



Certain Guidelines and Procedures

Paramount Pictures Corporation and The Studios at Paramount (collectively, “Paramount”) has developed policies and procedures that govern the use of the Studio lot, including stages, streets, pedestrian areas, New York Street, parking garages, office buildings, areas used for development, production and special event related purposes, service facilities and common areas. The information in this pamphlet will assist productions, licensees, tenants and clients in conducting their day-to-day operations and special event activities in compliance with Paramount’s rules and requirements. Use of Paramount facilities (including those licensed to you) is contingent upon following these rules as well as applicable federal, state and local regulations and government orders. Paramount reserves the right to change, replace, amend, suspend, withdraw or otherwise modify these Guidelines and Procedures at any time. Additional charges may apply to any services and/or situations identified herein, whether designated or not.

For specific Covid-19 related policies and updates, refer to the Covid-19 Addendum to Guidelines and Procedures, attached hereto as “Addendum A” and incorporated herein by reference. While this Addendum is in effect, use of various facilities, services, equipment and/or areas otherwise referenced in the Guidelines and Procedures may be suspended, limited, restricted and/or conditioned as noted. To the extent of any inconsistency between these Guidelines and Procedures and such Addendum, the terms of the Addendum shall apply.

GENERAL GUIDELINES

1.0 Lot Safety

1.1 Electric Carts/Bicycles/Motorized & Non-Motorized Equipment On-Lot

Electric Carts (charges may apply)

Paramount has a mandatory electric cart safety and maintenance program. The program includes an annual safety inspection along with mandatory maintenance and battery check no less than every sixty (60) days. Cart batteries require a minimum sixty (60) day periodic maintenance schedule in order to ensure the manufacturer’s useful life expectancy. The policy is to help ensure the safe operation of electric carts as well as attempt to reduce breakdowns and operating costs for our departments and on-lot customers. All cart operators must be properly trained and experienced and all users are responsible for ensuring compliance with these guidelines and applicable safety standards.

This document sets forth guidelines only. The safe operation of an electric cart is the sole responsibility of the operator. Following these rules will help promote a safer working environment.

1. Pedestrians have the right-of-way!
2. Maximum speed limit on the Studio lot is 8 miles per hour.
3. Always come to a full stop at stop signs. Carts are to be operated in a safe manner following the “Rules of the Road.”
4. Operators and passengers must be seated within the cart on the seats at all times while the cart is in motion, keeping arms and legs inside the cart at all times. Passengers should only be transported in carts equipped with passenger seats (one passenger per seat only). Transporting passengers on the bed of a flatbed cart is strictly prohibited.
5. All materials carried must be secured at all times. No item shall extend beyond the perimeter of any electric cart or exceed the load capacity of the vehicle. At no time shall any material be transported on top of the roof of any electric cart. No items shall be secured through the front seat and out the front window. No oversized loads, including but not limited to, outdoor heaters, racks or barrels, shall be carried on any type of cart.
6. When leaving the cart unattended, the brake must be set, the ignition turned off, and the key removed.
7. Fire lanes are marked by signs and/or red painted curbs. These zones are enforced no parking areas. Violators can be subject to a city citation resulting in a fine and/or cart impound.

8. Do not impede or block any designated ADA/Handicapped areas (ramps, lifts, etc.), including the Studio Medical Center.
9. Operators of electric carts must be 18 years of age and possess a valid driver's license.
10. The operator of the cart shall take responsibility to inspect the cart before operation. If a vehicle is found to be unsafe or in need of repairs, notify your supervisor and remove the cart from service.
11. There is absolutely no driving on the "Paseo" (the red-bricked walkway).
12. Driving outside the property line or on any surrounding surface street is strictly prohibited. Exception is carts destined to Transportation Department for repair or maintenance crews that are assigned duties to the perimeters of the Lot. The driver must wear a safety vest.
13. Using a cart other than one's own without the owner's knowledge is prohibited.
14. Obey all traffic signs.
15. Proceed slowly around blind corners and through congested areas.
16. Using headphones, earbuds or other audio devices while driving is strictly prohibited.
17. Cell phones and other mobile devices cannot be used while operating electric carts.
18. No music or other amplified sound may be used on carts.
19. Be mindful of bicyclists.
20. No smoking of cigarettes, cigars, pipes, electronic cigarettes or vaping is allowed while driving a cart.
21. When possible, carts are to keep to the far right of the side of the road to allow other vehicular traffic to pass.
22. Driving on sidewalks, handicap ramps and over curbs is prohibited.
23. Careless operation of carts is prohibited. This includes parking. Please park in a manner that allows for passage of other vehicles and that allows for others to park their carts. Do not take more than one (1) parking spot per cart.
24. Cart lights must be on 30 minutes before sundown and at all times before sunrise and in poor visibility conditions.
25. Modifications made to alter the mechanical operation or appearance of carts are prohibited.
26. Electric carts are not designed to tow. This practice is strictly prohibited and a violation of the Teamster Electric Cart Agreement.
27. The identification number issued by Transportation Department must be visible at all times.
28. Operator is responsible for any property damage and/or injury and must report all accidents immediately to the Security Services Department.
29. All cart repairs must be performed by the Transportation Department. Contact the Transportation Department at 323-956-5151 (or Ext. 6-5151) for maintenance and repair. Additional charges may apply.
30. No gasoline motorized carts or gasoline motorized scooters are allowed on the lot.

Transporting Materials on Carts

1. All materials carried must be secured at all times. No item shall extend beyond the perimeter of any electric cart or exceed the load capacity of the vehicle. At no time shall any material be transported on top of the roof of any electric cart or extend through the front of the cart. No oversized loads, including but not limited to, outdoor heaters, racks or barrels, shall be carried on any type of cart.
2. Materials may not extend more than 4 feet over the length of the cart bed and must have a red safety flag attached. The flag should be in plain sight, and attached to the end of the object.
3. No item may be transported through the front or back windows of the carts or extend into the front seats.
4. Trailer hitches, overhead racks, and extensions beyond the side rails are forbidden from carts.

Bicycles

1. Remain alert at all times for movements of pedestrians and other vehicles.
2. Conduct a safety check each day before riding.
3. Ride on the right side of the road and with traffic.
4. Do not hitch a ride by grabbing onto a moving car, truck, or cart.
5. Keep both hands on the handlebars and do not carry anything when riding.
6. Be predictable and always ride in a straight line.
7. Only one person is allowed per bicycle.
8. Cell phones and other mobile devices cannot be used while riding bicycles.
9. Using headphones, earbuds or other audio devices while riding bicycles is strictly prohibited.
10. No music or other amplified sound may be used on bicycles.
11. Be mindful of pedestrians and vehicles.

12. No smoking of cigarettes, cigars, pipes, electronic cigarettes or vaping is allowed while riding a bicycle.
13. Pedestrians have the right of way.
14. Operators are responsible for any damage and/or injury and must report all accidents immediately to the Security Services Department.

Motorized/Non-Motorized Equipment

Paramount does not allow the recreational use of any of the following items on the lot:

1. Remote controlled vehicles
2. Segways
3. Self-balancing electronic scooters (hoverboard, hovertrack, hyper airboard, iWalk, etc.)
4. Motorcycles*
5. Mopeds*
6. Motorized bicycles
7. Electric motorcycles, scooters, and bicycles
8. Skateboards
9. Scooters, Power Wings, Rip Sticks, etc.
10. Rollerblades/skates
11. Unicycles

*except driving to designated parking areas

For production use of any of the aforementioned items, contact Paramount EHSS for pre-approved authorizations and guidelines.

Drone (aerial or ground) aka UAS

All drone and remote controlled device (aerial or ground) activities require Paramount Environmental, Health, Safety & Security Department (Paramount EHS) and Legal Department prior approval and are subject to the Paramount Drone Policy and all applicable city, county, state and federal rules and regulations, including those of the Federal Aviation Administration.

1.2 Sports/Ball Playing On-Lot/Skates/Skateboards

The playing of recreational sports, roller sports and yard games on the lot is prohibited. No skating, skateboards or scooters are allowed, including but not limited to electric bicycles and other motorized personal transport apparatuses. This restriction also applies to the green spaces, such as Lucy Park and Production Park, and all streets.

Basketball play is permitted on the Sports Court only, and only when the Sports Court is open for use under Paramount's then-current operating guidelines. Reservations can be made from 5:00am to 8:30pm Monday through Friday at the Paramount Fitness Center (Ext. 65782). Reservations are for up to 1 hour only. No consecutive team reservations. Basketballs are available for checkout at the Fitness Center front desk with your Paramount ID. Sport shoes must be worn at all times on Sports Court – no street shoes allowed.

1.3 Office Building Inspections

Offices are inspected for potential fire hazards and obstructions to sprinklers on a regular basis. Should your area receive notification of a violation from the Paramount Fire Department (PFD), please address the issue in question immediately. Some common infractions include:

1. Too many electrical cords plugged into power strips.
2. "Daisy chaining" of extension cords (multiple cords connected together).
3. Damaged cords or outlets.
4. Storage boxes, unused furniture or other materials stored in hallways and/or exit stairs.
5. Fire doors propped or held in an open position.
6. Toaster ovens used in inappropriate locations.
7. Makeshift facilities and/or setting up breakroom and/or kitchen areas in non-authorized locations.
8. Files/shelving/boxes stacked within 18" of fire sprinklers.
9. Candles, incense or open flame devices used in offices.
10. Loose hanging sheets or tapestries.
11. Storing materials on top of shelving or kitchen cabinets.

12. Obstructions to access of fire protection equipment, including fire extinguishers, hoses, alarm panels, and emergency exits.
13. Furnishings that are more than 5 ft. high must be braced (e.g., file cabinets, bookcases, desks, etc.).
14. Unrestrained overhead storage (above 4 ft.) of heavy items or heavy plants are not permitted.

Each production, licensee, tenant and individual is responsible for ensuring compliance with applicable codes, regulations and safety requirements and shall be liable for non-compliance.

2.0 Environmental, Health & Safety

2.1 Reporting unsafe conditions at Paramount

Paramount encourages the reporting of unsafe conditions, practices and hazards. Unsafe conditions should be tagged for correction and/or taken out of service to prevent injury or damage. Hazards can be reported to the employee's supervisor or the show's Safety Department. To report a facility related hazard, contact Paramount EHS Department at 323-956-3477 (or Ext. 6-EHSS) or by anonymously calling the Paramount Safety Hotline at 323-956-8955 (or Ext. 6-8955).

2.2 Smoking Policy

In accordance with state law, smoking is not permitted in any office building, stage, or enclosed work environment at any time or in any public areas immediately adjacent thereto or within 25 ft. thereof. This applies to all smoking products, including pipes, electronic and vapor tobacco products and devices. No smoking is permitted on New York Street backlot. An individual who willfully fails to observe the "NO SMOKING" policy will be subject to discipline, which may include a written warning, suspension and/or discharge and further may subject themselves to state imposed penalties and potential civil liability. Marijuana smoking is not permitted anywhere on Paramount's premises.

