation or distribution activities unless expressly permitted by the Company. This includes solicitation or distribution through Company/Production email.

# SPEAKING ON BEHALF OF THE COMPANY/PRODUCTION

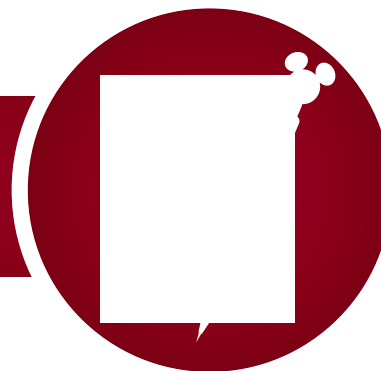


To ensure that information provided to the public is complete, consistent and accurate, cast and crew should not speak on behalf of the Company/Production unless authorized to do so.

Cast and crew who receive an invitation to speak at a seminar or other event in their capacity as a cast or crew member or on a topic related to work for the Company/Production must advise their supervisor and obtain written approvals from the applicable Executive (e.g., Show Executive, Vice President, Production Communications department) prior to accepting the invitation. In addition, cast and crew must comply with the “Gifts, Entertainment and Hospitality” section of the [Standards of Business Conduct](#) to the extent they receive anything of value in connection with the speaking engagement (e.g., speaker fees, meals, travel costs), and they must disclose any such compensation in their request for written approval.

Cast and crew should also familiarize themselves with the “Speaking on Behalf of our Company” section of the [Standards of Business Conduct](#) and the [Use of Social Media](#) policy.

# UNSOLICITED SUBMISSION OF CREATIVE IDEAS



To avoid disputes or misunderstandings, the Company does not accept unsolicited submissions of creative ideas or content.

It is the Company's long-standing policy not to accept, but rather to reject in a courteous fashion, the submission of creative ideas and content without prior authorized invitation.

The terms "idea" and "content" include all creative suggestions, artwork, designs, theme park attraction concepts, game proposals, computer or mobile technology apps, scripts, screenplays, treatments, manuscripts, books, videos and songs, in whatever form, from whatever source, and however communicated.

## PURPOSE

This policy aims to prevent disputes or misunderstandings regarding the origin of projects developed by the Company. Adhering to this policy helps to protect the Company against claims that a creative idea or content reviewed by the Company, or left unreviewed in Company files, is the source of a project the Company develops.

## WHAT TO DO

If a submission is attempted by telephone or in person, cast and crew should stop the conversation and politely inform the individual that Company policy does not permit the acceptance of unsolicited creative ideas.

For written submissions, cast and crew should stop reading the material as soon as they realize it is the submission of an

unsolicited creative idea and send the material to their Unit Production Manager or Human Resources, who will forward it to the Legal Department.

Cast and crew should not retain copies of any unsolicited ideas, make any notes about the ideas, or forward information about the ideas to others.

## EXCEPTIONS

The acceptance for review of scripts, treatments, and presentations submitted to authorized staff of the Company's television and motion picture studio segments, in the regular course of their business, by or through agents, producers, or managers recognized as customarily making such submissions, is permitted.

## CAST AND CREW SUBMISSIONS

This policy applies to creative ideas that cast and crew offer that are outside the scope of their ordinary responsibilities, unless they are submitted in connection with an authorized invitation, contest or procedure.

# COMPUTER USAGE AND SECURITY



Cast and crew must use Company/Production computer resources responsibly and in an appropriate manner.

Cast and crew must use Company/Production computer resources responsibly and in an appropriate manner. Misuse of Company/Production computer systems will result in disciplinary action, which may be termination.

## APPROPRIATE USE OF COMPANY SYSTEMS

Company/Production computer systems may not be used for unlawful activities, including copying, downloading, distributing, streaming, storing, displaying or using software or other copyrighted materials in violation of copyright laws or license agreements. Cast and crew who are uncertain as to the appropriate use of these systems should seek clarification from their supervisor or Global Information Security (GIS).

Software or other copyrighted material licensed from a third party may be used only in accordance with the license agreement. Cast and crew unsure about appropriate use should contact the Legal Department.

