

PRELUDE CONTENT

POLICIES

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Child Protection Policy

1. Policy Statement

At PRELUDE CONTENT, the safety, welfare, and well-being of children and young people are of paramount importance. We are committed to ensuring that all children involved in our productions are protected from harm, abuse, and exploitation. This policy outlines our commitment to child protection and provides guidelines for all employees, contractors, and partners to ensure the safety of children at all times.

2. Objectives

- **Child Safety:** Ensure that all children involved in our productions are safe and protected from abuse, neglect, and exploitation.
- **Best Practices:** Adhere to the highest standards of child protection by following legal requirements, industry guidelines, and best practices.
- **Clear Guidelines:** Provide clear procedures for reporting and responding to concerns about the welfare of children.
- **Education & Awareness:** Educate all personnel about their responsibilities in protecting children and how to recognize and respond to signs of abuse.

3. Scope

This policy applies to all employees, freelancers, contractors, interns, volunteers, and any other persons involved in the work of *Prelude Content*, including cast and crew. It covers all activities and locations where children are involved in our productions, including on set, in rehearsals, and during any company-sponsored events or activities.

4. Definitions

- **Child:** For the purposes of this policy, a child is defined as any person under the age of 18 years.
- **Abuse:** Abuse includes physical abuse, emotional abuse, sexual abuse, and neglect. Abuse can occur in person or online, and it may involve one or more adults or other children.
- **Child Protection Officer (CPO):** A designated person responsible for ensuring the implementation of this policy and handling any child protection concerns or incidents.

5. Responsibilities

- **Management:**
 - Ensure the implementation of this policy across all productions involving children.
 - Appoint a Child Protection Officer (CPO) for each production.

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- Ensure all personnel are trained and aware of their responsibilities under this policy.
- **Child Protection Officer (CPO):**
 - Serve as the main point of contact for any child protection concerns.
 - Conduct risk assessments for activities involving children.
 - Ensure compliance with relevant laws and regulations regarding child protection.
 - Provide guidance and support to personnel on child protection matters.
- **Employees, Contractors, and Freelancers:**
 - Treat all children with respect and dignity.
 - Follow the guidelines set out in this policy and report any concerns about a child's welfare to the CPO.
 - Never engage in behaviour that could be harmful to a child or put them at risk.

6. Code of Conduct

All personnel must adhere to the following guidelines when working with children:

- **Respect & Dignity:** Always treat children with respect and listen to their opinions. Avoid any behaviour that could be seen as humiliating, demeaning, or disrespectful.
- **Appropriate Interaction:** Maintain appropriate boundaries in all interactions with children. Physical contact should only occur when necessary for the production and should always be appropriate, non-invasive, and with the child's consent.
- **Supervision:** Children must always be supervised by a responsible adult, especially when on set or in potentially hazardous areas. Never leave a child unsupervised.
- **Communication:** Communicate clearly and openly with children and their parents or guardians about the production process and any expectations. Ensure that parents or guardians are present or easily reachable.
- **Photography & Filming:** Obtain written consent from a child's parent or guardian before taking photographs, filming, or using images of the child. Ensure that all media is used appropriately and with respect to the child's privacy and dignity.

7. Recruitment & Training

- **Background Checks:** All personnel who will be working directly with children must undergo appropriate background checks, including criminal record checks, to ensure they are suitable to work with minors.
- **Training:** All personnel must receive training on child protection and safeguarding procedures. This training will be refreshed regularly to ensure ongoing awareness and compliance.

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8. Reporting Procedures

- **Immediate Action:** If a child is in immediate danger, contact emergency services immediately.
- **Reporting Concerns:** Any concerns about a child's welfare must be reported to the Child Protection Officer (CPO) as soon as possible. This includes concerns about abuse, neglect, or any other inappropriate behaviour.
- **Investigation:** The CPO will investigate all reported concerns promptly and discreetly, in line with legal requirements and best practices. This may involve liaising with external agencies such as child protection services or law enforcement.
- **Confidentiality:** All concerns and investigations will be handled with the utmost confidentiality. Information will only be shared on a need-to-know basis and in compliance with relevant laws.

9. Responding to Allegations

- **Support:** Support will be provided to the child involved and their family throughout the process. The well-being of the child is the top priority.
- **Disciplinary Action:** If an allegation is made against a member of staff or contractor, they may be suspended while an investigation takes place. If the allegation is substantiated, appropriate disciplinary action, including termination of employment or contract, will be taken.

