

The **WALT DISNEY** Company
and affiliated companies



**POLICY MANUAL FOR
U.S. PRODUCTION
CAST AND CREW**

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.....6
 Equal Employment Opportunity.....7



CAST AND CREW CONDUCT

Cast and Crew Conduct and Performance.....8
 Prohibition of Harassment and Bullying9
 Speak Up11
 Confidential Information.....13
 Corporate Identity and Use of Company Names,
 Characters or Symbols.....14
 Conflicts of Interest15
 Personal and Family Relationships.....16
 Company/Production Property and Personal Property.....18
 Animals in the Workplace19
 Attendance.....20
 Solicitation and Distribution.....21
 Speaking on Behalf of the Company/Production.....22
 Submission of Creative Ideas.....23



USE OF TECHNOLOGY

Computer Usage and Security25
 Use of Social Media.....28
 Unauthorized Recordings30



OPERATIONAL POLICIES

Crew Timekeeping31
 Cast and Crew Data and Personnel Records32



TIME OFF AND ACCOMMODATIONS

Family and Medical Leave Act.....33
 Military-Related Leaves35
 Bereavement Leave.....37
 Disability Accommodation38
 Religious Accommodation39
 Breaks for Nursing Cast and Crew40



HEALTH, SAFETY AND SECURITY

Safety, Health and Accident Prevention41
 Security43
 Drugs and Alcohol44
 Non-Smoking.....45

Resources46

Index.....47

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 U.S. television and film productions for the Company. “Production” shall refer to the specific television or motion picture 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.

Important Note: Certain states and local jurisdictions have supplemental policy requirements. These policy supplements are available on www.productionpolicies.com. Cast and crew are expected to review and be familiar with the contents of the supplements applicable to their work locations and conduct themselves consistently with the principles expressed in those supplements.

This Policy Manual replaces the March 2023 version of the Policy Manual for U.S. Production Cast and Crew, 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.

FOUR IMPORTANT THINGS TO KNOW WHILE READING THIS POLICY MANUAL

1. These policies do not alter cast and crew’s status of employment. All cast and crew are at will unless subject to a written employment agreement specifying employment for a particular term. At-will employment means the cast or crew member can be terminated (or reassigned or demoted) at any time, with or without cause or notice, and the cast or crew member can resign at any time with or without cause or notice. Cast and crew’s at-will status can only be altered in a document explicitly stating that employment is no longer at will, signed by an authorized representative of the Company.
2. 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.

OVERVIEW OF POLICY MANUAL (CONT.)



3. Cast and crew subject to a collective bargaining agreement (“CBA”) receive the benefits provided by their CBA, and this Policy Manual does not provide these cast and crew with any different or additional benefits. However, terms and conditions in this Policy Manual unrelated to cast and crew benefits, like those regarding cast and crew conduct, use of technology, etc., generally apply to cast and crew subject to a CBA unless their CBA provides different terms and conditions regarding those subjects.
4. Nothing in this Policy Manual should be interpreted as a restriction on cast and crew’s legal right to discuss their terms and conditions of employment with one another for their mutual protection and benefit. Any cast or crew member who believes compliance with the policies in this Policy Manual would conflict with this legal right should promptly discuss the matter with Human Resources.

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 1-800-699-4870 or online at 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.

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, color, 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, state 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 1-800-699-4870. Cast and crew in California may also contact the California Civil Rights Department at 1-800-884-1684 or online at <https://civildrights.ca.gov>.

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. Being under the influence of any intoxicating substance while working;
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, as deemed appropriate by the Company in the particular circumstance.

Cast and crew should keep in mind that nothing in this policy, or in the Company's or Production's implementation of discipline or performance management, changes the at-will nature of employment, which applies to all cast and crew unless subject to a specific written agreement that provides otherwise.

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).

