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CODE OF CONDUCT

The PGA is committed to the highest standards of professionalism and ethical conduct in its operations and activities. As a member of the Guild, you agree to:

1. understand and respect the PGA's mission, and work collaboratively to achieve the PGA's goals and objectives;
2. act in a responsible, ethical manner that promotes integrity, equity and professionalism;
3. foster an inclusive environment where people of different experiences, perspectives, interests, and ideas are valued, engaged, and enjoy full opportunities to collaborate, contribute and grow professionally;
4. abide by the PGA's Articles of Incorporation, Bylaws, policies and procedures, and comply with all other applicable laws, rules, and regulations;
5. make appropriate use of Guild resources (e.g., please refrain from using PGA channels of communication to solicit support for charitable causes, personal interests, or private business ventures);
6. respect the rules and property of all organizations and venues (including their members and representatives) that participate in programs and events sponsored by or affiliated with the PGA;
7. behave in a professionally appropriate and courteous manner towards PGA staff, interns, members, volunteers, guests, event hosts, partners, affiliates, and others;
8. accept responsibility for the behavior of your guests, and ensure that your guests abide by all applicable policies and rules; and
9. when available, participate in Guild activities and engage with Guild membership groups.

ANTI-BULLYING AND ANTI-HARASSMENT

All PGA members must behave in a professionally appropriate and courteous manner towards PGA staff, interns, members, volunteers, guests, event hosts, partners, affiliates, and others (collectively, “Others”). Accordingly, it is the PGA’s policy that no PGA member shall make any unprofessional comments or engage in any inappropriate or harassing behavior towards Others in connection with any PGA program, event, or other activity or initiative, including, but not limited to, making comments about someone’s physical appearance, engaging in sexual banter, making unwanted advances, or telling inappropriate “jokes.” Offensive comments implicating any legally protected categories, such as gender, race, religion, national origin, age, sexual orientation, gender identity and/or expression, disability, medical condition, etc., are also strictly prohibited. As a PGA member, you shall not intimidate or bully Others in any manner whatsoever, whether verbal or physical. Failure to adhere to this policy may result in discipline consistent with the Guild’s “Member Complaints and Discipline” policy or other legal action.

COMMITMENT TO ACCESS, DIVERSITY, EQUITY, INCLUSION, RESPECT AND SAFETY

The Guild is committed to promoting access, diversity, equity, inclusion, respect, and safety in the production process and across the industry. As a member of the Guild, you agree to acknowledge and embrace this philosophy.

The PGA's policies, programs, and initiatives, are designed in accordance with this philosophy, including the following:

1. **One Guild Task Force & Working Groups** – Established in 2018 to address the specific needs of under-represented and under-served groups by strategically focusing on the Guild's internal efforts and external collaborations to increase and foster: membership, Guild leadership, employment, and encourage authentic depictions. There are a number of affinity-based Working Groups formed within the One Guild structure that any PGA member can join.
2. **PGA Create** – An immersive lab for emerging and mid-career creative producers from backgrounds underrepresented in the industry ([see here](#)).
3. **Independent Production Safety Initiative** – Free training and legal services offered to independent productions geared towards the creation of a safe and harassment-free production environment ([see here](#)).
4. **Production Safety Task Force**, which includes:
 - [COVID-19 Safety Protocols for Independent Productions](#), made available to the general public; and
 - [Safety trainings](#) made available to Guild members through the Contract Services Administration Trust Fund.

COMMUNICATIONS

Weekly Newsletter

The PGA's weekly newsletter is the main conduit for communicating event information, initiatives, member discounts and other information to its members. The PGA newsletter is published each Thursday.

Member Updates

We are proud to celebrate our members' accomplishments! We invite PGA members to submit updates ([submission form linked here](#)) that they would like to share with other members, whether it be upcoming projects, promotions or press, to our website page: <https://producersguild.org/community/>

Public Social Media

Guild staff and approved contractors exclusively control all public social media accounts on behalf of the organization. Members and other third parties are not permitted to create PGA-related social media accounts. For example, members may not create a social media account that contains the words "Producers Guild," "PGA," etc.