10. Parental Involvement

- Parents or guardians must be informed and give their consent for their child's participation in any production activities.
- Parents or guardians have the right to be present during any activity involving their child, including on set, during rehearsals, or at other company events.

11. Monitoring & Review

This policy will be reviewed regularly and updated as necessary to reflect changes in legislation, industry standards, or company practices. Feedback from employees, parents, and other stakeholders will be considered in these reviews.

12. Conclusion

The protection of children is a shared responsibility. By adhering to this Child Protection Policy, *Prelude Content* aims to create a safe, respectful, and supportive environment for all children involved in our productions.

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Dignity in the Workplace Policy

1. Policy Statement

At PRELUDE CONTENT, we are committed to fostering a work environment where all individuals are treated with respect, fairness, and dignity. We believe that everyone has the right to work in a supportive and inclusive environment, free from discrimination, harassment, bullying, and any other form of inappropriate behaviour. This policy applies to all employees, contractors, freelancers, and anyone involved in our productions.

2. Objectives

- **Respect & Fair Treatment:** Ensure that all individuals are treated with respect and fairness, regardless of their role, status, or background.
- **Zero Tolerance:** Maintain a zero-tolerance approach to harassment, discrimination, bullying, and any other behaviour that undermines dignity in the workplace.
- **Inclusive Environment:** Promote a diverse, inclusive, and collaborative work environment where everyone feels valued and supported.
- **Support & Resolution:** Provide clear procedures for reporting, addressing, and resolving issues related to dignity in the workplace.

3. Scope

This policy covers all individuals working with *Prelude Content*, including employees, freelancers, contractors, interns, volunteers, and visitors. It applies to all locations and situations related to the company's work, including offices, sets, location shoots, and company-sponsored events, whether in person or virtual.

4. Definitions

- **Harassment:** Any unwanted behaviour that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment. Harassment can be based on factors such as race, gender, sexual orientation, age, disability, religion, or any other protected characteristic.
- **Discrimination:** Unfair or unequal treatment of an individual or group based on characteristics such as race, gender, sexual orientation, disability, religion, age, or other protected attributes.
- **Bullying:** Repeated, unreasonable behaviour that intimidates, offends, degrades, or humiliates a person or group of people. Bullying can be physical, verbal, or psychological.
- **Victimization:** Treating someone less favourably because they have made a complaint or supported another person in making a complaint under this policy.

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5. Responsibilities

- **Management:**
 - Lead by example in promoting dignity and respect in the workplace.
 - Ensure that all personnel are aware of this policy and understand their responsibilities.
 - Take immediate and appropriate action when a breach of this policy is reported.
 - Provide training and resources to support an inclusive work environment.
- **Supervisors and Department Heads:**
 - Monitor the work environment to ensure it remains respectful and inclusive.
 - Address inappropriate behaviour promptly and fairly.
 - Support employees who raise concerns or complaints under this policy.
- **Employees, Contractors, and Freelancers:**
 - Treat all colleagues, clients, and collaborators with respect and dignity.
 - Refrain from engaging in any form of harassment, discrimination, bullying, or other inappropriate behaviour.
 - Report any concerns or incidents that violate this policy to a supervisor or designated person.

6. Reporting & Resolution Procedures

- **Reporting:** If you experience or witness any behaviour that violates this policy, you are encouraged to report it immediately to your supervisor, HR, or a designated company representative. All reports will be treated seriously, confidentially, and with sensitivity.
- **Investigation:** All reported incidents will be investigated promptly and impartially. The investigation may include interviews with the parties involved and any witnesses. Both the complainant and the accused will have the opportunity to present their side of the story.
- **Resolution:** If the investigation finds that the policy has been violated, appropriate action will be taken. This may include disciplinary measures such as warnings, suspension, or termination, depending on the severity of the offense.
- **Support:** Individuals involved in the investigation, whether as complainants or respondents, will have access to support services, including counselling if needed.

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7. Confidentiality

Confidentiality will be maintained throughout the reporting, investigation, and resolution process. Information will only be shared on a need-to-know basis and in accordance with relevant laws and regulations. Retaliation against anyone who reports a concern or participates in an investigation is strictly prohibited and will be treated as a serious disciplinary matter.

8. Training & Awareness

- **Training:** Regular training sessions will be provided to all employees and contractors on dignity, respect, and appropriate workplace behaviour.
- **Awareness:** This policy will be communicated to all personnel and will be accessible at all times. Regular reminders and updates will be provided as necessary.

