

Our Commitment to Respect

This production--and the content that comes from it--will be better when you are allowed to be you. That's why it's critically important to us that you are treated equally, respectfully and feel safe in your workplace. We want to make sure that fun and creativity thrive, but never in a way that hurts you or someone else.

We believe we've hired the best people on our production and they deserve the best working environment. We all have a responsibility to help create an inclusive and respectful work environment. To help achieve that, we've put together this document to explain how we can make this a fair and safe place to be.

Let's talk equality

You deserve the chance to thrive here, no matter who you are. We're committed to diversity and inclusion and won't treat any employee or candidate differently because of what are called "protected categories." Protected categories are things like race, religion, color, ancestry, national origin, sex, sexual orientation, gender, gender identity or expression, age, disability, medical condition, pregnancy, childbirth, genetic makeup, marital status, military service, and others depending on local laws. We're committed to this in any aspect of the production, including in recruitment, hiring, placement, job assignment, compensation, promotion, transfer, benefits, training, demotion, discipline, grievance, or dismissals.

Our inclusive work environment also extends to transgender and gender non-conforming employees. This means that production employees should feel safe to express their gender identity or characteristics without fear of consequences. If you're transitioning, work with your Production HR lead or Line Producer/UPM/EP to let them know if you have any specific needs or concerns.

We all have different needs, so we're happy to provide reasonable accommodations, consistent with local law, if you have a disability. Generally, a reasonable accommodation is a modification to a job or the work environment that will allow an employee with a disability to continue to do their job (or allow an applicant to go through the application process). Talk to your Production HR lead or Line Producer/UPM/EP if think you need an accommodation.

Diversity and inclusion is critically important to us, so any action that's out of line with this policy won't be tolerated and we'll take action when necessary to ensure everyone is treated fairly.

R-E-S-P-E-C-T

It's up to everyone to demand a respectful work environment at all times. We won't tolerate sexual harassment or any other form of harassment or discrimination.

Sexual harassment includes things like unwelcome sexual advances, requests for sexual favors, gross, sexually-charged or obscene remarks or gestures, and any unwelcome touching or other physical contact. But harassment or discrimination can take many forms, and may include bullying, racial epithets, slurs and derogatory remarks, stereotypes and inappropriate jokes, posters, cartoons, texts, e-mail messages, or websites based on the protected categories.

It's completely unacceptable for anyone to behave in a way that creates an abusive, disrespectful, intimidating, hostile, degrading, humiliating, or offensive environment. You deserve better than that. If someone on the production does behave this way, it could violate this policy even if it falls

short of unlawful harassment under local law. We won't tolerate behavior like this and we'll take action as soon as and however we can, in accordance with local laws.

When you're the boss

We expect even more from you if you're a supervisor or department head. Show your team what a respectful and safe production looks like. Beyond modeling great behavior, you must also take steps to make sure any inappropriate behaviors inconsistent with this policy are addressed **immediately**. Here's a quick way to remember what your responsibilities are:

- **Recognize** - Recognize behaviors inconsistent with this Policy EARLY, before they become big concerns.
- **Report** - Inform the Production HR lead/Line Producer/UPM/EP what you experienced or witnessed.
- **Respond** - Once aware of the issue, we will respond quickly and will take any necessary steps to remedy the concerns. You may be asked to help in this process.

If something happens

Tell us. We can't fix what we don't know. If you feel harassed or discriminated against (or if you see it happen to someone else), you should report it right away. You can call, talk, email, text or reach out however you feel comfortable. You can contact your Production HR lead (you can find them on the crew contact list) or Line Producer/UPM/EP. We've even set up a confidential reporting hotline for production employees, if that works better for you:
www.productionhotline.com.

We will respond to every concern raised involving behaviors inconsistent with this policy. If we need more information, we will fairly and promptly look into the concerns in order to reach a conclusion. We'll keep the investigation as confidential as possible--information about the complaint and the outcome will be shared on a limited, need-to-know basis. If we find improper conduct, we'll take action.

You deserve a fair and safe environment--and it's up to everyone to help make it happen. Don't allow an inappropriate situation to continue by not reporting it, no matter who is creating the situation. *Nobody* is exempt from this policy, no matter how important they may seem.

Finally, we won't retaliate against anyone for bringing a concern to our attention, or for cooperating truthfully in an investigation. We'll also take action against anyone who retaliates against you if you're involved in a complaint or investigation. We want to hear from you if something happens.

Questions?

We're here for you. Reach out to your Production HR lead or Line Producer/UPM if you have any questions about this policy or want to talk more about it.