



Requirement #3: Reporting System Checklist

Production and other staff often don't report their concerns - often because they don't trust the process, don't know how to report or are concerned about retaliation. Consequently, it's critical for production leadership to make sure everyone feels comfortable making reports and, when they do, the reports are handled immediately, professionally and without a hint of retaliation.

Provide a range of methods for anyone working to report misconduct that includes multiple points of contact, at different organizational levels and in different geographic workplaces, as applicable (e.g., a TV series shoots in New York but maintains a writers' room in Pasadena and production offices in Santa Monica).

- How.** Mechanism(s) for workers who have experienced or observed possible policy violations
- Formal and informal.** Offers ways to raise concerns through both formal and informal channels. Informal channels could include anonymous, two-way messaging platforms or an ombuds (a third-party neutral who works to resolve concerns of employees informally).
- Multiple channels.** Includes multiple ways to report possible policy violations, confidentially and/or anonymously. Channels could include designated personnel, an online or written complaint form, or third-party hotline.
- Options.** Identifies options that do not require workers to report directly to their immediate supervisor. For example, options should include a human resources manager, supervisor, or EEO officer.
- Reporting responsibilities.** Identifies who **may** (anyone) and who (managers and supervisors, such as unit production managers) **must** report possible policy violations. Staff, supervisors and managers must be required to report possible policy violations
- External reporting options.** Identifies the U.S. Equal Employment Opportunity Commission (EEOC) and applicable state or local authority (e.g., CA DFEH, NY DHR) as an additional avenue for workers to make complaints.

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