9. Monitoring & Review

This policy will be reviewed regularly to ensure it remains relevant and effective. Feedback from employees and stakeholders will be considered in these reviews, and updates will be made in response to changes in legislation, industry standards, or company practices.

10. Conclusion

Prelude Content is dedicated to maintaining a work environment where everyone feels safe, respected, and valued. By adhering to this Dignity in the Workplace Policy, we can create a positive, productive, and inclusive culture that supports the success and well-being of all.

PRELUDE CONTENT

Diversity and Inclusion Policy

1. Policy Statement

At PRELUDE CONTENT, we believe that diversity and inclusion are essential to fostering creativity, innovation, and success in our film production process. We are committed to creating an environment that respects and values the diverse backgrounds, perspectives, and experiences of all individuals involved in our work. This policy outlines our commitment to promoting diversity and inclusion across all aspects of our business.

2. Objectives

- **Promote Diversity:** Actively encourage and support diversity in all forms, including but not limited to race, ethnicity, gender, sexual orientation, disability, age, religion, and socioeconomic background.
- **Foster Inclusion:** Create an inclusive environment where all individuals feel valued, respected, and empowered to contribute fully to the creative process.
- **Equal Opportunity:** Ensure equal opportunities for all individuals, both in front of and behind the camera, regardless of their background or identity.
- **Address Barriers:** Identify and remove barriers to participation, advancement, and success for underrepresented groups in the film industry.

3. Scope

This policy applies to all employees, freelancers, contractors, interns, volunteers, and any other individuals involved in the work of *Prelude Content*. It covers all aspects of our operations, including recruitment, casting, crew selection, partnerships, and interactions with external stakeholders.

4. Commitment to Diversity and Inclusion

4.1. Leadership & Culture

- **Inclusive Leadership:** Company leadership is committed to championing diversity and inclusion at all levels. Leaders will set the tone for an inclusive culture and ensure that diversity is embedded in decision-making processes.
- **Cultural Awareness:** We will promote cultural awareness and sensitivity through training, education, and open dialogue to build a workplace that values different perspectives and experiences.

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4.2. Recruitment & Employment

- **Fair Recruitment Practices:** We are committed to recruiting and hiring individuals from diverse backgrounds. Our recruitment processes will be transparent, fair, and free from bias, with an emphasis on attracting talent from underrepresented groups.
- **Equal Pay:** We are committed to pay equity and will ensure that individuals performing the same work are compensated equally, regardless of their identity or background.
- **Career Development:** We will provide equal opportunities for career development, mentorship, and advancement, ensuring that everyone has the support they need to succeed.

4.3. Casting & Creative Representation

- **Diverse Casting:** We will strive to cast talent that reflects the diversity of the communities we serve. We are committed to challenging stereotypes and providing opportunities for underrepresented groups to tell their stories authentically.
- **Inclusive Storytelling:** We will promote diverse voices in our storytelling, ensuring that our content reflects a wide range of perspectives, experiences, and cultures.

4.4. Workplace Environment

- **Inclusive Workspaces:** We will create workspaces where everyone feels welcome, safe, and respected. This includes providing accommodations for individuals with disabilities and ensuring that our sets, locations, and offices are accessible to all.
- **Zero Tolerance for Discrimination:** We have a zero-tolerance policy for discrimination, harassment, or any form of inappropriate behaviour. Any incidents of this nature will be addressed promptly and with appropriate action.

5. Responsibilities

- **Management:**
 - Lead by example in promoting diversity and inclusion throughout the company.
 - Ensure that policies, practices, and decisions are aligned with our commitment to diversity and inclusion.
 - Provide resources and support to foster a diverse and inclusive workplace.
- **Human Resources:**
 - Implement fair recruitment practices and monitor workforce diversity.
 - Provide training on diversity, inclusion, and unconscious bias for all employees.
 - Address and resolve any complaints related to discrimination or exclusion.

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- **Employees, Contractors, and Freelancers:**
 - Respect and value the diversity of colleagues, collaborators, and audiences.
 - Contribute to an inclusive work environment by treating others with dignity and respect.
 - Report any concerns or incidents related to discrimination or exclusion to the appropriate channels.

