

Bath & Body Works®

BATH & BODY WORKS PHOTO SHOOT PROCEDURES

At Bath & Body Works, our values define who we are and what we stand for, including treating everyone with dignity and respect. These Photo Shoot Procedures (“Procedures”) apply to all Bath & Body Works associates and third parties participating in photo shoots. A “Shoot” is defined as any Bath & Body Works activity involving models, including any photo or video shoot, casting call, or commercial. Harassment of any kind during a Shoot is prohibited. Unacceptable conduct includes, but is not limited to, the conduct described in the Civility and Anti-Harassment Policy (the “Policy”).

Every Shoot performed for Bath & Body Works must adhere to the following guidelines:

- All work performed during a Shoot will comply with applicable laws and regulations, including but not limited to labor, wage and hour, and immigration laws.
- Shoot participants, which may include, but are not limited to, models, photographers, designers, makeup artists, assistants, and any Bath & Body Works associates, may not be under the influence of alcohol or illegal drugs (including unauthorized prescription drugs). The consumption or use of alcohol and illegal drugs (including the misuse of prescription drugs) during a Shoot is strictly prohibited.
- Shoot participants may not post to social media any lewd, offensive, or unprofessional images involving Bath & Body Works products or sets.
- Bath & Body Works will provide private dressing spaces for models appearing in Shoots and photographers are prohibited from entering those spaces.
- Models should not be left alone with any photographer, makeup artist or any other participant during a Shoot.
- An authorized monitor will provide oversight for Shoots and help ensure compliance with the Procedures.
- Any concerns a model has regarding a Shoot must be considered.
- At least 24 hours in advance of a Shoot, models will be given information about the Shoot including, but not limited to, a list of the people scheduled to provide services during the Shoot and the creative plan, or point of view to be photographed, for the Shoot.
- Models will not be pressured to expose their bodies more than they are comfortable doing.

Models or other Shoot participants should communicate any concerns about these guidelines or other special requests to the Bath & Body Works representative on site. Shoot participants who see something that may be inconsistent with the Civility and Anti-Harassment Policy or these Procedures should contact the Ethics Hotline at +1.888.884.7218 or www.lb.ethicspoint.com.

The Ethics Hotline is operated and staffed by an outside source, and callers can speak anonymously to report illegal or unethical activities, without fear of retaliation. All contacts to the Ethics Hotline are reviewed and addressed, and retaliation is strictly prohibited.

Contact the Bath & Body Works Global Ethics & Compliance Department at EthicsandCompliance@bbw.com with any questions or concerns about these Procedures.

Acknowledgement & Agreement

My signature below indicates that I have received the Civility and Anti-Harassment Policy (“Policy”) and Photo Shoot Procedures (“Procedures”). I acknowledge and agree that:

1. I have read and understand the Policy and Procedures.
2. It is my responsibility to comply with the Policy and Procedures.
3. Bath & Body Works may modify the Policy and Procedures from time to time as it deems necessary, and I will be notified of these changes.
4. The Policy and Procedures are not an employment contract and do not alter my independent contractor status.
5. Violations of the Policy and Procedures shall be deemed a breach of my obligations, and Bath & Body Works may terminate the relationship with me and reserves the right to take legal action because of my actions.

Note: An electronic signature may serve as acknowledgment and agreement when the form is completed online.

Name (please print)

Name (signature)

Company name (if applicable)

Address (City, State)
