



Audio/Visual Use in the Workforce Policy

Purpose

To ensure compliance with copyright law regarding the use of audio-visual content (e.g., movies, television programs, streaming services) in the workplace.

Scope

This policy applies to all employees, contractors, and visitors at The Cardboard Box Company Ltd.

Policy Statement

- The Cardboard Box Company Ltd does not publicly exhibit, broadcast, or perform motion pictures or television programs within its facilities.
- Televisions or monitors are not to be used to show films, television programmes, and other audiovisual content for which copyright licences may be required
- The Cardboard Box Company Ltd.'s computers or mobile phones must not be used to view films, television programmes, and other audiovisual content for which copyright licences are required.
- Any use of audio-visual material in the workplace must be directly related to company business, such as training videos or internal presentations.

Enforcement

- Employees must not bring in or stream copyrighted films or television programs for public viewing.
- Any exceptions (e.g., use of training videos, corporate media) must be approved by management.

Conclusion

By maintaining this policy, The Cardboard Box Company Ltd ensures that it does not engage in public performance of copyrighted works and therefore does not require a Motion Picture Licensing Corporation (MPLC) license.