6. Reporting & Accountability

- **Reporting Concerns:** Individuals who experience or witness any form of discrimination, exclusion, or bias are encouraged to report their concerns to HR or a designated company representative. All reports will be treated with confidentiality and investigated promptly.
- **Accountability:** We hold ourselves accountable for upholding this policy. Any breach of this policy will be addressed through appropriate disciplinary action, which may include termination of employment or contract.
- **Transparency:** We are committed to transparency in our diversity and inclusion efforts. Regular updates on our progress, initiatives, and challenges will be shared with all stakeholders.

7. Monitoring & Review

This policy will be reviewed regularly to ensure its effectiveness and alignment with industry standards and legal requirements. We will also seek feedback from employees, partners, and other stakeholders to continuously improve our diversity and inclusion practices.

8. Conclusion

At *Prelude Content*, we believe that diversity and inclusion are not just values but essential elements for creative and commercial success. By embracing and celebrating our differences, we can create a more vibrant, innovative, and inclusive film production environment that reflects the world around us.

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Grievance Procedures Policy

1. Policy Statement

At PRELUDE CONTENT, we are committed to providing a work environment where all employees, contractors, freelancers, and other stakeholders can voice their concerns and grievances openly and without fear of retaliation. This policy outlines the procedures for raising and resolving grievances in a fair, consistent, and timely manner.

2. Objectives

- **Fair Treatment:** Ensure that all grievances are handled fairly, transparently, and without bias.
- **Timely Resolution:** Address and resolve grievances as quickly as possible to maintain a positive work environment.
- **Supportive Environment:** Encourage open communication and provide a supportive atmosphere where individuals feel comfortable raising concerns.
- **Compliance:** Ensure that all grievance procedures comply with relevant employment laws and best practices.

3. Scope

This policy applies to all employees, freelancers, contractors, interns, volunteers, and anyone involved in the work of *Prelude Content*. It covers grievances related to workplace issues, including but not limited to working conditions, interpersonal conflicts, discrimination, harassment, bullying, and other breaches of company policies.

4. Definition of a Grievance

A grievance is any concern, problem, or complaint that an individual has about their work, working conditions, or relationships with colleagues, supervisors, or the company as a whole. Grievances can range from minor issues to serious allegations of misconduct or unfair treatment.

5. Grievance Procedures

5.1. Informal Resolution

- **Step 1:** If possible, individuals are encouraged to first address their concern informally by speaking directly with the person(s) involved. Often, issues can be resolved quickly through open and respectful communication.
- **Step 2:** If direct communication is not possible or does not resolve the issue, individuals should raise the concern with their immediate supervisor or department head. The supervisor should listen to the concern, seek to understand the issue, and work with the parties involved to find an appropriate resolution.

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5.2. Formal Grievance

If the issue cannot be resolved informally, or if the grievance is of a serious nature, a formal grievance can be filed.

- **Step 3: Submission of Grievance**

- The individual should submit a written grievance to the Human Resources (HR) department or the designated grievance officer. The grievance should include:
 - A clear description of the issue.
 - The names of the individuals involved.
 - Any relevant dates, times, or locations.
 - Evidence or documentation supporting the grievance (if applicable).
 - The desired outcome or resolution.

- **Step 4: Acknowledgment**

- Upon receiving a formal grievance, HR or the grievance officer will acknowledge receipt in writing within 5 business days. The acknowledgment will include an overview of the next steps and an estimated timeline for the resolution process.

- **Step 5: Investigation**

- A thorough and impartial investigation will be conducted. This may involve interviewing the complainant, the person(s) against whom the grievance is filed, and any witnesses. The investigator may also review relevant documents, emails, or other evidence.
- The investigation will be completed as promptly as possible, typically within 15-20 business days, depending on the complexity of the grievance.

- **Step 6: Resolution**

- Once the investigation is complete, HR or the grievance officer will prepare a report summarizing the findings and recommendations. The complainant and the person(s) against whom the grievance was filed will be informed of the outcome in writing.
- If the grievance is upheld, appropriate actions will be taken to address the issue, which may include mediation, disciplinary action, or changes to company policies or practices.
- If the grievance is not upheld, the reasons for this decision will be clearly explained.

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5.3. Appeals

- **Step 7: Appeal Process**

- If the complainant is not satisfied with the outcome, they may appeal the decision in writing within 10 business days of receiving the resolution notice. The appeal should be submitted to a senior manager or a designated appeal officer who was not involved in the original investigation.
- The appeal will be reviewed, and a final decision will be made within 10 business days of receiving the appeal. The final decision will be communicated in writing to all parties involved.

