



**INDEPENDENT PRODUCTION
SAFETY INITIATIVE**



From the Producers Guild of America for a Safe, Harassment-Free Workplace

Code of Conduct

SEXUAL HARASSMENT, DISCRIMINATION, AND RETALIATION WILL NOT BE TOLERATED ON THIS SET.

This production is committed to an on- and off-set environment in which all individuals are treated with respect and dignity. As a member of this set, you commit to creating a workplace that is safe for everyone.

Anyone found to have committed unwelcome or offensive behavior of a sexual nature or based on other protected categories will be subject to discipline, up to and including termination.

You are in control of your actions, language, and behavior. While working on this production, you commit to the following guidelines:

- **Refrain from harassment and discrimination of all kinds.** Harassment includes things like unwelcome sexual advances, requests for sexual favors, gross, sexually-charged or obscene remarks or gestures, and any unwelcome touching or other physical contact. Discrimination involves treating others differently based on certain protected categories, such as race, national origin, age, gender, sexual orientation, medical condition, disability, marital status, gender identity/expression, military/veteran status or genetic information. Harassment or discrimination can take many forms, and may include bullying, racial epithets, slurs and derogatory remarks, stereotypes and inappropriate jokes, posters, cartoons, texts, email messages, or websites based on the protected categories.
- **Treat everyone, regardless of sex/gender or status, with equal respect.**
- **Acknowledge that we all have different perspectives and backgrounds.** Just because it does not bother you does not mean it does not offend others; this is not an excuse and there is no free pass. Be aware of how your words and actions effect other people.
- **Communicate with your colleagues and allow your colleagues to communicate with you.** Open communication is key to a respectful, functioning set. Pay attention to non-verbal cues that may indicate when you have crossed a line. If someone requests that you stop your behavior, stop immediately and without question.
- **When in doubt, ask!** If you are unsure if your behavior, language, or other actions are or will be unwelcome, simply ask your supervisor or one of your two designated Set Responders.
- **If an incident occurs and you are comfortable doing so, speak up for yourself!** If you are able, tell the offending person that his or her behavior is unwelcome. Request that the behavior end. If you are not comfortable or cannot talk to the offender, speak to your designated Set Responder.
- **See something, say something.** If you see or hear harassment or discrimination, be a responsible bystander. Offer your support, intervene if you are able, and report to your supervisors.

By signing this document, you acknowledge that you are aware of your responsibilities while working on this production, including in social settings and on social media.

PRINT NAME

READ AND ACKNOWLEDGED THIS DATE OF

SIGNATURE