2.3 Open Flames/Candles/Incense/Smoke Producing Items

The use of any open flames or smoke or odor-producing items in the workplace, including but not limited to candles, incense, and related items is prohibited.

2.4 Storm Water Discharge

1. Only natural, clean storm water is permitted in storm drains. No other materials, substances or liquids of any type (including tap water) should be dumped or discharged into any storm drains.
2. Car washing and all vehicle maintenance (including but not limited BIT inspections/repairs and emergency vehicle repairs) must be conducted in the Lemon Grove parking structure only and coordinated in advance with the Transportation Department (323-956-5151 or Ext. 6-5151). The Transportation Department may make limited exceptions based on extenuating circumstances. Additional fees may apply, for example if Security Officer and/or Fire Safety Officer are required to be present.
3. Never dispose of water, ice, or other liquid waste in the trash, or storm drains.
4. Ice must not be left in streets or planters to melt. Use shop sinks or remove the ice from the premises.

2.5 Rideshare

The Rideshare Office is located in the Security Building, Room 142 and can be reached at 323-956-3477 (or Ext. 6-EHSS). The Rideshare program offers benefits to employees if they meet eligibility criteria.

2.6 Recycling

Paramount maintains a "commingled" recycling program for all office buildings and sound stages. Each office and sound stage on the property has a blue recycling bin to collect commingled recyclables. This simplified recycling process makes it easy for employees and third-party clients to recycle.

Office/Stage Wastes

Paramount can recycle all office paper. Offices are supplied with desk side and copy room receptacles. Stages are provided with larger containers. "Blue" receptacles are designated for recyclables and "black" receptacles for trash. These recyclables include newspapers, magazines, mixed office paper, miscellaneous beverage containers, and cardboard packaging.

To obtain a "blue" or "black" receptacle contact the Facilities Dispatch Center at 323-956-5555 (or Ext. 6-5555).

Cans and Bottles

Paramount offers recycling of all used recyclable beverage containers. Containers must be emptied of all liquids then placed into the “blue” receptacles.

Cardboard

Paramount’s janitorial vendor will collect cardboard boxes from the property and transport them to the recycling center. Tenants may call the Facilities Dispatch Center (323-956-5555 or Ext. 6-5555) to arrange special cardboard pickup during regular working hours.

Newspapers/Magazines/Trade Papers

These items may be placed in the Blue recycling receptacles.

Printer Cartridges

Originating departments are to place used printer/toner cartridges in return boxes provided by the manufacturer. The manufacturer should also supply the return label for return mail. Printer/toner cartridges should not be disposed of in trash receptacles.

Scrap Metal

Large quantities of any scrap metal (more than 25 pounds) should be transported to the permanently stationed, 20 yard roll-off container labeled “METAL” which is located at the south entrance to the lumberyard.

Wood

Labor crews will utilize wood hoppers or 30 yard roll-off containers (for trash and/or lumber) obtained from the lumberyard at 323-956-5189 (or Ext. 6-5189). Charges will apply.

2.7 Hazardous Wastes

All Hazardous waste and materials must be dealt with pursuant to applicable laws. Special precautions must be taken when handling asbestos, lead-based paint and other hazardous materials.

1. Paint-related material is managed by the Paramount Paint Department and may be reused/recycled if not determined to be hazardous waste.
2. Segregate waste materials. Do not mix water-based materials with solvent-based materials, or solids with liquids.
3. All chemical and waste containers must have tight-fitting lids.
4. All containers must have labels with the chemical name, the manufacturer, and appropriate warning/hazard information.
5. Keep appropriate spill clean-up materials near the chemicals at all times.
6. Properly dispose of unused or out-of-spec products whenever possible.
7. **Never** dispose of chemicals of any type (as well as water used at the site that could be contaminated with chemicals) in the trash, storm drains, or the sewer. Contact Paramount EHS for assistance in disposing of unwanted materials.
8. **All liquid waste material must have secondary containment.**

Paramount EHS provides vendors for removing Paramount generated hazardous waste from Paramount facilities. Paramount cannot, by law, dispose of any hazardous waste generated by a third-party. Contact Paramount EHS for assistance 323-956-3477 (or Ext. 6-EHSS) or contact your production’s Safety Department to arrange for proper disposal.

Electronic Wastes

All electronic equipment (phones, monitors, etc.) must be disposed of in accordance with applicable laws. These items **may not** be disposed of in the trash. To have these materials collected for recycling, please contact Paramount EHS 323-956-3477 (or Ext. 6-EHSS) for Paramount materials or your production’s Safety Department for show-related materials.

Batteries

California requires that all batteries must be recycled. To arrange pick-up for Paramount batteries, contact the Paramount EHS Department at 323-956-3477 (or Ext. 6-EHSS). To arrange for pick-up of production batteries, contact the production's Safety Department or Paramount EHS for assistance.

Fluorescent Lights and Ballasts

Used fluorescent lights and light fixture ballasts, generated from Paramount equipment, are collected by Paramount EHS Department. To have any of these materials collected for recycling, please call 323-956-3477 (or Ext. 6-EHSS). Fluorescent lights or ballasts must not be disposed of in trash receptacles. For non-Paramount lighting equipment, contact the production's Safety Department for proper disposal.

2.8 Working with Hazardous Materials

Prior to working with chemicals or hazardous materials of any kind, all parties must receive training on safe work practices and understand the hazards associated with the chemicals and materials they are using. Supervisors are responsible for training their crew and for ensuring that hazardous chemicals brought on to the lot are properly labeled and handled. Each production, licensee and tenant is liable for injury and/or damage caused by its acts and/or omissions related to hazardous materials.

1. Safety Data Sheets (SDS) should accompany any chemical product used on the lot, including paints and adhesives.
2. Paints, chemicals and other hazardous and/or flammable materials should not accumulate and should be disposed of on a regular basis in accordance with these Guidelines and Procedures. The use of fiberglass must be done off-site or in the paint booths. Never use fiberglass on a stage or mill.

Hazardous Materials Spill Response

Immediately contact Security Services Department at 323-956-5155 (or Ext. 6-5155) in the event of a non-emergency spill or release of hazardous materials. If the spill presents an emergency situation requiring emergency response assistance and/or a hazard to life/safety or is in danger of entering a storm drain, call the Studio Emergency Line at 323-956-3333 (or Ext. 6-333) immediately to activate 911 and the emergency response of an RN on duty.

2.9 Flammable Liquids & Gases

All flammable liquids and gases must be in approved containers consistent with the following requirements:

1. Flammable liquids must be stored in Paramount-approved self-closing flammable cabinets.
2. All liquids must be clearly labeled and have an SDS available for review.
3. Bonding provisions to protect against static sparks must be provided when dispensing Class I liquids.
4. No spraying of flammable or combustible materials (paints, glues, solvents, cleaners, etc.) is permitted in office buildings, mills, storage areas, parking lots/structures, garages or on stages at any time. Contact Paramount Fire Department at 323-956-5221 (or Ext. 6-5221) for guidance.

2.9.1 Solvent Based Lacquer

1. Lacquer should only be applied by brush or roller when on stage and only with adequate ventilation. Spraying lacquer on stage or other areas on the lot other than a paint spray booth, is strictly prohibited. Water based lacquer should be used whenever possible.
2. "No Smoking" signs must be posted while lacquer is being used.
3. Explosion-proof fans must be used for ventilation and to prevent the accumulation of flammable vapors.
4. All construction must cease while lacquer is being applied.
5. All gas-fired appliances must be shut off while solvents are in use. Contact the Plumbing Department to shut off gas systems.

2.9.2 Compressed Gases

1. Compressed gas cylinders must have protective valve covers and be properly secured at all times.
2. Flammable gases such as propane are not allowed to be handled on stage without prior approval from the Paramount Fire Department.

3. Cylinders which can accept a screw-on protective cap must have the protective cap in place at all times except when the cylinder is being used. In-use cylinders with regulators attached must be secured.
4. Flammable gases must be stored in an approved location and/or cage. Contact Paramount EHS 323-956-3477 (or Ext. 6-EHSS) or Paramount Fire 323-956-5221 (or Ext. 6-5221) for approved storage location information.
5. Flammable gases should be stored no less than 20 ft. from other gas cylinders or separated by at least a five (5) foot wall that has a minimum one hour fire rating.
6. Cylinders containing oxygen should be stored no less than 20 ft. away from other gas cylinders.
7. Signs prohibiting smoking or open flames within 20 ft. should be provided in areas where toxic, flammable, oxidizing or pyrophoric gases are handled, stored or used.

Each production, licensee and tenant is liable for injury and/or damage caused by its acts and/or omissions related to its use, storage and/or handling of compressed gases.

3.0 Security

3.1 Paramount provides certain security personnel for the lot 24 hours a day, 7 days a week. The Studio Security Services offices are located in the Security Building. Additional security and/or security for specific facilities, equipment and/or activities must be requested in advance. Additional charges may apply. Some of the services provided by the Security Services Department are listed below:

- Access control
- Employee escort
- Lost and Found
- 24-hour surveillance (targeted areas)
- Emergency Response coordination
- Parking control
- Door/Stage openings
- bicycle patrol
- Special Event coordination

3.2 Personal Property

It is recommended that personal property (TV, radio, furniture, computers, artwork, etc.) brought onto Studio premises, be registered with Security Services to identify ownership. The Studio assumes no responsibility for any personal property brought onto its premises, including any liability for theft, damage or loss.

Personal cameras are allowed on the lot solely for personal use, must not be used in any “video capture” mode and must not be used in active production areas. This includes digital cameras and cameras attached to cell phones. The use of personal cameras is restricted to non-production areas and resulting footage may not include any copyrighted, trademarked or other confidential or proprietary information of Paramount or any of its licensees, nor violate any rights or privacy or publicity. Any camera that is to be used for professional reasons, (still shots, publicity, etc.) must be cleared through Production Services (323-956-4303 or Ext. 6-4303) in advance.

3.3 Photo I.D. Cards

Photo ID cards are issued by Security Services to all active employees, eligible vendors, and other eligible persons requiring regular access onto the lot.

ID cards are required for the following:

1. Access onto the lot
2. Access into parking structures (only if proper paperwork has been completed)
3. Access into employee screenings
4. Access to buildings with card readers.

3.4 Production Vehicles

During peak production periods, access and traffic flow on the lot is likely to be extremely restricted. Whenever production vehicles, special deliveries, caterers, etc., are required on the lot or near stages, Paramount Security Services Department must be notified in advance. Vehicles must not block fire lanes, building entrances and exits or conflict with other productions or on-lot activities.

3.5 Reporting Incidents

All accidents, injuries, thefts, suspicious occurrences, incidents or crimes must be promptly reported to the Security Services Department Watch Commander at **323-956-5155 (or Ext. 6-5155)**.