Company/Production computer systems are provided for business purposes. The Company understands that cast and crew will use these systems from time to time for personal activities. Cast and crew should have no expectation of privacy when doing so. Such personal use should be reasonable and must not interfere with work performance or create cost or liability to the Company or Production. Cast and crew may not use these systems to solicit for commercial ventures, or otherwise for their individual/personal benefit. Cast and crew with a Company/Production email address should use that

address when conducting Company/Production business. Cast and crew may not engage in conduct that is inappropriate or prohibited by law, or that violates the Company's [Prohibition of Harassment and Bullying](#) policy, [Use of Social Media](#) policy, or other Company/Production policies. For instructions on how to obtain a Company/Production email address or to understand variances in computer or email usage, please refer to specific Production guidelines.

## COMPANY OWNERSHIP AND ACCESS

Email messages and other electronically stored documents and data pertaining to or embodying Company business, wherever stored, are Company property. Such messages, documents and data should be preserved in accordance with Company retention policies and made available to the Company upon request.

Management, in its sole discretion and without further notice, may access, monitor, review, remove, disclose and/or control any aspect of access to or use of Company/Production computer systems (e.g., equipment, software, systems, networks, data, documentation, or files, including individual cast or crew member computer files, email messages, instant messages or Internet usage) but limited only to the files on cast and crew's personal computers that relate directly to the Production.

The use of computer passwords to access Company/Production equipment or systems does not constitute any



# COMPUTER USAGE AND SECURITY (CONT.)



promise of confidentiality to any cast and crew regarding any communications or material created, accessed or stored through the use of such passwords.

Computer programs, applications, software and data purchased or licensed by or developed for the Company are the property of the Company or its licensors and must not be sold, licensed, released or loaned outside the Company without the prior express permission of the Chief Information Officer and a written agreement approved by the Legal Department. All purchases, leases or licenses by the Company of computer hardware or software or acquisitions of cloud or hosting services must be made pursuant to written agreements approved by the Legal Department.

## PROTECTING THE COMPANY'S ASSETS AND INFORMATION

All cast and crew are required to ensure that Company/Production assets and information are protected against improper use, disclosure, theft, compromise or destruction. Cast and crew must:

- Not work around or disable passwords, virus detection or other security protections;
- Not disclose or share usernames, passwords or other security features, or share ID/access cards;
- Not attempt or grant unauthorized access to any Company/Production computer system, device, site or asset;
- Not download programs that may introduce malicious programs/viruses into Company/Production networks or devices;
- Not attempt to access or connect to any Company/Production computer system, device, network, site or other asset from any unauthorized device, location or software;

- Not use their Company/Production email address to sign up for software/services without appropriate Company/Production authorization;
- Always be mindful about clicking links or opening attachments in emails, especially unsolicited emails, as they may be sources of viruses or malware;
- Participate in periodic security awareness training;
- Not copy, move, store or back up Company/Production proprietary or confidential information to:
  - a personally-owned computer or storage device;
  - a personal mobile device that GIS has not approved as a “trusted device”; or
  - an external cloud service that has not been approved by GIS.
- Not use any non-Company system (e.g., cloud-based file-sharing sites) for the transmission or receipt of business-related information or assets unless the system has been approved by GIS.

Cast and crew must immediately [inform GIS](#) of any lost or stolen Company assets or any attempted or actual information security breach or lapse in information security, including malware or phishing attacks, or if they suspect someone is attempting to gain unauthorized access to Company data, resources or systems. In the case of lost or stolen Company assets, cast and crew should also notify Global Security ((US) 1-818-560-3220, [Global.Security@disney.com](mailto:Global.Security@disney.com), or [globalsecurity.disney.com/report/](https://globalsecurity.disney.com/report/)).

## PRIVACY

Cast and crew must follow the [Global Privacy Policy](#) in handling personal information collected from guests, and may use personal information only for the purpose(s) for which it was collected.

# COMPUTER USAGE AND SECURITY (CONT.)



Cast and crew may not collect, use or share guest or cast or crew member personal information in ways that violate Company policy or applicable law.

Report suspected violations of these privacy principles to [CORP.Disney.Privacy.Team@disney.com](mailto:CORP.Disney.Privacy.Team@disney.com).

## THIRD PARTIES' USE OF SYSTEMS

Customers, suppliers or other third parties may use Company computer systems only when authorized in writing by a vice president of the business unit with which they are associated. Cast and crew responsible for a contract with any such authorized third party are responsible for ensuring the third party's compliance with this policy.

