

CALIFORNIA WORKPLACE VIOLENCE PREVENTION PLAN AND RELATED TRAINING

The Production Company's ("Company") Workplace Violence Prevention Plan ("WVPP") addresses the hazards known to be associated with the four types of workplace violence as defined by California Labor Code (LC) section 6401.9.

This WVPP applies to all workplaces and work activities in California and is specific to the hazards and corrective measures for each Company work area and operation.

Date of Last Review: July 1, 2025

Date of Last Revision(s): July 1, 2025

DEFINITIONS

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log - The Workplace Violence Prevention Log ("Log") that records workplace violence incidents, as required by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment *Workplace violence* includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, clients, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

Work practice controls - Procedures and rules, which are used to effectively reduce workplace violence hazards.

RESPONSIBILITY

The WVPP administrator, Rick Warmack, Chief Security Officer, has the authority and responsibility for implementing and maintaining the provisions of this plan for the Company.

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Rick Warmack	Chief Security Officer	Overall responsibility for the WVPP, including but not limited to its administration including the threat response coordination and communication	818-954-1330	rick.warmack@wbd.com

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP or directing the employee to a knowledgeable individual.

EMPLOYEE ACTIVE INVOLVEMENT

The Company utilizes the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and encourage employees, as well as authorized employee representatives, to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence; in designing and implementing required training under the WVPP; and reporting and investigating workplace violence incidents. The Company has codified a Workplace Violence Policy and a Weapons Policy. The Company has a *Threat Management Team* (“TMT”) concept inclusive of representatives from the studio including Legal, People & Culture, Labor Relations (if applicable), and Security. These representatives actively engage and manage any workplace violence threat identified or reported.
 - The Company has established an *Executive Steering Committee* to oversee the threat management process and, at least each quarter, review cases to ensure effectiveness and compliance with the WVPP, California law, and related internal policies. This Committee is comprised of executive management representatives from the studio’s Legal, People & Culture, Labor Relations (if applicable), and Security.

- Training: The Company has established an in-house training program designed to socialize its employees with the following:
 - The Company WVPP and its legal basis.
 - Workplace violence explained and its associated warning signs.
 - The process to report warning signs or actual workplace violence.
 - The process to identify and report workplace violence hazards.
 - The process for maintaining workplace violence incident records, and access to them.
 - Employee opportunities to provide input and obtain information about the Company's WVPP.
- Employee involvement in the development and implementation of the WVPP, and the training required by the WVPP is accomplished through training, engagement with managers, and engagement with other Company and studio representatives from other departments, such as People & Culture, Labor Relations (if applicable), and Security.
- Employees will be educated regarding Company policies associated with workplace violence, as well as appropriate methods to report any workplace violence warning signs or situations. The Company policy on workplace violence defines workplace violence and identifies behaviors that constitute violations of the policy, in addition to their associated consequences. Employees are informed that they may report concerns of such to their respective manager, Production Executive, and the studio's Legal, Production People & Culture, Labor Relations (if applicable), and Security Representatives; or through the studio's confidential Ethics Hotline number: 800-398-6395. All Workplace Violence Policies and procedures will be available on the Policies on the Set website (www.policiesontheset.com).
- Employees are expected to comply with the WVPP and related policies, and procedures to assist the Company in its efforts to maintain a safe work environment. Employees will be trained on the policies and procedures associated with the Company Workplace Violence Policy, and reporting of any potential or actual workplace violence situation is mandatory. The Company will administer this policy stressing that reporting is not inherently punitive to either the person reporting or the person(s) of concern, but rather a notification that allows a proper investigation by the TMT to determine details and the correct course of action to ensure safety in the workplace. The TMT decides collectively who should conduct any necessary investigation based upon each set of facts. The investigative lead can be any of the following groups or a combination thereof: Security, People Relations, Production Workplace Investigations, and P&C.
- The WVPP shall be always in effect, include all work areas, and consider hazards and corrective measures for each work area and operation.

