



## Requirement #1: Workplace Conduct Policy Checklist

### Content

- Commitment.** States employer’s commitment to a safe, equitable and harassment-free workplace and prohibiting all forms of discrimination, harassment and bullying in the workplace - whether or not the conduct is unlawful.
- Application.** Applies to and protects employees, independent contractors, interns and anyone undertaking tasks in connection with a Company project.
- Definitions and examples.** Defines and provides examples which meet or exceed legal requirements for prohibited forms discrimination, harassment, sexual harassment, bullying and retaliation in the workplace and other misconduct. Examples are relevant to the entertainment industry working environment.
- Workplaces.** Defines the “workplace” to extend to conduct with a connection to an employee’s work, even when the conduct takes place away from Company’s physical premises, such as a premiere or audition.
- Protected characteristics.** Lists all protected characteristics from workplace discrimination and harassment under applicable federal, state and/or local law.
- Investigation.** Describes investigation process
- Disciplinary action.** Identifies possible consequences if policy is breached.
- External process.** Provides information on where individuals can get help, advice or make a complaint outside of company (e.g., Equal Employment Opportunity Commission; California Department of Fair Employment and Housing; New York Department of Human Rights)
- Support Resources.** Provides information concerning any internal or external resources available to employees, such as confidential support resources.
- Legal requirements.** Complies with applicable minimum legal standards.

### Other Policies

An effective system includes policies and procedures addressing company’s specific risks which may include:

- Social media use
- Professional meetings
- Drugs, alcohol and other intoxicants
- Vendor code of conduct. Policies and protections written into contracts with third-party productions, vendors and others who come into contact with workforce
- Workplace relationships.

## Communication & Implementation

A well-meaning policy that is not communicated, supported, understood or taken seriously is worse than not having a policy. It could cause substantial emotional and financial liability. Meaningful implementation of workplace policies should be achieved by undertaking a combination of actions, across all phases of production.

- Distribution** Workplace policies distributed directly to production staff, cast and crew and to anyone who is working on a project or at a job site. Provide policies in the language spoken.
  - Via email
  - In start paperwork
  - Orientation sessions
  - How to get digital policies and reporting information on each day's call sheet notes
- Display.** At any location that is used to conduct business (by or on behalf of an employer - including home offices), company clearly displays in key work areas (e.g., entry to office, entry to set, craft services, etc.)
  - Workplace conduct policy
  - Documents, notices or posters
  - Reporting options, process, instructions and contact information
  - Call sheet notes section
- Flow chart.** Create a flow chart of the complaint process which includes the details of the contact person and external support services for display in the office and on notice boards, green rooms, dressing rooms and rehearsal spaces.
- Monitor.** Monitor everyone in the production environment - including independent contractors, third parties, interns, students, volunteers and vendors.
- Legal requirements.** Complies with federal, state and/or local law requirements concerning required postings and communications. For example, California employers must distribute the pamphlet, ["Sexual Harassment is Forbidden by Law" \(DFEH-185\) and other pamphlets to all employees.](#)