HARASSMENT BASED ON A PROTECTED CATEGORY

Harassing conduct that is based on a protected category is prohibited by law, whether committed by supervisors, coworkers, or third parties in the workplace, and will not be tolerated by the Company. "Protected categories" include a person's actual or perceived race (including traits associated with race, such as hair texture, hair type or protective hairstyles), religion, color, 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 set forth in any federal, state or local law. Conduct that may

be considered as contributing to unlawful harassment when based on a protected category 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, creating a hostile working environment and altering the conditions of employment.

Sexual harassment is one form of harassment based on a protected category and 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.

PROHIBITION OF HARASSMENT AND BULLYING (CONT.)



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.

While harassment based on a protected category must meet certain legal standards to be unlawful, such as being “severe or pervasive,” these standards do not necessarily have to be met for the Company to determine that conduct has violated Company policy. 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.

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 1-800-699-4870. Cast and crew in California may also contact the California Civil Rights Department at 1-800-884-1684 or online at <https://calcivilrights.ca.gov>.

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 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.

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.

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 1-800-699-4870 or online at www.disneyguideline.com. Concerns to the Guideline may also be submitted anonymously.

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 concern. 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.

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 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 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.

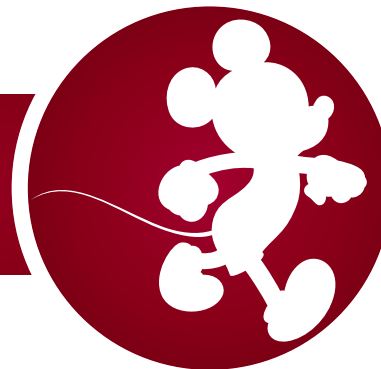
Cast and crew are expected to familiarize themselves with and follow the "Protecting Company Assets" section of the [Standards of Business Conduct](#), which contains additional information, including a definition and examples of "confidential information."

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

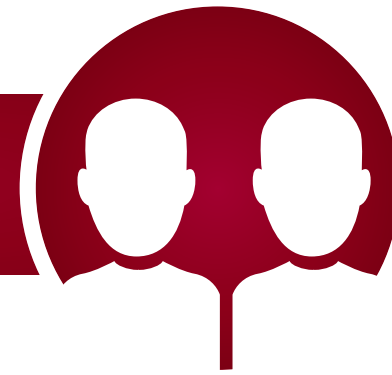
reports. In addition, the Company strongly discourages both personal and family relationships in the following situations:

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.

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 at any time. This includes solicitation or distribution through Company/Production email.

SPEAKING ON BEHALF OF THE COMPANY/PRODUCTION

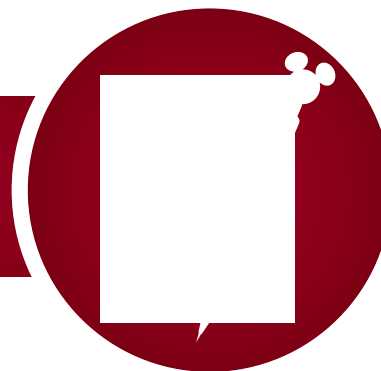


To ensure that information provided to the public is complete, consistent and accurate, cast and crew should not speak on behalf of the Company/Production unless authorized to do so.

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.

SUBMISSION OF CREATIVE IDEAS



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

Creative ideas and content submitted by cast and crew may be used by the Company in any manner, with no additional payment or benefit beyond the cast or crew member's regular compensation.

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 from third parties without prior authorized invitation.

Cast and crew, by contrast, may share their own creative ideas and content with the Company, whether or not related to their regular job responsibilities, with the understanding that the Company can use those contributions in any manner whatsoever without providing the cast or crew member any payment or other benefit beyond their regular compensation as a cast or crew member.

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.

This policy also eliminates any expectation by cast and crew that they will receive any other benefit or payment (beyond their regular compensation as a cast or crew member) for any creative ideas or content they submit to the Company, whether or not the submission relates to the cast or crew member's regular job responsibilities.

