



HiVENTY

IMAGE | SOUND | SERVICES

HEALTH CHARTER
DURING COVID-19 EPIDEMIC

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 have been implemented across all of our sites from the day of reopening on 11 May 2020.

SUMMARY

1. SCOPE OF APPLICATION	04
2. GENERAL INSTRUCTIONS	04
3. SITE ACCESS	05
STAFF	05
EXTERNAL VISITORS AND OCCASIONAL CONTRACTORS	05
4. ORGANIZATION AND CHANGES TO PREMISES	06
5. LIST OF CLEANING AND HYGIENE SUPPLIES AVAILABLE FOR USE	07
6. SANCTIONS FOR NON-COMPLIANCE WITH THE CHARTER	07
7. PUBLICITY AND COMMENCEMENT	07
ANNEX 1: COMMITMENT TO RESPECTING THE HEALTH CHARTER AND THE PROCEDURE TO BE FOLLOWED SHOULD SYMPTOMS SUGGESTIVE OF COVID-19 PRESENT THEMSELVES	08
ANNEX 2: CONTACTS AND SITE-SPECIFIC INSTRUCTIONS	09
BASTILLE SITE	09
JOINVILLE SITE	09
BOULOGNE SITE	10
PARIS 17ÈME SITE	10
ANGOULÈME SITE	11
ANNEX 3: SPECIFIC INSTRUCTIONS FOR THE RECEPTION AND REALIZATION OF RECORDING SESSIONS	12
RECEPTION	12
ADMINISTRATION	12
STUDIO ORGANIZATION AND EQUIPMENT	12
SESSIONS CARRIED OUT IN OUR PARTNER STUDIOS	12
ANNEX 4: PROCEDURES IN THE EVENT OF COVID-19 SYMPTOMS	13
IF SYMPTOMS PRESENT AT HOME	13
IF SYMPTOMS PRESENT AT YOUR PLACE OF WORK (IN ACCORDANCE WITH NATIONAL PROTOCOL CURRENTLY IN FORCE)	13
ANNEX 5: LIST OF CLEANING AND HYGIENE SUPPLIES AVAILABLE FOR USE	15
ANNEX 6: SPECIFIC GUIDELINES FOR ACCESSING EDITING SUITES – HIVENTY BASTILLE	16

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 until further notice.** For employees working remotely full time, it is possible to return to the office one day a week at most if a need is expressed and with the agreement of the line manager and site manager.

This will be reviewed depending on the evolving public health situation.

- ◊ **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 1,5 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
- ◊ **Masks must be worn while following the specific instructions** for use for each type of mask, except for individual offices occupied by one person, and dubbing recording studios (*Annex 3*).
- ◊ **Types and categories of masks authorized on-site:**
 - FFP2 mask (CE EN149 standard)
 - Surgical mask (CE EN 14683 standard)
 - Industrially manufactured fabric mask, category 1 (UNS1 standard)
- ◊ **Homemade fabric masks are strictly forbidden.** If necessary, surgical masks are available at reception. ●

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*

ON ARRIVAL:

- ◊ **Hydroalcoholic gel is available** to sanitize your hands before entering the site.
- ◊ **From 1 September 2020, masks must be worn across all premises**, except for individual offices occupied by one person and dubbing recording studios. Provision of 6 washable, category 1 fabric masks per person (or surgical masks depending on availability).
- ◊ **Provision and wearing of FFP2 masks** (1 per day) for people involved in dubbing recording or film lab activities.
- ◊ **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.
- ◊ **If needed, provision of surgical masks at reception or by the person receiving the visitor (1 mask for 4h and 2 masks for the day)**. From 1 September 2020, masks must be worn across all premises, except for individual offices occupied by one person.
- ◊ **Provision and wearing of FFP2 masks** (1 per day) for people involved in dubbing recording or film lab activities.
- ◊ **Temporary staff members must clean their workstation** on arrival and on departure according to the instructions on display and using the disinfectant provided.

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 from the Purchasing Department.

 - **Angoulême:** Lorène Mondon -
Deputies: Adrien Martre and Fabien Crousillac
 - **Bastille:** Paul Wattebled -
Deputies: Catherine Vaillard, Gaëlle Collet-Alicot, Hubert Bonnet and Jean-Marie Caponio
 - **Boulogne:** Benoît Provost -
Deputy: Emmanuelle Bouziguet
 - **Joinville:** Saïd Chaouni -
Deputy: Daniel Dias
 - **Paris 17th:** Sylvie Antonioni -
Deputy: Nicolas Hugues
- ◊ **It is possible that additional points of contact will be named;** the lists displayed on-site will be updated.
- ◊ **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 1,5 meter** is respected in all areas where people may gather, such as reception, clocking/access terminals, relaxation areas, security gates, vending machines, etc.
- ◊ **Signs will be displayed showing the number of people allowed in a work space** at any. Room capacity is defined and displayed by the site's COVID-19 contact person, in collaboration with facility management. Where possible, the number of chairs/seats available will be identical to the displayed capacity.
- ◊ **Physical distancing between workstations** (minimum of 1,5 meters between 2 people wearing a mask).
- ◊ **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).
- ◊ **Vending machines, coffee machines and water fountains may be used** (dependent on site-specific instructions). Control buttons must be cleaned before and after use with the disinfectant wipes or spray provided next to all equipment.
- ◊ **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*
- ◊ **Implementation of specific Guidelines for accessing editing suites** (Hiventy Bastille)
Annex 6
- ◊ **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 deliberate or repeated breaches of the provisions of this charter by any staff member may result in disciplinary action . •

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 February 2nd, 2021.