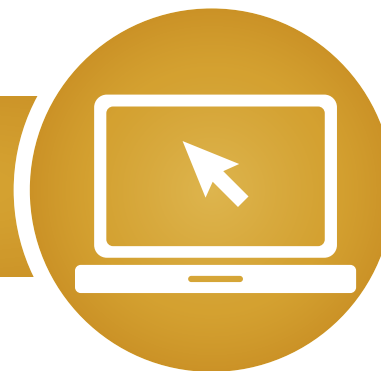
## TERMINATED AUTHORIZATION

Cast and crew whose employment has terminated or whose duties no longer require use of Company/Production computer systems must return all Company/Production property and equipment to their immediate supervisor or Unit Production Manager.

Cast and crew responsible for a third-party contract that has terminated must contact their system administrator to coordinate the immediate return of all computer assets to the Company or Production.

Upon completion of their services on the Production, cast and crew must delete from their personal computer all documents and files related to the Production.

# USE OF SOCIAL MEDIA



The Company provides certain social media networks and other online publishing and discussion tools to allow cast and crew to communicate and collaborate internally. When using these platforms, or engaging in other online activities that relate to the Company's or Production's business interests, cast and crew must comply with Company/Production policies.

## RESPONSIBILITIES WHEN USING COMPANY PLATFORMS

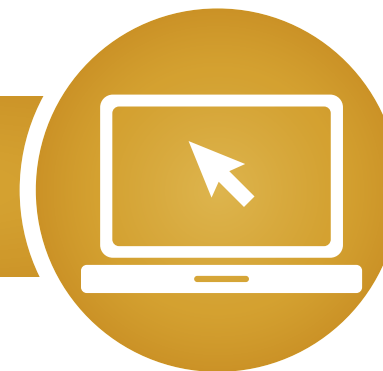
1. When using Company platforms, cast and crew must comply with Company policies, including this Policy Manual and the [Standards of Business Conduct](#).
2. Cast and crew must protect Company/Production confidential or proprietary information. Even on platforms hosted by the Company or limited to Company/Production personnel, cast and crew should use caution to ensure such information is not disclosed beyond those who are authorized to receive it.
3. Company platforms are intended to foster productivity, efficiency and teamwork. Cast and crew should communicate respectfully, avoid unnecessary or unproductive arguments and refrain from discussing sensitive or inflammatory subjects that are not related to work.
4. Cast and crew should respect the privacy of coworkers, guests and others and not post sensitive information about another individual which that individual might wish to remain private.

## RESPONSIBILITIES WHEN USING OTHER SOCIAL MEDIA

1. Social media is an essential component in attracting, retaining and engaging the Company's customers and audiences. Cast and crew's online activities conducted on non-Company platforms, but which relate to the Production

- or the Company's business interests, also are subject to Company policies, including this Policy Manual and the [Standards of Business Conduct](#).
2. Cast and crew should never disclose confidential or proprietary information such as Company/ Production financial information, show performance metrics, show materials, pre-release content or other information that is in the Company's interests to keep confidential. For example, cast and crew should not:
  - Provide information about, or lists of, Company personnel, cast or crew;
  - Post photographs that reveal secret casting information;
  - Post scripts, sides, call sheets, production reports, unapproved pictures of cast or crew, song lyrics, poetry or other copyrighted material that they do not have permission to use;
  - Disclose specific information about filming locations or schedules, plot points, guest stars or personally identifiable information about anyone associated with a production;
  - Post images or video of scenes being shot for production or any publicity materials before they are released by the Company;
  - Take and/or post images, videos and/or audio recordings of talent, cast, crew, props, set designs, or other materials designated as confidential per the [Confidential Information](#) section of this Policy Manual and the [Standards of Business Conduct](#);
  - Blog about a potential merger or partnership; or
  - Post Company earnings information that has not been made public.
3. Cast and crew should not use livestream apps (TikTok, Facebook Live, YouTube, etc.) while on set/location.

## USE OF SOCIAL MEDIA (CONT.)



4. Cast and crew should consult with the applicable public relations representative for their segment/Production before posting any behind-the-scenes images.
5. Cast and crew should not use a Company-/Production-issued email address when posting online their personal opinions that are not related to work.
6. Cast and crew may not use usernames for personal social media accounts that refer to the Company or their Production or imply they are speaking on behalf of the Company/Production without prior approval from the applicable public relations representative for their segment/Production.
7. Cast and crew must follow the [Corporate Identity](#) policy, including not infringing on the Company's or a third party's intellectual property rights.
8. In online discussions related to the Company/Production, cast and crew should not imply that they are speaking for the Company/Production (unless they are specifically authorized to speak on behalf of the Company/Production on the particular topic).