WHAT TO DO: UNSOLICITED SUBMISSION BY THIRD PARTIES

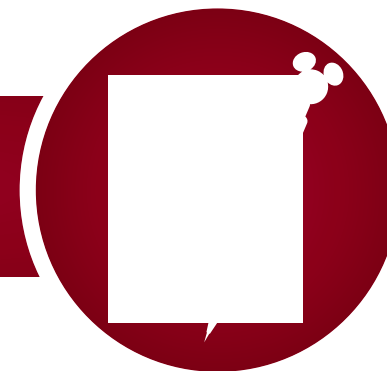
If a submission is attempted by telephone or in person, cast and crew should stop the conversation and politely inform the individual that Company policy does not permit the acceptance of unsolicited creative ideas.

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,

SUBMISSION OF CREATIVE IDEAS (CONT.)



by or through agents, producers or managers recognized as customarily making such submissions, is permitted.

CAST AND CREW SUBMISSIONS

Cast and crew may submit creative ideas or content outside the scope of their job responsibilities, with the understanding that by doing so: (1) the Company has, at minimum, a non-exclusive license to and may use the submission in any manner and for any purpose; and (2) except to the extent provided in a written contract signed by an authorized Company representative or in the official rules of an authorized invitation, contest or procedure, the cast or crew member is not entitled to any additional payment or benefit beyond their regular compensation as a cast or crew member and is not entitled to any acknowledgment of their contribution (e.g., credit).

Of course, ideas, inventions or content submitted or created within the scope of a cast or crew member's responsibilities, or under other circumstances specified in a cast or crew member's confidentiality or other agreement, are exclusively owned by the Company.

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 (1-818-560-3220, Global.Security@disney.com, or 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.

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.

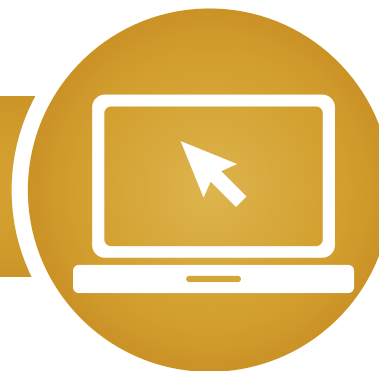
TERMINATED AUTHORIZATION

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 1-800-699-4870.

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. In addition, it is illegal in some states (including California and Florida) to record conversations without the consent of all parties to the conversation.

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 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 law. The actual schedule of rest breaks and meal periods will be determined by the crew member’s supervisor. 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 Security Number, 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 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.

FAMILY AND MEDICAL LEAVE ACT



This policy outlines the primary provisions of the Family and Medical Leave Act (FMLA).

The Family and Medical Leave Act (FMLA) provides that eligible employees may take up to 12 weeks of unpaid leave (at one time or intermittently) within a 12-month period for any of the following reasons:

- incapacity related to pregnancy or child birth;
- to care for the employee's child after birth or placement for adoption or foster care;
- to care for the employee's spouse (including same-sex spouse), child or parent, who has a serious health condition; or
- a serious health condition that makes the employee unable to work.

The FMLA also allows employees to take up 12 weeks of unpaid leave to address certain needs when a family member is called to active military duty, and up to 26 weeks of unpaid leave within a 12-month period to care for certain family service members with a serious injury or illness. Refer to the [Military-Related Leaves](#) policy for additional information.

The Company also complies with applicable state laws related to family and medical leaves. For example, leave taken for a pregnancy-related medical disability, up to four months, does not count as leave under the California Family Rights Act. Cast and crew in New York should contact Human Resources or Employee Relations for information about the New York Paid Family Leave program.

ELIGIBILITY

Cast and crew are eligible for leave under the FMLA after they have worked at least 12 months and have worked at least 1250 hours during the 12 months preceding the leave, and if they work at a location with 50 or more employees within a 75-mile radius. Cast and crew should contact their Production team or Unit Production Manager for the appropriate contact for questions about eligibility.

Cast and crew must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. If 30 days' notice is not possible, they must provide notice as soon as practicable. Cast and crew must provide sufficient information so the Company can determine if the leave qualifies for FMLA protection and the anticipated timing and duration of the leave.

