

The Disney International Labor Standards Program is introducing a new system referred to as “Compass”. The ILS team uses Compass to manage ILS Program requirements. Use of Compass by Licensees and Vendors (referred to in Compass and below as “Companies”) will be required in connection with the ILS Program.

Compass will allow access to real-time information, statuses, and communications about the ILS Program. Using Compass will reduce or eliminate manual email processing times and allow Companies to self-serve to find answers to questions and take actions. Compass will improve productivity, accuracy and effectiveness for a variety of stakeholder groups.

*The following is a summary of updates to the Disney ILS Program relating to the launch of Compass. Please review and reach out to your ILS Representative should you have any questions. Effective August 2024, if you have not received an invitation to access Compass and you have an active Disney contract, you must request access via [Compass.Disney.com](https://Compass.Disney.com).*

**Following Disney’s invitation to access Compass you will be required to take actions in Compass:**

- **Facility List:** You must add Facilities you are interested in using to your Facility list in Compass before you can submit a Facility and Merchandise Authorization (“FAMA”) application for such Facility. Use Compass to search for Facilities via the “Facility Actions” Quick Action button to check whether the Facility has been previously declared to Disney in connection with the Disney ILS Program.
- **FAMA application submission:** You must submit FAMA applications directly in Compass. Applications will no longer be accepted via email.
- **FAMAs:** FAMAs will no longer be sent by email from Disney; once a Facility is approved, you will be able to download the FAMA from Compass.
- **ILS Audit Submission:** If you are using a Facility that requires an ILS Audit, you must submit the ILS Audit report in Compass. ILS Audit reports submitted via email will no longer be accepted.
- **No Longer Using a Facility?:** Promptly (but no later than 30 days) after you (1) stop using a Facility for any reason and have no reasonable intention of using the Facility within the next 12 months, or (2) have not used a Facility for 12 months and have not placed an order with the Facility to be fulfilled within the next 12 months, you must click “Deactivate FAMA” for the Facility on your Compass FAMA list.
- **Monthly Status Report (MSR):** Following your onboarding to Compass, the MSR will no longer be sent via email and will be replaced by an “Authorization Status Report” in Compass. The Authorization Status Report will incorporate dynamic and real-time information, including requirements for using a Facility such as the Facility status, audit requirements, and next audit due date. The report will also include Facilities that are pending authorization or have previously been authorized but that you are no longer using.
- **Communications:** You will receive Audit Review Results, FAMA Revocation Letters, Code of Conduct Assessment Notifications (COCAN), and other Disney ILS Program-related communications in Compass. Compass should be checked frequently to avoid missing any important or time sensitive communications or tasks.
- **Tasks:** You may be assigned tasks in Compass and receive notifications, e.g., that impact your FAMAs, if you do not respond or complete them.