

GENERAL INSTRUCTION MANUAL

ISSUING ORG. PUBLIC RELATIONS DEPARTMENT

SUBJECT AUDIO VISUAL REVIEW GUIDELINES

G. I. Number 0850.004 **Approved**ISSUE DATE
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This instruction sets forth definitions, procedures and interdepartmental responsibility for following the Media Production Division Guidelines. The text includes:

1. Introduction
2. Purpose
3. Conditions
4. Procedure
5. Responsibilities

1.0 Introduction

- 1.1** The Public Relations Department (PRD)'s Media Production Division (MPD) is charged with providing Audio-Visual (AV) Review & Approval services to other departments and subsidiaries. This document identifies the services and how they are requested.
- 1.2** Audio-visual materials are defined as videos, digital video disks (DVDs), compact disks (CDs) and films.
- 1.3** MPD has the responsibility to review and approve all audio-visual programs purchased by any Saudi Aramco organization.

2.0 Purpose

2.1 The main goals of MPD's Review & Approval Service Request processes are the following:

- 2.1.1 Saudi Aramco audio-visual standards are based on governmental rules and regulations derived from Islamic and local customs, traditions, and values. Reviewers may consult with Supervisors for any clarifications.
- 2.1.2 Provide Review & Approval services as requested in support of Saudi Aramco's business lines.
- 2.1.3 Protect Saudi Aramco's reputation and image.
- 2.1.4 Respect the laws and cultural traditions of the Kingdom of Saudi Arabia.

3.0 Conditions

3.1 Written guidelines for AV Review & Approval requested services from the Media Production Division can be found at the following URL, <http://prd/PRD Internal Procedures/MPD%20Procedures/Radio, Media Services AV Review.pdf>.

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2 OF 2**4.0 Procedures**

- 4.1 Review Requests must be signed by the Proponent Manager or above.
 4.2 Reviewers receive theater films for review from Community Services Department.
 4.3 Reviewers receive other AV materials from respective Proponent Department.
 4.4 Edit/censor materials as necessary to deal with the following areas of sensitivity:

4.4.1 Religion

- 4.4.1.1 Materials that contain negative or unfavorable criticism of Islam.
 4.4.1.2 Materials that express disrespect to religion.
 4.4.1.3 Expressions of lack of belief in God.
 4.4.1.4 Materials that constitute missionary propaganda for any of the other divine religions or beliefs.
 4.4.1.5 Materials that express favorable bias toward Arab women's liberal attitudes that call for discarding the traditions and principals of Islam.

4.4.2 Sex

- 4.4.2.1 All scenes of totally or partially nude persons, male or female. Exception: materials for medical staff education.
 4.4.2.2 All scenes that is sexually suggestive.
 4.4.2.3 Overt sexuality (e.g. transvestite dancing or female or male homosexual scenes, and suggestions of incestuous relations).
 4.4.2.4 Images that concentrate on any portions of the female anatomy, static or in motion.
 4.4.2.5 Films displaying pornographic situations in either foreground or background. "Pornographic" refers to anything, which may titillate or arouse sexual curiosity, or excitement.

4.4.3 Politics

- 4.4.3.1 Materials that contain negative or unfavorable criticism of the Kingdom's political structures and leadership.

- 4.5 Reviewers are encouraged to consult with Supervisors or above for clarification on specific situations, images, or scenes.
 4.6 Approved, reviewed materials forwarded to Community Services or appropriate Proponent Department for distribution.
 4.7 Items not approved are sealed and returned to the proponent department with a written recommendation for the item to be either returned to its owner outside of the Kingdom (if the item is rented) or destroyed if the item is owned by Saudi Aramco. The fate of the rejected material is left to the Proponent.

5.0 Responsibilities

- 5.1 The Public Relations Department is responsible for ensuring that all AV Review & Approval services are comprehensive and done for an appropriate purpose.
 5.2 The Proponent is responsible for obtaining PRD Review & Approval before publically displaying any AV material.
 5.3 The Proponent agrees to use the materials in a manner that will not harm the image and reputation of Saudi Aramco, the Kingdom of Saudi Arabia, or the use of hydrocarbons as the fuel of choice.

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