Slack and Private Groups on Social Media

Regions, Committees, Task Forces, and Working Groups may communicate via Slack channels within the PGA Slack Workspace or within private groups established by Guild staff on social media platforms. To request a Slack channel for your group, or to learn more about available private groups on social media, please contact the Program and Events Department (pgaadmin@producersguild.org).

Promotional Screening Communications

Guild members may receive screeners, invitations to screenings and FYC mailings during awards season. Members may opt-out of receiving these communications by adjusting their communication preferences in their Member Portal.

Hire PGA Mailings

A benefit of PGA membership is receiving job bulletins through our Hire PGA Program. Members may opt-in to receive these communications by adjusting their communication preferences in their Member Portal and submitting responses to a brief questionnaire about their professional experience.

Industry Event Discounts

Industry conferences, forums and/or festivals may be included on the [Industry Event Discount Page](#) and in the newsletter, subject to PGA staff approval. There must be at least a 20% discount available for PGA members, or the event must be free. Requests for inclusion in the Industry Event Discount Page are subject to approval by Guild staff and may be submitted to pgaadmin@producersguild.org at least one week prior to the event.

CONFIDENTIALITY

As a member of the PGA, you agree to keep secure and confidential all proprietary, sensitive, and/or confidential information and documentation that comes into your possession, custody, or control, unless compelled by law to disclose such information, or as otherwise agreed by the PGA. Such information may concern, without limitation:

1. business activities, records, and/or plans;
2. financial statements and/or other budgetary information;
3. personal or private information regarding PGA members or membership or any other personal or private information received from the PGA (e.g. contact information); and
4. information regarding PGA copyrights, trade secrets, and other intellectual property.

CONFLICT OF INTEREST

The Producers Guild of America (“PGA” or “Guild”) strongly encourages networking and collaboration among its members, and participation in Guild groups, programs, and events. We thank you for your service and commitment to the Guild! In the spirit of equity and community, we ask that you please use Guild resources in a manner consistent with the interests of our organization as a whole and not in a way that is directed to benefit yourself or your business colleagues, family, friends, or other organizations you are affiliated with.

A conflict of interest can occur when your personal interests, loyalties to other organizations, or other commitments potentially interfere with the Guild’s mission, initiatives, operations, or activities. If you have ties to an event, program, or committee activity, and are unsure about whether you have a conflict, please disclose the situation to the Programs and Events Department. Conflicts should be submitted with a detailed explanation of the circumstances to: pgaadmin@producersguild.org. Guild staff will review the situation to determine whether a conflict of interest exists and what action, if any, needs to be taken.

To help guide you, below are a few examples of potential conflicts that require disclosure. Of course, there may be other situations that require disclosure so when in doubt, please reach out to staff.

- Proposing a Guild initiative, strategy, event or activity that directly or indirectly provides you, someone with whom you have a personal or professional relationship, or an organization with which you are affiliated, with a benefit (i.e., proposing a PGA event that features a family member’s company in a panel discussion or provides samples of that company’s product).
- Recommending the company of someone with whom you have a personal or professional relationship, to offer services to the Guild (i.e., recommending your spouse’s catering company to cater a Guild event).
- Inappropriately promoting your personal, business, or affiliated interests through PGA channels of communication.
- Including the PGA logo or language on your personal or business website that implies that the PGA endorses or is affiliated with your personal interests or business venture (membership status or a leadership position in the PGA is never, by itself, an endorsement by the PGA of your personal or business relationships).

EVENTS AND WEBINARS

PGA staff is responsible for producing the Guild's events and for collaborating with members to schedule and coordinate events, webinars, and other programming that benefit Guild membership.

Event Proposals

Event Proposals must be submitted [here](#) at least six (6) weeks in advance of the desired event date.