3.6 Stage Opening/Closing

Stage openings may be requested by calling the Facilities Dispatch Center at 323-956-5555 (or Ext. 6-5555) during normal business hours and Security Services at 323-956-5155 (or Ext. 6-5155) thereafter. Personnel who request an opening by telephone must appear on that particular stage's hot lock list. Be aware that stage doors may not be left open with the air conditioning running for longer than 10 minutes. Upon completion of work on a particular stage, Facilities Dispatch Center at 323-956-5555 (or Ext. 6-5555) must be notified so the stage can be secured.

3.7 Door/Office Opening

Office and entry door openings may be requested by calling Security Services at 323-956-5155 (or Ext. 6-5155). Personnel who request the opening of a door must be present at the time of opening and have valid identification indicating authorized credentials for entry into the facility.

3.8 Vendor Authorizations

Vendors whose employees enter the Studio more than 20 times annually must enroll in Paramount's Vendor Authorization program. To become an authorized vendor, a company must submit the Paramount form entitled "Vendor Request for Preliminary Authorization", pass background checks and obtain approval from Paramount. Each production, licensee and client is responsible for the acts and/or omissions of its vendors.

3.9 Vendor Employee Certification Program

Once a company is approved as an Authorized Vendor, it may begin the Vendor Employee Certification Program (VECP) process. Information on this program may be requested by calling 323-956-2121 (or Ext. 6-2121).

The certification process currently includes the following:

1. Vendor becomes "Authorized" by the sponsorship of any VP level executive (or higher).
2. Vendor designates the employees it would like issued access badges.
3. Those employees are submitted for background checks to Paramount's specifications.
4. Once background checks are approved by Paramount's investigative firm, employee is certified
5. Certification allows vendor employee to be issued an electronic access card for use in entering the Studio without a gate pass being issued.
6. Reauthorization and recertification of each employee is required annually.
7. Costs of certification are the responsibility of each production, licensee or tenant.

3.10 Private Security

No third-party private security personnel are permitted on Paramount's premises without the prior approval of Paramount Security (323-956-5155 or Ext. 6-5155). In the event the engagement of third-party private security personnel is approved by Paramount Security, such third-party private security personnel are NOT permitted to wear security uniform attire (including patches, badges, insignias or pins) while on Paramount's premises.

4.0 Firearms

Security Services Department (323-956-5155 or Ext. 6-5155) must be notified of any firearm brought onto the lot. The Facilities Dispatch Center (323-956-5555 or Ext. 6-5555) must be notified prior to firing any weapons on the lot during normal business hours (or contact Security Services Department (323-956-5155 or Ext. 6-5155) in advance for after-hours weapon firing).

1. Personal firearms or weapons are not allowed on the lot at any time (except as authorized by Paramount for Paramount-engaged security personnel).
2. Live ammunition is not allowed on the lot at any time (except as indicated above).
3. Prop weapons are to be handled only by the designated Prop Master or other authorized licensed personnel and must be secured when not in use.

4. Prop Masters handling weapons must provide evidence of weapons permits from the U.S. Bureau of Alcohol, Tobacco & Firearms (“ATF”) or the U.S. Department of Defense (“DOD”).
5. Prop weapons, tasers or batons (PR24) may not be worn or carried while walking around the studio lot.

5.0 Costumes and Props

1. Security Services Department (323-956-5155 or Ext. 6-5155) must be notified prior to use of any costumes depicting any type of law enforcement personnel, including but not limited to police, military, fire, security, medical, first responder, government agency, etc.
2. All insignias and logos (including but not limited to badges, patches, pins) on law enforcement personnel type costumes (including but not limited to police, military, fire, security, medical, first responder, government agency) being worn by actors must be covered as much as possible when not onset filming (example: cover with an unmarked shirt or jacket).
3. No prop weapons of any kind (including guns, knives, swords, tasers or batons (PR24)) may be worn or carried while walking around the studio lot.

6.0 Live Animals

6.1 Assistance Animals

1. Pets are not permitted on the lot.
2. “Assistance Animals” (as defined under applicable California law) are permitted on the lot subject to pre-registration and compliance with Paramount’s “Assistive Animal Guidelines”, as in effect from time to time and completion of appropriate vetting and documentation.
3. Individuals desiring to bring an Assistance Animals must contact Production Services, Facilities Services or Security to initiate the registration process prior to bringing any animals onto the Paramount lot. Each production, office tenant or licensee is responsible for ensuring that it conducts an appropriate determination under applicable California law that any Assistance Animals designated by its personnel duly qualify as such for entry onto the lot and for providing appropriate certification to Paramount as part of the vetting process.
4. Owners must maintain copies of their Assistance Animal’s pertinent medical information. Assistance Animals must be current on all vaccinations (including bordetellosis (kennel cough)), parasite control, and free of ticks and fleas, with no recent history (6 months) of infection or ringworm.
5. Upon completing of the registration process, permitted Assistance Animals will be issued a Paramount Assistance Animal badge/tag that must be worn by the animal at all times while on the lot.
6. Only one (1) Assistance Animal is permitted on the lot per person.
7. Owners of each Assistance Animal must provide water, food and comfort for the Assistance Animal, as well as necessary medications
8. Assistance Animals must always remain within the owner’s custody and/or control, and on a leash in areas outside of the owner’s immediate work area. Assistance Animals may not roam freely in office, stage or other areas of the lot, including park areas.
9. If an Assistance Animal behaves in an unacceptable manner and the owner does not control the animal, Paramount will, on a case-by-case basis, determine what corrective steps should be taken. Assistance Animals must not disrupt customary lot business or pose a threat to the health or safety of others on the lot. If the Assistance Animal starts barking or otherwise causing disruption, owners must remove the Assistance Animal from the building and/or setting immediately.
10. In food service locations, including sites temporarily set up for the purposes of serving food and drinks, Assistance Animals are expected to be harnessed or leashed and must remain on the ground, with limited exceptions for certain persons who are in wheelchairs. Assistance Animals may not sit or be fed at the table and may only eat or drink from disposable or single use bowls or plates, not restaurant glassware or dishware.
11. Assistance Animals must relieve themselves in designated animal relief areas around the lot only. Owners are responsible for cleaning up after the Assistance Animal. Plastic waste bags must only be disposed of outside, at the designated animal relief areas.
12. Production and office clients, licensees and tenants, as well as animal owners, must advise Security immediately upon becoming aware of injury to persons or property relating to an Assistance Animal.
13. Any damage and/or injury resulting from possession of an Assistance Animal is the sole responsibility of the client, tenant, licensee or user whom employs or invites animal owner onto the lot. All indemnity and

liability provisions set forth in the applicable agreement of such tenant/licensee/user shall apply to all damages, injuries or harm arising out of or in connection with such Assistance Animal's presence on the lot.

6.2 Live Animals To Be Used for Production Purposes (other than Assistance Animals, for which the above Guidelines apply):

1. No production shall bring any live animals onto the lot, without the prior written approval of Paramount. Paramount may disapprove the use by production of any live animals if Paramount determines, in its sole discretion, that such may cause a nuisance or disturb or potentially harm Paramount and/or threaten the health and safety of others on the lot.
2. Security Department (323-956-5155 or Ext. 6-5155 or watch_commander@paramount.com) must be notified prior to bringing any live animals onto the lot for production purposes (provided such use has been approved by Paramount).
3. Animals used by production must be supervised, leashed and under the control of a qualified animal wrangler at all times. Animals may not roam freely at any time.
4. Paramount reserves the right to cause any animal to be removed if it behaves in an unacceptable manner, is not properly controlled, or threatens the health and safety of others or property damage.
5. Each production is responsible for cleaning up after all animals used. Dogs and similarly sized animals must relieve themselves in designated animal relief areas around the lot only. Plastic waste bags must only be disposed of outside, at the designated animal relief areas.
6. Production must only utilize approved animals in the stage area designated for production, and such animals shall not be permitted in any other areas of the lot (including, without limitation, any public or eating areas or park areas).
7. All animals shall only be permitted to relieve themselves in designated areas on the lot (which do not include public grassy areas), and the production shall be responsible for the proper clean-up and disposal of all animal waste.
8. Any damage and/or injury resulting from production's use of an animal is the sole responsibility of the production. All indemnity and liability provisions set forth in the applicable Agreement of such production shall apply to all damages, injuries or harm arising out of or in connection with such animal's presence on the lot.

7.0 Parking

Assigned parking (if applicable) is administered by Consumer Services. Parking location assignments are generally made based on an individual's work site, subject to availability and capacity. Inquiries regarding parking should be directed to the Parking Administration at 323-956-4011 (or Ext. 6-4011). Not all production personnel, licensees, invitees and/or clients are guaranteed parking privileges. Parking is subject to availability. Parking charges apply. All parking shall be subject to Paramount's controlling parking policies and practices in effect from time to time.

On-Lot Parking

Guests who wish to park on-lot must obtain a drive-on pass. Authorized individuals who normally park in one of the outside parking garages may park on the lot after 6:30pm (subject to availability), if their work will keep them on the premises afterhours. Parking is limited and is subject to availability.

Daily Parking

Daily parking is available at both the Lemon Grove and Gower structures and the South Bronson and Windsor lots on a "space available" basis. Parking Fees apply. There are no in-and-out privileges; validation stickers are available from the Parking Administration at 323-956-4011 (or Ext. 6-4011), but may only be redeemed on day of parking transaction. Parking is limited and subject to availability.

Monthly Parking

Monthly parking privileges may be available for certain personnel based upon the production's or licensee's and/or license agreement. Enrollment for monthly parking is processed at the Parking Administration office. Requests for monthly parking should be submitted to the Security "ID and Parking" on an Occupant Information form (PF1006). These forms are available at the Parking Administration office. Parking fees apply.

8.0 Medical Services

In the event of a medical emergency call the Studio Emergency Line at 323-956-3333 (or Ext. 6-3333). The Studio Medical Center is located on the east side of Francis Ford Coppola Avenue, north of 6th Street. It is staffed with nurses provided by Paramount's medical services provider, Medcor, and is open Monday thru Friday between 6:00am and 10:00pm, and Saturday and Sunday between 9:00am and 6:00pm. Extended hours, early opening, and holiday coverage are available by request. Charges apply (including extended hours/overtime charges after 6:00pm) and services are subject to availability. Medical coverage for productions and special events can be arranged by emailing the Studio_Hospital@Paramount.com or by calling 323-956-5111 (or Ext. 6-5111).