BENEFITS AND RETURN TO WORK

Company health care coverage, where applicable, continues during an FMLA leave, subject to the cast or crew member's payment of applicable contributions to premiums.

Cast and crew returning from FMLA leave are entitled to reinstatement to their original position or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment, unless their position is no longer available for reasons unrelated to the leave.

FAMILY AND MEDICAL LEAVE ACT (CONT.)



LEGAL RIGHTS UNDER THE FMLA

The FMLA prohibits the Company from interfering with cast and crew's exercise of FMLA rights, or from discriminating against or terminating someone for opposing practices the FMLA makes unlawful or being involved in any FMLA-related proceeding.

Cast and crew with concerns that they have been discriminated or retaliated against because they took FMLA leave should contact Human Resources or Employee Relations. Cast and crew may enforce FMLA rights by filing a complaint with the U.S. Department of Labor or a private lawsuit. The FMLA does not affect any federal or state discrimination laws, or supersede any state or local law or collective bargaining agreement providing greater leave rights.

MILITARY-RELATED LEAVES



The Company provides military-related leaves of absence to support cast and crew and their family members who serve in the military.

The Company supports cast and crew and their family members who serve in the military and provides military-related leaves of absence consistent with applicable law. Cast and crew should contact their Production team or Unit Production Manager for the appropriate contact for questions regarding military-related leaves.

MILITARY LEAVE OF ABSENCE

Cast and crew who are members of the uniformed services, including the Reserves and National Guard, are eligible for leaves of absence to take part in a variety of military duties, including training, active military service, examinations to determine fitness for active duty and the performance of funeral honors duty. Subject to certain exceptions provided by law, cast and crew may take up to five years of cumulative leave under this policy.

Cast and crew who need to take a military leave of absence should provide advance notice to their supervisor whenever possible. Cast and crew may be requested to provide a copy of their military orders in connection with a military leave request.

The Company/Production will comply with applicable law regarding re-employment of cast and crew returning from a military leave.

LEAVES FOR CAST AND CREW IN STATE DEFENSE FORCES

Cast and crew who are members of state defense forces (also referred to in various states as the state guard, state militia

or state military reserve) are eligible for leaves of absence to take part in required training, active service and other activities where required by applicable state law.

Cast and crew should provide advance notice to their supervisor of their need for leave whenever possible. Cast and crew may be requested to provide a copy of their orders in connection with a leave request. The Company will comply with applicable law regarding re-employment of cast and crew returning from leave.

MILITARY CAREGIVER LEAVE

If a cast or crew member's spouse, domestic partner, child, parent, or "next of kin" incurs a serious illness or injury while serving on active military duty in the uniformed services, Reserves or National Guard, the Company provides the cast or crew member up to 26 weeks of unpaid leave to care for that family member.

Cast and crew should request military caregiver leave at least thirty days before the start of their leave, or as soon as practicable. See the [Family and Medical Leave Act](#) policy for additional information related to benefits and return to work.

QUALIFYING EXIGENCY LEAVE

If a cast or crew member's spouse, domestic partner, child or parent is a member of the uniformed services, Reserves or National Guard who is on or called to active duty in a foreign country, the Company will provide the cast or crew member

MILITARY-RELATED LEAVES (CONT.)



up to 12 weeks of unpaid leave to address certain urgent, non-medical needs related to the service or call-up, including:

- Managing issues raised by short-notice deployment (i.e., deployment on seven or fewer days' notice)
- Attending military events and related activities
- Childcare and school activities
- Care for the military member's parent who is not capable of self-care
- Making or updating financial and legal arrangements to address the family member's absence
- Attending non-medical counseling
- Spending time (up to five days) with a family member who is on short-term temporary rest and recuperation leave during deployment
- Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies

Cast and crew should provide notice of the need for qualifying exigency leave as soon as practicable. Cast and crew may be requested to provide a copy of their family member's military orders in connection with a qualifying exigency leave request. See the [Family and Medical Leave Act](#) policy for additional information related to benefits and return to work.

