



**H**iVENTY

IMAGE | SOUND | SERVICES

**HEALTH CHARTER**  
DURING COVID-19 EPIDEMIC

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2020/05/11

## INTRODUCTION

**Throughout this epidemic, our priority is to implement all necessary preventive measures in order to ensure that our staff are protected and to encourage them to look after their own health and safety, and that of their friends and family.**

We are aware that working during a public health crisis, whether at home or on company premises, can be a particularly distressing time.

We therefore reaffirm our intention to protect the well-being of our staff and their moral and social health, which remains imperative and is reiterated in the current Charter.

The risk of contamination can only be limited by strictly respecting the preventive measures. The measures detailed below will be implemented across all of our sites from the day of reopening on 11 May 2020.

## SUMMARY

<b>1. SCOPE OF APPLICATION</b> .....	<b>04</b>
<b>2. GENERAL INSTRUCTIONS</b> .....	<b>04</b>
<b>3. SITE ACCESS</b> .....	<b>05</b>
STAFF .....	05
EXTERNAL VISITORS AND OCCASIONAL CONTRACTORS .....	05
<b>4. ORGANIZATION AND CHANGES TO PREMISES</b> .....	<b>06</b>
<b>5. LIST OF CLEANING AND HYGIENE SUPPLIES AVAILABLE FOR USE</b> .....	<b>07</b>
<b>6. SANCTIONS FOR NON-COMPLIANCE WITH THE CHARTER</b> .....	<b>07</b>
<b>7. PUBLICITY AND COMMENCEMENT</b> .....	<b>07</b>
<b>ANNEX 1: COMMITMENT TO RESPECTING THE HEALTH CHARTER AND THE PROCEDURE TO BE FOLLOWED SHOULD SYMPTOMS SUGGESTIVE OF COVID-19 PRESENT THEMSELVES</b> .....	<b>08</b>
<b>ANNEX 2: SITE-SPECIFIC INSTRUCTIONS</b> .....	<b>09</b>
BASTILLE SITE .....	09
JOINVILLE SITE .....	09
BOULOGNE SITE .....	10
MALAKOFF SITE .....	10
ANGOULÊME SITE .....	11
<b>ANNEX 3: SPECIFIC INSTRUCTIONS FOR THE RECEPTION AND REALIZATION OF RECORDING SESSIONS</b> .....	<b>12</b>
RECEPTION .....	12
ADMINISTRATION .....	12
STUDIO ORGANIZATION AND EQUIPMENT .....	12
SESSIONS CARRIED OUT IN OUR PARTNER STUDIOS.....	12
<b>ANNEX 4: PROCEDURES IN THE EVENT OF COVID-19 SYMPTOMS</b> .....	<b>13</b>
IF SYMPTOMS PRESENT AT HOME.....	13
IF SYMPTOMS PRESENT AT YOUR PLACE OF WORK (IN ACCORDANCE WITH NATIONAL PROTOCOL CURRENTLY IN FORCE) .....	13
<b>ANNEX 5: LIST OF CLEANING AND HYGIENE SUPPLIES AVAILABLE FOR USE</b> .....	<b>14</b>

## 1. SCOPE OF APPLICATION

The current charter concerns any person likely to have access to the group's different sites. More precisely, although not exhaustive, the following people are affected by the current charter:

- ◊ **Holders of fixed-term or permanent employment contracts** with any of the group's companies.
- ◊ **Temporary staff.**
- ◊ **Consultants, service providers,** or other third parties to the group.
- ◊  More generally, **any external visitor.** ●