8.1 Services Offered

The Medical Center is managed and operated by Paramount's vendor, Medcor, and staffed by Registered Nurses (RN). Services may require prior notice and may include the following, to the extent they are able to be provided by a nurse:

1. Emergency medical response to stages or locations on the lot, call 323-956-3333 (or Ext. 6-3333)
2. Initial evaluation and medical treatment of injuries and illnesses
3. Wellness checks, including blood pressure/blood sugar screening, weight monitoring
4. Certain over-the-counter medications
5. Health related materials
6. Assistance with worker compensation documentation, care and referrals
7. Medical coverage for productions, construction and special events

8.2 Bloodborne Pathogens, Needles and Sharps

Per Cal-OSHA Blood-borne Pathogens Standard 8 CCR 5193, all incidents that occur on the Paramount lot involving the potential exposure to blood or other bodily fluids must be reported immediately to the Studio Medical Center at 323-956-5111 (or Ext. 6-5111). Needles and sharps are permitted for doctor prescribed medical purposes only and must be used in accordance with strict safety precautions, including properly disposing of such items in locked and designated receptacles (at the Studio Medical Center). Needles and sharps should never be placed into trash receptacles.

8.3 Special Events Coverage

Studio Medical Center representatives must be present for medical coverage of any special events or activities as mandated by Paramount's then current insurance, safety or risk management criteria. Special events and activities should be coordinated with Production Services in advance. The Medical Center personnel may establish a first aid station for special events and activities using current established procedures, including a proper nurse-to-attendee coverage ratio and medical equipment for the event.

8.4 On-Lot Emergencies

In the event of an emergency, always call the Studio Emergency Line at 323-956-3333 (or Ext. 6-3333) to activate 911 and the emergency response of an RN on duty.

9.0 Emergency Services

9.1 Bulletin boards/evacuation procedures posted on stage

Bulletin boards posted on each stage contain certain emergency information such as evacuation procedures and the evacuation route to the designated assembly area for the stage. All personnel must be advised of these procedures by the applicable production, licensee and/or tenant. Certain emergency phone numbers are also posted on the stage and throughout the lot.

9.2 Floor Wardens

Volunteers in every building at the Studio are assigned to monitor the presence of fellow employees, be trained in evacuation procedures, and report to area group leaders in the event of a building evacuation or disaster. Floor wardens are responsible for participating in building evacuation drills at scheduled intervals during the year. Productions must designate a floor warden for their area(s) and provide such contact information to the Paramount Global Risk and Crisis Management Department (globalrisk@paramount.com). Training courses are conducted periodically for new volunteers. Contact the Paramount Global Risk and Crisis Management Department (globalrisk@paramount.com) to volunteer to participate in this program.

9.3 Paramount Emergency Response Teams (ERT)

In the event of a major catastrophic emergency occurring on the lot, Paramount's ERT is trained to assist employees, production partners, clients and guests. Members of this voluntary team are trained in the Community Emergency Response Team (CERT) program by Paramount staff and the Los Angeles City Fire Department. Training may include light urban search and rescue, fire suppression, disaster first aid, triage, disaster preparedness and disaster psychology. If you are interested in volunteering for the Paramount ERT, email the Global Risk and Crisis Management Department at globalrisk@paramount.com.

9.4 On-Set Medic

In the event production is bringing a production medic onto the lot, the production must notify Security Watch Commander at 323-956-5155 (or Ext. 6-5155) or watch_commander@paramount.com.

10.0 Certain Code of Conduct Requirements

In addition to the other guidelines and procedures set forth herein (including without limitation, any specific requirements and procedures relating to health, safety and security, including COVID-19 and/or other susceptible viruses or illnesses), and/or in each production's, licensee's, vendor's and client's agreement with Paramount for use of Paramount's facilities and/or services, as well as compliance with all applicable local, state and federal laws, ordinances, regulations and government orders, the following general code of conduct must be adhered to by all personnel while on Paramount's premises:

- 10.1** Productions, licensees, vendors, clients and individuals must keep Paramount's premises free from accumulations of any waste or excess materials and periodically and at the completion of production, services and/or events remove from the premises, all rubbish, implements and surplus materials and items brought on to the premises.
- 10.2** Productions, licensees, vendors, clients and individuals shall at all times while on Paramount's premises maintain appropriate sound levels so as not to interfere, hinder or impede other motion picture, television or other production-related activities, and/or Paramount's general business operations and/or cause a nuisance to the surrounding properties, neighborhood or businesses. Amplified sound levels shall strictly adhere to all LA County and City noise ordinances.
- 10.3** Productions, licensees, vendors, clients and individuals shall be subject to Paramount's directives and policies regarding the conduct of persons entering the premises, including all health, safety, security and identification procedures and Paramount's instructions, rules, protocols and guidelines.
- 10.4** Productions, licensees, vendors, clients and individuals shall act in a lawful, courteous and professional manner at all times. No violence, or aggressive or threatening behavior of any type is permitted.
- 10.5** No productions, licensees, vendors, clients or individuals shall use any Paramount facilities, locations, equipment, materials or services for any unlawful purpose or activity nor conduct any illegal or unlawful activities while on Paramount's premises.
- 10.6** No productions, licensees, vendors, clients or individuals shall possess or use any weapons (except as expressly stated otherwise or pre-approved by Paramount for production prop purposes only) of any kind while on Paramount's premises.
- 10.7** No productions, licensees, vendors, clients or individuals shall access or enter any facilities or locations on Paramount's premises other than its/their applicable production and/or office locations and public service areas (Commissary, Water Tower, Studio Store/Coffee Bean, etc.), without Paramount's prior written consent in each instance.
- 10.8** No marijuana smoking or use of illegal substances of any kind is permitted anywhere on Paramount's premises.
- 10.9** Parking is limited to those areas and spaces (if any) as designated by Paramount.
- 10.10** No minors shall be permitted on Paramount's premises without being accompanied by a parent or legal guardian and subject to appropriate work permits/clearances.
- 10.11** No alcohol is permitted on Paramount's premises unless served by a Paramount-operated facility.
- 10.12** No productions, licensees, vendors, clients or individuals may allow on Paramount's premises any person that it/he/she knows, or should have known after the exercise of reasonable prudence, has been convicted of a misdemeanor involving bodily injury or harm or a felony or who is a registered sex offender.
- 10.13** All productions, licensees, vendors, clients and individuals must obey all traffic and parking signs, designations and markings, including no parking zones, pedestrian walkways and handicapped access areas. The speed limit on Paramount's premises is 8 mph.

10.14 No productions, licensees, vendors, clients or individuals shall disable, mask, tamper with, cover or otherwise obstruct or modify any safety devices (such as but not limited to fire hydrants, emergency lights, surge protects, smoke or fire alarms, etc.).

10.15 Chemicals of any type (as well as water used at the worksites that could be contaminated with chemicals) are not to be discharged into any sink, toilet, sewer drain, or placed in trash containers or emptied onto the ground. Only storm water is permitted in storm drains. No materials, substances or liquids of any type (including tap water) may be dumped or discharged into any storm drains.

11.0 Important Numbers

Security & Safety

24-Hour Security	323-956-5155 (or Ext. 6-5155) / 323-956-5788 (or Ext. 6-5788)
Environmental, Health & Safety	323-956-3477 (or Ext. 6-3477) / 323-956-4270 (or Ext. 6-4270)
Fire Department	323-956-5221 (or Ext. 6-5221)
Studio Hospital/Medical Services	323-956-5111 (or Ext. 6-5111)
Vendor Employee Certification Program	323-956-2121 (or Ext. 6-2121)
Safety Hotline	323-956-8955 (or Ext. 6-8955)
Studio Emergency Line	323-956-3333 (or Ext. 6-3333)

Studio Emergency Information Line

In State:	323-956-4530 (or Ext. 6-4530)
Out of State:	866-832-3000

It is recommended that you contact the Studio Emergency Line at 323-956-3333 (or Ext. 6-3333) for any emergencies requiring the response of non-Paramount Fire or Police Departments or medical services. The Security Watch Commanders are best equipped to guide the responding agency around the lot.

CERTAIN ADDITIONAL PRODUCTION GUIDELINES

1.0 Facility Use

1.1 Set Construction and Set Decoration

1. Productions are required to meet with Backlot Operations and the Paramount Fire Department prior to beginning any construction activities. The Studio Fire Department must be permitted to inspect sets throughout the construction process to verify compliance with applicable guidelines (provided that no such inspections shall relieve each production, licensee or vendor, as applicable, from responsibility for its own construction activities and sets).
2. A Fire Lane with a clear minimum 4-foot wide aisle and a minimum 7-foot high clearance, must be provided around the perimeter of the stage at all times. Items stored adjacent to the Fire Lane are required to be secured so as not to fall into or otherwise obstruct the 4-foot perimeter aisle.
3. Exit doors must be free of obstructions at all times.
4. A minimum of 36 inches of clearance must be maintained around fire extinguishers, fire hose racks, hose cabinets and other fire protection equipment.
5. Fire sprinkler systems and fire protection equipment on stages must remain unobstructed and unimpaired. (See "Platforms, Hard-Covered Sets and Support Structures")
6. Electrical cables must be arranged in an orderly fashion and kept clear of the 4-foot wide aisle way. Cable laid in walkways or aisles must have a crossover.
7. A minimum of 36 inches of clearance must be maintained around all electrical panels.
8. No items may be hung or suspended from catwalks or hand rails. Only engineered points should be used to rig/hang items.
9. All foliage, fabric window coverings, wall hangings, and other combustible materials must be treated with flame retardant prior to use.
10. Permanent, solid, construction is prohibited from being installed in a manner that encroaches or obstructs exits, access lanes, fire protection equipment and associated signage. Backdrops and other temporary backgrounds are not permitted to be secured to the floor. Any temporary backgrounds that obstruct fire protection equipment during filming shall be immediately relocated or stored away at the end of each day, so as to maintain visibility of signage and required clearance around all equipment.
11. See LAFD Film Unit Studio and Soundstage Fire & Life Safety Requirements for additional guidelines.

1.2 Platforms, Hard-Covered Sets and Support Structures

A platform, hard-covered set or support structure is defined as an area constructed of any material that cannot be easily penetrated by the stage's automatic fire sprinkler system. Hard ceilings that are over 600 square feet in cumulative area require additional fire protection measures and advance approval from the Paramount Fire Department. Platforms over 600 square feet and/or over 36 inches in height also require additional measures and advance approval from the Paramount Fire Department. Storage of combustible or flammable material on the ceiling of any interior support structure or beneath platforms and bleachers is strictly prohibited.

