

Safe Work Practices and Guidelines Acknowledgment

As the situation regarding COVID-19 continues to evolve, NBCUniversal has adopted safety measures intended to reduce the risk of transmission of the virus. Vendor shall ensure that all of its employees, invitees, guests and contractors (collectively, the "Vendor Personnel") working on our premises review and adhere to the detailed guidance, as outlined in the Stay Healthy Work Safe Guide, the essential elements of which are summarized below.

Comply with NBCU Guidelines

Vendor shall ensure that its Vendor Personnel will comply with any and all health and safety guidelines, requirements, procedures and protocols as set forth by NBCUniversal from time to time at the respective NBCUniversal site, including the guidance set forth in the Stay Healthy Work Safe Guide.

Request any necessary accommodations

NBCUniversal is ready and willing to discuss reasonable accommodations to its safety and health policies with any qualified individual with a disability that would allow for the performance of essential functions of his or her job. Any questions about a reasonable accommodation should be directed to Vendor.

Report safety and health concerns

To minimize the risk of illness, it is each Vendor Personnel's responsibility to report unsafe conditions or a concern that any of NBCUniversal's Safe Work Practices has been violated. Vendor Personnel can raise concerns directly to their manager and/or HR manager. Vendor Personnel can also call the Comcast NBCUniversal Listens Helpline by phone (1-877-40-LISTENS in the US) or through the web portal (www.ComcastNBCUniversalListens.com), which gives an individual the option to remain anonymous. Any concern raised will be promptly and thoroughly investigated. NBCUniversal strictly prohibits retaliation against any individual who raises a safety or health concern or who participates in the handling of an investigation into such a concern.

Acknowledgement

We acknowledge that we have received NBCUniversal's policies relating to safe work practices and we understand that each of our Vendor Personnel are expected to comply with these policies and to any facility-specific rules or guidelines. We further understand that people who show no symptoms can spread COVID-19 if they are infected, that **any interaction with others poses an elevated risk of contracting COVID-19**, and that NBCUniversal cannot guarantee that our Vendor Personnel will not be exposed.

We further understand that, because the COVID-19 pandemic is a fluid situation, NBCUniversal's policies, practices and protocols may change. We understand that we will be expected to comply, and ensure each of our Vendor Personnel comply, to any subsequent policies and guidance provided by NBCUniversal.

We acknowledge and accept, and have informed Vendor Personnel, that personal information of Vendor Personnel will be processed by NBCUniversal in accordance with NBCUniversal's Covid-19 Workforce Privacy Notice.

Signature

Print Name

[FILL IN VENDOR NAME]

Date Signed

STAY HEALTHY AND SAFE

Thank you for your continued cooperation and understanding when practicing proper safety measures while entering, visiting or providing services at an NBCUniversal facility. Please read the following information carefully, as it contains updated health and safety protocols and guidelines that you will need to follow while on premises at a NBCUniversal facility.

Please note that each NBCUniversal facility may have specific guidelines and ways of operating in addition to what is shared below. Please reach out to your management for details pertaining to your local NBCUniversal facility and if you have any questions or concerns, so that they can coordinate with their respective NBCUniversal contact.

Monitor Your Health Daily

NBCUniversal encourages you to promote a healthy work environment and take ownership of your personal wellbeing by monitoring your own health during the COVID-19 outbreak. Your employer has agreed that you will follow these procedures before entering a NBCUniversal facility:

- If you are experiencing any symptoms of COVID-19 as outlined by the Centers for Disease Control and Prevention (US) , National Health Service (UK) or World Health Organization, including if you have a fever (100.4F), feel you have a fever, or are generally feeling sick, do not report to work, seek medical attention and contact your HR manager.

Self-administered health assessment requirements are subject to change to maintain adherence to local regulations and government health authority recommendations.