## 2. GENERAL INSTRUCTIONS

- ◊ **Work remotely where possible:** all employees working remotely during the confinement period will continue to do so after May 11, 2020, until further notice.
- ◊ **Respect general hygiene measures:**
  - Wash your hands regularly
  - Cough or sneeze into your elbow or into a tissue
  - Greet others without shaking hands and avoid any physical contact
  - Use single-use tissues and dispose of them after use
  - Avoid gatherings and limit travel and contact with others
  - Maintain a physical distance of one meter with everyone around you at all times
  - Avoid wearing gloves as they give you a false sense of security and become transmission vectors themselves
  - Stay at home if you present symptoms suggestive of COVID-19
- ◊ **Wear a mask in common areas and shared offices** while following the specific instructions for use for each type of mask ●



## 3. SITE ACCESS

### STAFF

(PERMANENT EMPLOYEES AND REGULAR CONTRACTORS)

- ◊ **When returning on-site, each member of staff must sign a document** committing to abide by this health charter and the procedure to be followed should symptoms suggestive of COVID-19 present themselves – *Annex 1*

#### A ON ARRIVAL:

- ◊ **Hydroalcoholic gel is available** to sanitize your hands before entering the site.
- ◊ **Wearing of masks** (masks must be worn in common areas, as well as shared offices and spaces). Provision of 6 washable, fabric masks per person.
- ◊ **Provision and wearing of FFP2 masks** (1 per day) for people involved in recording or film lab activities.
- ◊ **Wearing of a physical distancing assistant**, a device which uses vibration and light signals if the minimum distance between two people is breached.
- ◊ **Each staff member must clean their workstation** on arrival and on departure according to the instructions on display and using the disinfectant provided.

### EXTERNAL VISITORS AND OCCASIONAL CONTRACTORS

#### BEFORE ARRIVAL:

- ◊ **They will receive an informational form stating their commitment to respect the current health charter** and the procedure to follow should symptoms suggestive of COVID-19 present themselves.

#### ON ARRIVAL:

- ◊ **Hydroalcoholic gel is available** to sanitize your hands before entering the site
- ◊ **The form detailed above is provided at reception** or by the person receiving the visitor. It is then filled in on-site using your own pen and is mandatory to gain access to the premises.
- ◊ **Signing of attendance register** at reception (with your own pen).
- ◊ **Provision of surgical masks** (must be worn in common areas on-site) at reception or by the person receiving the visitor.
- ◊ **Wearing of a physical distancing assistant**, a device which uses vibration and light signals if the minimum distance between two people is breached (no geolocation or data collection). ●

## 4. ORGANIZATION AND CHANGES TO PREMISES

- ◊ □ **For each site, there is a designated COVID-19 contact person and deputy/deputies** who are responsible for ensuring that all measures and instructions are understood and implemented correctly, as well as the proper provision of cleaning and hygiene supplies for general use.
  - **Angoulême:** Lorène Mondon -  
Deputies: Adrien Martre and Fabien Crousillac
  - **Bastille:** Paul Wattebled -  
Deputies: Catherine Vaillard and Gaëlle Collet-Alicot
  - **Boulogne:** Benoit Provost -  
Deputy: Emmanuelle Bouziguet
  - **Joinville:** Saïd Chaouni -  
Deputies: Jérémie Oukrat and Thierry Delannoy
  - **Malakoff:** Franck Goujon -  
Deputy: Sylvain Yam
  - **Paris 17<sup>th</sup>:** Sylvie Antonioni -  
Deputy: Nicolas Hugues
- ◊ **Signs are displayed** as a reminder of health measures and general instructions in high-traffic areas.
- ◊ Plexiglass screens for **protection at reception desks.**
- ◊ **Markings to ensure a distance of 1 meter** is respected in all areas where people may gather, such as reception, clocking/access terminals, relaxation areas, security gates, vending machines, etc. Water fountains cannot be used.
- ◊ **Physical distancing between workstations** (no contact within a minimum of 1 meter or 4m<sup>2</sup> around each person).
- ◊ **Cleaning instructions** on display in every work space.
- ◊ **Hydroalcoholic gel and disinfectant wipes and/or sprays are available in all common areas** (reception, relaxation areas, dining areas, vending machines, restrooms).
- ◊ **Hydroalcoholic gel and disinfectant wipes and/or sprays** are available in all work spaces.
- ◊ **Trash cans specifically for disposable masks** at site entrances.
- ◊ **Implementation of a direction of travel at sites which allow it.** Where possible, all doors will be left open, with the exception of security doors.
- ◊ **Managed access to meeting rooms, break rooms, and dining areas** in order to limit contact between staff. Where possible, opt for eating outside or at your workstation (site dependent) *Annex 2*
- ◊ **Implementation of facilities and instructions** specifically for recording activities *Annex 3*
- ◊ **Increased cleaning of premises by our service providers.** Specific requirements have been established with the service provider, including the cleaning of all points of contact (door handles, light switches, and all equipment frequently used by several people) twice a day.
- ◊ **Where possible, naturally ventilate the premises** several times a day (at least 15 minutes every 3 hours).
- ◊ **Use of company vehicles:** the driver is responsible for cleaning all contact services (steering wheel, control buttons, gear stick, door handles, etc.) before and after use. Disinfectant wipes and hydroalcoholic gel are available inside the vehicle.
- ◊ **Implementation of a procedure in the event a staff member or any other person on-site presents symptoms suggestive of COVID-19.** *Annex 4* ●