Event Guidelines

Before submitting an event proposal, please ensure that your event is compliant with the following guidelines:

1. The event must have no conflict with the Guild's mission, programs, or initiatives. For example, Committees may not host screenings or conversations that would conflict with the Guild's Screening's Program.
2. The event organizer(s), collaborator(s), and any speaker(s) or moderator(s) must not have a conflict of interest with respect to the event. For example, a conflict of interest can occur when a PGA member uses a Guild event, the Guild's reputation, and/or contact information obtained through the Guild in order to obtain a personal benefit or a benefit for a family member, friend or business partner.

Example: A Guild member's family or friend owns or otherwise receives a commission for sales from a company that is hired as a vendor by the PGA for an event.

Example: A member uses a PGA event or activity to promote or support a personal business venture or project, or to otherwise imply that the Guild endorses or is affiliated with the member's private business relationships (e.g., spotlighting a family member's company during an event by, for example, featuring the company in a panel discussion or providing samples of the company's product).

Please review the Guild's Membership Conflict of Interest Policy and disclose any actual or potential conflict of interest to Guild staff (pgaadmin@producersguild.org) as soon as you become aware of it so that staff can determine what action, if any, needs to be taken to clear the conflict.

3. Events may not be used as free promotion for any single person, project (e.g. a film), or entity unless such event is a specific educational case study on a project that has already occurred or been released. Webinars and panels must include at least three (3) representatives from different entities, unless they are a part of a series (e.g. master classes) so that a variety of companies and viewpoints are represented over the course of the series. For example, events may not be used to promote any specific candidate(s) for Guild leadership or any specific nominee(s) during Awards season, and Guild President(s) may not moderate any individual PGA film panel (although they may moderate PGA events that feature multiple films or other projects, such as the PGA Nominees Breakfast Film Panel).
4. Third-party logos shall not be displayed in promotional materials for the event, or during the event itself, unless PGA has been given the right to use such logo(s) through a partnership, sponsorship, or other agreement, as negotiated by the PGA's legal staff.

5. Events cannot incorporate fundraising activity (i.e., cannot display or disseminate information regarding charitable causes or requests).
6. Events cannot include benefits offered by way of a raffle, lottery, or sweepstakes.

Event Sponsors

Sponsorships are exclusively handled by PGA staff and cannot be offered without prior approval from the Chief Executive Officer or the Associate National Executive Director. If you would like to propose a cash or in-kind sponsor for your event, please include that request in your event proposal.

Event Collaborators

Collaborations with other entities wishing to co-host an event must first be approved by the Chief Executive Officer or the Associate National Executive Director. **It is essential that you first obtain Guild approval prior to communicating with any potential event collaborator(s).** If you would like to propose a co-host for your event, please include that request in your event proposal along with the contact information for the event collaborator(s).

Event Budgets

Region Steering Groups, Committees, and Task Forces submit a programming proposal every year in mid-July for the upcoming fiscal year. Guild staff will evaluate the programming proposal and any anticipated budgetary needs related to events and communicate whether such needs can be accommodated or must be adjusted. If you are submitting an event that was included in a submitted programming proposal, please indicate as such on the event form and flag any adjustments made to the proposal. The Program and Events Department may reach out to you for additional information.

If you are submitting a new event or are submitting an event that is not tied to a specific Region, Committee or Task Force, and you are seeking to have a budget for the event, it must be included in the [event proposal form](#) and approved in advance and paid by the PGA. The Guild's Programs and Events Department is responsible for issuing all payments and no member is permitted to advance payment and seek reimbursement.

Expense limitations:

1. The PGA does not cover fees for speakers or panelists (e.g., speaker meals, travel expenses, or hair and makeup services). In certain instances, with advance permission from the Programs and Events Department, the PGA may cover parking fees for speakers or volunteers.
2. We appreciate the work of all of our volunteers and Chairs. Unfortunately, the PGA cannot approve Committee funds to purchase gifts of any sort to be given as tokens of appreciation.
3. The Guild is not able to reimburse members, as all payments are approved and paid in advance by the Guild's Programs and Events Department.

Legal

Signs/Notices

The Programs and Events Department will coordinate with the event organizers about required legal notices and signage.