6. Confidentiality

All grievances will be handled with the utmost confidentiality. Information related to the grievance will only be shared with individuals directly involved in the investigation or resolution process. Breaches of confidentiality may result in disciplinary action.

7. Non-Retaliation

Retaliation against any individual who raises a grievance or participates in an investigation is strictly prohibited. Any act of retaliation will be treated as a serious disciplinary offense and may result in termination of employment or contract.

8. Record-Keeping

HR or the designated grievance officer will maintain detailed records of all grievances, investigations, and outcomes. These records will be stored securely and used for monitoring and improving our workplace practices.

9. Training & Awareness

All employees and contractors will be informed of this policy during their induction and through ongoing training. Managers and supervisors will receive additional training on handling grievances appropriately and in accordance with this policy.

10. Monitoring & Review

This policy will be reviewed regularly to ensure its effectiveness and compliance with legal requirements. Feedback from employees and stakeholders will be considered during reviews, and updates will be made as needed.

11. Conclusion

Prelude Content is committed to maintaining a fair, respectful, and supportive work environment. By adhering to this Grievance Procedures Policy, we aim to resolve concerns effectively and maintain the trust and well-being of all individuals involved in our productions.

PRELUDE CONTENT

Health & Safety Policy

1. Policy Statement

At PRELUDE CONTENT, we are committed to ensuring the health, safety, and welfare of all our employees, contractors, visitors, and the public. We recognize that the nature of film production presents unique risks, and we are dedicated to minimizing those risks through proactive health and safety management.

2. Objectives

- **Compliance:** Ensure compliance with all relevant health and safety legislation, industry standards, and best practices.
- **Risk Management:** Identify, assess, and manage risks associated with all aspects of film production.
- **Training & Awareness:** Provide appropriate training, resources, and information to enable all personnel to work safely.
- **Incident Reporting:** Promote a culture of reporting and learning from near misses, accidents, and incidents to prevent reoccurrence.
- **Continuous Improvement:** Regularly review and update health and safety procedures to reflect changes in regulations, technology, and industry practices.

3. Responsibilities

- **Management:**
 - Ensure the implementation of this policy across all production activities.
 - Allocate sufficient resources for health and safety management.
 - Ensure that risk assessments are carried out, and appropriate control measures are in place.
 - Monitor compliance with health and safety regulations and company procedures.
- **Supervisors and Heads of Department:**
 - Lead by example in promoting a culture of safety.
 - Ensure that all team members are aware of their health and safety responsibilities.
 - Ensure that all equipment and materials are safe and fit for use.
 - Conduct regular safety briefings and inspections.

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- **Employees and Contractors:**

- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Follow all health and safety procedures and instructions.
- Report any hazards, unsafe conditions, or incidents immediately.
- Use equipment and protective gear as required.

4. Risk Assessment & Management

- **Pre-Production:**

- Conduct comprehensive risk assessments for all locations, activities, and stunts.
- Identify potential hazards, including physical, chemical, biological, and ergonomic risks.
- Implement control measures to mitigate identified risks.

- **Production:**

- Ensure that all cast and crew members are briefed on relevant safety procedures before filming begins.
- Maintain a safe working environment by regularly inspecting locations and equipment.
- Ensure that adequate first aid provisions are available on set.

- **Post-Production:**

- Review any incidents that occurred during production to identify lessons learned and implement improvements.

5. Emergency Procedures

- Develop and communicate clear emergency procedures for all locations.
- Ensure that all crew members are trained in emergency protocols, including fire safety, first aid, and evacuation procedures.
- Maintain a log of all emergency drills and incidents.

6. Training & Competence

- Provide health and safety induction training for all new employees and contractors.
- Ensure ongoing health and safety training is available to all personnel, with particular emphasis on those in high-risk roles.
- Keep records of all training sessions and certifications.

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7. Incident Reporting & Investigation

- All accidents, incidents, and near misses must be reported immediately to the Health and Safety Officer or designated person.
- Investigate incidents to determine root causes and implement corrective actions.
- Maintain records of all incidents and monitor trends to identify areas for improvement.

8. Monitoring & Review

- Conduct regular audits and inspections to ensure compliance with this policy.
- Review the Health & Safety Policy annually or after any significant incident or change in legislation.
- Involve employees in the review process to ensure that the policy remains relevant and effective.