## 5. LIST OF CLEANING AND HYGIENE SUPPLIES AVAILABLE FOR USE

Annex 5 •

## 6. SANCTIONS FOR NON-COMPLIANCE WITH THE CHARTER

**In accordance with Article 4122-1 of the Labor Code, each worker is responsible for, in accordance with his/her training and as far as is possible, taking care of his/her health and safety, as well as that of others affected by their actions or omissions at work.**

Any failure by an employee to comply with the provisions of this charter may result in disciplinary action, up to and including dismissal for gross misconduct. If necessary, such a breach may also give rise to criminal proceedings before the competent court of law. •

## 7. PUBLICITY AND COMMENCEMENT

The Economic and Social Committee of Hiventy's Economic and Social Unit was consulted with and informed about the current charter and its annexes on May 6, 2020.

The present charter was transmitted to the health and safety inspector on May 15, 2020.

It was submitted to the Employment Tribunal Registry at Boulogne Billancourt on May 15, 2020, and will be shared within the group through posters and on the HR intranet.

It will come into force on May 11, 2020, and will be applicable throughout the duration of the public health emergency. •



## ANNEX 1

### COMMITMENT TO RESPECTING THE HEALTH CHARTER AND THE PROCEDURE TO BE FOLLOWED SHOULD SYMPTOMS SUGGESTIVE OF COVID-19 PRESENT THEMSELVES

*(Please use your own pen)*

LAST NAME, FIRST NAME: \_\_\_\_\_

SITE : \_\_\_\_\_

You declare that you have read and understood the health charter that has been given to you.

Furthermore, you commit to thoroughly respecting the procedure to follow should you present symptoms suggestive of COVID-19.

The following is a list of symptoms which should alert you to the risk of a potential COVID-19 infection:

