



ACCESSIBILITY/DISABILITY PROTOCOLS

NON-PRODUCTION/SPECIAL EVENTS

September 2023

PURPOSE:

The purpose of these guidelines is to assist in planning accessible and inclusive events open to the public for persons with disabilities, including for staff, talent, employees attending events, guests and others at productions, screenings, activations, parties, conferences, festivals, etc. These guidelines apply to all events that are hosted by any of the Paramount Global business entities. This is not a comprehensive set of all accessibility requirements and is not intended as legal guidance. Compliance with all local, state, and federal laws is always required, but beyond what is required, the Paramount Global overall goal is to conduct events in accessible spaces, when building to build accessible spaces, and when a space is not fully accessible or individuals require additional reasonable accommodation, to provide such accommodations to the fullest extent possible under the circumstances.

SCOPE:

Disabilities may take many forms, some of which may be easy to identify and others not. Disabilities may include:

- Physical mobility-related disabilities that may or may not require wheelchairs, canes, crutches, or service animals
- Visual and/or auditory disabilities that may or may not require communication aids or service animals
- Other physical disabilities that may or may not be recognizable, such as dietary, respiratory, and cardiac disabilities
- Mental disabilities that may or may not require individualized accommodation or service animals

When someone attending an event, states that they have a disability that requires accommodation, the Paramount Global policy is to provide reasonable accommodations to the fullest extent possible, while focusing on what Paramount Global can do to reasonably accommodate the limitations, described by the attendee. This sometimes means going beyond what the law strictly requires. Asking the guest about the nature of the disability is never permitted. Instead, focus on what the guest needs in terms of reasonable accommodation and what functional limitations require reasonable accommodation.



CHOOSING VENUES:

Paramount Global should scout and choose event venues that are accessible to everyone, so that everyone has the same access to events.

1. **Compliance with Laws:** Compliance with laws (such as the Americans with Disabilities Act (“ADA”)) and accessibility don’t always mean the same thing. For example, a historic 2-story building built before the ADA passed may be fully compliant with the ADA without having an elevator, but such an event space would not be accessible or inclusive under the Paramount Global protocols and would not be a suitable event space to rent.
2. **Accessibility Requirements:** Paramount Global events should be held where the event space is accessible and inclusive to the fullest extent possible, including aisles, doorways, and other access points. In particular:
 - a. **Working Elevator:** If an event will be held at a venue with multiple floors, ensure there is an operable elevator that provides accessibility to all usable levels of the venue. Events should not be held where there are multiple levels and no elevator.
 - b. **Curb Cuts and Entrances:** Ensure that the path of travel to the entrance is accessible, including any necessary ramps and curb cuts.
 - c. **Accessible Restrooms:** Accessible restrooms should always be provided.
 - d. **Parking:** Ensure that there is accessible parking, including van accessible parking. If using a valet, ensure that there is designated van-accessible parking for disabled individuals who need or request to park their own vehicles (many accessible vehicles do not have driver’s seats).
3. **Legal Liability:** When renting an event space, the owner/operator of the space should be responsible for providing accessible and legally compliant spaces, and the contract should generally require the venue owner/operator to do so in order to indemnify the Paramount entity for claims related to accessibility. Consult with the legal department for information on appropriate contract language.

REQUIRED ACCESSIBILITY AND REASONABLE ACCOMMODATIONS:

Paramount Global strives to provide required accessibility and reasonable accommodations for inclusive event experiences for everyone. Such accessibility accommodations include, but are not limited to:



1. **Assistive Listening Devices (“ALDs”)** are required when using amplified sound, even if there is no request made by an attendee. This includes when showing content or using amplified sound for speakers.
 - a. When renting a venue that provides amplified sound, check to determine if ALDs are provided and if not, determine if it is feasible for Paramount Global to provide them.
 - b. If content is being shown at a venue that is regularly used as a movie theatre, ALDs, along with devices that provide access to any already-provided descriptive narration and closed captioning must be provided. At other venues, such accessibility is encouraged by Paramount Global for full inclusivity.
2. **American Sign Language (ASL) Interpreters:** ASL interpreters must generally be provided when requested by an attendee. Where cost-prohibitive for very small events where repeat performances of the same content are planned, it may be possible to designate some events as ASL-available with guidance from the legal department. For very large events of any kind, providing an ASL interpreter is encouraged.
3. **Accessibility Ramp(s) to Performance Areas:** When audience members may be required to access a performance area like a stage or platform, an accessible path must generally be provided. An accessible path may consist of an accessible ramp or lift. Consult with the legal department for further guidance on such ramps.
4. **Dietary Inclusivity:** Paramount Global encourages diverse food offerings at all events, which will provide an inclusive experience to those with common dietary restrictions (whether or not disability-related). Where possible, food options for persons with disabilities should be provided. When such options are not possible and whenever requested by an attendee with a disability, the attendee should be permitted to bring a reasonable quantity of food to an event and should be provided with service items like plates to be able to consume their food with others. Food servers must always be able to speak to the ingredients of the food they are passing and/or serving.
5. **Service Dogs:** Service dogs are permitted at our events without the handler being required to submit any documentation or forms. But pets and emotional support animals are not permitted. Host team members should not make assumptions about animals that attendees wish to bring with them to events. Service dogs are not always identifiable by sight. Host team members should ask anyone wishing to bring a service animal into an event: “Is that your pet?” If the answer is yes, the animal should not be permitted into the event. If the answer is no, this is a service animal then the animal should be admitted. If the person says that the animal is an emotional support animal, the dog (but



not the person) should be turned away, with the simple statement that Paramount Global does not permit pets or emotional support animals at its events. Unless required by local or state law, animals other than dogs and miniature horses are not service animals and need not be admitted. Some states require the admission of service dogs in training. Service animals must always be on a leash and under the control of their owners, except to the extent that they must be off leash to perform a specific service, or the person cannot use a leash and the animal is fully controlled with voice or other signals. Service animals may not bark or growl, disrupt the event, urinate or defecate on the premises, wander, or jump on other attendees. A person with a disability may be asked to remove a service animal if the animal is out of control and the person does not take effective action to control it, or if the animal is not housebroken. The person with a disability cannot be asked to leave – only to remove the animal.

6. **ADAs (Accessibility/Disability Advocates):** At very large events, Paramount Global may designate a dedicated ADA, but at all events, the special event host team members must be trained to assist and reasonably accommodate persons with accessibility/disability needs on the spot. Persons requesting accommodations should always be treated with dignity and respect and should be reasonably accommodated whether or not they requested accommodations in advance, if reasonably possible to do so. Once an accommodation request has been made, the team member to whom it was made should “own” the request until someone else takes over or the request is fulfilled. If an ADA is needed onsite to support a non-production/special event, please make the request at least 8 days in advance of your event by sending an email to global_ehs@paramount.com.

7. **Accessibility/Disability Information and Requests:** It is important to provide individuals with disabilities with as much information as possible about an event space, and to make it easy for them to request additional information and reasonable accommodations. Paramount strives to ensure that all reasonable accessibility and disability accommodation requests are promptly addressed. Include the following language (or a close approximation) in all event announcements, invitations, communications, and websites:
 - a. *[Paramount Global] is committed to the inclusivity of all and will provide access and reasonable disability accommodations upon request. Please contact us at [XYZ@xyz.com] to best address your needs and mention the event you are inquiring about.*



Whenever possible, also include information about services that will be provided regardless of whether someone requests them, such as the availability of ALDs, sign language interpreters, parking, and similar accommodations. Below are a few examples of information to include in your website or informational link on the event:

1. This venue has assisted listening devices, hearing loop, and a phone app that people can download to use with their own headphones as an assisted listening device.
2. Closed captioning devices can be made available but MUST be requested in advance.
3. Closed captions can be accommodated if requested at least three (3) days in advance by emailing [XYZ@xyz.com]
4. Accessible viewing and restroom facilities are available for wheelchair users. Designated parking spaces are available under the theater. If you require any additional accessibility accommodations, please send us a message to [XYZ@xyz.com]
5. This venue is ADA compliant.
6. This theater is fully accessible, with a ramp from the sidewalk at the front entrance [[Street Name](#)]. There are 12 accessible/wheelchair seats in the venue and elevator access to each seating section. This theater is equipped with assisted listening devices that can be provided upon request. <https://www.92ny.org/plan-your-visit#accessibility> (this is a sample layout of what to communicate which can be provided by your venue)
7. This venue is fully ADA compliant with properly sized elevators and restrooms. An American Sign Language interpreter will be onsite for all panels and all screenings will include closed captioning.
8. The museum has elevators on both sides of the entrance that will take you down to the Theater and to the restaurant, Fanny's, for the post reception. The theater is ADA compliant.

Global EHS is your special event partner to help address any accessibility/disability questions and concerns surrounding the planning of your event. Please reach out to global_ehs@paramount.com if you should need any assistance.