### REPORTING IMPROPER CONDUCT

Cast and crew with information about an online post that violates these or other Company policies should report it to their immediate supervisor, department head, Unit Production Manager, Human Resources, Employee Relations, or the Guideline at 1-800-235-6302.

For additional guidelines and information, cast and crew should refer to the [Confidential Information](#) policy and relevant segment-specific policies, such as those for talent, reporters and other public-facing cast and crew.

# UNAUTHORIZED RECORDINGS



Cast and crew must not record others without their knowledge and consent.

Cast and crew must not record others without their knowledge and consent.

## **NO RECORDING WITHOUT CONSENT**

The Company strives to maintain a culture of trust and respect among cast and crew, and all cast and crew are expected to guard against the intentional or unintentional disclosure of Company confidential information.

For these reasons, unless the recording is authorized as part of the cast or crew member's work, the Company prohibits cast and crew from recording their coworkers (or others they encounter in the course of their employment) at any time, without prior permission from the person being recorded. This prohibition applies, but is not limited, to interactions in person as well as those by phone or other mobile device, to audio and/or video recording, and to recordings made by cameras, phones, or "wearable" devices such as computer-enabled watches or glasses.

## **RESTRICTIONS ON RECORDING DEVICES**

The Company/Production may prohibit the possession of any recording device at certain Company/Production events and in certain areas of Company property or Production locations and otherwise reserves the right to restrict the possession or use of recording devices on Company property or Production locations.

# CREW TIMEKEEPING



The following applies to crew members not working under a collective bargaining agreement. Crew members working under a collective bargaining agreement should refer to the terms of that agreement. Crew members also should refer to their deal memo, as applicable, for any additional provisions regarding timecards, rest and meal periods, and overtime pay.

## RECORDING TIME

Crew members must accurately record on their timecard all actual time worked (including wherever and whenever the work is performed), all paid time off, and unpaid time off. Crew members are responsible for reviewing their timecards on a daily basis to ensure that they accurately reflect their **actual** start and end times, meal periods taken, and any overtime worked. Crew members must sign their timecards and turn them in to production accounting at the end of their work week. Crew members who falsify time records or record time for another crew member will be subject to termination. Supervisors who approve time records they know to be inaccurate or who otherwise cause or direct another crew member to submit inaccurate time records will be subject to discipline, which may be termination.

## OVERTIME PAY

The Company/Production pays overtime to eligible crew members in accordance with applicable provincial law. Crew members must obtain approval from their supervisor

before working overtime (which includes work before their scheduled day begins or continuing to work after their scheduled work day ends). All overtime hours worked must be properly recorded on the timecard. Crew members may not work “off the clock” to avoid having to record overtime.

## REST BREAKS AND MEAL PERIODS

The Company/Production provides eligible crew members with periodic paid rest breaks and unpaid meal periods during designated working hours in accordance with applicable provincial law. The actual schedule of rest breaks and meal periods will be determined by the crew member’s supervisor in accordance with local law. Crew members should be prepared to resume working promptly at the end of their rest breaks and meal periods.

# CAST AND CREW DATA AND PERSONNEL RECORDS



The Company collects various types of personal information and input from cast and crew, and maintains confidential personnel records related to their employment. The Company takes appropriate steps to secure that information and prevent unauthorized disclosure.

“Personal information” can include a cast or crew member’s name, contact details, date and place of birth, Social Insurance Number (SIN), dependent information, medical information and other personal information related to accommodations or time off requests.

## USE AND DISCLOSURE OF PERSONAL INFORMATION

The Company uses personal information for various reasons, including administering compensation, benefits and leaves of absence, if applicable. The Company limits access to cast and crew personal information to only those authorized staff members with a business need to know. The Company only shares personal information outside the Company in limited circumstances, such as:

- disclosure to third parties, such as payroll servicers, who provide employment-related services, subject to restrictions that they may not use it for purposes other than the services they provide
- disclosure in response to a cast or crew member’s written request, such as to verify employment
- where legally required, such as in response to a subpoena, or in accordance with a collective bargaining agreement or request from a government agency
- to protect the Company’s rights and interests

## CAST AND CREW RESPONSIBILITIES

Cast and crew with access to personal information share in the responsibility to protect that information. Cast and crew must be familiar with and follow Company rules and procedures relating to privacy and data protection, including those contained in the [Computer Usage and Security](#) policy.

