

Hearst Networks: Compliance Process Guide

Stage One: Pre-Production Process

Who Attends:

- Commissioning Editor
- Production Company
- Hearst Compliance Team

Actions (Minimum 3 Weeks Before Filming):

- Arrange a pre-production meeting
 - Production Company and Commissioning to send the following information to Compliance:
 - Confirmed stories/cases/episode information (allow 3 days for feedback)
 - Up-to-date pitch or treatment.
 - During the meeting, discuss:
 - High-level Compliance advice based on the pitch/treatment
 - Procedure for uploading rough/fine cuts and receiving feedback
 - Turnaround time for Compliance feedback
 - After the meeting, provide:
 - Rough and fine cut schedule (required 3 weeks before rough cut submission).
 - TX delivery schedule
 - Any duty of care/safeguarding protocols and any external legal advice sought (if confirmed as necessary)
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Stage Two: Rough and Fine Cut Submissions

Rough Cuts:

- Submit rough cuts to the Commissioning Editor and Compliance for review

Compliance Feedback Timelines:

- Compliance provides feedback within 3 business days
- Production Company responds to Compliance queries within 3 business days
- For feedback requests outside business hours, please discuss in advance with the Director of Compliance



If legal counsel has been sought, please share the advice with Hearst Compliance along with the cuts.

Fine Cuts:

Submit fine cuts to the Commissioning Editor and Compliance for review

Hearst Compliance will verify the final cut. Please ensure all outstanding queries have been addressed before the TXM is delivered. Unresolved issues may cause rejection and delay

Post-Delivery Considerations:

Discuss plans for press coverage, social media, digital content and duty of care with Compliance post filming

Risk Escalation:

For risk and escalation, please contact the Director of Compliance at Hearst Networks