



## Requirement #2: Training

Require all production staff, cast and crew members (including day players), to complete effective anti-sexual harassment, bias and bystander training at regular intervals. Training takes place upon starting work, if not before, including for individuals working during development and pre-production. To the extent possible, training should be tailored to a production's particular needs and not off the shelf. Consider using some form of live training, even if only as a supplement to online training.

Although productions need formal training as a baseline, every production meeting is an opportunity for awareness training. Constant reinforcement of the essential principles by senior production leadership will go a long way toward production staff, cast and crew members embracing the policy.

### Format and frequency

- Training is interactive (requires feedback/engagement from those being trained)
- Live training conducted by qualified trainers. If live training isn't feasible, designed to include active engagement by participants.
- Complies with applicable minimum legal requirements. For example, in New York, each employee receives training on an annual basis. In California, employers with 5 or more employees provide 1 hour of sexual harassment and abusive conduct prevention training to nonsupervisory employees and 2 hours of sexual harassment and abusive conduct prevention training to supervisors and managers once every two years.

### Content for all workers

- Tailored content.** Content tailored to the production and workers and includes scenarios specific to entertainment
- Policies.** Includes company's policies regarding discrimination, harassment, sexual harassment, bullying and retaliation
- Unlawful conduct.** Describes unlawful discrimination and harassment.
- Gateway conduct.** Describes conduct that, if left unchecked, may rise to the level of unlawful discrimination and harassment
- Specific examples.** Includes definitions and specific examples of discrimination, harassment, sexual harassment, bullying and retaliation
- Types of harassment.** Discusses harassment based on gender identity, gender expression and sexual orientation
- Investigation.** Describes investigation practices

- Confidentiality.** Explains confidentiality and its limits in an investigation
- Disciplinary action.** Explains possible consequences for unacceptable workplace misconduct
- Rights and resources.** Educates workers about rights, responsibilities and resources
- Legal requirements.** Complies with relevant law

**Content for all Managers and Supervisors**

- Clear and realistic methods to address harassment they observe, that is reported to them, or of which they have knowledge.
- Clear guidance on when and how to report prohibited conduct to designated company representative, such as a human resources manager, or up the chain of command.

**Additional**

To give employees the tools to address and prevent inappropriate conduct:

- Bystander intervention training to give employees
- Bias training
- Workplace civility training



**Free state training resources**

California

The Department of Fair Employment and Housing provides [free online training course](#) on preventing sexual harassment and abusive conduct in the workplace.

New York

New York requires all employers to provide employees with sexual harassment training and offers [free training resources and videos](#).

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