When designing covered sets or support structures over 600 square feet in cumulative area on a Paramount sound stage, the Set Designer or Construction Coordinator has the following options:

1. Design hard covered sets so that they can be "flown" into a vertical position at the end of the production day so that they do not obstruct the automatic fire sprinkler system.
2. Integrate a fire sprinkler system into the set under the obstructed area(s) to comply with fire code requirements. **Bids for the installation of fire sprinklers can be obtained from the Facilities Maintenance Plumbing Department at 323-956-1670 (or Ext. 6-1670).**
3. Install a heat sensor system under the obstructed area to comply with fire codes. **Bids for installation of heat sensors can be obtained from Facilities Electronics Department at 323-956-8149 (or Ext. 6-8149).**
 - a. A monthly monitoring fee may be charged to the production. **A bid for the monitoring fee can be obtained from Security Services at 323-956-5155 (or Ext. 6-5155).**
 - b. A Fire Safety Officer (FSO) must be present during the hours of production when the heat sensor system is deactivated, generally from crew call to wrap. **Costs for an FSO can be obtained by calling the Paramount Fire Department at 323-956-5221 (or Ext. 6-5221).**

- c. When using the heat sensor system under platforms, chicken wire must be installed around the base of the platform to prevent accumulation of combustible material and debris under platforms.
4. Production should be aware that the Studio Fire Department may require additional fire protection measures, including automatic fire sprinklers or heat sensors, for any size set, platform or support structure depending on specific use or activity.
5. All required additional fire protection mechanisms identified above shall be at each production's, licensee's or tenant's cost.

1.3 Multi-story Sets

Sets that are two stories or more in height and are intended to support a live load must be properly engineered. Freestanding structures in excess of 36 feet must have proper permits issued through Los Angeles City Building and Safety.

1.4 Hoisting or Suspending Heavy Loads

Hoisting or suspending heavy loads from stage permanents must be approved in advance through Backlot Operations at 323-956-8214 (or Ext. 6-8214). No tying to or suspending from catwalks or handrails is permitted.

1.5 Lighting and Electrical Safety

Contact the Set Lighting Department at 323-956-5391 (or Ext. 6-5391) for power distribution needs and additional electrical needs. Additional charges may apply. Productions must follow acceptable safe workplace practices for electricity, including, without limitation:

1. Do not overload electrical outlets. Use outlets as designed.
2. Ground and maintain all electrical equipment and wiring.
3. A minimum of 36 inches clearance must be maintained around all electrical panels.
4. **Zip cord is not permitted on any Studio production facility.** Contact Set Lighting at 323-956-5391 (or Ext. 6-5391) for additional information.
5. Do not place lights close to flags, props and other combustible materials.
6. See Industry-Wide Safety Bulletin #23 "Guidelines for Working with Portable Power Distribution Systems and Other Electrical Equipment" for additional information.

1.6 Heavy Equipment on Stage

All heavy equipment to be used on Paramount stages must first be approved by Production Services (323-956-8811 or Ext. 6-8811).

Stage floors have a posted weight capacity. Stages with basements, pits, tanks or subfloors are rated lower than other stage floors. Production must request prior approval before using heavy equipment on stage. 1½" plywood, boom track, or other reinforcement material may be required. Production may be required to consult with an engineer before using heavy equipment on stage.

Scissor lifts, boom lifts, forklifts and cranes to be used on the Studio lot **must** be ordered through Transportation (323-956-5151 or Ext. 6-5151).

1.7 Open Flame

All of the following require prior approval from the Production Services Department (323-956-8811 or Ext. 6-8811) and must be coordinated with the Paramount Fire Department (323-956-5221 or Ext. 6-5221):

1. Any open flame, including candles and cigarettes.
2. Practical fireplace (natural gas); one unit is allowed per stage with FSO present during use.
3. Practical stove (natural gas or electric); one unit per stage with FSO present during use.
4. Use of gas cooking appliances and wick chafing operations with FSO present during use.
5. Any "hot work" – work that generates any heat/sparks, etc.

Property Masters who wish to use gas-fired stoves for cooking prop food on stage **must** have an FSO present. **Portable propane/butane cooking devices are NEVER permitted on the Paramount lot (see section 5.8). Additional charges for FSO services apply.**

1.8 Spray Booths/Air Quality

1. All painting on stage must conform to SCAQMD Rule 1113.
2. No spraying of lacquer/solvent based material or fiberglass is permitted on stage. Lids must be kept on containers when not in use.
3. Painting of non-architectural items, including furniture and other props, must be conducted inside a spray booth. This applies to water-based and lacquer-based coatings. All coating operations in the paint booth must be recorded in the South Coast Air Quality Management District (SCAQMD) Rule 109 Log and/or reported to the Paramount Paint Department. This applies to all materials used, including thinners, adhesives, resins, and clean-up solvents.
4. Only High Volume, Low Pressure (HVLP) spray guns can be used inside the spray booths.

1.9 Fall Protection/Roof Access

Fall protection measures are required for any elevated surface over 30 inches (general industry) or six feet (construction), around any open pit, hatch or hole, and on any rooftop.

1. Access to any roof on the Paramount lot is prohibited. Contact Security Services (323-956-5155 or Ext. 6-5151) or Paramount EHS (323-956-3477 or Ext. 6-3477) for information.
2. Guardrails, scaffolding and the use of ladders and aerial lifts are the preferred methods of fall protection. When these are not practical, personal fall arrest systems must be used. Specific training is required before using such equipment. Each production, licensee or tenant is responsible for ensuring proper fall protection training and equipment is used.
3. Fall protection equipment must be used when working on elevated areas, roofs or scaffolds that do not have compliant guardrails.
4. Fall protection is required to be worn on **all** aerial lifts (scissor lifts, condors, etc.), not just on telescopic boom lifts.
5. Only individuals who have received fall protection training are permitted to access the roofs at Paramount.
6. For questions pertaining to Paramount's fall protection system within the stages, please contact Paramount EHS Department at 323-956-3477 (or Ext. 6-EHSS) or 323-956-4270 (or Ext. 6-4270).

1.10 Special Effects and Stunts

Before any special effects or stunts are performed on Studio property, the Paramount Fire Department (323-956-5221 or Ext. 6-5221) and Production Services (323-956-8811 or Ext. 6-8811) must be notified in advance and provide approval of the particular activity.

Special effects and stunts require an on-site walk-through and safety meeting attended by all involved cast and crew prior to filming. Only properly licensed individuals may perform special effects.

A Special Effects permit procured from the Los Angeles City Fire Department (LAFD) Film Unit and approval from the Paramount Fire Department is required prior to the effect. LAFD and/or Paramount Fire Safety Officers (FSOs) may be required. Additional charges may apply.

1.11 Portable Generators

Use of internal combustion engine-driven portable generators is strictly prohibited without the prior written approval of Paramount EHS 323-956-3477 (or Ext. 6-EHSS), Fire 323-956-5221 (or Ext. 6-5221) and Production Services 323-956-8811 (or Ext. 6-8811) in each instance. Portable generators are regulated by the SCAQMD and the California Air Resources Board (CARB), and all portable generators if approved for use and permitted to be brought onto the premises must be permitted/registered by/with SCAQMD or CARB prior to actual use. Each production, licensee and tenant is responsible for complying with applicable SCAQMD/CARB regulations.

When deciding on the placement of generators (if approved for use by Paramount), due consideration should be given to the effect of exhaust gases on employees working downwind or in adjacent occupied buildings as well as sound disturbances.

2.0 Fire Safety

The Paramount Fire Department works closely with production companies to assist them in complying with city, state and federal fire codes, as well as Paramount policies. Art directors, set designers, construction coordinators and all other crew members must adhere to established procedures, including those required by the Los Angeles City Fire Department. The Studio Fire Department will inspect sets at various stages of construction to ensure compliance, it being understood that it is ultimately each production's, licensee's and tenant's responsible to ensure that all production and other activities are in strict compliance with applicable law and regulations.

2.1 Emergency Evacuation

In case of fire, evacuate the structure immediately via the nearest exit and proceed to the identified assembly area. Once safely outside the building, notify Security Services of the incident by calling the Studio Emergency Line at 323-956-3333 (or Ext. 6-3333).

2.2 Fire Lanes

Exterior: There are fire vehicle access lanes throughout the Studio. It is imperative that these lanes remain clear at all times for fire department access in case of a fire or medical emergency. Production vehicles or equipment shall not obstruct fire lanes, fire equipment, or building exits at any time, even on a temporary basis. Violators will be cited and risk being towed at owner's expense, fined and/or removed from Paramount's premises.

Interior: A minimum 4 ft. fire lane is required to be maintained on all stage interior perimeters at all times. These lanes shall also have a minimum clear unobstructed height of seven feet. No paint storage, set debris, toolboxes, and props, set dressings, backing, or electrical cords may be stored in the 4 ft. perimeter, even on a temporary basis. Items stored adjacent to the Fire Lane are required to be secured so as not to fall into or otherwise obstruct the 4 ft. perimeter aisle. All electrical cords, air hoses, etc. crossing the 4 ft. perimeter must be matted or ramped. The set footprint must not encroach into the 4 ft. fire lane.

2.3 Hot Work Permit

Any hot work performed on the lot requires a Hot Work Permit issued in advance by the Paramount Fire Department. Hot work includes, but is not limited to, welding, soldering, brazing, metal cutting/grinding, and scorching props, and any other heat-generating activity. **Contact the Paramount Fire Department at 323-956-5221 (or Ext. 6-5221), at least 24 hours in advance of work beginning, to secure a hot work permit.** A Paramount FSO is required for hot work. Additional charges may apply.

2.4 Motor Vehicles on Stage

Production Services (323-956-8811 or Ext. 6-8811) and the Paramount Fire Department (323-956-5221 or Ext. 6-5221) must be notified before a motor vehicle is placed on stage and provide approval. Equipment must weigh less than 7,500 lbs. or have a rating of 75 lbs. per square foot or less. The following requirements must be met:

1. The vehicle must be inspected by a Paramount Fire Department representative prior to being loaded onto the stage and the following must be verified:
 - a. No fueling of vehicles on the stage or indoors.
 - b. The fuel tank must be a minimum of $\frac{1}{4}$ full at all times.
 - c. The filler cap shall be locked or sealed at all times.
 - d. The keys for the vehicle must be in the possession of the Transportation Coordinator or Captain at all times.
 - e. Vehicle movement on stage shall be performed by "go-jack" type equipment only, unless an FSO is present.
 - f. Vehicles shall not be left unattended on stage overnight, unless an FSO is present.
 - g. Contact Paramount Fire Department 323-956-5221 (or Ext. 6-5221) for electric vehicle requirements.

2. An FSO must be present *if the vehicle is operated as part of the scene*. Additional charges may apply.

2.5 Foliage

All non-live foliage (cut brush, tree limbs, etc.) must be treated with a California State Fire Marshal-approved fire retardant. All foliage may be subject to a flame test by Paramount Fire Department or the LAFD to determine flammability. Live foliage does not require treatment with a fire retardant.

2.6 Requirements for Special Activities

Productions must provide advance notice to the Facilities Dispatch Center (323-956-5555 or Ext. 6-5555) and/or the Paramount Fire Department (323-956-5221 or Ext. 6-5221) for any activity listed below. Completion of the Paramount Fire Department “Change of Use or Hazard” form is required. A Paramount FSO, properly licensed Special Effects Technician may be required for these activities, see tables below. Additional charges apply. Productions must consult with the Production Services Department (323-956-8811 or Ext. 6-8811) and Paramount Fire Department (323-956-5221 or Ext. 6-5221) prior to conducting any of these activities. Please note that activities that exceed Paramount’s permit limits may require a special fire permit from LAFD and the presence of an LAFD Fire Safety Officer.