EMPLOYEE COMPLIANCE

Employees are required to comply with the requirements set forth in this plan at all times. This includes, but is not limited to, reporting workplace violence incidents, reporting potential workplace violence hazards, cooperating with incident investigations, as needed, always remaining vigilant to avoid workplace violence incidents, informing supervisors of any suspicious activity, completing all required training, and identifying potential or actual workplace violence hazards. Employees who fail to meet the requirements outlined in this plan will be retrained and will be subject to discipline, if necessary. Compliance efforts include, at minimum:

- Training employees, supervisors, and managers on the provisions of the WVPP.
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP and our Workplace Violence Policy. Employees, supervisors, and managers failing to comply may be subject to disciplinary action up to and including termination. Such suspected failures to comply will be objectively and appropriately investigated, and actions will be taken based upon the results of those investigations.

- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace. Employees who do so may be recognized by their management or by any affiliate of the TMT in a manner that ranges from an informal acknowledgement to a formal acknowledgement through the Company's employee reward or recognition process.

COMMUNICATION WITH EMPLOYEES

The Company recognizes that open, communication between our management team, staff and other employees about workplace violence issues is essential to its efforts to create a safe and productive workplace and the effective implementation of the WVPP. The following communications are designed to facilitate a continuous flow of workplace violence prevention information between management and employees in a form that is readily understandable by all employees, and include but are not limited to the following:

- A mandatory workplace violence awareness and prevention training program.
- Regularly scheduled meetings by the Executive Steering Committee to review incidents identified and managed, employee reports, and business unit concerns.
- Effective communication between employees and supervisors about workplace violence prevention and concerns. All employees will be trained to understand the warning signs of workplace violence, as well as the Company's policies and are encouraged to report and communicate any associated concerns.
- Posted or distributed workplace violence prevention information. The Company will post the company policy and associated prevention procedures on the Policies on the Set website (www.policiesontheset.com).
- How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action.
 - Employees can report any Workplace Violence concern, including observation of warning signs from another person, actual violence and/or any general but associated concern to any variety of Company sources. These include but are not limited to their supervisor or any company supervisory personnel, the Production People & Culture representative, or studio Security. These sources will be trained to escalate any concern needing assessment to the TMT.
 - Any situation involving an imminent employee safety situation should be reported to emergency responders. Typically, this is done by calling 911. For employees within the Burbank Main Studio Lot and Second Century only, contact the studio's Security Operations Center directly at (818) 954-3333 and it will expedite a response by public emergency services to those locations.
 - Employees may anonymously report any non-emergency situation or other workplace violence concerns by calling the studio's Ethics Hotline number: 800-398-6395.
 - Employees can also report any Workplace Violence concern by sending an email to Security@wbd.com. This is an intake email process that is monitored and responded to on a 24 hour/7 day per week schedule designed for immediate (but not emergency) referral and response. Additionally, any employee in the State of California can contact the company's regional Security Operations Center (SOC) by calling (818) 954-3333. This is a 24/7 SOC with recorded lines for intake and response to concerning situations.
- The Company will utilize training required under this Plan. Additionally, at all times, there is to be an open dialogue between employees, supervisors, and the administrator regarding workplace violence matters set forth in this Plan.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees who, by policy, may not normally use or access mobile devices during work may do so to seek emergency assistance if no other option is available (i.e. Two-way radio). Employees' concerns will be investigated in a timely manner, and they will be informed of the results of the investigation and any corrective actions to be taken.

COORDINATION WITH OTHER EMPLOYERS

The Company implements the following procedures to coordinate implementation of its plan with other employers, when applicable, to ensure that those employers and employees understand their respective roles, as provided in the plan.

- A coordinated effort will take place in California environments where the Company's employees are co-located at worksites that include other companies and their employees.
- The Company will communicate with all other employing individuals at the worksite, or employers where Company employees are working, regarding implementation of the plan and each employer's respective roles, to the extent required by applicable law.

