



Human Resource and  
Administration Department

TO : ALL BIGFOOT AND IAFT STAFF  
FROM : CHIEF HUMAN RESOURCE OFFICER  
SUBJECT : **POLICY ON VIDEO DISTRIBUTION**  
DATE : AUGUST 12, 2009

Being in the film production industry, it is one of our utmost considerations to deliver all of our contents in high quality. In order to protect our standards, none of our content should be delivered on DVD to a third party. Hence, none of our content should be burned on DVD without the specific approval of the Chief.

For strict compliance.

  
Marie Stephanie L. Manuel  
Chief Human Resource Officer