

Social Media

The Company's expectations regarding your behavior in social media are the same as those that apply to your real-world interactions - most importantly, that you will treat others with dignity and respect and will preserve and protect the Company's confidential information. Because social media is designed for sharing, you should expect that your online activity will be seen by others, including those who were not your intended audience. Your social media posts, "likes" and "shares" also can become a durable record that can be viewed years into the future. As someone who works on a Universal Studio Group (USG) production, your statements and actions on social media can reflect not only on you personally and professionally, but also on the Company. For these reasons, it is particularly important to take a thoughtful approach and make sure your social media presence, and online presence generally, is consistent with the Company's policies and values.

Act with Respect Online

Whether on personal or corporate social media accounts or in the context of public or private posts or other activities, avoid statements or other activity that:

- discriminates against or harasses others based on race, gender, sexual orientation, or other characteristic protected by Company policy or applicable law;
- is bullying and/or harassing, demeaning or threatens, or advocates for violence; or
- would violate the Code of Conduct for Production Personnel or other Company policies.

For further guidance on the Company's expectations, please review NBCUniversal's Respect in the Workplace policy, as well as the Code of Conduct for Production Personnel.

Sharing Company-Related Information

Working on a USG production, you may have access to information that is not available to the general public and that you must not share via any means, including social media, such as:

- business plans or strategies, financial data, or other information about Company performance;
- material (scripts, set designs, costumes, film, show info, photos, videos, audios, etc.) that belongs to the Company or to others;
- programming, plot points, spoilers, or casting developments;
- behind-the-scenes material (including but not limited to videos or photos) or information related to talent or others appearing on or connected with our content; or
- unpublished news or newsgathering information

Representing the Company

You must have specific permission to post on any platform on behalf of the Company. If you promote any USG productions or other business efforts on your personal social media accounts, you must clearly disclose your relationship to the Company.

You are prohibited from creating any social media accounts that use Company logos, branding, or other intellectual property, or could appear to be an official, Company-related account unless authorized to do so as part of your position within the Company.

Other Behaviors that Impact the Company

Your social media and online behavior sometimes can affect the Company's reputation. Therefore, you should not do anything online that may be considered deceptive, violent, scandalous or any similar behavior that could reflect negatively on NBCUniversal or its parent or affiliated companies.

Other Social Media Requirements

This policy applies not just to those of us who work on USG productions, but also to anyone who visits a USG production set or location (including but not limited to guests and/or guardians). Moreover, the third-party production companies we work with may have policies in place regarding social media. To the extent any term of this policy conflicts with an applicable policy of our production partner(s), the terms of this policy shall govern.

The Company reserves the right to review social media activity to monitor compliance with this policy. Violation of this policy can result in disciplinary action, up to and including termination. However, please note that nothing prohibits you from communicating with a governmental entity or with law enforcement as protected under whistleblower laws, from communicating regarding wages, hours, or other terms and conditions of employment, as protected under the National Labor Relations Act or other applicable legislation, or sharing information about unlawful acts in the workplace, such as discrimination or bullying and harassment, or as otherwise required by law. As always, if you have any questions about this policy, please discuss it with your manager, HR representative, or Line Producer before engaging in the conduct.