Cast and crew are responsible for keeping their personal information up-to-date, including home address, phone numbers, emergency contacts, marital status and dependents. To view or update personal information, please contact the Unit Production Manager, Human Resources or Employee Relations.

# DISABILITY ACCOMMODATION



Cast and crew seeking an accommodation should contact Human Resources or Employee Relations.

The Company provides accommodation to cast and crew with disabilities.

## ACCOMMODATION

In keeping with the Company's [Equal Employment Opportunity](#) policy, the Company will accommodate a cast or crew member's known physical or mental disability to enable the individual to perform the essential functions and requirements of their position. Exceptions may be made where an accommodation would create an undue hardship for the Company, or where otherwise consistent with law.

Cast and crew who need or require an accommodation for a physical or mental condition that is interfering with job performance (including accommodations for reasons related to pregnancy, childbirth, or related medical conditions, including lactation) should promptly notify Human Resources or Employee Relations. Although accommodations are determined on a case-by-case basis, generally the Company will require information from the cast or crew member's Health Care Provider confirming the existence and anticipated duration of the disabling condition and identifying limitations caused by the condition. Typically, the Company will engage with the cast or crew member in an interactive process to assess how the condition limits the individual in the workplace, and to identify what accommodations, if any, can be implemented. Cast and crew have an obligation to cooperate with the Company in this process.

## NO HARASSMENT, DISCRIMINATION OR RETALIATION

The Company prohibits harassment, discrimination and retaliation against any cast or crew member or job applicant because of an actual or perceived disability or for requesting an accommodation. Individuals who believe this section has been violated should follow the procedures outlined in the [Speak Up](#) policy.



# RELIGIOUS ACCOMMODATION



Cast and crew seeking a religious accommodation should contact Human Resources or Employee Relations.

The Company respects the religious diversity of cast and crew and prohibits discrimination based on religion.

In keeping with these principles, the Company will, on request, review options to accommodate affected cast and crew.

## REQUESTING AN ACCOMMODATION

Cast and crew whose religious tenants, practices or observances conflict with work requirements should notify Human Resources or Employee Relations. An accommodation request may trigger an interactive process to assess the cast or crew member's specific individual needs, and to identify what accommodations, if any, can be implemented. Cast and crew have an obligation to cooperate with the Company in this process.

## NO HARASSMENT, DISCRIMINATION OR RETALIATION

The Company prohibits harassment, discrimination and retaliation against any cast or crew member or job applicant because of their actual or perceived religion or for requesting a religious accommodation. Individuals who believe this section has been violated should follow the procedures outlined in the [Speak Up](#) policy.

# BREAKS FOR NURSING CAST AND CREW



The Company accommodates nursing cast and crew at work.

The Company fosters a work environment that supports family life. As part of those efforts, the Company accommodates nursing cast and crew who wish to express breast milk during their work day.

## LOCATION AND TIMING

Cast and crew who request breaks under this policy will be provided the use of a private space that is shielded from view and free from intrusion, other than a bathroom or toilet stall, for this purpose. This area may be the place where the individual normally works if there is adequate privacy. Cast and crew should work with their supervisor to find an appropriate private space. Cast and crew are responsible for proper storage of their expressed milk.

Hourly, weekly and daily cast and crew are encouraged to use their regular scheduled lunch or break times, if possible. Any additional time required should be scheduled between the individual and their supervisor based on the individual's work schedule and business needs.

Cast and crew are encouraged to contact Human Resources before they return to work to identify their need for a lactation area or to make any other arrangements necessary under this policy.

## REQUESTS FOR BREAKS

Cast and crew should make requests under this policy to their supervisor, on-site supervisor or Human Resources. The Company will respond to these requests within five business days, if not before, and will work with the individual to determine the appropriate break period(s) and location.

## NO RETALIATION

The Company will not tolerate retaliation against a cast or crew member who requests or takes breaks in accordance with this policy.

## LEGAL COMPLIANCE

The Company complies with applicable provincial and local requirements related to lactation breaks.

