



**INDEPENDENT PRODUCTION  
SAFETY INITIATIVE**



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

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# Resource Guide

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

PRODUCTION:

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**is committed to an on-set environment in which all individuals are treated with respect and dignity.**

Harassment may occur, and you are protected. This document will help you identify and appropriately respond to harassment.

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### **IF YOU EXPERIENCE SEXUAL HARASSMENT, DISCRIMINATION, AND/OR BULLYING**

- If you are (or believe yourself to be) the victim of a crime, contact the appropriate people on set immediately. Report the incident to your producer as soon as feasible.
- If you are comfortable doing so, communicate with the offending person. Be specific about the behavior that made you uncomfortable and/or feel unsafe. Tell the offending person that his or her conduct is unwelcome and offensive and to stop.
- Report the incident(s) to one of the designated individuals working on the production. On this production, you may report to:

NAME: \_\_\_\_\_ CONTACT: \_\_\_\_\_

NAME: \_\_\_\_\_ CONTACT: \_\_\_\_\_

- Make notes regarding any harassment you suffered or witnessed, or any conversation or exchange with the harasser, including dates, times, places, and the specific behavior(s) you felt to be harassment. If possible, send yourself or a trusted friend a time-stamped email containing all of the relevant information. Also, maintain any relevant texts, emails, pictures or other documentation.
- If you need resources outside of the set, consult or refer to one of the resources listed below.
- Ultimately, the producer is responsible for resolving all incidents of harassment.

### **IF YOU WITNESS SEXUAL HARASSMENT, DISCRIMINATION, AND/OR BULLYING**

- Speak up and intervene. Together, we can create a safe set for everyone. A harassment free environment is a safe workplace.
- Report the incident(s) to one of the designated individuals working on the production, listed above.

*cont.*



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## Reporting and Enforcement

- If you are looking for an attorney, contact the TIME'S UP Legal Defense Fund: [www.nwlc.org/timesup](http://www.nwlc.org/timesup).
- Women in Film has launched a Sexual Harassment help line—an integrated program to refer victims of harassment to designated mental health counselors, law enforcement professionals, and civil and criminal lawyers and litigators: [\(323\) 545-0333](tel:3235450333) / [womeninfilm.org](http://womeninfilm.org).
- You also may contact the California Bar Association (<http://www.calbar.ca.gov/>) or your local state bar association, which should provide you with referrals and/or access to free legal services.
- The Actors Fund provides free and confidential help for those who have experienced sexual harassment. Services include short term one-on-one counseling, referrals for helpful resources and assistance in locating legal services. <http://actorsfund.org/services-and-programs/entertainment-assistance-program>.
- SAG-AFTRA has a hotline to report sexual harassment or abuse: [\(323\) 549-6644](tel:3235496644). Members of the SAG-AFTRA union, as well as all other relevant unions, also may contact their union representative for assistance.
- If you do not have a Human Resources department or the internal reporting process at your company is not effective, then consider filing a formal complaint with a federal or state agency. The three most common states where production takes place and the corresponding agencies are:

California: <https://www.dfeh.ca.gov/>

New York: <http://www1.nyc.gov/site/cchr/index.pageo>

Georgia: <https://dol.georgia.gov/>

Federal Equal Employment Opportunity Commission (EEOC): <https://www.eeoc.gov/employees/charge.cfm>.