

*****IMPORTANT NOTICE*****

Please note that since **March 2026**, there have been changes/additions to some of the Provisions/Policies in the attached start packet, including, but not limited to:

- **March 2026** – Changes to **Guarantees** provision
- **March 2025** – New **Generative Artificial Intelligence** policy

*Please make sure to read **ALL** the attached material as you are responsible for understanding and complying with its contents.*

STANDARD TERMS:

- 1. GUARANTEES:** This deal memo and any applicable collective bargaining agreement (“CBA”) shall constitute our full understanding and shall supersede any oral or written terms not specifically set forth on this memo or in its attachments. If DAILY or HOURLY rate is indicated, services are for a minimum period of one day. If WEEKLY rate is indicated, services are for a minimum period of one week. A regular workweek shall consist of any 5 consecutive days out of 7 consecutive days commencing with the first of such 5 days. Hours paid for “idle” days and “Travel Only” days shall be computed per the minimum requirements of any CBA that applies to your work, except as otherwise set forth in this Deal Memorandum, and will not be subject to the hours guaranteed above. There is no other guarantee regarding your period of services. Subject to applicable law, weekly rates may be prorated on partial weeks worked for your initial and final week of engagement and/or in accordance with any applicable CBA. If a wage rate over applicable CBA scale is indicated above, it shall remain in effect during the entire period of engagement notwithstanding any change in the minimum rates of the CBA; provided, however, that at no time shall the rate paid be less than the minimum applicable CBA rate. Your engagement may be terminated at any time and for any reason, with or without cause, subject to the provisions of any applicable CBA or applicable law. Your services in connection with promotional material, including but not limited to, gallery, publicity or “behind the scenes” and/or the creation of other types of marketing material for the Production that occur during your engagement shall be treated as part of your regular work day and paid at the rate set forth in this Agreement with overtime, including 6th or 7th day premiums as applicable.
- 2. UNION AGREEMENT:** Your services may or may not be subject to the terms of a CBA (if any) that, by its terms, would be controlling with respect to your services hereunder subject to applicable law. You acknowledge that the benefits to which you are entitled are limited to those which are set forth in any applicable CBA (if any) and applicable legislation. You also understand and agree that you are not entitled to any benefits provided to employees of the Company not set forth in this memo or its attachments or otherwise guaranteed under an applicable CBA (if any).
- 3. TIME CARDS:** You shall accurately enter on your time card all hours actually worked and meal periods taken (not hours guaranteed). You shall enter all the information and sign the time card yourself and not permit anyone else to do so on your behalf. You are responsible for ensuring that the Show Accounting Dept. has your most current address on file. Time cards must be submitted by 9 A.M. the first shooting day of the week following the week in which your services were rendered. No future in/out times should be entered on time cards and no time cards with future in/out times should be submitted to Accounting.
- 4. OVERTIME/PREMIUM PAY:** To the extent that overtime or premium pay is applicable, no 7th day, holiday, or in-town 6th day work may be performed unless authorized in advance by the UPM, Producer, or Production Executive.
- 5. PURCHASE ORDERS:** All your purchases and rentals must be made through vendors listed on the suggested vendor list. Additionally, all such transactions must be authorized by approved Purchase Orders prior to transaction.
- 6. PETTY CASH:** Petty cash expenses not accompanied by proper receipts detailed in accordance with the Company’s standard accounting policies will not be reimbursed. In accordance with applicable law, the Company is authorized to deduct from your final paycheck any outstanding balance in your petty cash advance fund or other amounts that you owe to the Company but have failed to return to the Company as a result of your dishonesty, willfulness or gross negligence.
- 7. ASSETS:** You are responsible for all recoverable assets purchased or promoted on the Production. Such items must be safeguarded, inventoried, and reconciled with Production/Accounting at wrap. No assets may be sold, traded, or given away without prior written approval from Production Management.