Practice Good Hygiene

Your employer has agreed that you will wash your hands regularly with soap and water throughout the day and/or use hand sanitizer, particularly:

- As soon as you enter the office from the outside.
- After touching regularly used items and/or shared surfaces.
- After blowing your nose, sneezing or coughing.
- Before you eat and/or handle food.

Other good hygiene practices:

- When you sneeze or cough, cover your mouth and nose with a tissue or your sleeve.
- Immediately throw away used tissues into a trash bin.
- Don't touch your eyes, nose or mouth, if your hands are not clean.

Wear Face Coverings When Required

NBCUniversal complies with local health & safety regulations with regards to face covering requirements and may require employees, contractors, vendors, and guests at its work locations to wear face coverings, in accordance with local health & safety regulations.

Local regulations and other work rules may dictate if a face covering is required, what specific types of face coverings are acceptable, and when a face covering should be worn. Please consult with your local supervisor to determine what applies at your location or for your job function.

Maintain Social Distancing

Your employer has agreed that when you are at a NBCUniversal facility, you will practice social distancing at all times and in all spaces where possible. Where local regulations that govern a specific NBCUniversal worksite allow for more flexibility for fully vaccinated individuals, please refer to worksite-specific protocols and/or on-site signage for social distancing requirements. Social distancing may not be possible in unique jobsites and confined spaces, and in these instances, additional guidance will be provided. NBCUniversal also encourage individuals working at our facility who go outside the facility during the workday to practice social distancing.

Follow Safety Signage & Instructions

Your employer has agreed that you will adhere to all signage providing guidance on social distancing (maintain at least 6 feet of distance between yourself and others), pedestrian walkways and limited occupancy protocols in common spaces.

Entering the Facility and Common Areas

The entrances/exits of your work location may be modified to help accommodate social distancing.

Temperature screenings may be in place at your location.

Guidelines at your location may establish maximum occupancies for elevators, conference rooms, restrooms, and pantries/breakrooms/copy rooms; and one-way path of travel in hallways and stairwells. Signs have been posted at the entrances to these areas designating the maximum occupancy.

Common areas such as pantries, restrooms, open spaces, entry ways, and elevator lobbies are cleaned following established cleaning protocol for COVID-19 cleaning and disinfecting and are using only EPA approved cleaning agents.

TAKING CARE OF YOURSELF AND OTHERS

In addition to these new ways of operating, it is also important that you help us in maintaining a safe working environment by following the measures below each day while at our facility.

Do Not Invite Visitors

You may not invite any visitors to any NBCUniversal facilities. Only approved individuals will be allowed to enter company offices and buildings. Please adhere to your local facility guidelines for any additional visitor policy changes.

Contact Tracing

Contact tracing is a coordinated process that identifies those who have come into close contact with individuals who may be infected with COVID-19 and is used by public health professionals in community settings as well as trained professionals in workplaces. In the workplace, contact tracing is important to help identify employees, contractors, vendors, and visitors who may have come in contact with someone who is presumed or confirmed to have contracted COVID-19.

All individuals entering NBCUniversal's offices may be subject to contact tracing.

As part of the contact tracing process, personally identifiable information will not be shared with anyone outside of the trained Medical and Human Resources professionals and will be used only for the purposes of communicating the minimum details to effectively execute contact tracing.

Contact Information

If you have any questions or concerns, we encourage you to reach out to any of the contacts below:

- If you ever feel uncomfortable while in the office, please contact your manager.
- If you become ill at any point or exhibit any COVID-19 related symptoms after you have returned, please leave the office, seek appropriate medical attention and contact your manager.
- To raise an anonymous concern, you may contact Comcast NBCUniversal Listens at 1-877-405-4783 or www.comcastnbucuniversallistens.com. NBCUniversal strictly prohibits retaliation against any individual who requests an accommodation or raises a safety or health concern or who participates in the handling of an investigation into such a concern.

For regular updates and any changes related to policies and protocols regarding your return, please contact a member of your management team.