Audience is present or any public assembly.	
Paramount FSO:	Required
SPFX Technician:	No
LAFD SPFX Permit:	No
LAFD FSO:	May be required
Paramount Security:	Required

Use of atmospheric or special effects smoke on stages.	
Paramount FSO:	Required
SPFX Technician:	Required
LAFD SPFX Permit:	No
LAFD FSO:	No
Paramount Electronics:	May be required

Use of atmospheric or special effects smoke in buildings (other than stages).	
Paramount FSO:	Required
SPFX Technician:	Required
LAFD SPFX Permit:	No
LAFD FSO:	No
Paramount Electronics:	May be required

Picture cars are used (operated) on stage.	
Paramount FSO:	Required
SPFX Technician:	No
LAFD SPFX Permit:	No
LAFD FSO:	No

Any of the following:	
<ul style="list-style-type: none"> ● Hot work (welding, cutting with oxy-acetylene, grinding) ● Spraying and or cutting foam ● Spraying any flammable or combustible material (not permitted in stage or on Backlot) 	
Paramount FSO:	Required
SPFX Technician:	No
LAFD SPFX Permit:	No
LAFD FSO:	No

During scenes involving open flame or fire (fireplaces, torches, flares, candles, campfires and gas burning devices such as stoves or boilers).	
Paramount FSO:	Required
SPFX Technician:	Required
LAFD SPFX Permit:	Required
LAFD FSO:	May be required

During scenes involving flammable compressed gas or liquefied flammable gas (e.g., propane).	
Paramount FSO:	Required
SPFX Technician:	Required
LAFD SPFX Permit:	Required
LAFD FSO:	May be required

During night shoots or using electrical grid on NY Street/Backlot.	
Paramount FSO:	Required
SPFX Technician:	No
LAFD SPFX Permit:	No
LAFD FSO:	No

Use of fire hydrants.	
Paramount FSO:	May be required
SPFX Technician:	No
LAFD SPFX Permit:	No
LAFD FSO:	No
Security Notification:	Required
Paramount Plumbing:	May be required

Note: Stage activities and/or special effects other than those listed above may require a separate permit from the Los Angeles City Fire Department and must be coordinated through the Studio's Production Services Department (323-956-8811 or Ext. 6-8811) and Paramount Fire Department (323-956-5221 or Ext. 6-5221). Charges may apply. It is the production's responsibility to secure permits and approvals from local jurisdictions. All permits required are to be obtained at each production's own expense.

3.0 **New York Street**

1. All New York Street use is subject to prior Paramount approval, scheduling and fees and is subject to availability.
2. Scissor lifts, aerial lifts and other heavy equipment may not be positioned on the sidewalks. Tree wells and grates are not engineered to handle the weight of equipment. Fall protection must be worn in all scissor and aerial lifts.
3. Lighting equipment must be kept a safe distance from window treatments, set dressing, walls, other combustible materials and sprinkler heads.
4. A Paramount Set Lighting Best Boy is required when using power above the level of "house power." Additional charges may apply.
5. An FSO is required on New York Street whenever the following occur (additional charges may apply):
 - a. Pyrotechnic effects are used.
 - b. Any shooting activity after dark.
 - c. During public assemblage functions.
 - d. Whenever any flame device is used (space heater, flame bar, fire pit, candles, etc.).
 - e. When moving vehicles are utilized in proximity of talent, extras, and/or crew.
6. Street barricades must be observed at all times.
7. Fire lanes must be maintained at all times.
8. Fire escapes cannot be used for rigging or production purposes without first discussing the intended use with Backlot Operations and Paramount EHS.

9. Access to façade rooftops is restricted due to fall hazards. Special approval is required for access to all rooftop areas. Contact Backlot Operations or Paramount EHS for access.

4.0 **B-Tank**

1. All B-Tank use is subject to prior Paramount approval, scheduling and fees and is subject to availability.
2. Contact Paramount's Environmental, Health & Safety at 323-956-3477 (or Ext. 6-EHSS) prior to filling or draining the tank and before any product is added to the water. Restrictions apply.
3. The condition of the water must be monitored and maintained if personnel will be in the water, in accordance with applicable policies, procedures and regulations
4. A water safety specialist is required when crewmembers are in the water.
5. Water tests will be required before the water is allowed to drain into the storm drain.

5.0 **Catering Policies and Procedures**

Productions must ensure that their catering vendors are compliant with all requirements pertaining to food service including, but not limited to, health department, transportation, and business licensing regulations. See Industry-Wide Safety Bulletin #32.

5.1 **Los Angeles County Public Health Permit**

All vehicles shall have a valid health permit in order to operate in Los Angeles County prior to entering Paramount's premises. The permit shall note the specific vehicle license plate number and the name of the registered owner of the mobile food facility. The health permit shall be posted or otherwise maintained within the vehicle at all times.

5.2 **Vehicle Inspection Decal**

Each mobile food facility is required to be certified by the Vehicle Inspection Program once a year. Mobile food facility vehicles must display a current vehicle inspection certification decal.

5.3 **Business License/Seller's Permit**

Owners shall obtain and maintain the necessary business permits from City Hall or county business license office prior to operating.

5.4 **Certified Food Handler Certificate**

Food facilities (including mobile facilities) that prepare, handle or serve non-prepackaged potentially hazardous food shall have an owner or employee who has successfully passed an approved and accredited food safety certification examination.

5.5 **Certificate of Insurance**

Paramount Pictures requires all vendors to provide Paramount with a Certificate of Insurance naming Paramount Pictures Corporation, its parent and affiliated entities, and the officers, directors, employees, agents and representatives of the foregoing as Additional Insured, including waiver of subrogation. Certificates of Insurance must be provided in advance for approval by Paramount Risk Management.

5.6 **Lot Access Agreement**

Paramount requires vendors to execute and deliver a Vendor Lot Access Agreement to Paramount in order to enter and provide services on Paramount's premises. Contact Production Services for current forms and requirements.

5.7 **Disposal of Waste Liquids**

Vendors are required to follow health department procedures and transport waste liquids (cooking grease, water, sauces, etc.) in an approved container for proper disposal at their licensed cooking facility only. **UNDER NO CIRCUMSTANCES MAY LIQUIDS BE Poured ON THE GROUND OR DOWN STORM DRAINS, GRATES, TOILETS OR SINKS OR PLACED IN TRASH CANS OR DUMPSTERS.**

5.8 **Cooking Equipment**

Open-flame cooking equipment requires inspection and issuance of a hotwork permit by Paramount Fire Department. Open-flame cooking inside of a stage and use of equipment burning charcoal or wood fuel requires the presence of a Paramount FSO while in use. Exterior open-flame cooking operations shall be kept

a safe distance from buildings and other combustible materials. Gas fueled open-flame cooking appliances and wick sterno chafing operations will be inspected by Paramount Fire Department. Additional charges may apply. A fire extinguisher of appropriate size and type shall be located within 5 feet of any cooking operation.

Portable propane/butane cooking devices (e.g., butane camping stove such as the one below and similar devices) are NEVER permitted on the Paramount lot. Chafing operations must be monitored and must use wick based liquid containers. Solid gel fuels are NOT permitted on the Paramount lot.



6.0 Crafts Service Policies and Procedures

Productions on the Paramount lot must ensure that Crafts Service operations follow Industry standards and regulatory requirements as described in Industry-Wide Safety Bulletin #32.

Productions anticipating hiring a Crafts Service worker may contact the Studio's Crafts Service Department at 323-956-4388 (or Ext. 6-4388) for a list of recommended pre-approved personnel.

Productions choosing to hire from the outside must have their Crafts Service hire contact the Studio's Crafts Service Department for orientation.

The Crafts Service Department Head will review standards and expectations with production personnel. The department's shop steward will monitor Crafts Service set-up and operations to ensure compliance. Production will be notified if there are any operational issues.

Production Crafts Service personnel must contact the Studio's Crafts Service Department prior to final wrap to help ensure that that proper storage procedures are in place.

Insurance and Vendor Lot Access requirements set forth apply to craft service providers.

7.0 Production Services Contact Information

Cabinet Shop	323-956-4242 (or Ext. 6-4242)
Crafts Service	323-956-4388 (or Ext. 6-4388)
Grip	323-956-5114 (or Ext. 6-5114)
Labor/Trash Hoppers	323-956-5189 (or Ext. 6-5189)
Manufacturing	323-956-5140 (or Ext. 6-5140)
Paint	323-956-2626 (or Ext. 6-2626)
Scenic/Frame Shop	323-956-3729 (or Ext. 6-3729)
Set Lighting	323-956-5391 (or Ext. 6-5391)
Sign Shop	323-956-3729 (or Ext. 6-3729)
Transportation	323-956-5151 (or Ext. 6-5151)
Wood Moulding	323-956-4242 (or Ext. 6-4242)

CERTAIN ADDITIONAL SPECIAL EVENTS GUIDELINES

1.0 New York Street

1. All New York Street use is subject to prior Paramount approval, scheduling and fees and is subject to availability.
2. Scissor lifts, aerial lifts and other heavy equipment may not be positioned on the sidewalks. Tree wells and grates are not engineered to handle the weight of the equipment. Fall protection must be worn in all scissor and aerial lifts.
3. Only individuals trained in fall protection can access the roofs of any façades or buildings. Fall protection must be worn inside the façade if a fall potential exists.
4. Lighting equipment must be kept a safe distance from window treatments, set dressing, walls, other combustible materials and sprinkler heads.
5. A Paramount Set Lighting Best Boy is required when using power above the level of "house power." Additional charges may apply.
6. A Fire Safety Officer (FSO) is required on New York Street whenever the following occur (additional charges may apply):
 - a. Pyrotechnic effects are used
 - b. Any shooting activity after dark
 - c. During public assemblage
 - d. During any cooking activity
 - e. Whenever any flame device is used (space heater, flame bar, fire pit, candles, etc.).
7. Street barricades must be observed at all times.
8. Fire lanes must be maintained at all times.
9. Fire escapes cannot be used for rigging or production purposes without first discussing the intended use with Backlot Operations. Weight limit on the entire fire escape system is 2 persons or 420 lbs., whichever is less.

2.0 Catering Policies and Procedures

Productions must ensure that their catering vendors are compliant with all requirements pertaining to food service including, but not limited to, health department, transportation, and business licensing regulations. See Industry-Wide Bulletin #32.

2.1 Los Angeles County Public Health Permit

All vehicles shall have a valid health permit in order to operate in Los Angeles County prior to entering Paramount's premises. The permit shall note the specific vehicle license plate number and the name of the registered owner of the mobile food facility. The health permit shall be posted or otherwise maintained within the vehicle at all times.