The present charter was transmitted to the health and safety inspector on February 12th, 2021.

It was submitted to the Employment Tribunal Registry at Boulogne Billancourt on February 12th, 2021, and will be shared within the group through posters and on the HR intranet.

It will come into force on February 2nd, 2021 , 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 or equal to 38°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).

If this document is not signed, you will not be allowed to access the site.

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 and respecting a 2 meter distance with other persons. 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
 - The fridges are no longer in use.
 - 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)
 - It is, however, forbidden to eat in work spaces (studios for color grading, conformance, audio, etc.) ●

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) - This space is limited to 3 people respecting a 2 meter physical distancing between two persons
 - 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 a 2 meter physical distancing must be respected at all times.
 - The chairs in the canteen will be removed, leaving only three. The second dining area will 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.
 - The fridges are no longer in use.
 - Available for use: hydroalcoholic gel, disinfectant wipes and/or sprays, as well as trash cans specifically for this waste. ●

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. This space is limited to 4 people respecting a 2 meter physical distancing.
- Each person must bring their own cutlery
- Rolling access with 15 to 20 minutes per person
- No access to microwave, fridges, kitchen utensils, cutlery
- The vending machines, microwaves and water fountains are in use. Each person must clean their dining space using disinfectant (wipes, spray) before and after each use. ●

PARIS 17^{ÈME} SITE

- DESIGNATED COVID-19 CONTACT PERSON
SYLVIE ANTONIONI | 📞 +33 6 14 18 35 12

VILLARET DE JOYEUSE SITE

SITE ACCESS

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

ORGANIZATION OF MEALS

- Eating indoors is prohibited.
- There will be no eating in shared spaces or places of passage, such as the room in the first floor and the reception area on the ground floor.
- Coffee machines and water fountains may be used. Each person must clean all contact surfaces using the disinfectant wipes or sprays provided for this purpose before and after use.

GRANDE ARMÉE SITE

SITE ACCESS

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

ORGANIZATION OF MEALS

- Eating indoors is prohibited.
- There will be no eating in the reception area.
- Coffee machines and water fountains 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 respecting a 2 meter physical distancing.

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.

- The fridge is no longer in use.

- 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 a two meter physical distancing measures. Each person must clean their dining space using disinfectant (wipes, spray)

- Coffee machines and water fontains may be used. Each person must clean all contact surfaces using the disinfectant wipes or sprays provided for this purpose before and after use. ●



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 and are in accordance with the joint charter of good health practices for dubbing companies.

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

Sound engineers and actors must come with their own set of headphones.

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)
- ◊ **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.**

ADMINISTRATION

- ◊ **Scripts for artistic direction, attendance sheets and actor and technician contracts will be available in paper format.** Signatures will be signed with your own pen.

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.
- ◊ From 22 June, **we will be able to record 2 actors at a time using dual microphones.** The actors must respect a physical distance of 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 except if one talent only is recording in the studio and with approval of the team.**

- ◊ **When recording children, only one parent can be present on-site** if only one voice talent is present inside the recording studio. In case of a recording with more than one child simultaneously, no parent will be allowed in the studio.
- ◊ **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 three 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.
- ◊ **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
- ◊ **If headphones have been borrowed, the user must clean them before and after use** with the disinfectant wipes or sprays provided in the studio.

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** who will isolate you and ensure the safety and disinfection of all work spaces used.
- ◊ **The people taking care of you may wear protective visors in addition to a mask.**
- ◊ **These people will provide you with a mask if needed and isolate you in a room** until you can be medically assessed.
- ◊ **You can then call the occupational health service or your primary care physician** to confirm that your symptoms are not serious. Then, you will be asked to immediately return home and avoid public transport.
- ◊ **You will be provided with a "Contact Tracing Form" which you must complete and send only to your primary care physician** who will forward it to the competent authorities. This form will indicate every person you have been in contact with for more than 15 minutes with less than a meter distance in the past 48 hours.
- ◊ **If your symptoms are serious, you will remain in the isolation room** until emergency services (SAMU) arrive. ●

CONTACT TRACING FORM FOR THE ATTENTION OF YOUR PRIMARY CARE PHYSICIAN

List of people in contact with for more than 15 minutes
with less than a meter distance in the past 48 hours

