

PRODEZVOLT SRL

SAFETY AND SECURITY POLICIES AND PROTOCOLS

This document describes the approach of PRODEZVOLT SRL (operator of the BizSamurai media platform) to physical, digital and psychological safety and security. As a small founder-led media organisation, PRODEZVOLT SRL applies the documented practices below to all employees, hosts, camera and sound operators, freelancers and contractors engaged in its editorial and production activities.

1. Physical Safety

- Filming assignments are planned in advance; locations, transport and equipment set-ups are assessed for basic risks before production, including electrical safety, cable routing, lighting rigs and weather conditions for outdoor shoots.
- The organisation operates in a low-conflict environment and does not assign staff or freelancers to hostile zones or public-disorder situations; if a location becomes unsafe, filming is stopped or relocated without penalty to any team member.
- At least two team members are present on field assignments; travel is planned with roadworthy, insured vehicles, and driving schedules avoid fatigue.
- Incidents and near-misses are reported to the Administrator immediately and are reviewed to adjust future planning.

2. Digital Security

- Two-factor authentication is enabled on all core accounts: e-mail, YouTube and social media channels, website administration, cloud storage and banking.
- Access rights follow the minimum-necessary principle; accounts and access are revoked promptly when cooperation with a team member or contractor ends.
- Raw footage and master files are backed up on at least two independent media; the website is protected by infrastructure-level services including DDoS mitigation and TLS encryption.
- Only licensed software is used in production and post-production; devices are protected with screen locks, updated operating systems and separate user profiles.
- Team members are briefed on phishing and social-engineering risks; suspicious messages relating to the organisation's accounts are reported to the Administrator before any action is taken.

3. Information, Sources and Personal Data

- Personal data of interview participants, contributors and contacts is processed in accordance with the personal data protection legislation of the Republic of Moldova.
- Informed consent is obtained from all filming participants; unpublished materials and participants' contact details are not shared outside the production team.
- Where a contributor requests confidentiality, their identity is protected in both published materials and internal records.

4. Psychological Safety and Wellbeing

- Workloads and production calendars are planned realistically, with editing and filming distributed across the team to avoid sustained overload.
- Any team member may decline an assignment that raises ethical, personal-safety or wellbeing concerns, without negative consequences.
- The working environment is free of harassment, intimidation and discrimination; concerns can be raised directly with the Administrator and are handled promptly, confidentially and without retaliation.
- After work on emotionally difficult topics, the team debriefs informally and workload is adjusted where needed.

5. Application, Incident Response and Review

These protocols apply equally to employees and to freelancers and contractors engaged for specific productions and are communicated at the start of cooperation. Safety or security

incidents are reported to the Administrator, addressed immediately, and documented. This document is reviewed by the Administrator at least annually and updated as the organisation's activities, tools or risks change.

Name: Pavel Sidorencu

Capacity: Administrator, PRODEZVOLT SRL

Date: _____

Signature: _____

Company stamp:

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