



Resource 5: WORKPLACE MEETINGS

The Company expects staff will conduct themselves professionally at all times. Workplace meetings often occur offsite and include interviews, auditions, castings, fittings, rehearsals, hair and makeup, and work sessions. To address unprofessional and unlawful workplace conduct and minimize situations that increase incidents of harassment, aggression, and disrespectful behavior, the Company has adopted the following policy for workplace meetings.

We expect all workplace meetings will be conducted in a professional manner and in an appropriate, transparent setting.

- Do not hold workplace meetings in high-risk locations. High-risk locations include without limitation:
 - sexualized environments (e.g., strip clubs, burlesque clubs, or other similar environments)
 - bars
 - private hotel rooms or private residences.
- Don't hold one-on-one meetings in private hotel rooms, apartments, residences or other isolated locations.

Reporting requirement

Supervisors and managers who know of or have reason to suspect a violation of this policy must report it to <_____> within 24 hours.