DATE: _____

SITE: _____

LAST NAME, FIRST NAME: _____

JOB TITLE: _____

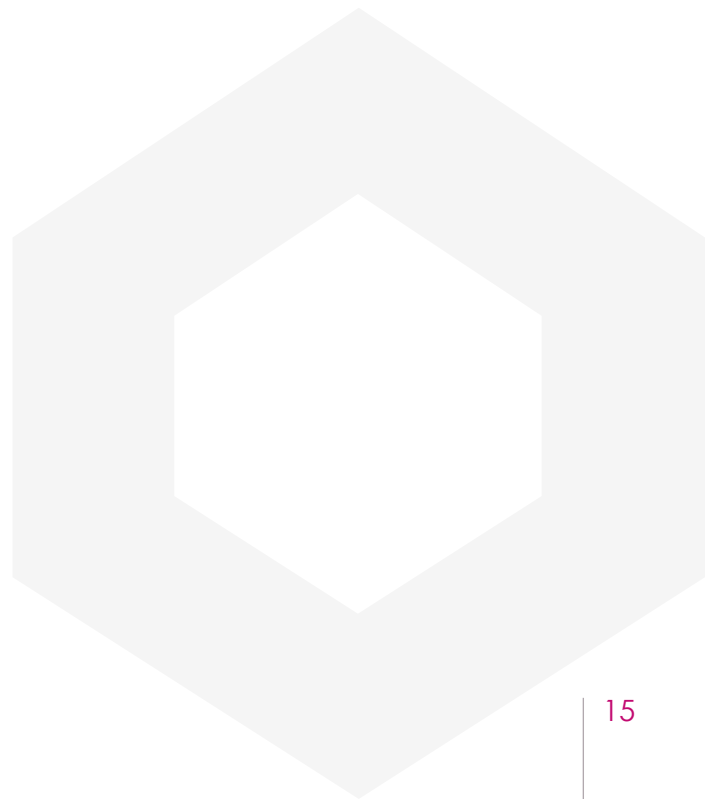
DEPARTMENT: _____

ON-SITE ACTIVITIES	NAMES OF CONTACTS FROM D-1	NAMES OF CONTACTS FROM D-2
NAME OR NUMBER OF WORK SPACE		
ON-SITE MEETING WITH ONE EXTERNAL VISITOR		
KITCHEN		
RELAXATION AREA, DINING AREA		
USE OF A COMPANY VEHICLE YES/NO		
VISIT TO OTHER GROUP SITES		
OTHER		

ANNEX 5

LIST OF CLEANING AND HYGIENE SUPPLIES AVAILABLE FOR USE

- ◊ **Washable fabric masks (category 1 only)** 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, paper towel and/or sprays**



ANNEX 6

SPECIFIC GUIDELINES FOR ACCESSING EDITING SUITES HIVENTY BASTILLE

Hiventy has implemented measures in order to resume editing services in the best possible health and safety conditions within the limits of the current public health crisis linked to COVID-19. These measures are in accordance with our Health Charter and the Guide to Health and Safety Recommendations for Audiovisual and Film/Advertising Production Activities ([download the guide](#)).

All of these measures are applicable to all company staff as well as clients. Access to the site is subject to adherence to our Health Charter (Annex 1 must be signed)

WORKING REMOTELY

In order to limit the number of people and on-site traffic, we favor remote work where possible. This is why we are offering the possibility of remote editing suites in editors' and directors' home offices.

ACCESSING THE SUITES

On the first day of editing, the editor and director must present themselves at the reception at the agreed and planned time in order to:

1. **Read and understand the Health Charter** in force on-site.
2. **Sign the agreement and adhere to it.**
3. **Pick up the key and access card** for the assigned suite.
4. **Disposable masks can be provided** if not already equipped.

On subsequent days and throughout the duration of the editing process, entering and exiting the premises must be done via Rue de Lyon in order to avoid too much foot traffic or people gathering in the reception area. On arrival, the editor and director must inform reception by telephone.

Masks must be worn on all the site.

Signs displaying all of the measures in place at the Bastille site (reminder of hygiene measures, regular ventilation and room capacity, etc.) are visible in corridors and rooms/suites.

Hydroalcoholic gel, disinfectant spray and wipes are provided in each editing suite. Users must disinfect workstations before and after each use.

As the corridors are fairly narrow, you must check that there is nobody in the corridor before leaving the suite.

ROOM CAPACITY

- ◊ **Maximum of 3 people per image editing suite** (Chief Editor/Director, Producer)
- ◊ **Maximum of 1 person per sound editing suite** (Chief Editor)
- ◊ **Maximum of 1 person per assistant image editing suite** (Assistant Editor)
- ◊ **Maximum of 1 person in the restrooms**

TECHNICAL SUPPORT

Technical support must be requested by telephone (extension 1181 or 1182) and a technician will remotely take control of the machine. If one of the technicians needs to access the editing suite. The technician will disinfect the keyboard and mouse before and after use.

CLEANING

The editing suites are cleaned in the morning before the teams arrive. A second intervention is planned in the early afternoon to disinfect all points of contact (light switches, door handles, etc.) and the restrooms.

Fridges are not in use for the duration of the crisis.