- 8. PRODUCT PLACEMENT:** You must obtain pre-approval for any product placement or promotional activity. You may not send out Company assets, including but not limited to scripts, to any vendor or product placement company without prior approval from the Production Executive.
- 9. SAFETY/ALCOHOL AND ILLEGAL DRUGS:** The Company has instituted (and you are obligated to comply with) an Injury and Illness Prevention Program and has a strict policy prohibiting the possession or use of alcohol on Company time or on premises controlled by the Company, unless authorized at a Company-sponsored event. You are responsible for conducting yourself in a manner that is safe and respectful of others at any Company-sponsored or work-related event where alcoholic beverages may be consumed, whether or not on Company premises. Consumption that is excessive, that could interfere with the performance of your job, that could impair the operation of a motor vehicle, or could contribute to behavior that otherwise is unsafe or inappropriate, is never permitted. It is also against Company policy to use, possess, offer for sale, purchase, manufacture, distribute, dispense or transfer illegal drugs (including any controlled substances covered by federal or provincial law, including, but not limited to, cocaine, marijuana, heroin, or hallucinogens) or drug paraphernalia on Company time or on premises controlled by the Company. Working under the influence of alcohol or illegal drugs is prohibited. These prohibitions also apply to marijuana/cannabis for medical or recreational use, and you may not bring marijuana/cannabis or related drug paraphernalia onto premises controlled by the Company or utilize or be under the influence of marijuana/cannabis in any form while on Company time or on premises controlled by the Company.
- 10. RIGHTS:** You acknowledge and agree that any and all proceeds of your services for the Company, including without limitation, any and all material you create while performing services for and/or in the course of your employment, contract or assignment with the Company, shall be considered a “work made for hire” or “work made in the course of employment” for purposes of U.S. and Canadian copyright law. Without in any way limiting the foregoing, the Company shall own all right, title and interest in and shall be entitled to the proceeds of your services for the Company, including without limitation, any and all material that you create while performing services for and/or in the course of your employment, contract or assignment with the Company, and you hereby grant any and all rights in and to such proceeds and materials to the Company. In the event that the results and proceeds of your services or any portion thereof are found not to be a “work made for hire” or “work made in the course of employment” for purposes of U.S. and Canadian copyright law, you hereby assign all right, title and interest in and to them to the Company and agree to execute any necessary documentation to confirm such transfer. As part of such assignment and transfer, you hereby waive any “moral rights” of authors throughout the world. This paragraph shall apply except as modified by any applicable CBA.
- 11. CONFIDENTIALITY/PUBLICITY/GRANT OF RIGHTS:** If you acquire any knowledge of or have access to information of a confidential nature, such that it is not known to the general public, concerning the Company, NBCUniversal Media, LLC, or their subsidiaries or affiliates (collectively “NBCU”), including but not limited to: (i) information concerning NBCU’s actual or potential business transactions, development plans, or negotiations, as well as any scripts, spoilers, plot lines or twists, show outcomes or any other information you learn about a program that is not public knowledge, including any “behind the scenes” information such as photographs of set or the presence of guest stars on set, and (ii) confidential or sensitive personal information relating to NBCU’s employees, performers, guests, or other persons involved in NBCU’s productions or business transactions, including Social Insurance Numbers, credit or debit card numbers, financial account numbers, driver’s license numbers or other official identification, medical information, health insurance information, unique biometric data, or account login information (collectively, “Confidential Information”), you agree that you will not at any time, whether during or after your services hereunder, for your own benefit or for the benefit of any