# SAFETY, HEALTH AND ACCIDENT PREVENTION



The safety and health of our cast and crew is paramount. The Company strives to provide a safe work environment for all cast and crew and complies with all applicable health and safety laws and regulations.

## “SAFETY BEGINS WITH ME”

Safety is the responsibility of everyone. It is not just a priority, but a shared core value. The Company’s vision is to foster a work environment where no one gets hurt. This requires personal ownership from each and every cast and crew member—a commitment to personal safety, an understanding of how decisions impact the safety of others, and encouraging coworkers to work safely.

A key component to achieving the Company’s safety vision is developing cast and crew awareness of hazards they may encounter. Supervisors, cast and crew need to be aware of all potential hazards in their areas and how to avoid or safely interact with them. This includes following all instructions and applicable health and safety procedures (including procedures issued on a temporary basis to address emergency or exigent circumstances), not undertaking any task without proper training and necessary protective equipment and safety devices, and inspecting and maintaining equipment in good condition.

All cast and crew are responsible for taking appropriate action to correct unsafe and unhealthful conditions. Cast and crew must promptly report any potential unsafe conditions or safety hazards to their immediate supervisor, on-site supervisor, Unit Production Manager or other appropriate manager. Cast and crew may also contact the Safety Department at (US) 1-818-560-1726. Concerns may be

reported anonymously. Cast and crew will not be penalized in any way for reporting unsafe conditions and/or practices.

## WORK-RELATED INCIDENTS

Cast and crew must report to their manager or on-site supervisor in a timely manner any injury or illness that occurs on the job or arises in the course of their duties. The cast or crew member and their supervisor are responsible for promptly reporting work-related illnesses or injuries to the Medical Department or location medic.

Cast and crew must report all accidents, no matter how minor, promptly to their immediate supervisor, Human Resources, Medical Department (if applicable) or Security. If a life-threatening or emergency situation exists, cast and crew should call 911 and seek appropriate medical attention, and then follow up with their immediate supervisor as soon as possible. If medical treatment is needed after hours, cast and crew should seek care and then notify management as soon as possible.

## VEHICLE AND PEDESTRIAN SAFETY

Cast and crew are expected to observe safe driving practices while operating a vehicle in the performance of their jobs (whether the vehicle is personally owned or provided by the Company or Production), which includes meeting all required “hands free” and/or “distraction free” limitations required by local law. Cast and crew must comply with

# SAFETY, HEALTH AND ACCIDENT PREVENTION (CONT.)



any additional segment guidelines or applicable laws that impose greater restrictions on the use of communications devices while operating a vehicle.

When driving on Company property or Production locations, including in parking lots and parking structures, cast and crew are expected to drive safely, yield to pedestrians, and observe all speed limits and other traffic laws and signs.

Cast and crew on foot are encouraged to focus on their surroundings and avoid distractions, such as mobile phone use, no matter the location—office hallways, stairs, parking lots, crosswalks or roadways.

## WELLNESS

For cast and crew to be safe on the job, they must first be healthy. The Company strives to be a place of well-being where cast and crew can be their healthiest, most high-performing selves. Many resources are available to help cast and crew improve their well-being and perform their roles safely. Additionally, cast and crew are encouraged to participate in improving their personal health and reducing health risks through wellness programs that may be offered.

# SECURITY



Cast and crew should report any security concerns to their local security team or to Global Security at (US) 1-818-560-3220 or [globalsecurity.disney.com/production-security](https://globalsecurity.disney.com/production-security).

The safety and security of cast and crew is vitally important. To help “Protect the Magic,” cast and crew are encouraged to immediately report all security concerns, including threats, extortion, thefts, inappropriate access, or any other suspicious activity, to their local security team or Global Security at (US) 1-818-560-3220 or [globalsecurity.disney.com/production-security](https://globalsecurity.disney.com/production-security). In other words, “If you see something, say something.”

## WORKPLACE VIOLENCE

Cast and crew may not commit or threaten any act of violence, or harass, intimidate or coerce any cast or crew member or other person in the course of the Company’s business. The Company will promptly respond to any known acts, reports or threats of workplace violence. All such acts, reports and threats will be taken seriously and are grounds for disciplinary action, which may be termination.

Violence includes actual, attempted or threatened violence by a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence that could occur at the workplace.