All workplace violence incidents involving any employee must be reported, investigated, and recorded. The controlling employer should be provided a copy of any Log detailing an event that occurred on its property. Any information received by the Company from a co-located company will be appropriately managed and documented using Log process.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

The Company has implemented the procedures to ensure that:

- Employees must report all workplace violence incidents, threats, or concerns to Security, Production People & Culture, or their direct supervisor or any company supervisory personnel. If the report is made through management, management must inform Security or Production People & Culture of the reported concern in a timely manner. Employees may report a non-emergency workplace violence incident, threat or other workplace violence concern to Security or Production People & Culture at any time, including during working time.
- All threats or acts of workplace violence reported from any source will be referred to the TMT for assessment and mitigation. Any report to the TMT will be documented in a database held and administered by the company's People Relations investigative team.
- A strict non-retaliation policy is in place at the Company, and any instances of retaliation are dealt with swiftly and decisively. The Company is committed to fostering a culture where employees feel comfortable and safe to report any concern associated with the workplace. This includes the philosophy behind reporting concerning workplace violence behavior of another employee or affiliate. Any reported concerning behavior will be addressed by cognizant company authorities objectively and fairly without prejudice. This applies to not only the employee involved in the concerning behavior, but also the reporting person. The ultimate goal is to understand and address any behavior that is of concern. Any retaliation associated to reporting concerns will not be tolerated and will be addressed appropriately.

EMERGENCY RESPONSE PROCEDURES

The Company has in place the following specific measures to handle actual or potential workplace violence emergencies:

- The Company has the means to alert employees of the presence, location, and nature of workplace violence emergencies by use of a mass communication system through the studio. In the event of an active threat situation within the Company workplace environment, Security has worked with Crisis Management to create an appropriate mass communication process. Using this process, all registered persons within the geographic area of the threat will be provided with an alert (via email, phone call, and/or text) advising of the presence and nature of the threat and general location where the threat is emanating.
- The Company, in providing this initial mass notification, does not dictate the specific actions of the receiving employee, but rather the existence of the threat in their geographic area. Whether to evacuate or shelter in place remains in the judgment of the individual depending upon their specific circumstances in relation to their geographic location. Training offered to employees will address options available in active shooter

situations (e.g., Run, Hide, Defend Yourself).

- The studio's Security has trained security personnel in their response to such situations, to include providing general assistance and guidance to employees during such a situation. The studio's Security has coordinated with and exercised active shooter response with local Police officials.
 - In the event of an emergency, including a Workplace Violence Emergency, employees should contact emergency services by calling 911 or the studio's Security Operations Center (SOC), Burbank at 818-954-3333. Note that employees on the main studio Lot in Burbank or the Second Century property are encouraged and approved to contact the SOC as opposed to 911, as the SOC has the capability of expediting the 911 process.
- In the event of an "Active Threat" situation on Company or studio property, the SOC will utilize the following steps (the order of the steps may be altered depending on the circumstances):
 - Notify the Police Department of the Active Shooter situation to include location and any details that are available at that time.
 - Notify the on-duty Security force via 2-way radio communication using code language.
 - Notify Tour employees hosting visitors on the property of the active shooter situation using code language.
 - Send a mass communication to all employees based in the geographic environment notifying them of the active threat situation.
 - Continue to support and manage the situation in coordination with the cognizant Police Department

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The Company welcomes employees and authorized employee representatives to identify workplace violence hazards that may or may not have been identified by the Company. Employees can alert the Company of a perceived or potentially unidentified workplace violence hazard by communicating the hazard:

- Directly to Security
- Directly to Production People & Culture
- Directly to Labor Relations (if applicable)
- Directly to Production Legal
- Directly to employee's supervisory chain of command (Then to Security, P&C, Legal)
- To the Security general email address Security@wbd.com
- To the studio's anonymous Ethics Hotline Number (800-398-6395)

The TMT and/or studio Security will review all submitted/reported concerns of potential hazards in a timely manner. This will include receipt, review, and management of all reported concerns, regardless of the method by which these concerns were reported.