2.2 Vehicle Inspection Decal

Each mobile food facility is required to be certified by the Vehicle Inspection Program once a year. Mobile food facility vehicles must display a current vehicle inspection certification decal.

2.3 Business License/Seller's Permit

Owners shall obtain and maintain the necessary business permits from City Hall or county business license office prior to operating.

2.4 Certified Food Handler Certificate

Food facilities (including mobile facilities) that prepare, handle or serve non-prepackaged potentially hazardous food shall have an owner or employee who has successfully passed an approved and accredited food safety certification examination.

2.5 Certificate of Insurance

Paramount Pictures requires all vendors to provide Paramount with a Certificate of Insurance naming Pictures Corporation, its parent and affiliated entities, and the officers, directors, employees, agents and representatives of the foregoing as Additional Insured, and provide for waiver of subrogation. Certificates of Insurance must be provided in advance for approval by Paramount Risk Management.

2.6 Lot Access Agreement

Paramount requires vendors to execute and deliver a Vendor Lot Access Agreement to Paramount in order to enter and provide services on Paramount’s premises. Contact Production Services or Special Events for current forms and requirements.

2.7 Disposal of Waste Liquids

Vendors are required to follow health department procedures and transport waste liquids (cooking grease, water, sauces, etc.) in an approved container for proper disposal at their licensed cooking facility only. UNDER NO CIRCUMSTANCES MAY LIQUIDS BE Poured ON THE GROUND OR DOWN STORM DRAINS, GRATES, TOILETS OR SINKS OR PLACED IN TRASH CANS OR DUMPSTERS.

2.8 Cooking Equipment

Open-flame cooking equipment requires inspection and issuance of a hotwork permit by Paramount Fire Department. Open-flame cooking equipment inside of a stage and use of equipment burning charcoal or wood fuel requires the presence of a Paramount FSO while in use. Gas fueled open-flame cooking appliances and wick sterno chafing operations will be inspected by Paramount Fire Department. Additional charges may apply.

Portable propane/butane cooking devices (e.g., butane camping stove such as the one below and similar device) are NEVER permitted on the Paramount lot. Chafing operations must be monitored and must use wick based liquid containers. Solid gel fuels are NOT permitted on the Paramount lot.



3.0 Open Flame

All of the following require prior approval from the Special Events Department (323-956-8398 or Ext. 6-8398) and must be coordinated and approved in advance with the Paramount Fire Department (323-956-5221 or Ext. 6-5221):

1. Any open flame, including candles or incense.
2. Practical fireplace (natural gas) with FSO present during use.
3. Practical stove (natural gas or electric) with FSO present during use.
4. Use of gas cooking appliances and sterno with FSO present during use.
5. Open flames used by performers/entertainers.

Caterers who wish to use gas-fired stoves or barbeques **must** have proper fire extinguishers present at all times. An FSO **must** be present during any and all cooking activities. Additional charges for FSO services apply.

4.0 Requirements for Special Activities

Event coordinators must provide advance notice to Facilities Dispatch Center (323-956-5555 or Ext. 6-5555) and/or the Paramount Fire Department (323-956-5221 or Ext. 6-5221) for any activity listed below. Completion of the Paramount Fire Department “Change of Use or Hazard” form is required. A Paramount FSO, a properly licensed Special Effects Technician may be required for these activities (see tables below). Additional charges may apply. Event coordinators must consult with the Paramount Fire Department (323-956-5221 or Ext. 6-5221) prior to conducting any of these activities. Please note that activities that exceed Paramount’s permit limits may require a special fire permit from the Los Angeles City Fire Department (LAFD) and the presence of an LAFD Fire Safety Officer.

Audience is present or any public assembly.	
Paramount FSO:	Required
SPFX Technician:	No
LAFD SPFX Permit:	No
LAFD FSO:	May be required
Paramount Security:	Required

Use of atmospheric or special effects smoke on stages.	
Paramount FSO:	Required
SPFX Technician:	Required
LAFD SPFX Permit:	No
LAFD FSO:	No
Paramount Electronics:	May be required

Use of atmospheric or special effects smoke in buildings (other than stages).	
Paramount FSO:	Required
SPFX Technician:	Required
LAFD SPFX Permit:	No
LAFD FSO:	No
Paramount Electronics:	May be required

Picture cars are used (operated) on stage.	
Paramount FSO:	Required
SPFX Technician:	No
LAFD SPFX Permit:	No
LAFD FSO:	No

Any of the following:	
<ul style="list-style-type: none"> • Hot work (welding, cutting with oxy-acetylene, grinding) • Spraying and or cutting foam • Spraying any flammable or combustible material (not permitted in stages or on NY Street/Backlot) 	
Paramount FSO:	Required
SPFX Technician:	No
LAFD SPFX Permit:	No
LAFD FSO:	No

During events involving open flame or fire (fireplaces, torches, flares, candles, campfires and gas burning devices such as stoves or boilers)	
Paramount FSO:	Required
SPFX Technician:	Required
LAFD SPFX Permit:	Required
LAFD FSO:	May be required

During events involving flammable compressed gas or liquefied flammable gas (e.g., propane).	
Paramount FSO:	Required
SPFX Technician:	Required
LAFD SPFX Permit:	Required
LAFD FSO:	May be required

Use of fire hydrants.	
Paramount FSO:	May be required
SPFX Technician:	No
LAFD SPFX Permit:	No
LAFD FSO:	No
Security Notification:	Required
Paramount Plumbing:	May be required

Note: Stage activities and/or special effects other than those listed above may require a separate permit from the Los Angeles City Fire Department and must be coordinated through the Studio's Production Services Department (323-956-8811 or Ext. 6-8811) and Paramount Fire Department (323-956-5221 or Ext. 6-5221). Charges may apply. It is the production's responsibility to secure permits and approvals from local jurisdictions. All required permits are to be obtained at each production's own expense.

5.0 Private Security

No third-party private security personnel are permitted on Paramount's premises without the prior approval of Paramount Security (323-956-5155 or Ext. 6-5155). In the event the engagement of third-party private security personnel is approved by Paramount Security, such third-party private security personnel are NOT permitted to wear security uniform attire (including patches, badges, insignias or pins) while on Paramount's premises.

6.0 Hoisting or Suspending Heavy Loads

Hoisting or suspending heavy loads from stage permanents must be approved in advance through Backlot Operations at 323-956-8214 (or Ext. 6-8214). No tying or suspension from catwalks or handrails is permitted.

7.0 Lighting and Electrical Safety

Contact the Set Lighting Department at 323-956-5391 (or Ext. 6-5391) for power distribution needs and additional electrical needs. Additional charges may apply. Productions must follow acceptable safe workplace practices for electricity, including without limitation:

1. Do not overload electrical outlets. Use outlets as designed.
2. Ground and maintain all electrical equipment and wiring.
3. A minimum of 36 inches clearance must be maintained around all electrical panels.
4. Do not run cable and distribution box inside the fire lanes around stage perimeter.
5. **Zip cord is not permitted on any Studio production facility.** Contact Set Lighting at 323-956-5391 (or Ext. 6-5391) for additional information.
6. Do not place lights close to flags, drapes, props and other combustible materials.
7. See Industry-Wide Safety Bulletin #23 "Guidelines for Working with Portable Power Distribution Systems and Other Electrical Equipment" for additional information.

8.0 Fall Protection/Roof Access

Fall protection measures are required for any elevated surface over 30 inches (general industry) or six feet (construction), around any open pit, hatch or hole, and on any rooftop.

1. Guardrails, scaffolding and the use of ladders and aerial lifts are the preferred methods of fall protection. When these are not practical, personal fall arrest systems must be used. Specific training is required before using such equipment.
2. Fall protection systems (harness and lanyard) are to be used when working on elevated areas, roofs or scaffolds that do not have compliant guardrails.
3. Fall protection is required to be worn on **all** aerial lifts (scissor lifts, condors, etc.), not just on telescopic boom lifts.
4. Each production, licensee or tenant is responsible for ensuring proper fall protection training and equipment is used.
5. For questions pertaining to Paramount's fall protection system within the stages, please contact Paramount EHS at 323-956-3477 (or Ext. 6-EHSS) or 323-956-4270 (or Ext. 6-4270).

9.0 Heavy Equipment on Stage

All heavy equipment to be used on Paramount stages must first be approved by the Facilities Dispatch Center (323-956-5555 or Ext. 6-5555).

Stage floors have a posted weight capacity. Stages with basements, pits, tanks or subfloors are rated lower than other stage floors. Production must request approval before using heavy equipment on stage. 1 $\frac{1}{8}$ " plywood, boom track, or other reinforcement material may be required. Production may be required to consult with an engineer before using heavy equipment on stage.

Scissor lifts, boom lifts, forklifts and cranes to be used on the Studio lot **must** be ordered through Transportation at 323-956-5151 (or Ext. 6-5151).

10.0 Event Services Contact Information

Security & Safety

24-Hour Security	323-956-5155 (or Ext. 6-5155) / 323-956-5788 (or Ext. 6-5788)
Environmental, Health & Safety	323-956-3477 (or Ext. 6-3477) / 323-956-4270 (or Ext. 6-4270)
Fire Department	323-956-5221 (or Ext. 6-5221)
Studio Hospital/Medical Services	323-956-5111 (or Ext. 6-5111)
Vendor Employee Certification Program	323-956-3933 (or Ext. 6-3933)
Safety Hotline	323-956-8955 (or Ext. 6-8955)
Studio Emergency Line	323-956-3333 (or Ext. 6-3333)

Studio Emergency Information Line

In State:	323-956-4530 (or Ext. 6-4530)
Out of State:	866-832-3000

It is recommended that you contact the Studio Emergency line at 323-956-3333 (or Ext. 6-3333) for any emergencies requiring the response of non-Paramount Fire or Police Departments. The Security Watch Commanders are best equipped to guide the responding agency around the lot.

ADDENDUM A – COVID PROTOCOLS

Addendum to Paramount's "Certain Guidelines and Procedures" Document re: COVID-19

REVISION EFFECTIVE DECEMBER 1, 2022

Paramount's studio lot is accessible by a variety of people, including production clients, office licensees, vendors, special events clients, guests, certain members of the public (when permitted under Paramount operational guidelines) and Paramount personnel, all of whom access, operate and interact in shared areas. While Paramount is unable to make, and does not make, any warranties regarding the absence or presence of COVID-19 or any other communicable virus on the premises at any given time, Paramount expects all members of the lot community to do their part to help reduce the spread of COVID-19 and similar viruses, including complying with applicable government orders and guidelines and this Addendum. The protocols set forth in this Addendum apply to shared/common areas on the Paramount lot. Within the confines of each production client's and/or office licensee's licensed facilities (e.g., sound stages, non-shared offices), individuals should comply with their employer's controlling COVID-19 policies and protocols, to the extent they differ from this Addendum. In addition, to the extent applicable collective bargaining agreements or negotiated protocols apply, such union/guild protocols shall supersede any conflicting provisions in this Addendum. As provided by government regulations, additional protocols may be required in situations where there are multiple cases of COVID-19 within certain time periods.

