"WE WERE LIARS S2"

MEMORANDUM

DATE : MAY 27, 2026

TO: ALL CREW

FROM: SHAUNA HATT - PM / JANE MCKERNAN – PROD.ACCT'G

RE: **SIGNIFICANT DETAILS** REGARDING CONFLICT OF INTEREST, CELL PHONES, KIT/BOX RENTALS, SOURCING, PETTY CASH, **OFF SET LUNCHES**, **MILEAGE**, GRATUITIES AND RESPECTFUL WORKPLACE TRAINING

Conflict of Interest
The crew member must disclose to GEP Liars Inc any possible conflict of interest, including but not limited to, **a financial interest in a company** which has a business relationship with GEP Liars Inc , **a relative** who has a business relationship with GEP Liars Inc, and/or receiving a discount, commission, rebate or payment of any kind from an entity as a result of a business relationship with GEP Liars Inc. **There is a sign-off area included in the deal memo.**

Cell Phones
Cell phones will be reimbursed on your paycheck at $4/day per NBC policies.

Kit/Box/Equipment Rentals
An Equipment Authorization form must be signed by the individual and the PM before any payment. Kit/Box Rental is only paid on actual days worked, not weekends, Hiatus or down days. **If the Box rental is over $501/week, the Production Manager and Studio Executive must approve the item(s) rented along with three competitive bids for the equipment.** Itemized value breakdown of each piece of equipment and then a total value of the kit in its entirety must be submitted. Production will not approve any kits whose total production payment exceeds the total value of the kit itself. Any computer rentals (pre-approved by the PM) will max out @ $500 per season. **Any Kit or other production approved rentals paid through Accounts Payable MUST have a PO submitted to accounting prior to any payments being made.** **All rentals will become payable from the date that the PO is fully approved by the Production Manager, Accountant and/or Studio Executive.**

Sourcing
Basic sourcing policy states: If the production spend (over the run of PSW) is **over $50,000** and the commodity is not covered in the Red Book, you are **required to obtain three (3) competitive bids** and summarize that information on the Red Book Bid Form. Only once the form has gained approval from Sourcing may the purchase proceed. Please contact accounting for more information.

Petty Cash & P-Cards
Certain departments will be receiving Procurement Cards (P-cards) for purchases. Please see Accounting for further details. All Petty Cash envelopes are approved by GEP Liars Inc. All Petty Cash envelopes over $1000 are approved first by **GEP Finance Department** and then the Production Executive. **No Designer Beverages (Smoothies, Juice, Latte, Mocha etc.)** on Petty Cash, drip coffee or tea only. **Receipts must not exceed 10 working days** or will not be approved. All Petty Cash **envelopes will be reimbursed with a cheque and will take a minimum of 48 hours**. No credit card, personal cheques or debit card receipts (except for Lunch or Gas) will be accepted.
No rentals or subscriptions of any kind are allowed on your Pcard or Petty cash. Please contact the Production office if you need any computer programs as NBC IT may have a subscription to share. It is a serious breach of policy to link your cashet card to any personal online shopping accounts, i.e. Amazon.

Off Set Lunches
Working meals must be approved in advance by the PM and are **limited to $25 incl. GST and a 20% tip before tax**. Production will not reimburse more than a 20% tip 5% on take-out. Meal receipts must list the names and titles of those attending and the business purpose of the meal. **Restaurant check stubs, credit card and debit card receipts alone are not acceptable. An actual itemized restaurant receipt, listing the Vendor name and GST number** must be obtained or the receipt will not be honoured.

Mileage/Vehicle Rental
GEP will pay **$0.55 (DGC) and $0.58 (IA849) per kilometer** (which includes fuel, vehicle rental and wear & tear) as per collective agreements. **<u>If a vehicle rental is approved by the PM</u>**, then you will be reimbursed for **regular fuel on actual days worked only (no Friday or weekend receipts will be reimbursed) <u>to a maximum of $100 per week</u>. A photocopy of your valid driver's license will be required.**

Gratuities/Gifting:
Gift certificates are not acceptable as gratuity. Only pre-approved gift baskets or show 'swag' or will be acceptable.

Respect in the Workplace
All Cast and Crew will be required to attend the Respect in the Workplace Training put on by GEP Employee Relations.

Thank you for your cooperation,