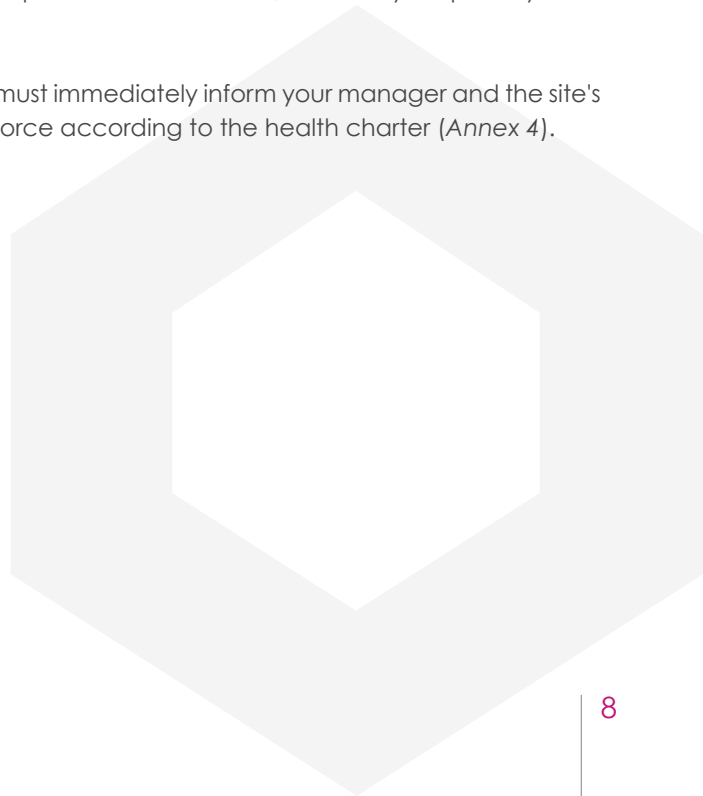
- ◊ Fever (temperature above 37.5°C)
- ◊ Muscle pain
- ◊ Unusual tiredness
- ◊ Dry cough
- ◊ Diminished or total loss of sense of taste or smell
- ◊ Sore throat
- ◊ Diarrhea
- ◊ Unusual shortness of breath when talking or making an effort

If you, or anybody you are in contact with, presents one of these symptoms, please **STAY AT HOME**. Inform your manager and Human Resources as soon as possible. If your symptoms are not serious, contact your primary care physician. For serious symptoms, call 15 (emergency services).

If your symptoms present themselves at your place of work, you must immediately inform your manager and the site's COVID-19 contact person who will implement the measures in force according to the health charter (*Annex 4*).

DATE: \_\_\_\_\_

SIGNATURE:





## ANNEX 2

### SITE-SPECIFIC INSTRUCTIONS

#### BASTILLE SITE

DESIGNATED COVID-19 CONTACT PERSON  
**PAUL WATTEBLÉ** | ☎ +33 6 12 09 02 76

##### SITE ACCESS

- Access to the site will be refused to any **unscheduled visitors** or anyone without an appointment.

##### ORGANIZATION OF MEALS

- Eating outdoors is preferred
- For on-site meals:
  - The kitchen can be used by one person at a time. Each person must thoroughly clean all contact surfaces which have been touched (microwaves, coffee machine) using the disinfectant wipes and sprays provided for this purpose.
  - Each person must use their own personal containers and cutlery
  - At the Bastille site, meals can be consumed in the following areas:
    - In the meeting room with a maximum of 3 people at any one time. Each person must clean their dining space using disinfectant (wipes, spray)
    - In the reception area on the ground floor (couches) with a maximum of 2 people. Each person must clean their dining space using disinfectant (wipes, spray)
    - At the tables in the basement with a maximum of 2 people. Each person must clean their dining space using disinfectant (wipes, spray)
    - In the basement seating area under the staircase with a maximum of 3 people at any one time. Each person must clean their dining space using disinfectant (wipes, spray)
  - It is, however, forbidden to eat in work spaces (studios for color grading, conformance, audio, etc.)
  - Water fountains will not be in use ●

#### JOINVILLE SITE

DESIGNATED COVID-19 CONTACT PERSON  
**SAÏD CHAOUNI** | ☎ +33 6 20 25 35 35

##### SITE ACCESS

- Access to the site will be refused to any **unscheduled visitors** or anyone without an appointment.

- It is forbidden to use the elevator, except when transporting heavy loads or in the event of mobility difficulties related to the person's physical health. It can only be used by one person at any one time.

