

# PRODUCER'S CHECKLIST

This program has been created to help inform and protect you AND the people working for you. This document will help you maintain a safe set while meeting program requirements. Don't worry; this will not be painful!



**INDEPENDENT PRODUCTION  
SAFETY INITIATIVE**

A Resource from  
the Producers Guild of America for a  
Safe, Harassment-Free Workplace

**[ProducersGuild.org/IPSI](http://ProducersGuild.org/IPSI)**



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# Producer's Checklist

You have chosen to use IPSI on your set. Thank you for your leadership, and congratulations!  
This document will help you maintain a safe set while meeting program requirements.

- Distribute Code of Conduct to all cast and crew
  - Assign at least two individuals to receive allegations and provide them the "Resolution 101: Guide for Responders" document to sign.
  - Schedule an on-set training session
  - Complete any paperwork required by training attorney
  - Attend the on-set training session
  - Post material on set
  - Follow-up with Department Heads and remind them to conduct briefings with cast and crew
  - Resolve allegations in a timely manner
  - Ask for help when needed
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## Guide for Producers

- **Lead by example. Encourage communication and refrain from discrimination and harassment.**  
Discrimination includes all protected categories.
- **You must select and distribute the Code of Conduct (attached).**
- **Use the IPSI Content Library**, found at [producersguild.org/ipsi](http://producersguild.org/ipsi) (“More in this Section” dropdown menu) to download the documents you want to use on your set.
- **Once you have selected your Code of Conduct, you must make certain that all cast and crew receive and sign them as part of the on-boarding process.** You must collect signed Codes of Conduct from all cast and crew. You might include the document in your payroll packet or ask Department Heads to distribute and collect it.
- **You must select at least two individuals on your production to help with allegations of harassment.**  
Provide these individuals with Resolution 101: Guidelines for Responders and, if you chose to use it, the Incident Log Template. Help them learn their role. We suggest that you pick people who are willing leaders with good “people skills”
  - Of different genders
  - At different locations (e.g., at base camp, in the production office, or on location)You may also select from additional documents, such as Resolution 101: Guidelines for Responders and Incident Log (attached).
- **Connect with your IPSI-provided trainer.** Schedule the best time for free on-set training. We suggest that the training occur during your pre-production meeting, but another time may be better for you.
- **Attend the on-set training.** You lead by example; take a stand for a safe set, free of discrimination and sexual harassment, by showing up and speaking up. Encourage your production’s leadership, such as Director and Department Heads, to attend as well. Your selected responders should also attend. The more people of authority attend, the more aware and proactive your set will be.
- **Follow-up!** Post our support materials in prominent areas. You create a harassment-free, safe work environment when people are given friendly reminders, just as you do with other safety issues. Remind all cast and crew of sexual harassment guidelines during Safety Briefings; you can best judge how often you want that done. Department Heads should remind their crew members on a regular basis and ensure that all who are new to the set receive this information.
- **Use your IPSI-provided, free legal advice when needed to resolve issues.** You get two hours of free legal advice from an employment attorney!



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# Code of Conduct

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

This production is committed to an on- and off-set environment in which all individuals are treated with respect and dignity. As a member of this set, you commit to creating a workplace that is safe for everyone.

Anyone found to have committed unwelcome or offensive behavior of a sexual nature or based on other protected categories will be subject to discipline, up to and including termination.

**You are in control of your actions, language, and behavior.** While working on this production, you commit to the following guidelines:

- **Refrain from harassment and discrimination of all kinds.** Harassment includes things like unwelcome sexual advances, requests for sexual favors, gross, sexually-charged or obscene remarks or gestures, and any unwelcome touching or other physical contact. Discrimination involves treating others differently based on certain protected categories, such as race, national origin, age, gender, sexual orientation, medical condition, disability, marital status, gender identity/expression, military/veteran status or genetic information. Harassment or discrimination can take many forms, and may include bullying, racial epithets, slurs and derogatory remarks, stereotypes and inappropriate jokes, posters, cartoons, texts, email messages, or websites based on the protected categories.
- **Treat everyone, regardless of sex/gender or status, with equal respect.**
- **Acknowledge that we all have different perspectives and backgrounds.** Just because it does not bother you does not mean it does not offend others; this is not an excuse and there is no free pass. Be aware of how your words and actions effect other people.
- **Communicate with your colleagues and allow your colleagues to communicate with you.** Open communication is key to a respectful, functioning set. Pay attention to non-verbal cues that may indicate when you have crossed a line. If someone requests that you stop your behavior, stop immediately and without question.
- **When in doubt, ask!** If you are unsure if your behavior, language, or other actions are or will be unwelcome, simply ask your supervisor or one of your two designated Set Responders.
- **If an incident occurs and you are comfortable doing so, speak up for yourself!** If you are able, tell the offending person that his or her behavior is unwelcome. Request that the behavior end. If you are not comfortable or cannot talk to the offender, speak to your designated Set Responder.
- **See something, say something.** If you see or hear harassment or discrimination, be a responsible bystander. Offer your support, intervene if you are able, and report to your supervisors.

By signing this document, you acknowledge that you are aware of your responsibilities while working on this production, including in social settings and on social media.

PRINT NAME

READ AND ACKNOWLEDGED THIS DATE OF

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SIGNATURE



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# Incident Log

DATE: \_\_\_\_\_

THIS REPORT HAS BEEN PREPARED BY: \_\_\_\_\_

PRODUCTION NAME: \_\_\_\_\_

COMPLAINANT(S) NAME(S): \_\_\_\_\_

ACCUSED NAME(S): \_\_\_\_\_

DATE(S) OF INCIDENT(S): \_\_\_\_\_

LOCATION(S) OF INCIDENT(S): \_\_\_\_\_

WITNESS NAMES (IF ANY): \_\_\_\_\_

BRIEF SUMMARY:  
\_\_\_\_\_  
\_\_\_\_\_

SUMMARY WAS RECORDED ON THE FOLLOWING MOBILE DEVICE:  
\_\_\_\_\_

## **ACTION(S) TAKEN IN THIS INCIDENT** (check all that apply, record date)

Incident reported to producer or appropriate supervisor DATE: \_\_\_\_\_

If appropriate, producer or supervisor spoke with the complainant and the accused independently DATE: \_\_\_\_\_

If appropriate, producer or supervisor mediated with all involved parties DATE: \_\_\_\_\_

Incident was resolved DATE: \_\_\_\_\_

Producer or appropriate supervisor addressed the topic at Safety Briefing or other meeting DATE: \_\_\_\_\_

Producer sought legal counsel DATE: \_\_\_\_\_

Other \_\_\_\_\_