other person, corporation, or other third party, directly or indirectly, use, communicate, or divulge any Confidential Information, other than (1) with the prior express written consent of an authorized representative of the Company or (2) as required by law or as ordered by a court of competent jurisdiction. You also agree to deliver promptly to the Company, upon its request, all memoranda, notes, records, reports and other documents (and all copies thereof) relating to the Company's or NBCU's business which you may then possess or have under your control. For the avoidance of doubt, information that qualifies as Confidential Information that subsequently becomes known to the general public by means other than a disclosure by you shall no longer be considered Confidential Information. Specifically, you are in violation of this provision should you reveal Confidential Information at any time before it becomes known to the general public. If you have any questions regarding what data or information would be considered Confidential Information subject to this provision, you agree to contact your Line Producer, EIC, or HR representative for clarification.

You agree not to give any interviews or authorize any publicity relating to the Show or your services thereon without the Company's express prior written approval. You hereby knowingly, willingly, voluntarily and irrevocably grant to the Company the irrevocable right to use in perpetuity (i.e., forever) throughout the universe in all media now known or hereafter devised, your name, voice, photograph, actions, likeness, physical appearance and facts about you ("Material") in any manner and in any media whatsoever in connection with the Show, the Company, any NBCU production, or NBCU, including without limitation, in advertising or promotion of the Show, the Company, any NBCU production, or NBCU. Without in any way limiting the foregoing, you agree that the Material may be used in merchandising, commercial tie-ins, "behind the scenes" material, "electronic press kits," and video releases. You understand that the Company is not obligated to include you in any program or to telecast any program in which you appear or to engage in any other uses of the Material. You waive any rights you may have to review, inspect, or approve any use of the Material or the subject matter(s) raised in any work that may make use of the Material or the nature or content of any use of the Material. Subject to the provisions of any applicable CBA, you hereby acknowledge and fully understand that the grant of rights extended by you to the Company includes the right to use and to reuse the Material, and to authorize others to use and reuse the material, an unlimited number of times.

Notwithstanding, nothing in this Agreement shall prevent you from (1) discussing or disclosing information about unlawful acts in the workplace, such as bullying, harassment or discrimination or any other conduct that you have reason to believe is unlawful, (2) discussing or disclosing wages, benefits or other terms and conditions of your employment, (3) filing, or assisting any other person in filing, a charge or complaint with, or cooperating with or participating in an investigation conducted by, any governmental entity, or (4) exercising any other legally-protected rights.

12. FORCE MAJEURE: The Company shall have the customary right, subject to any applicable CBA, to suspend or terminate your services by reason of any event beyond the Company's control, whether or not existing, known, foreseen or foreseeable as of the date of this Deal Memorandum, that materially hampers production of the project including but not limited to force majeure, Company's reasonable determination of risk to public health or safety, incapacity of you, the director, the director of photography, or any cast member.

13. TERMINATION: In circumstances permitted by applicable employment standards legislation, either party may terminate this Agreement immediately upon notice to the other. Subject to applicable law, in the event of such termination, the Company shall have no obligation or liability hereunder except with respect to any accrued rights provided to you pursuant to this Agreement and/or the applicable CBA, to the date of termination. The Parties agree that certain terms of your engagement, including those contained in this Agreement, shall survive termination.

14. HARASSMENT: You understand and agree that your assignment with the Company may cause you to work with those creating program content. You understand that if you are given such an assignment, you may be in an environment where, as part of the creative process, conversations, jokes, banter, and behavior of such individuals contain explicit references to sex, gender, race, sexual orientation, national origin or any other grounds protected by applicable law, violence, and other topics that could be considered offensive in other circumstances. Notwithstanding your acknowledgment that you may be working in a creative environment, you understand that you should contact any individual listed in the Company's Respect in the Workplace policy, or the Comcast NBCUniversal Listens Helpline or Web Portal: 877-40-LISTENS (877-405-4783)/www.ComcastNBCUniversalListens.com), immediately if you feel harassed by, threatened by, or uncomfortable with the behavior of any other individual connected with the production or your working environment at any time, and you understand that you will not be penalized or retaliated against in any way for doing so. For further details, please refer to the Company's Respect in the Workplace policy.

15. RENTALS: You must submit the requisite inventory list (with individual values and a total) for your Box, Car, Kit and/or other authorized equipment rentals ("Rentals") to the Payroll Accountant at the time you submit your start paperwork. Rentals will only be paid for work weeks in which you actually work and will be prorated for any partial work week, unless otherwise set forth in this Agreement. Rentals shall not be payable in prep or wrap unless expressly set forth in this Agreement. The payment for your rental will be included in your payroll check, subject to deductions of applicable taxes, and/or other deductions required by law, if any. You agree that any authorized Rental herein is rented to the Company for use under your direction and control. You are solely responsible for any damage to or loss of such equipment and hereby waive any claims against the Company for any loss or damage of any kind. The Company shall have no obligation to indemnify you against any losses or damages, or to provide any insurance coverage for your benefit covering the equipment herein described.