9. Communication

- Communicate the Health & Safety Policy to all employees, contractors, and stakeholders.
- Make the policy available on company noticeboards and through digital platforms.
- Encourage feedback and suggestions for improving health and safety practices.

10. Conclusion

The health, safety, and welfare of all involved in our film productions are of paramount importance. By adhering to this policy, we aim to create a safe and productive environment that enables creativity to flourish while protecting everyone involved.

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Pandemic (incl. COVID-19) Policy

1. Policy Statement

At PRELUDE CONTENT, the health and safety of our cast, crew, and all stakeholders are our top priorities. Given the challenges posed by pandemics, we are committed to implementing stringent measures to minimize the risk of transmission on all our production sets and workspaces.

2. Objectives

- **Health & Safety:** Protect the health and well-being of all personnel involved in our productions.
- **Compliance:** Adhere to all governmental and public health guidelines related to COVID-19 and other pandemics.
- **Risk Management:** Identify, assess, and manage pandemic-related risks at every stage of production.
- **Continuity:** Ensure the continuity of our projects while maintaining a safe working environment.

3. Key Measures

3.1. Health Screening & Monitoring

- **Pre-Production Screening:** All cast, crew, and visitors must undergo a health screening, including a COVID-19 questionnaire and temperature check, before entering any production site.
- **Ongoing Monitoring:** Regular temperature checks and symptom monitoring will be conducted throughout the production period.
- **Testing:** Where feasible, regular testing will be conducted, particularly for high-risk activities or locations.

3.2. Hygiene & Sanitation

- **Hand Hygiene:** Handwashing facilities and hand sanitizing stations will be provided at all key points on set. All personnel must sanitize their hands upon entering and exiting the set.
- **Cleaning Protocols:** High-touch surfaces, equipment, and shared spaces will be cleaned and disinfected regularly throughout the day.
- **Personal Protective Equipment (PPE):** Masks and other appropriate PPE will be provided and must be worn according to public health guidelines or as required by specific tasks.

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3.3. Social Distancing & On-Set Protocols

- **Distancing Measures:** Minimum physical distances, as deemed necessary by the specific pandemic, must be maintained between individuals whenever possible. The number of personnel on set will be minimized, and non-essential visitors will be restricted.
- **Zoning:** The set may be divided into zones with limited access based on the nature of work, to reduce unnecessary contact between departments.
- **Virtual Meetings:** Whenever possible, meetings will be conducted virtually to reduce face-to-face interactions.

3.4. Workplace Adjustments

- **Remote Work:** Encourage remote work for tasks that do not require physical presence on set.
- **Staggered Scheduling:** Implement staggered work hours or rotating shifts to reduce the number of people on set at any given time.
- **Ventilation:** Ensure that indoor workspaces are well-ventilated, with increased airflow wherever possible.

4. Response to Suspected or Confirmed Cases

- **Isolation:** Anyone exhibiting symptoms or testing positive must immediately isolate and follow public health guidelines. They should notify their supervisor and refrain from attending work.
- **Contact Tracing:** In the event of a confirmed case, we will initiate contact tracing procedures and inform any potentially affected individuals while maintaining confidentiality.
- **Cleaning & Disinfection:** If a suspected or confirmed case is identified, the affected areas will be thoroughly cleaned and disinfected following national or local health guidelines.
- **Return to Work:** Employees may return to work only after meeting the criteria set by public health authorities, which may include a negative test and/or completion of a quarantine period.

5. Training & Communication

- **Safety Training:** All cast and crew members will receive training on protocols, including proper use of PPE, hygiene practices, and recognizing symptoms.
- **Clear Communication:** Policies and procedures will be communicated to all personnel before and during production. Regular updates will be provided as necessary.
- **Feedback & Reporting:** An open line of communication will be established for cast and crew to report concerns or suggestions regarding safety measures.

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6. Compliance & Enforcement

- **Policy Adherence:** Compliance with this Policy is mandatory for all cast, crew, and visitors. Non-compliance may result in disciplinary action, up to and including removal from the production.
- **Monitoring:** A Compliance Officer will be appointed for each production to oversee the implementation and adherence to these protocols.

7. Review & Updates

- This policy will be reviewed regularly and updated as necessary to reflect the latest public health guidelines and industry best practices.

8. Conclusion

By implementing and adhering to this Policy, *Prelude Content* aims to create a safe environment for all personnel, ensuring the successful and safe completion of our productions during these challenging times.