New York's Paid Family Leave program also extends to qualifying exigency leave. Cast and crew in New York should contact Human Resources or Employee Relations for information about that program.

BEREAVEMENT LEAVE



The Company complies with any applicable state or local bereavement leave law requirements. Cast and crew can use available sick leave (if any) to receive compensation during any periods of unpaid bereavement leave provided by state or local law.

DISABILITY ACCOMMODATION



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

The Company provides reasonable accommodation to cast and crew with disabilities.

REASONABLE 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 when it determines an accommodation is reasonable and will enable the individual to perform the essential functions of their position. Exceptions may be made where an accommodation would create an undue hardship for the Company, or where otherwise consistent with law.

REQUESTING AN ACCOMMODATION

Cast and crew who need 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, are feasible. Cast and crew have an obligation to cooperate with the Company in this process.

OTHER WORKPLACE ACCOMMODATIONS

Even where not required by law, the Company will consider other cast and crew requests for workplace accommodations, including requests related to a temporary injury or requests to address ergonomic needs.

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 provides, on request, reasonable accommodations for cast and crew to exercise their sincerely-held religious beliefs, unless doing so would create an undue hardship for the Company.

REQUESTING AN ACCOMMODATION

Cast and crew whose sincerely-held religious beliefs, 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, are feasible. 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 and crew 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 also complies with applicable state 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 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. For certain injuries or illnesses, cast and crew may be eligible to receive workers’ compensation benefits under applicable state law. 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 only

SAFETY, HEALTH AND ACCIDENT PREVENTION (CONT.)



making telephone calls or sending messages if it can be accomplished without taking one's hands from the wheel or focus from the road. Cast and crew must comply with 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 1-818-560-3220 or 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 1-818-560-3220 or 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 or threats of workplace violence. All such acts and threats will be taken seriously and are grounds for disciplinary action, which may be termination.

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 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 (U.S. only). 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.

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.

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 and prohibits cast and crew from being under the influence of drugs or alcohol while working.

GENERAL RULES

Cast and crew must not report to or remain at work, or otherwise perform work for the Company/Production, while under the influence of alcohol or drugs. 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 that they believe may impair their ability to safely perform their job should discuss the issue with Human Resources or Employee Relations before starting or resuming work.

MARIJUANA

Although several states have legalized marijuana for medicinal and/or recreational use under state law, it remains prohibited under Federal law and under Company policy. Marijuana use or possession is not permitted on Company property or Production locations at any time.

Cast and crew are advised that use of CBD or any hemp products is at their own risk. Cast and crew who test positive for THC as a result of a Company drug test will be subject to discipline in accordance with the Company's policies.

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 1-800-699-4870.

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
Telephone (24/7): 1-800-699-4870

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

INDEX

Animals in the Workplace.....	19	Military-Related Leaves.....	35
Attendance.....	20	Non-Smoking Policy.....	45
Bereavement Leave.....	35	Overview of Policy Manual.....	4
Breaks for Nursing Cast and Crew.....	40	Personal and Family Relationships.....	16
Cast and Crew Conduct and Performance.....	8	Prohibition of Harassment and Bullying.....	9
Cast and Crew Data and Personnel Records.....	32	Religious Accommodation.....	39
Company/Production Property and Personal Property.....	18	Resources.....	46
Computer Usage and Security.....	25	Safety, Health and Accident Prevention.....	41
Confidential Information.....	13	Security.....	43
Conflicts of Interest.....	15	Solicitation and Distribution.....	21
Corporate Identity and Use of Company Names, Characters or Symbols.....	14	Speak Up.....	11
Crew Timekeeping.....	31	Speaking on Behalf of the Company/Production.....	22
Disability Accommodation.....	38	Standards of Business Conduct.....	6
Drugs and Alcohol.....	44	Submission of Creative Ideas.....	23
Equal Employment Opportunity.....	7	Unauthorized Recordings.....	30
Family and Medical Leave Act.....	33	Use of Social Media.....	28

The
WALT DISNEY
Company
and affiliated companies