16. INSURANCE: You understand that you must drive with a valid driver's license and have the required limits of auto liability insurance, and that you will be subject to appropriate discipline for driving without a valid license or adequate insurance coverage.

17. CREDIT: Subject to the provisions of any applicable CBA and/or unless otherwise specifically agreed to in writing, you understand that screen credit is provided at the sole discretion of the Company, and that you are not guaranteed screen credit.

18. ELIGIBILITY TO WORK: You warrant that you are eligible to work in Canada and that you possess all of the necessary permits, visas and/or licenses to do so. You agree to provide to Accounting proof of provincial residency (i.e.: Hydro bill from preceding year, etc.) within 3 business days of your Start Date. The Company shall have the right to terminate your engagement if you do not present such documentation on commencement of your services. In case of termination of your engagement, you will be paid for any work that was performed prior to such termination. Additionally, if you are required to render services hereunder outside of Canada, then in connection with such services, you must qualify for all required work permits, visas and/or any other required approvals (in connection therewith, you will provide all documentation necessary to obtain such approvals), and if you do not so qualify for permits, visas and/or other required approvals, the Company shall have the right to terminate your engagement. In case of termination, you will be paid for any work that was performed prior to such termination.

19. EXCLUSIVITY: You are prohibited from working for another entity while working for a Universal Studio Group, Terrace Studios, or Universal Filmed Entertainment Group entity (collectively, the "Company"). To clarify, "...while working for the Company..." means on the days you are providing services under this Agreement and/or are being paid for such services. This policy prohibits you from performing work for other Company shows/productions on the days you are providing services under this Agreement and/or are being paid for such services. This policy also prohibits you from performing work for non-Company entities on the days you are providing services under this Agreement and/or are being paid for such services. Any deviations require prior written approval from the Production Executive. Violations of this policy will result in disciplinary action, up to and including termination.

20. CONFLICT OF INTEREST STATEMENT: The Company recognizes and respects your right to engage in outside financial or non-financial interests (collectively, "interests"). It is your responsibility to avoid any such interests that are, or may appear to be, conflicts of interest with Company responsibilities or with the business interests of the Company and/or its parents or affiliates (collectively, "Related Parties"). You must not misuse the

name or reputation of any of the Related Parties within the industry. In the event you and the Company disagree over what constitutes an actual or apparent conflict with Company job responsibilities or with the business interests of any of the Related Parties, the Company's decision shall be final, conclusive and binding on you, subject to any rights you may have under any applicable CBA. You must disclose to the Company any possible conflict of interest, including but not limited to, a financial interest in a company which has a business relationship with any of the Related Parties, a relative who has a business relationship with any of the Related Parties, and/or your receiving a discount, commission, rebate or payment of any kind – including "reward program" points – from an entity as a result of a business relationship with any of the Related Parties.

You also acknowledge that you may be assigned to a position in which you are supervising a relative of yours. You are not permitted to treat a relative whom you are supervising, because of the family relationship, more favorably than another individual. Further, to avoid the appearance of potential favoritism, you must inform the Company when you are assigned to supervise a relative.

Use the space below to disclose, as of this date, any potential conflicts of interest as described in the above policy, including any relatives you may be assigned to supervise:

POTENTIAL CONFLICTS:

21. PRIVACY: You acknowledge that your personal information being collected by the Company/Entertainment Partners is necessary for the purposes of establishing and maintaining the employment relationship. You consent to the use and disclosure of your personal information for any purposes related to the establishment, maintenance or termination of the employment relationship, which may include disclosures to third party service providers where reasonably necessary. You also specifically acknowledge that your personal information may be disclosed to third parties where it is necessary to establish the Company's entitlement to federal or provincial tax credits, in accordance with the Company's privacy policy and applicable privacy legislation.

Please initial:



22. FOR QUEBEC ONLY: LANGUAGE: Tu as requis que la présente entente ainsi que toute la documentation afférente soit rédigées en anglais. You have requested that the present Agreement and all documents pertaining to your engagement be drafted in English.

AGREED TO AND ACCEPTED BY:

APPROVED BY:

Signature

Producer/Unit Production Manager

Production Accountant

Print Name / Date

Date:

You acknowledge by initialing the box to the right that you have been provided with a copy of this deal memo.

