

NBCUniversal

SUSPICIOUS MAIL POLICY

NBCUniversal Mail Services screens incoming mail and packages prior to delivery to studio locations. The process includes use of x-ray technology, bomb sniffing dogs, and equipment to detect bio-threats. Mail Services works directly with Global Security to investigate suspicious package content.

This policy has been implemented for the safety and security of studio employees, guests, and property at NBCUniversal facilities. Prohibited items include, but are not limited to, the following:

- Firearms & Projectile Weapons
- Ammunition
- Bladed, Edged, or Sharp Tools, Knives or Implements
- Club-like items and Striking Devices
- Destructive Devices, Explosives, or Combustible Chemical Compounds and Mixtures
- Disabling Chemicals
- Other Dangerous Items

PERSONAL

NBCUniversal Mail Services will return to sender any personal package shipped to NBCUniversal facilities which contains or appears to possess suspicious content. Mail Services reserves the right to return items without opening packages for additional inspection. Employee will be notified by email or other means of the return.

If an employee or contractor continues to ship prohibited items to NBCUniversal, Mail Services will also inform Security and/or HR.

BUSINESS /PRODUCTION RELATED PACKAGES

Packages containing suspicious items may be allowed for distribution only if pre-cleared for business or production use. The Business Related Prohibited Items Clearance Form must be filled out completely by the recipient prior to these packages arriving to NBCUniversal facilities. NBCUniversal Mail Services may also contact Global Security to further inspect the shipment.

Failure to submit the completed form and to notify NBCUniversal Mail Services in advance will result in the package(s) being returned to the sender upon arrival and inspection. Intended package addressee will be notified by email of the return.

NBCUniversal Mail Services will not be responsible for reimbursement costs associated with return of package to sender or loss associated with package being returned to sender by designated courier service (ex: USPS, FedEx, Amazon, etc).

NBCUniversal Mail Services Prohibited Items List

- Firearms & Projectile Weapons
 - Firearms or similar device that expels a projectile through the action of an explosive
 - BB or pellet guns
 - Compressed air guns
 - Antique firearms
 - Flare guns
 - Realistic replica or toy firearms
 - Spear guns
 - Starter pistols
 - Stun guns, cattle prods, dart-firing stun guns, and other electric weapons or controlled devices
 - Ammunition, shotgun shells or firearm cartridges, black powder, smokeless propellant powder
 - Slingshots
- Bladed, Edged, or Sharp Tools or Implements
 - Axes and hatchets
 - Bows and arrows
 - Ice axes/ice picks
 - Throwing stars (martial arts)
 - Knives, sabers, swords, daggers, and other bladed devices with a blade of more than 2 ½ inches
 - Razor-type blades such as box cutters, utility knives, and razor blades not in a cartridge, but excluding safety razors
- Club-like items and Striking Devices
 - Billy clubs
 - Blackjacks
 - Brass knuckles
 - Night sticks
 - Martial arts weapons, including nunchucks and kubatons
 - Crowbars
- Destructive Devices, Explosives, or Combustible Chemical Compounds and Mixtures
 - Blasting caps or detonators
 - Dynamite, nitroglycerin, trinitrotoluene, ammonium nitrate, and others
 - Fireworks
 - Gunpowder
 - Hand grenades, mines, bombs, rockets, missiles, pipe bombs, plastic explosives
 - Realistic replicas of explosives or similar devices
 - Explosive or expanding gases
 - Gas torches
 - Flammable Liquids (i.e., gasoline, turpentine, and paint thinner)
 - Flares
 - Gasoline
 - Aerosol sprays

- Disabling Chemicals or Other Dangerous Items
 - Mace, pepper spray, tear gas, tear gas gun, or other chemical spray designed for self-defense
 - Spillable batteries, except those in wheel chairs or similar devices used by a mobility impaired individual
 - Spray paint
 - Poisonous gases
 - Chlorine and bleach
 - Compressed gas cylinders, including fire extinguishers
 - Toxic industrial chemicals and/or materials