Releases

No copyright-protected media may be used at any time without owner approval. The Programs and Events Department will coordinate with the event organizers regarding any legal releases that must be obtained. Releases may include, but are not limited to:

1. Clip, Literary, Photo, and Art Releases – agreed to by the copyright holder for each asset, as applicable
2. Speaker Releases – agreed to by each speaker, as applicable
3. Liability Release – agreed to by each participant, as applicable

Once PGA staff has identified the releases required, the event organizers are responsible for collecting all executed releases and returning digital copies to the PGA staff at least five (5) days prior to the event.

Event Agreements

Guild members have no authority or ability to contractually bind the Guild. Any agreements related to the proposed Event must be reviewed and executed by PGA staff or the Board. The Guild's Legal Department must approve and finalize all applicable agreements and insurance requirements before an event can be confirmed.

Event Approval & Hold Dates

The Programs and Events Department will notify you if your event is confirmed and reach out about dates to hold on the PGA calendar. Only PGA staff can place holds on the calendar. You will not be able to place a hold on a date until your event is confirmed by PGA staff following the execution of any applicable agreements and confirmation that insurance requirements have been met.

The Programs and Events Department will reach out to coordinate logistics (e.g., technology needs, releases, budget, promotion in the newsletter) with the event organizers.

Event Promotion

PGA Staff is responsible for managing event promotion and communications. Guild members do not have access to the staff's database with the personal information of members. Chairs and event organizers are encouraged to promote their events by posting on the PGA Slack Workspace, but only after the event has been confirmed by the Guild.

Newsletter:

The PGA weekly newsletter is sent on Thursday evenings and is the main conduit for PGA updates, event announcements and registrations. So that members have ample opportunity to avail themselves of events, we recommend that all events be announced at least three weeks prior to the event date. The PGA office is not in the practice of sending dedicated e-blasts to the full PGA membership to promote events (with the exception of key annual events, like the PGA Awards). However, dedicated e-blasts may be sent by staff to a relevant portion of the membership such as a Region, Committee, Task Force, or Working Group, upon the event organizer's request, as appropriate.

The Programs and Events Department will reach out to you if any items are needed from you in order to promote the event. Items requested by PGA staff must be provided by 10 a.m. ET on Wednesday to be included in that week's newsletter.

Social Media:

PGA staff will produce social media graphics for panels and events. Events may be promoted across the Guild's social media accounts (Facebook, Instagram, Twitter, and LinkedIn), and Guild members are invited to repost and share the Guild's social media posts.

Publicity:

Any publicity requests for events that have the potential to garner media attention must be approved by the Chief Executive Officer or the Associate National Executive Director and coordinated with Sunshine Sachs Morgan & Lylis, the publicity firm of record for the PGA. Guild staff will manage any outreach to Sunshine Sachs in order to contextualize publicity needs, requests and priorities.

Promotion with Co-Hosts:

If the PGA is co-hosting the event with another organization, PGA staff will coordinate directly with the staff of the other host organization to manage promotion of the event.

Virtual Events

If an event is being held virtually (i.e., Zoom, YouTube Live), it must be hosted by the PGA on an official PGA platform. If another organization or company is co-hosting the event and wishes to use a non-PGA platform, it must be approved by the Programs and Events Department in consultation with the Legal Department.

PGA does not permit personal AI notetakers (i.e., Zoom AI Companion or Fireflies.ai Notetaker) on any virtually-held meetings or events.

Virtual meetings and events require an original meeting link with a passcode and waiting room enabled. PGA members must register via the newsletter or PGA website in order to obtain the access link for each meeting and event.

Logo Use

The use of the PGA logo on PGA promotional materials is permitted only when so authorized and approved by the Chief Executive Officer or the Associate National Executive Director.

Event Registration

The Programs and Events Department will collect and monitor event registrations. If the PGA is a co-host of an event, PGA staff will coordinate directly with the staff of the co-host organization regarding the registrations.

Emergency Cancellations

To cancel an event, the event organizers must contact PGA staff as soon as possible and designate the email as “URGENT” if the cancellation is occurring after the event has been promoted in the newsletter. In this event, the Programs and Events Department will send a notification of cancellation to all registrants. The Programs and Events Department may also request that the event organizer(s) be present at the site of the planned event to post signage and/or greet attendees in person and notify them of the cancellation.