Any potential workplace violence threat or potential threat will be escalated to the TMT, who will convene to review, research, and identify any threat or potential threat that may exist and take appropriate action to mitigate the situation to the extent possible.

Periodic Inspections

Periodic inspections of workplace violence hazards will endeavor to identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic proactive reviews and assessments shall be conducted by studio Security to help identify and evaluate potential hazards.

It is recognized that physical security measures and daily operational security activity play a role in mitigating workplace violence hazards and unsafe conditions for employees. The studio's Global Security, in coordination

with Crisis Management personnel, will regularly assess and adjust employee working environments to minimize such hazards and conditions. These assessments will include, but are not limited to:

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for employee response during a robbery or other criminal act, including our policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities or perceived workplace violence hazards.
- Effective location and functioning of emergency (panic) buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have effective escape routes from the workplace.
- Procedures for effectively communicating with a large segment of the workforce in an emergency situation.
- Determination of designated safe areas where employees can go to in an emergency.
- Adequacy of workplace physical security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.
- The use of work practices such as the "buddy" system for specified emergency events.
- Assessment of the communication between management and employees.
- Access to and movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

Workplace violence hazard inspections will be conducted:

- When the WVPP is initially established;
- After a workplace violence incident; and
- After the Company is notified of a new or previously unrecognized hazard.

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. In the event of a hazard, the Company will implement the following procedures:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to

correct the existing condition. Employees necessary and qualified to correct the hazardous condition will be provided with the necessary protection.

- All corrective actions taken will be documented and dated on the appropriate forms.
- Corrective measures for workplace violence hazards will be specific to a given work area.

PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

Promptly after a workplace violence incident, the administrator for the plan, or designee(s), will take the following post-incident actions:

- The Company will complete a case-by-case analysis of each reported workplace violence incident. Reporting employees will be informed of the results of the investigation and any corrective actions taken to remedy any workplace violence hazard. This action by the Company will not conflict with or inhibit law enforcement's investigation, if any.
- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action in an effort to prevent similar incidents from occurring.
- Record the findings and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement, if applicable.
- The Log will be used to record every workplace violence incident. The studio's Global Security will be responsible for receiving the reported information and maintaining the Log.
- Information included in the Log is based on information solicited from the employee(s) who experienced the workplace violence incident, witness statements (if any), and on investigation findings. The information recorded in the Log will include all of the following:
 - The date, time, and location of the incident.
 - The Workplace Violence Type or Types involved in the incident, i.e., "Type 1 Violence," "Type 2 Violence," "Type 3 Violence," or "Type 4 Violence" as defined in the WVPP.
 - A description of the incident.
 - A classification of the person who committed or allegedly committed the violence based on their relationship to the Company, including but not limited to coworker; supervisor; subordinate; relative or partner; client or customers, or their friends, family members, clients or customers; stranger.
 - A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was: completing usual job duties; working in poorly lit areas; rushed, working during a low staffing level; isolated or alone; unable to get help or assistance; working in a community setting; or working in an unfamiliar or new location.
 - A classification of where the incident occurred, such as, the workplace, parking lot, etc.

- The type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - Animal attack.
 - Other.
- Consequences of the incident, including, but not limited to:
 - Whether security or law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - Information about the person completing the Log, including their name, job title, and the date completed.
 - Note: On multi-employer worksites, the Company will record in the Log if one of its employees experienced the workplace violence incident. If the Company is not the controlling employer, it will provide a copy of the Log to the controlling employer.
- Reviewing all previous incidents.
- The TMT Executive Steering Committee will coordinate with the administrator to ensure an adequate post-incident investigation is conducted.
- Support and resources such as counseling services are provided to affected employees. The Company maintains an Employee Assistance Program (“EAP”), which will be utilized in these circumstances, as needed.

