

Life at Epic Home Employee Resources

Responsible Communications Policies

The following suite of policies applies to all Epic employees globally, including interns:

> Press Government Social Media Talks

Press

Epic's Communications team manages the company's relationships with media all over the world. If a journalist or blogger reaches out to you, forward it to press@epicgames.com. Do not answer questions or speak with the press without direct permission from the Communications team.

Your participation in any feature, op-ed, or public interview, including giving interviews on a podcast, require a strong business justification and must be approved by the Communications team.

Government

If a member of government or a policymaker reaches out to you about Epic, forward the inquiry to governmentrelations@epicgames.com. Do not respond to inquiries or engage with members of government without instruction from Public Policy or Legal.





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We strongly support your right to free expression of your ideas and opinions in public spaces. We also need to work together to avoid causing unintended harm to Epic and to protect Epic's confidential business information. If you talk about video games, engines, or the technology, entertainment, or gaming industries on social media, you **must** disclose in your social media bio that you work for Epic Games.

Guidelines for social media engagement:

- Do not conduct official Epic Games business on your personal social media accounts.
- We provide people with official Epic-owned accounts if they regularly use social media for work.
 We have a small number of public spokespeople who are authorized to use their personal channels. Email socialpolicy@epicgames.com to discuss getting an official channel.
- Some employees use their personal channels for UE tech support. This is allowed but we ask
 that you let <u>comms@epicgames.com</u> know if you plan to engage in this activity.
- Do not engage in debates about our products on social media or public forums.
- Do not criticize competitors.
- Do not discuss or engage with any content about Epic confidential information. This includes posting, liking, reposting, or sharing content about company policies, practices, or internal announcements; specific timelines for upcoming feature improvements; our roadmap; and anything you see in a status update or company meeting.
- Do not publicly opine on litigation, investigations, or legal proceedings.
- Unless it's your job (e.g. you work on the influencer team), do not interact with influencers or celebrities about Epic products.
- We don't want to spoil fun surprises for our players, so do not tease upcoming reveals unless that's part of the plan (you'll know if it's part of the plan)!
- Please do not promise anyone swag, codes, or other free stuff.
- Always follow the <u>Promoting a Respectful Workplace Policy</u>, meaning do not engage in harassing or bullying behavior online toward coworkers or third parties.

Personal Streaming & Content Creation

- If you stream/create content online or host a podcast, please disclose it to the social team at <u>socialpolicy@epicgames.com</u> and go through training. Please hold any activity until you've gone through training.
- You may stream and create content on non-Epic developed games and non-monetized hobby
 Unreal Engine development.
- Follow our Outside Activities Policy, which in some cases may require you to seek prior approval

netore you engage in activity outside of work that could present a conflict of interest or other essional conflict. Email HR@epicgames.com with any questions about this policy and next steps for approvals.

- If you joined the Epic Support-a-Creator program prior to employment or if you have an immediate family member in the program, please disclose this to the influencer team by emailing: report-a-creator@epicgames.com.
- You should also not use any Epic Games or Unreal Engine product branding in your content.

REMINDER: Epic offers a service called <u>DeleteMe</u> that can remove your personal information from certain websites. All employees should do this. Sign up via Sailpoint.





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Everyone needs to get permission to give public talks or interviews, or to bring in speakers to talk to Epic employees. Our talks policy provides guidance so we can support you and protect our business. We approve most personal talks that do not discuss Epic or the specifics of your work, and stay strictly on the topic of your own personal career journey. If your talk is about your work at Epic or relates to Epic's business it requires a strong business justification. Please make your lead aware of any talks you want to give.

Send talk requests to <u>talks@epicgames.com</u>.

If your talk is related to tools (UE, Quixel, MetaHuman Creator, etc.), email <u>UE-talks@epicgames.com</u> for approval. See here for additional UE talks guidance.

A cross-functional group that includes legal, comms and leadership review each request.

Here's what we generally do not approve:

- Giving a talk focused on Epic's competitors.
- Requests to be interviewed by the press (including podcast hosts, bloggers or journalists) without a strong business need.
- Internal speakers discussing issues that are not in line with our <u>workplace policies</u> or <u>ERG</u> <u>quidelines</u>, including advocating for specific partisan political causes or social issues
- Sharing details about projects that are sensitive or confidential.
- Revealing information about Fortnite's development.
- Proprietary work you did on behalf of a previous employer.
- Topics that are not in Epic's business interest.
- Topics that impact current or past legal matters.

Email Template:

When you email Talks@Epicgames.com or UE-Talks@Epicgames.com, below are the details we look for:

- 1. Event name
- 2. Fvent date
- 3. Location (physical or virtual)
- 4. Audience type
- 5. Estimated audience size
- 4. Type of engagement (keynote, fireside, panel, lecture, workshop, etc.)
- 1. Talk title

- 8 description
- 9. Employee Resources Business Justification
- Benefits V Epic Policies V
- 10. Content to be shared, if applicable (deck, slides, video, etc.)
- 11. Presentation materials (optional, not required, can be a draft)
- 12. Will media and/or government officials be present?
- 13. Will your session be recorded and/or live streamed?
- 14. Will there be a live audience Q&A?

Recruiting and Mentoring Guidance

If you want to participate in recruiting activities such as career fairs or university networking events, please coordinate directly with our <u>Recruiting Team</u>.

One-time mentorship activities like a game jam or participating with mentorship orgs is fine to do as long as you have lead approval.

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