Possessing a firearm, ammunition or other dangerous weapons on Company premises or Production locations, at Company/Production events, or wherever cast and crew perform work, is strictly prohibited unless authorized as part of the individual’s work.

Cast and crew who have obtained an active restraining or protective order (including any threat or order respecting domestic violence) are strongly encouraged to consult with Global Security about the matter. This information would be used to help make a plan to increase workplace safety.

In the event of a workplace violence incident or a threat to commit **immediate** bodily harm to another person, cast and crew should call 911. Cast and crew who become aware of a **non-immediate** threat in the workplace should contact Security, Human Resources, their immediate supervisor, on-site supervisor, Unit Production Manager or the Guideline. Any cast or crew member in a position of authority or management receiving any such reports must immediately contact Security, Human Resources or Employee Relations.

## EMERGENCY PREPAREDNESS

All cast and crew are expected to prepare for and help respond to any crisis affecting the Company and its cast and crew. At a minimum, cast and crew are expected to participate in emergency drills, know emergency exits and reunification areas, and follow leadership and crisis management instructions during an emergency incident. For more information, contact Crisis Management at [Global.Crisis.Management@Disney.com](mailto:Global.Crisis.Management@Disney.com).

# SECURITY (CONT.)



## COMPANY IDENTIFICATION CARDS

While on Company premises or Production locations, cast and crew, contractors and visitors must wear their cast and crew Identification card (“ID”) or visitor access badge where it is clearly visible, unless their role requires otherwise. Cast and crew may not give their ID to another person to use and may not use another person’s ID. Cast and crew should immediately notify Security if their ID card is lost or stolen so that access can be shut down. For more information email [corp.production.security@disney.com](mailto:corp.production.security@disney.com).

# DRUGS AND ALCOHOL



Cast and crew may not be under the influence of drugs or alcohol while working.

The Company is committed to providing a safe and productive work environment. Cast and crew are expected to be fit for duty and remain fit for work throughout the duration of their work day. This includes not using or misusing prescribed medication; or using or consuming alcohol, marijuana or other drug or narcotic away from work when such use or consumption adversely affects their capability to safely or efficiently perform their job when at work.

The unlawful manufacture, distribution, dispensation, possession or use of drugs is prohibited in the workplace, including on Company property or Production locations, in any Company-/Production-owned, leased or rented vehicle, or while engaged in Company/Production business. Violators will be subject to disciplinary action, which may be termination.

Cast and crew are also expected to comply with any additional guidelines contained in the start packet for their specific Production.

## **PRESCRIPTION / OVER-THE-COUNTER DRUGS**

Cast and crew who are lawfully using prescription or over-the-counter drugs should only take that drug as directed by a physician and should be aware of any potential side effects which would impair them in the safe performance of their duties. If a cast or crew member is unsure about the side effects of a prescription or non-prescription drug or the drug's impact upon their performance at work, or if they believe

that such use may impair their ability to safely perform their job, they should discuss the issue with Human Resources or Employee Relations before starting or resuming work. If there are potential side effects from using prescription or non-prescription drugs which may affect the cast or crew member's safe and productive performance of their duties (e.g., drowsiness), then the cast or crew member must disclose this to Human Resources or Employee Relations and obtain clearance before reporting to work.

## **MARIJUANA/CANNABIS**

Although legalized, marijuana/cannabis use or possession is not permitted on Company property or Production locations at any time.

## **COMPANY EVENTS**

From time to time, the Company may sponsor social or business-related events at which a limited amount of alcohol is served. This policy does not prohibit the use or consumption of alcohol at such events; however, if cast and crew choose to consume alcohol at such events, they must do so responsibly. Cast and crew are expected to maintain their obligation to conduct themselves properly, professionally and in a manner that always reflects well on the Company. Under no circumstances should cast and crew drive while intoxicated. The consumption of marijuana/cannabis (and illegal or controlled drugs) remains strictly prohibited at Company events.

# NON-SMOKING POLICY



Smoking is prohibited, except in specifically-designated and posted “Smoking Areas.”

As part of a broader strategy to improve cast and crew health, it is the policy of the Company to limit exposure to secondhand smoke for its employees, cast and crew, clients, contractors, visitors and guests, all of whom are required to comply with this policy.

