

Security in the Workplace

Proper Identification

Employees must display all necessary identification at all times as required by the particular location or function and must comply with the rules of the particular location for scanning of electronic identification cards. Employees must not share or otherwise misuse access rights or other Company identification.

Violent Conduct Prohibited

NBCUniversal is committed to providing a safe and secure environment for its employees, vendors and guests. To that end, the Company does not tolerate any threats or acts of violence on Company property, on production locations for Company productions in the course of Company business, through the use of Company property or facilities, or that otherwise involve or affect NBCUniversal's business interests. The prohibition of threats or acts of violence applies to all persons in any way related to or affecting Company operations, including but not limited to NBCUniversal employees or non-employees, including applicants, daily hire workers, leased workers, freelancers, consultants, interns, vendors and suppliers, and any others on Company property or interacting with Company employees (hereinafter referred to as Covered Individuals).

Prohibited workplace violence includes not only physical assault or battery, but also any conduct that causes or is intended to cause an individual to fear for his or her personal safety or the safety of his or her family or property. Examples of prohibited conduct include, but are not limited to, the following:

- fighting or engaging in other violent or offensive physical contact or threats of such contact;
- stalking or harassing conduct, whether in person or through the use of written, voice or electronic communications;
- intimidating others with violence or the threat of violence; and
- engaging in acts of vandalism, sabotage or destruction of property.

Conduct of the sort described above may constitute a violation of this policy, regardless of against whom it is directed or when or where it occurs, particularly where the incident in question has led or may lead to violence on Company premises, involves its employees, or adversely affects the Company's legitimate business interests. For example, threats or acts of intimidation or violence by an NBCUniversal employee directed at another Covered Individual, or the family, friends or property of any of them implicate this policy wherever and whenever they occur. Conduct of the sort described above may also constitute a violation of this policy whether it occurs in person or through the use of written, voice or electronic communications, including social media.

Acts or threats of violence committed by an NBCUniversal employee, even when not directed at another Covered Individual or otherwise involving Company interests, nevertheless may result in disciplinary action against such employee, up to and including discharge, particularly where necessary to prevent possible future violations of this policy.

Possession or Use of Weapons

Except for authorized members of NBCUniversal Security and/or law enforcement personnel who are on official business, the Company also prohibits the possession or the use of firearms (even where an individual is licensed to carry a firearm), explosives or other dangerous weapons, as well as the use of any object as a weapon, on Company property (which includes parking areas), on production locations for Company productions, or in any place while on Company business, subject to the requirements of applicable law.

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Inherent Risk of Exposure to Violence

The nature of the Company's business is such that its employees or others performing services on behalf of NBCUniversal, particularly those involved in newsgathering or production activities on location, may be exposed to violence or threats of violence by third parties that the Company cannot prevent in the course of performing their duties. Nevertheless, the Company will take reasonable steps to prevent violence directed at Covered Individuals by others, consistent with the Company's mission and applicable law.

Orders of Protection/Restraining Orders

If you obtain an Order of Protection, Restraining Order, or similar court order against another individual, or if a similar order is issued that applies to you, you must inform NBCUniversal Security. They will take reasonable steps to keep such information confidential, consistent with their responsibility to provide a safe and secure environment for the Company, its employees, customers and guests.

Employee Involvement in Policy Enforcement

All Covered Individuals are expected to assist the Company in enforcing this policy. The appropriate action for them to take is dependent upon the nature of the incident. In an emergency, the Covered Individual immediately should contact local law enforcement and/or NBCUniversal Security. In all cases, all threats or acts of violence in the workplace and/or the presence of weapons in the workplace must be reported to NBCUniversal Security and to the Human Resources Department. All reports will be taken seriously and will be dealt with as expeditiously as possible. All employees reporting, witnessing or having knowledge of an incident involving an actual or potential violation of this policy are required to cooperate fully in any investigation of such incident.

The Company will endeavor to maintain discretion regarding any reports or witness statements provided in connection with any investigation, to the extent consistent with the need to conduct a thorough investigation and take appropriate action.

No Retaliation

The Company strictly prohibits any type of retaliation against a Covered Individual reporting or participating in the investigation of a potential violation of this policy. Any knowingly false or misleading statement provided to the Company or to law enforcement officials, however, will result in disciplinary action, up to and including discharge from employment, if applicable.

Violations of Policy

Any person who is suspected of having engaged in a threat or violent act in violation of this policy may be removed from or barred from entering Company premises as quickly as safety permits and may be required, in the Company's discretion, to remain off the premises pending the completion of any investigation into the incident. Any person found to have violated this policy may be subject to discipline, up to and including discharge, and/or legal action as appropriate.

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Reporting

Notwithstanding Covered Individuals' reporting obligations regarding threats or acts of violence in the workplace and/or the presence of weapons in the workplace, any individual who believes he or she has observed, heard of, or been the subject of a violation of this policy should report his or her concern as soon as possible using the channels listed below.

Everyone is encouraged to bring forward any concerns they may have about a potential violation of this policy in order to allow the Company to perform a prompt and thorough investigation and to promote its efforts to ensure a safe and secure working environment for all.

Resources

Questions?

If you have any questions concerning this policy, contact Human Resources, the NBCUniversal Global Response and Intelligence Center (GRIC) at 212-664-4000, or:

Mike Ready
NBCU VP of Global Entertainment
Security
Office: 818-777-0911
Cell: 818-200-5756

Raffy Rafael
NBCU Director of Global Entertainment
Security
Office: 818-777-1778
Cell: 818-299-6059

Immediate Assistance?

If you need immediate assistance because workplace violence has occurred or is likely to occur, you may contact:

9-1-1 in both the United States and Canada