TRAINING AND INSTRUCTION

The Company provides training to its employees through the information provided in the WVPP and through additional training and instruction on general and job-specific workplace violence practices, including through the training materials provided at the end of the WVPP. Training and instruction will be provided as follows:

- Mandatory initial training will be conducted when the WVPP is first established. Mandatory training also will be provided at the beginning of each new production season or annually, whichever time occurs first.
- The Company will provide additional workplace violence training by posting on the Policies on the Set website (www.policiesontheset.com) the California OSHA Safety & Health Fact Sheet entitled, “Workplace Violence Prevention in General Industry (Non-Health Care Settings) – Information for Employees.”
- Training will be provided whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the WVPP. The additional training may be limited to addressing the new workplace violence hazard or changes to the WVPP.
- Employees will be given an opportunity to take additional workplace violence prevention training by contacting Production People & Culture or Security.

The Company's training will cover the topics listed below:

- The WVPP, including the process to obtain a copy of the WVPP, and how to participate in development and implementation of the plan;
- How to report workplace violence incidents or concerns to the Company and law enforcement without fear of reprisal;
- The purpose of the Violent Incident Log and how to request records maintained by the Company pertaining to workplace violence; and
- The opportunities provided by the Company for employees to have an interactive discussion with a person knowledgeable about the WVPP.

EMPLOYEE ACCESS TO THE WRITTEN WVPP

The WVPP shall be expressed in writing and be available to employees, authorized employee representatives, and Cal/OSHA Representatives through the Policies on the Set website (www.policiesontheset.com).

RECORD-KEEPING

The Company will:

- Maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Maintain workplace violence training records for a minimum of one (1) year and include the following:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Names and qualifications of persons conducting the training.
 - Names and job titles of all persons attending the training sessions.
- Maintain Logs for a minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - These records shall not contain medical information, as defined in California Civil Code, Section 56.05, Subdivision (j).

Records related to workplace violence hazard identification, evaluation, and correction; training; Logs; and workplace violence incident investigations, as required by [LC section 6401.9\(f\)](#), shall be made available to Cal/OSHA upon request.

EMPLOYEE ACCESS TO RECORDS

The following records shall be made available to employees and their representatives, upon request at no cost within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Workplace violence prevention training records.
- Logs.

REVIEW AND REVISION OF THE WVPP

The WVPP will be reviewed, including for effectiveness:

- At least annually.

- When a deficiency is observed or becomes apparent.
- After each reported workplace violence incident.
- As needed.

The TMT Executive Steering Committee is responsible for reviewing the Plan under the above circumstances.

Review and revision of the WVPP includes the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of the WVPP, and will seek the active involvement of employees and authorized employee representatives in reviewing the WVPPs effectiveness:

- Review of WVPP should include, but is not limited to:
 - Review of the Log.
 - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
 - Review to confirm that violence risks are being properly identified, evaluated, and corrected in a timely manner. These revisions could involve changes to procedures, updates to contact information, and additions to training materials. Finally, confirmation that any necessary changes or updates are being communicated to the employees.

EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\). Reporting Work-Connected Fatalities and Serious Injuries](#), the Company will immediately report to Cal/OSHA any serious injury or illness (as defined by [CCR, Title 8, Section 330\(h\)](#)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment to the nearest Cal/OSHA District Office. If reporting is required, Safety (Burbank) will make the notification.

I, Richard Warmack, Chief Security Officer, hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I believe that these policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety as it relates to workplace violence prevention.

