

POLICY ON PARTICIPANTS ABUSING STAFF

Staff assisting in the administration of the Entertainment Industry 401(k) Plan and the Entertainment Industry Flex Plan (collectively, the “Plan”) (“Staff”) shall make reasonable efforts to be cordial and respectful in all interactions with participants, beneficiaries, other Staff, and third parties with whom they interact in the course of their work for the Plan (collectively “Contacts”).

However, not all Contacts with whom Staff comes in contact are respectful to Staff. On occasion, Contacts can be abusive to Staff.

This Policy on Participants Abusing Staff sets forth how abusive Contact behavior will be treated by Staff and the Plan.

1. What is abusive Contact behavior?

Any language or behavior by a Contact, verbal, written or otherwise, that, in the opinion of Staff creates a hostile work environment for Staff, is deemed to be abusive Contact behavior. This includes, *among other things*, using profane, demeaning, sarcastic, belligerent, taunting, or offensive language; yelling or screaming; making threats of any kind; or referencing Staff’s gender, race, national origin, religion, disability, or other personal characteristic unrelated to the work Staff is performing.

2. What should Staff do when faced with abusive Contact behavior?

When first confronted with abusive behavior by a Contact, Staff shall provide the Contact with a warning that his or her behavior is or is being perceived by Staff to be abusive and the abusive behavior must stop immediately and permanently or (i) Staff will be forced to discontinue assisting the Contact, and (ii) if Staff discontinues assisting the Contact because the abusive behavior continues or happens again at any time, all further communications between the Contact and the Plan will have to be in writing exclusively transmitted through US mail. Communications sent by the Contact via any other method will not be processed or reviewed by the Plan. Any time that Staff gives this warning to a Contact, Staff shall provide the Contact, either electronically (based on the Contact’s email delivery election) and/or in written form, with a copy of this policy, with the admonition that the Contact’s behavior on that date was perceived by Staff to be abusive and that any further abusive behavior by the Contact toward any Staff at any time will be handled per policy, including the requirement that all further communications between the Contact and the Plan be in writing exclusively transmitted through US mail. Additionally, any abusive Contact behavior must be reported promptly by Staff to the Designated Staff Member. The applicable Local Union(s) and Board(s) shall be provided with a copy of the notice to the Contact.

3. The Plan shall designate one or more management level Staff members (the “Designated Staff Member”) to (i) oversee this policy, (ii) manage Staff appropriately any time abusive Contact behavior is reported, (iii) properly document any such instances, and (iv) handle or oversee all future, non-routine communications with the abusive Contact. The Designated Staff Member shall use his or her judgment to determine how best to shield Staff from the abusive Contact while satisfying the Plan’s duties to its participants and beneficiaries and implement whatever additional steps may be reasonably necessary or desirable to do so.

4. A copy of this policy, as amended from time to time, shall be provided to each Staff member, including all Staff new hires.

5. A link to a copy of this policy, as amended from time to time, shall be placed on the Plan’s website. Should any Contact request a copy of this policy, it shall be provided as requested, electronically or by US mail.

Adopted March 9, 2018