##### ORGANIZATION OF MEALS

- Eating outdoors is preferred
- For on-site meals:
  - Two dining areas will be created:
    - One on the first floor (the canteen)
    - One on the second floor (a dedicated space created for the occasion)
  - A maximum of two people can be in these areas at any one time. It is imperative that physical distancing must be respected at all times.
  - The chairs in the canteen will be removed, leaving only two. The second dining area will also only have two chairs.
  - All cutlery, glasses and dishes will be removed. Staff and contractors must bring their own cutlery and under no circumstances can they be washed on-site.
  - Available for use: hydroalcoholic gel, disinfectant wipes and/or sprays, as well as trash cans specifically for this waste.
  - Water fountains will not be in use ●

## BOULOGNE SITE:

DESIGNATED COVID-19 CONTACT PERSON  
**BENOIT PROVOST** | ☎ +33 6 17 60 44 23

### SITE ACCESS

Access to the site will be refused to any **unscheduled visitors** or anyone without an appointment.

### ORGANIZATION OF MEALS

- Access to a dining area on the ground floor to ensure physical distancing measures of 1m between each person
- Each person must bring their own cutlery
- Rolling access with 15 to 20 minutes per person
- No access to microwave, kitchen utensils, cutlery
- Water fountains will not be in use ●

## MALAKOFF SITE

DESIGNATED COVID-19 CONTACT PERSON  
**FRANCK GOUJON** | ☎ +33 6 23 84 88 98

### SITE ACCESS

Access to the site will be refused to any **unscheduled visitors** or anyone without an appointment.

### ORGANIZATION OF MEALS

- Eating outdoors is preferred
- For on-site meals:
  - The kitchen can be used by two people at a time. Each person must thoroughly clean all contact surfaces which have been touched, as well as their dining space (microwave, table, chair) using the disinfectant wipes or sprays provided for this purpose.
  - Each person must use their own personal containers and cutlery
  - At the Malakoff site, meals can be consumed in the following areas:
    - > Meeting room on the first floor, while respecting physical distancing measures. Each person must clean their dining space using disinfectant (wipes, spray)
    - > Outdoors, at the tables provided for this purpose, with a maximum of 6 people (2 per table, but not opposite each other). Each person must clean their dining space using disinfectant (wipes, spray)
  - Coffee machines and vending machines may be used. Each person must clean all contact surfaces using the disinfectant wipes or sprays provided for this purpose before and after use ●

## ANGOULÊME SITE

DESIGNATED COVID-19 CONTACT PERSON  
LORÈNE MONDON | +33 6 17 63 12 12

### SITE ACCESS

Access to the site will be refused to any **unscheduled visitors** or anyone without an appointment.

### ORGANIZATION OF MEALS

Eating outdoors is preferred

#### For on-site meals

- **The kitchen can be used by two people at a time.** Each person must thoroughly clean all contact surfaces which have been touched, as well as their dining space (microwave, table, chair) using the disinfectant wipes or sprays provided for this purpose.
- **Each person must use their own personal containers and cutlery**
- **At the Angoulême site, meals can be consumed in the following areas:**
  - > Meeting room next to the Head of Post-Production's office, while respecting physical distancing measures. Each person must clean their dining space using disinfectant (wipes, spray)
- **Coffee machines may be used.** Each person must clean all contact surfaces using the disinfectant wipes or sprays provided for this purpose before and after use. Same conditions for the water fountain. ●



## ANNEX 3

### SPECIFIC INSTRUCTIONS FOR THE RECEPTION AND REALIZATION OF RECORDING SESSIONS

These measures are in addition to the instructions indicated in our Health Charter.

In order to limit gatherings in waiting areas, actors are asked to arrive at the precise time of their appointment.

