



Paris, May 7th, 2020

COVID-19 – UPDATED BUSINESS CONTINUITY PLAN

Dear all,

We hope that you and your loved ones are doing well at this difficult time.

Hiventy places the utmost importance on the health of our employees, clients and partners and is doing everything to ensure the durability of our activities in the long term.

Given the changing situation in France and across the world and the various decisions taken by different governments, Hiventy has updated its business continuity plan by integrating the reopening of some of its production sites. We believe it is important to share these changes with you.

In order to ensure the highest level of security for people who need to move around on-site, the Hiventy group has drawn up a specific guidance for its French sites which could then be applied to all international sites where the health situation requires it. Here are the main guidelines:

- Where possible, employees will continue to work remotely in order to limit the number of people on-site. Only individuals linked to activities which cannot be carried out remotely will be authorized to access the site.
- Strict limitation on the number of people in any one room (for dubbing recordings or color grading sessions, for example)
- Obligatory health questionnaire for each person entering the site
- Masks must be worn when circulating around each public area
- Masks, hydroalcoholic gel, and wipes are available for staff and external collaborators
- Daily disinfection of the entire premises and work stations, specific measures for dubbing studios between actors
- Displaying and reminding of all precautionary measures
- Markings to respect physical distancing requirements
- Provision of a physical distancing assistant (device which warns through vibration and light signals if the minimum distance between two people is breached)

In view of the measures implemented at each site, below is our updated Business Continuity Plan so that you can follow any changes in the services we provide.

HIVENTY FRANCE
Gradual lifting of confinement under certain conditions

IMAGE AND SOUND POST-PRODUCTION:

Our sites at Boulogne-Billancourt and Bastille will reopen on Monday, May 11th to provide color grading, conformance and mixing services. Capacity remains limited in order to reduce the number of people on-site.

Our site at Angoulême continues to maintain all activities and can take on requests for sound design, sound editing and mixing.

We would be happy to look at the conditions involved in order to move forward with your projects.

FILM LAB AND DIGITAL RESTORATION:

Our Joinville-le-Pont site will progressively reopen from May 11th to provide film lab and digital restoration services.

Color grading services related to digital restoration are maintained remotely.

MASTERING AND SERVICING:

Our Malakoff site continues to maintain the majority of its activities relating to digital logistics, mastering and servicing, ensuring deliveries to television channels and digital platforms.

DCP digital delivery, KDM/DKDM management, DVD/Blu-ray mastering, IMF packaging and master QC are all maintained remotely and, where remote work is not possible, on-site.

LOCALIZATION:

Subtitling activities (including SDH) are handled by resources working from home. Client validation can be carried out remotely.

Recording, editing and mixing for dubbing and voice-overs will once again be available at our Boulogne-Billancourt site from May 11th. Recording for audio descriptions is maintained by fully equipped staff working remotely.

All requests for dubbing in other languages continue to be evaluated on a case-by-case basis depending on the evolving health situation in different countries.

HIVENTY POLAND
Partial confinement

All of the following services are maintained on-site or remotely: voice-over dubbing, synchronized dubbing, post-production sound, subtitling, conformance and delivery to digital platforms.

HIVENTY VIETNAM
Lifting of confinement

All of the following services are maintained on-site or remotely: voice-over dubbing, synchronized dubbing, subtitling, conformance and delivery to digital platforms.

HIVENTY KENYA
Partial confinement and curfew

All of the following services are maintained on-site or remotely: voice-over dubbing, synchronized dubbing, subtitling, conformance and delivery to digital platforms.

HIVENTY NIGERIA
Lifting of confinement, curfew maintained

On-site dubbing services will resume from May 11th. Subtitling, conformance services and delivery to digital platforms are maintained on-site or remotely.

		FRANCE	POLAND	VIETNAM	KENYA	NIGERIA
LOCALIZATION	LIP SYNC DUBBING	Level 3	Level 3	Level 4	Level 3	Level 3
	VOICE OVER / AUDIO DESCRIPTION	Level 3	Level 3	Level 4	Level 3	Level 3
	SUBTITLING	Level 3	Level 3	Level 4	Level 3	Level 3
POST SERVICES	IMAGE AND SOUND EDITING	Level 2				
	SOUND POST	Level 3	Level 3			
	IMAGE POST	Level 3				
IMAGE AND SOUND RESTORATION	FILM LAB	Level 3				
	DIGITAL RESTORATION	Level 3				
SERVICING	DELIVERY TO TV CHANNELS	Level 3				
	DELIVERY TO DIGITAL PLATFORMS	Level 3	Level 3	Level 4	Level 3	Level 3
	AUTHORING DVD / BD	Level 3				
	DCP / KDM	Level 2				
QC	QC	Level 3				

Level 1	Service suspended. No resource operating on site. No remote solution available
Level 2	Service suspended but punctual remote solutions to be evaluated on a per project basis
Level 3	Service maintained remotely or on site with high sanitizing procedures.
Level 4	Service operated without restriction

We are happy to work on any solution that might help with your fabrication or delivery issues during this difficult period, while always guaranteeing the safety of all our employees.

As the health situation is evolving rapidly, we will keep you regularly informed of any changes to our production capacity.

Take care of yourselves. We are looking forward to seeing you soon in more normal circumstances.

Your Hiventy Team