1. Certain On-Lot Procedures and Information

Paramount Pictures Corporation and The Studios at Paramount (collectively "Paramount") continue to monitor recommendations, guidance and requirements from federal, state and local governmental authorities and health agencies, such as the Centers for Disease Control ("CDC"), and industry organizations, regarding COVID-19. As a business, Paramount (and our production clients, vendors, office licensees) are also subject to regulations issued by the California Division of Occupational Safety and Health (Cal/OSHA) that govern workplace safety and related COVID-19 protocols. As we have all recently experienced, applicable regulations and guidance change from time to time.

Paramount's rules and procedures may be further adjusted at any time, including in response to changes in controlling government regulations and/or local conditions.

A. Lot Access Requirements: All production client personnel, guests, visitors and vendors wishing to enter the Paramount lot will be required to meet the following lot access requirements to be permitted entry:

1. **Identification.** Valid government-issued photo identification will be required for ALL persons entering the lot.
2. **Pre-Entry Symptom Self Check.** Individuals should continue to monitor their own health, and anyone who has symptoms of COVID-19 or respiratory illness or who has recently been exposed to someone with COVID-19 should be advised to stay home and not enter the studio lot. Cal OSHA continues to require each employer to establish and implement an appropriate symptom screening process for employees prior to entry to the worksite (which may be via self-check) and all production clients and licensees are expected to handle such process going forward.

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- 3. Temperature Scanning.** While not currently in use, lot entrances are equipped with temperature-registering cameras that can generally detect fever without individuals having to leave their vehicles. Temperature scanning may be used from time to time based on then applicable government requirements, CDC guidance and/or company policies. Signage at entrances will indicate if temperature scanning is in use.
- 4. Gate Pass.** The Gate Pass system will continue to be accessible and will generate a link to Paramount's on-lot protocols for shared spaces. Entry will be subject to all applicable Paramount access and entry protocols.
- B. Vaccination Requirements:** As a general rule, vaccination requirements are currently governed by the policies of each individual employer, which must be consistent with applicable laws. In some situations, consistent with Cal/OSHA and CDC guidelines or applicable LA County orders, individuals who are fully vaccinated may be subject to less restrictive protocols than those who are unvaccinated or only partially vaccinated (except as may otherwise be required by more restrictive individual employer policies and/or applicable collective bargaining agreements/negotiated union protocols).
- C. Illness, Symptoms, Fever:** Individuals who have (or have had within the last 3 days) any potential symptoms of COVID-19 (including a temperature of 100.4°F or higher), who live with someone who has felt any symptoms of illness in the past 3 days, or who know they have been exposed to someone diagnosed with or presumed to have COVID-19 should stay home and not enter the studio lot. Certain exceptions may apply for fully-vaccinated persons who have no symptoms of COVID-19.
- D. Confirmed COVID-19:** You must notify Paramount immediately if any of your personnel who have entered the studio lot within the running 14-day prior period have tested positive for COVID-19 or been advised by a medical professional that they are presumed to have contracted COVID-19. Such notification shall include the identity of the individual and such other information necessary to enable Paramount to perform any supplemental contact tracing and update security/entry credentials for the applicable quarantine period. Any personal information provided will be used solely for compliance and safety purposes and will not be disclosed to third parties except as permitted or required by applicable law. Notification must be made to the Paramount Global Security Operations Center (GSOC) at (323) 956-5788 or GSOC@paramount.com. All production clients, office licensees and tenants are required to assist and participate in any supplemental contact tracing performed by Paramount and deep cleaning of impacted areas shall be required at an additional charge or via a Paramount-approved vendor engaged directly by tenant.
- E. Face Coverings:** While face coverings are not currently required, based on updated government regulations and orders, all persons, regardless of vaccination status, wishing to enter the Paramount lot are **strongly recommended** to wear face coverings while indoors and in vehicles. Government orders also recommend that only well-fitting medical grade masks, surgical masks, or higher-level respirators such as N95 or KN95 (without one-way valves) be used. Employers are responsible for providing masks to their employees. More restrictive individual employer policies and/or applicable collective bargaining agreements/negotiated union protocols may apply.
- Individuals who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a form fitted drape on the bottom edge that rests snugly under the chin. Masks with one-way valves are not permitted. Paramount reserves the right to further restrict the type of face coverings permitted on its premises.
- F. Hand Washing/Sanitizing:** Individuals should wash their hands with soap and water for at least 20 seconds on a regular basis and particularly after coming into contact with any potentially shared surface. A hand sanitizer with at least 60% alcohol is a recognized alternative. Paramount will continue to supply soap and water for handwashing in bathroom facilities throughout the lot and hand sanitizer will be available at high traffic locations on the premises (while supplies are available). High touch work areas such as keyboards, desktops, telephones should be regularly wiped down with a disinfectant.

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- G. Social Distancing:** Consistent with updated state, county and Cal/OSHA protocols, physical distancing is optional in common/shared areas of the Paramount lot. Keep in mind that more restrictive collective bargaining agreement provisions/negotiated union protocols and/or employer policies may apply to specific individuals. Anyone may voluntarily practice physical distancing at any location on the lot at any time.
- H. Compliance with Lot Placards and Directives:** All individuals present on the studio lot are still required to comply with posted placards and studio instructions related to COVID-19, which may vary by facility and location, as well as any other COVID-19 related health and safety guidelines implemented by their employers and collective bargaining agreements/negotiated union protocols applicable to them.
- I. Medics, Studio Medical Center:** Companies must provide Paramount with the contact information of any non-emergency medics and/or medical providers engaged to routinely provide services to such company on the studio lot. The Studio Medical Center will be open for general non-emergency medical needs, although hours may vary. Contact the Medical Center at 6-5111 for hours or contact Security at 6-3333 for emergencies. For non-emergency situations, individuals should call the Medical Center for an over-the-phone initial screening before proceeding to the Medical Center. Social distancing protocols will be in place. As required by L.A. County order, face masks continue to be required within the Medical Center for all persons. While the Medical Center is a resource for answering general COVID-19 questions, it will not be conducting COVID-19 testing or treating COVID-19 infections.
- J. Vendors/Deliveries:** Paramount Security will allow vendors or suppliers on the property subject to compliance with the applicable gate entry/access protocols identified above and Paramount's controlling on-lot protocols.
- K. Studio Services/Craft Services:** Availability of on-lot services is subject to change at any time, including due to governmental orders and/or public health guidelines. Please see the on-lot Paramount website inside.paramount.com for up-to-date information about which on campus services are open, applicable operating hours and menus.
- **Dining Services.** The Executive Dining Room and Café are currently open for take-out and indoor dining. The Water Tower and Coffee Bean are also open. [Download the Thrive mobile app here](#) to place orders at The Café and Coffee Bean (subject to opening policies and hours).
 - **Coffee Bean and Studio Store.** The Studio Store and Coffee Bean are open.
 - **Catering.** Paramount catering is once again available. Please dial extension 6-4422 or 323.956.4422 to place a catering order.
 - **Outside Food/Deliveries for Individuals.** Outside food and beverage is permitted. Deliveries will need to be picked up at the flagpole near the main entrance or Van Ness Gate courier lot. Deliveries to individual buildings are not allowed at this time.
 - **Outside Food/Deliveries for Groups/Productions.** While outside catering is permissible, individually packed food items and utensils are still recommended by government agencies and may be required under applicable collective bargaining agreements.
 - All other lot services and amenities are open or expected to be open in the coming weeks, to the extent permissible under applicable government regulations.
- M. Compliance Officer:** All production clients must designate and maintain a COVID-19 Compliance Officer (CCO) on site for each production. Production clients must provide the name and contact information of their CCO to Paramount prior to recommencing production activities and keep Paramount promptly updated with regard to any replacements of the CCO.

2. Governmental and Industry Guidance for Businesses and Employers Related to COVID-19

As part of Paramount's Backlot Guidelines and Procedures and house rules, all production clients office licensees and vendors are expected to stay informed regarding relevant COVID-19 health and safety guidelines and recommendations and to issue and enforce corresponding policies for their employees and representatives who come onto Paramount's premises. All production clients, office licensees and vendors are required to comply with all applicable laws, regulations, orders and directives, including, without limitation, complying with those issued by the State of California, County and City of Los Angeles, the CDC, Cal/OSHA and the Alliance of Motion Picture and Television Producers, to the extent applicable. Without limiting the foregoing, all employers are required to comply with Cal/OSHA's then-current applicable requirements including without limitation its readopted Emergency Temporary Standards and any Permanent Standards adopted by Cal/OSHA, and related California state and DPH and LA County DPH orders. All California DPH orders and LA County DPH orders also apply. Each production client and licensee is also responsible for complying with applicable collective bargaining agreements and applicable union-related requirements.

Production clients are required to comply with applicable government orders, collective bargaining agreements and all applicable Alliance of Motion Picture and Television Producers Industry-Wide Labor Management Safety Committee Task Force Health and Safety Protocols for Production of Motion Picture, Television and Streaming Productions during COVID-19 pandemic, to the extent applicable, as such may be modified, amended or replaced from time to time.

3. Additional Information and Resources

Should you have COVID-19 related questions or need updates on controlling guidelines, orders and recommendations, the following sites maintained by the CDC, State of California and City and County of Los Angeles may offer helpful information.

- CDC: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- State of California: <https://covid19.ca.gov/>
- Cal/OSHA: <https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html>
- Los Angeles County: <http://publichealth.lacounty.gov/media/coronavirus/>
- City of Los Angeles: <https://coronavirus.lacity.org/>

4. Compliance; Waiver of Liability

Each employer, licensee, client and vendor is responsible for ensuring that its representatives and invitees adhere to Paramount's guidelines and house rules, as well as prevailing recommendations of the CDC, Cal/OSHA and government authorities (including those related to COVID-19). While Paramount reserves the right to enforce its lot access and entry protocols and on-lot rules, nothing in this Addendum shall be construed as imposing upon Paramount a duty or obligation to monitor the policies and/or practices of any unrelated companies or persons on the studio lot (including any licensees, clients and/or vendors) or to monitor or enforce their compliance with the guidelines set forth herein, and Paramount is not and shall not be liable for any violation of these guidelines (or any other policies, procedures or governmental orders) by any third parties.

Due to the highly contagious nature of COVID-19 and related risks that are present in any shared space, Paramount disclaims any and all liability related to COVID-19 and/or the presence of transmission thereof. Anyone accessing Paramount's premises does so voluntarily at their/his/her own risk.

To the extent there is any inconsistency between this Addendum and any of Paramount's other lot rules or guidelines previously issued, the terms of this Addendum control.