#### RECEPTION

- ◊ **The sound engineer and AD will each receive a FFP2 mask at the site's reception.** Protective masks with a visor will also be available for ADs and sound engineers, if they so wish
- ◊ Actors will receive a **disposable mask** (1 or 2 depending on the length of time on-site) **and shoe covers**
- ◊ **Provision of a physical distancing assistant** (a device to help ensure a safe distance is kept at all times)
- ◊ **Prévenir le plateau concerné et le DA de l'arrivée du comédien.**
- ◊ **The corresponding studio and AD will be informed of the actor's arrival.**
- ◊ **Waiting areas provided for the turnover of actors throughout the day** (left atrium or dedicated office space)

#### ADMINISTRATION

- ◊ **Scripts for AD, attendance sheets and actor and technician contracts will be available on the studio tablets.** Signatures will be signed on the tablet using a stylus which is systematically cleaned by the actor before and after each use using the wipes provided.

#### STUDIO ORGANIZATION AND EQUIPMENT

- ◊ **Hydroalcoholic gel, disinfectant wipes and/or sprays are available** in every studio
- ◊ **Pop filters for each mic are changed between actors.** The technician will use a spray when changing the pop filter, before installing a new one for the next actor.
- ◊ **If two actors are recording at the same time, the safety distance must be kept at 2 meters**

- ◊ **The actors' bar will be removed and replaced by markings on the floor** to position the actors
- ◊ **The client cannot be present in the recording studio**
- ◊ **When recording children, parents cannot be present on-site.** The AD will be responsible for the child.
- ◊ **Mix validation will be done globally via QT TCI and watermarked files.** If validation must be carried out on-site with the sound engineer and the client, only two people, including the sound engineer, will be allowed access to the mixing studio. Masks must be worn.
- ◊ **ADs and sound engineers must wear masks** in and outside of the studio.
- ◊ **Actors must wear masks** when moving around the site's common areas.
- ◊ **Gloves must be worn when changing pop filters** and opening studio doors
- ◊ **The sound engineer is responsible for cleaning the studio environment** (mic tripod, pop filter, consoles and other material and technical equipment using disinfectant wipes and sprays)
- ◊ **The AD is responsible for cleaning the AD's work space** (table, monitor, etc.) using disinfectant wipes and sprays

#### SESSIONS CARRIED OUT IN OUR PARTNER STUDIOS

- ◊ **The instructions and procedures of our partner studios will be transmitted to our clients and ADs**

**ANNEX 4**

**PROCEDURES IN THE EVENT OF COVID-19 SYMPTOMS**

**IF SYMPTOMS PRESENT AT HOME**

If you, or anybody you are in contact with, presents one or more symptoms of COVID 19 you must:

- ◊ **Stay at home**
- ◊ **Inform your manager or your site's COVID-19 contact person**, as well as HR
- ◊ **Call your primary care physician for advice.** If your symptoms are serious, call 15 (emergency services) and wait for emergency treatment. ●

**IF SYMPTOMS PRESENT AT YOUR PLACE OF WORK (IN ACCORDANCE WITH NATIONAL PROTOCOL CURRENTLY IN FORCE)**

- ◊ **Immediately inform your manager or your site's COVID-19 contact person**
- ◊ **The people taking care of you may wear protective visors**
- ◊ **These people will provide you with a mask and isolate you in a room** until you can be medically assessed.
- ◊ **The occupational health service or your primary care physician will be contacted in order to confirm that your symptoms** are not serious. Then, you will be asked to immediately return home and avoid public transport.
- ◊ **If your symptoms are serious, you will remain in the isolation room** until emergency services (SAMU) arrive. ●



## ANNEX 5

### LIST OF CLEANING AND HYGIENE SUPPLIES AVAILABLE FOR USE

- ◊ **Washable fabric masks** for permanent employees and regular contractors
- ◊  **Disposable surgical masks** for all visitors
- ◊ **FFP2 masks** for staff working in the Joinville lab and for sound engineers and ADs for recording sessions
- ◊ **Visors** (depending on the activity)
- ◊ **Hydroalcoholic gel**
- ◊ **Disinfectant wipes and/or sprays**
- ◊  **Shoe covers** (available for use)
- ◊ **Physical distancing device** (available at the end of May) ●

