

# International Filming & Traveling

Please inform the YTO Production Executive at least 2 weeks in advance of any international travel and if filming outside the United States or Canada.

For each instance, provide the following information in an email to the YTO Production Executive and YTO Production Manager:

- Country and city of the filming
- Date of the filming (if exact dates are unknown, please estimate)
- Activity details or summary of the filming
- Whether or not talent will be present at the filming
- Name of the airport(s) the production team will be arriving and departing from

## **Anti-bribery due diligence**

- Please note that various anti-corruption law enforcement agencies require that companies conduct due diligence on their prospective business partners and obtain reasonable assurance that such partners are reputable. To that end, Google manages an anti-bribery due diligence program, which conducts basic background checks on prospective partners.

**If the Producer will be traveling internationally or will be interacting with any foreign government entities, locations, and officials, Producer will need to go through the anti-bribery due diligence program.**

- To initiate the anti-bribery due diligence process, please include the below information in an email to the YTO Production Executive:
  - Business Name
    - Note this must be the name of the business that is on the contract with Google LLC
  - Is the business a company, partnership, joint venture, or individual?
  - Does the business have any affiliates currently working with/for Google (e.g. parent companies, sister companies, or subsidiaries)?
  - Business contact
    - Name
    - Email address
    - Title or position
    - Address
  - Country (or Countries) where the filming will take place?
  - Will there be any interaction with any Government Official or Government Body?
  - Will a production services company be hired locally?
    - If yes, what is the name of the production services company?
- Once the information is submitted, Google may request additional information and conduct a basic background check. The anti-bribery due diligence process can take up to 2 weeks to complete. For additional information on this process please contact the YTO Production Executive.
- Please review the Legal & Compliance section for more information on filming outside the US.