

Safe Work Practices and Guidelines – Summary and 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 are required to review and adhere to the detailed guidance, as outlined in the Stay Healthy Work Safe Guide, the essential elements of which are summarized below.



Conduct a daily at-home health assessment

Each day before departing home, Vendor shall ensure that each of its Vendor Personnel will review and follow the steps of the NBCUniversal’s current guidance (found in the Stay Healthy Work Safe Guide) to determine whether to come into work. This guidance includes instructions for Vendor Personnel on how to evaluate whether they, or someone to whom they may have been exposed, are experiencing any COVID-19-related symptoms. If so, such Vendor Personnel shall stay home, notify their manager and/or HR Manager and seek medical attention as appropriate.



Monitor your temperature

To further protect against coming to work with potentially COVID-19 related symptoms, each Vendor Personnel also may be required to take their own temperature. NBCUniversal sites may also institute access control measures such as temperature screening at facility entry points.



Practice good hygiene

NBCUniversal has instituted protocols to reduce the risk of spreading the virus that each Vendor Personnel will be required to observe. These include frequently washing your hands and using hand sanitizing gel—especially after touching items and/or surfaces—and after you have coughed or sneezed into a tissue. Vendor Personnel should remember to avoid touching their nose, mouth and eyes; sneeze or cough into a tissue or the inside of their elbow; and regularly disinfect frequently used items and surfaces. NBCUniversal has issued more detailed guidance on hygienic practices that can be found in the Stay Healthy Work Safe Guide.



Wear facial coverings

Facial coverings may be required in certain areas of NBCUniversal’s facilities or under certain circumstances. Face coverings may also be mandated by state/local government authorities. NBCUniversal’s expectations regarding proper use and care of face coverings for each work location are set out in the Stay Healthy Work Safe Guide.



Maintain social distancing

Vendor Personnel will be required to observe social distancing protocols, including limiting face-to-face contact with others and maintaining physical distance of 6 feet / 2 meters (approximately 2 arms’ length) whenever possible. The details of these requirements can be found in the Stay Healthy Work Safe Guide. In addition, Vendor Personnel must observe signage (entrance/exit/elevators/ pedestrian flow, etc.) and other floor markings in their work location that are placed to assist in social distancing compliance. NBCUniversal also may implement technology, including wearable devices or smartphone apps, to reinforce social distancing guidance and to facilitate contact tracing to determine with whom an employee that develops COVID-19 symptoms may have come in close contact.

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.



Acknowledgment

We acknowledge that we have received NBCUniversal’s policies relating to safe work practices, including the Stay Healthy Work Safe Guide and to mandatory reporting of safety concerns. 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



Covid-19 Workforce Privacy Notice

Last updated July 21, 2020

What is the purpose and scope of this document?

NBCUniversal is committed to the privacy and security of the personal information of its workforce. This COVID-19 Workforce Privacy Notice (“**Notice**”) describes how we collect, use, and disclose personal information about our employees, contractors and other individuals who provide services to us (collectively, “**workforce**”) in the context of our response to the COVID-19 pandemic and our working relationship with you (“**workforce personal information**” or “**your information**”). This Notice supplements any other workforce privacy notice that may have been provided to you, and we may update it at any time. This Notice does not form part of any contract of employment or contract to provide services.

In this Notice we will use the terms “NBCUniversal”, “we”, “us” and “our” to refer to the company that employs you or engages you or (if you are employed by a vendor) that has engaged your employer to provide services to it, and other companies in the NBCUniversal group of companies.

The kind of information we collect about you under this notice

As part of our ongoing efforts to maintain the health and safety of our workforce, we collect, store, use and share various types of personal information about our workforce. We collect this information either directly from you or (where applicable) from your employer (e.g. if you are a contractor or employed by a vendor), or from another person or entity, or through the use of technology (e.g. wearable devices, mobile phone apps). The kind of information we collect about you may include, where applicable:

- Information regarding potential exposure to COVID-19;
- Information about potential symptoms;
- Information about pre-existing conditions or heightened health risk factors;
- Information about a diagnosis of COVID-19 or your immunity to it, where you have disclosed this to us, or where we have collected it based on your separate authorization.

What will we do with your personal information collected under this notice?

We will use information about your **physical health** to help protect the health and safety of our workforce and workplace (for example, by restricting potentially infectious individuals from attending the workplace, or providing notice of potential health or safety issues identified through contact tracing); to support our workforce; to assess your fitness to work; to conduct workforce planning, management and other operational activities (for example, to make decisions related to COVID-19 leaves of absence which may involve staffing considerations, or to conduct risk or trend analysis); to comply with (or exercise rights under) employment and other laws and regulations, and our contractual obligations; and (if necessary) to protect your vital interests.

Who will your workforce personal information be disclosed to under this notice?

We will disclose your workforce personal information to the following types of entities (where applicable):

- We share your information with people within NBCUniversal and Comcast who have a “need to know” that information to carry out the purposes described in this Notice. This includes, as applicable, relevant personnel within NBCUniversal and NBCUniversal group functions such as Human Resources, Business Continuity & Crisis Management, Environment, Health & Safety, Legal and Comcast Medical.
- We share workforce personal information with government health agencies as required by law, or if compelled to do so by judicial or administrative process.
- If you test positive for COVID-19, we may conduct contact tracing to identify and warn workforce members with whom you had contact while infectious. With your separate consent, we may disclose your name and COVID-19 positive status to those workforce members, in order to alert them of the need to take steps to protect themselves and others.
- Where appropriate, we share certain workforce personal information with authorized third-party service providers, such as healthcare providers, security providers, HR management and administration suppliers

and technology suppliers. It is our practice to require our third-party suppliers to take appropriate security measures to protect personal information, and to only allow them to process personal information for specified purposes and in accordance with our instructions.

- We may share your workforce personal information with your employer, if you are not an NBCUniversal employee (e.g. if you are a contractor or employed by a vendor), for workforce or workplace health and safety, operational or contractual reasons.
- We may disclose your workforce personal information to a provider of healthcare to aid any treatment or diagnosis of you where you are unable to authorize the disclosure.
- We may share your information if relevant in a lawsuit, arbitration, grievance or other claim or challenge to which you and NBCUniversal are parties and where your physical health may be at issue.

How We Protect Your Personal Information

We maintain organizational, technical, and physical safeguards to help protect the information we collect and use. These safeguards vary depending upon a variety of factors including the sensitivity of the information we collect and use. Despite all reasonable practices, no security method is infallible.

Privacy Department Contact Details:

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