Smoking in any form, including the use of tobacco products (pipes, cigars and cigarettes) or “vaping” with e-cigarettes, shall only be permitted in areas specifically designated and posted as “Smoking Areas.” Those who smoke must use the provided receptacles in order to maintain Company and Production facilities. Seating in “Smoking Areas” shall be provided, if needed and requested.

Smoking marijuana is not permitted at any time on Company property or Production locations, even in designated smoking areas.

In any area smoking is prohibited by law, it is also prohibited by Company policy (e.g., adjacent to fuel storage and flammable/combustible liquid dispensing activities).

Smoking is prohibited at all times in shuttles, carpool vans, Production-related vehicles (including golf carts) and any other multiple-occupant, Company-/Production-owned vehicle.

Smoking is prohibited inside any indoor facilities owned or leased by the Company or Production.



# RESOURCES

To voice a concern that a policy has been violated, call the Guideline at 1-800-235-6302.

## THE GUIDELINE

- Concerns regarding accounting, internal accounting controls or auditing matters
- Guidance on any business conduct-related issue
- Report suspected unethical/illegal conduct or policy violations
- Anonymous reporting option

**Online:** [www.disneyguideline.com](http://www.disneyguideline.com)

**Telephone (24/7):** 1-800-235-6302

## HUMAN RESOURCES/ EMPLOYEE RELATIONS

- Any cast and crew concerns or HR matters
- Questions about policies in this Policy Manual or possible policy violations
- Accommodation requests based on disability or religious beliefs
- As necessary, HR and Employee Relations professionals will ensure appropriate members of the HR/Employee Relations team are involved.

**Contact information varies by segment/location.**

**Ask your supervisor or Unit Production Manager for specific contact information.**

	For:	Contact:
<b>Other useful contacts</b>	Company-related legal issues, questions or concerns	<b>Legal Department:</b> (US) 1-818-560-1301
	Notification of compromised devices or information security breaches, or questions about appropriate use of Company computer systems	<b>Global Information Security/IT Support Center:</b> (US) 1-866-534-7639; Email: <a href="mailto:infosec.FIRE@disney.com">infosec.FIRE@disney.com</a> ; Web: <a href="https://infosec.disney.com/">https://infosec.disney.com/</a>
	Reporting potential unsafe conditions or safety hazards	<b>Safety Department:</b> (US) 1-818-560-1726
	Reporting security concerns, including thefts, lost or stolen devices, threats, suspicious activity, or pre-public IP/content breaches	<b>Contact your Production security representative and/or TWDC Global Security:</b> (US) 1-818-560-3220; Email: <a href="mailto:corp.production.security@disney.com">corp.production.security@disney.com</a> ; Web: <a href="https://globalsecurity.disney.com/production-security">https://globalsecurity.disney.com/production-security</a>
	Questions or concerns regarding the Company's accounting, internal accounting controls, auditing matters or the Conflicts of Interest and Gift policies	<b>Management Audit Department:</b> <a href="mailto:CORP.Disney.Management.Audit@disney.com">CORP.Disney.Management.Audit@disney.com</a>

# INDEX

Animals in the Workplace.....	19	Military-Related Leaves.....	35
Attendance.....	20	Non-Smoking Policy.....	40
Bereavement Leave.....	35	Overview of Policy Manual.....	4
Breaks for Nursing Cast and Crew.....	34	Personal and Family Relationships.....	16
Cast and Crew Conduct and Performance.....	7	Prohibition of Harassment and Bullying.....	8
Cast and Crew Data and Personnel Records.....	31	Religious Accommodation.....	33
Company/Production Property and Personal Property.....	18	Resources.....	41
Computer Usage and Security.....	24	Safety, Health and Accident Prevention.....	35
Confidential Information.....	13	Security.....	37
Conflicts of Interest.....	15	Solicitation and Distribution.....	21
Corporate Identity and Use of Company Names, Characters or Symbols.....	14	Speak Up.....	11
Crew Timekeeping.....	30	Speaking on Behalf of the Company/Production.....	22
Disability Accommodation.....	32	Standards of Business Conduct.....	5
Drugs and Alcohol.....	39	Unauthorized Recordings.....	29
Equal Employment Opportunity.....	6	Unsolicited Submission of Creative Ideas.....	23
Family and Medical Leave Act.....	33	Use of Social Media.....	27

The  
WALT DISNEY  
Company  
and affiliated companies