Reference Link

[Workplace Violence Policy](#)
[Weapons Policy](#)

WORKPLACE VIOLENCE PREVENTION PLAN TRAINING AND INSTRUCTION

In order to ensure that all employees understand and comply with its Workplace Violence Prevention Plan (“WVPP”), the Company has created the following written training materials. As set forth below, Company employees may contact Production People & Culture to request additional online training regarding workplace violence prevention or schedule a meeting with Company Security to discuss any questions or concerns.

The Company takes seriously its responsibility to prevent workplace violence, which includes the following four types of workplace violence:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, clients, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

Our production personnel can report concerns of workplace violence without fear of reprisal to any of the following:

- The individual’s manager;
- The Production Executive;
- Production People & Culture;
- Production Legal or Labor Relations (if applicable);
- Security Representatives at (818) 954-3333 or Security@wbd.com; or
- The Ethics Hotline number: 800-398-6395.

The Company has taken steps to address workplace violence hazards specific to productions, such as the following:

- Implementing procedures to restrict physical access to productions;
- Hiring security personnel for on-location filming;
- Directing production management to coordinate with studio Security;
- Educating production employees of the avenues available for reporting workplace violence concerns;
- Offering EAP resources for employees desiring, or who may benefit from, such assistance;
- Adopting and posting the Workplace Violence Policy, Weapons Policy, and WVPP on www.policiesontheset.com where they can be accessed by employees at any time; and
- Adopting a strict policy prohibiting retaliation against any individual who raises a good faith complaint or who participates in an investigation regarding workplace violence.

In order to avoid incidents of workplace violence, employees should:

- Be alert to their surroundings;
- Only allow authorized individuals on production sets;
- Learn how to recognize alerts, alarms, or other warnings about emergency conditions;
- Know to use identified escape routes or locations for sheltering;
- Request EAP resources from Production People & Culture if desired;
- Immediately report any suspicious individuals or activities to a manager, the Production Executive, Production Legal, Production People & Culture, Labor Relations (if applicable), or Security Representatives; or through the studio's confidential Ethics Hotline number: 800-398-6395;
- Anticipate situations that pose a higher risk of escalating to a workplace violence incident, such as when managers terminate employment or provide negative performance feedback;
- Ask Security for an escort to a vehicle if parked in a dark or remote location;
- Look for **potential warning signs of workplace violence** and report them if observed, such as when another individual:
 - Makes direct or indirect threats;
 - Changes their behavior suddenly;
 - Damages property;
 - Has significant changes to their job performance;
 - Is struggling with drug or alcohol issues;
 - Mentions suicidal thoughts, engages in self-harm, or expresses a desire to hurt others;
 - Displays extremes in their mood or their reactions to situations; and/or
 - Is fixated on another individual in the workplace; and
- Schedule a meeting with studio Security to discuss any specific questions or concerns.

If an employee is subject to an active workplace violence situation:

- Call 911 or Security at (818) 954-3333;
- Get away from the situation, do not feel responsible for confronting the person or intervening;
- Practice de-escalation tools until it is possible to get to safety, such as speaking in a calm voice and expressing empathy;
- Practice **“Run, Hide, and Defend Yourself”** if the situation is violent:
 - RUN to get away from an active threat
 - If you cannot escape, HIDE. Block doors, get away from windows, and silence your phone

- As a last resort, DEFEND YOURSELF if you are in imminent danger
- Report the situation or cooperate in any subsequent investigation; and/or
- Obtain emergency medical care provided or help others obtain such medical care.

The Company maintains a violent incident log that records workplace violence incidents, as required by California law. Employees may examine and obtain copies of the violent incident log, as well as the Company's workplace violence prevention training records and records of workplace violence hazard identification, evaluation, and correction. Employees who would like to review such records should contact Production People & Culture.

Any employee who would like to obtain additional information regarding the Company's WVPP may schedule an individual meeting with a Security representative who is knowledgeable about the plan. The Security representative will provide answers to any questions the employee has about workplace violence generally or the WVPP. Security may be contacted at (818) 954-3333 or Security@wbd.com.