Event Feedback

Following an event, the PGA recommends that members in leadership positions conduct a meeting to discuss the strengths and weaknesses of the event. Event feedback surveys can be requested by contacting the Programs and Events Department (pgaadmin@producersguild.org) with your list of proposed questions.

ALCOHOL POLICY

The PGA often hosts, or collaborates with other organizations to host, events for the purposes of fostering networking and collaboration among its members and/or guests. Alcohol may, on occasion, be made available at these events.

If you or your guest(s) decide to consume alcohol at such events, we ask that you do so responsibly and in a manner that is appropriate and compliant with all applicable PGA policies. While the Guild is not in any way liable or responsible for your actions, or the actions of your guests, we kindly ask that you not drink and drive so as not to compromise the health and safety of you or others.

GUILD INTELLECTUAL PROPERTY

The names “Producers Guild of America,” “Producers Guild,” the Guild’s logo, and any other name, logo, or acronym adopted or used by the Guild, as well as all other trademarks, service marks, copyrights, specifically including the Producers Mark (“p.g.a.”) and all other intellectual property of the Guild (collectively, the “Intellectual Property”) are the property of the Guild and are protected under the laws of the United States and other countries.

PGA Logo

Use of the PGA logo is strictly regulated by the Board and Guild staff. Any use of the PGA logo must be reviewed and approved by the Chief Executive Officer or other Guild staff, as appropriate. PGA members and third parties are not permitted to create step-and-repeats, banners, invitations, social media or any other resources and materials with the PGA logo and/or other logos unless given express authority to do so by PGA staff.

Producers Mark (“p.g.a.”)

The Producers Mark (“p.g.a.”) is a designation that is licensed solely by the Guild to qualified producers in accordance with the [Guild’s rules](#). The Producers Mark may be used only in feature length theatrical, documentary, animated, and televised/streamed motion pictures within that film’s credits, publicity and other marketing and advertising materials. Appearing after the primary producing credit, the Mark certifies that the credited producer performed a major portion of the producing functions on the motion picture in a decision-making capacity.

Use of the Producers Mark is specific to, and may be used only in connection with, a particular motion picture. A producer who receives the Producers Mark on one film does *not* automatically receive it on their next film. The Producers Mark may not appear on business cards, resumes, email signatures, office nameplates, social media accounts (*e.g.*, LinkedIn), etc.

The Producers Mark is a certification mark; it does not indicate membership in the PGA. The Producers Mark certification process is available to Guild members and non-members alike. A producer’s membership status in the Guild is irrelevant to the Producers Mark certification process.

If you encounter what you believe is an unauthorized use of the Producers Mark, please contact the PGA’s Legal Department at legal@producersguild.org.

PGA Programming and Written Materials

A large portion of PGA programming, corresponding written materials, and website content (“Content”) are the property of the PGA. No portion of PGA Content may be reproduced in any manner without the express

prior written consent of the PGA. Please contact the PGA's Legal Department at legal@producersguild.org for any requests related to the use of PGA Content.

MEMBER COMPLAINTS AND DISCIPLINE

Complaints

Written complaints against a member (or a nonmember) should be sent to info@producersguild.org. If the producer named in the complaint is a member, Guild staff will maintain the complaint as part of that producer's file and may consider discipline, as appropriate. If the producer named in the complaint is not a member, Guild staff may maintain the complaint for consideration, should the named producer pursue membership in the future.

Member Discipline

Any member of the Guild who does not comply with the Guild's Articles of Incorporation, Bylaws, policies, procedures, or other rules, and/or who engages in conduct that violates the purpose, mission and/or values of the Guild and/or otherwise is prejudicial to the welfare or reputation of the Guild may be removed from a Guild event, program, membership group and/or leadership position, or fined, censured, sanctioned or, in accordance with the procedures set forth in the Bylaws, may be suspended, terminated or expelled from the Guild. Guild staff, in consultation with the President(s), is authorized by the Board to make a determination regarding whether to discipline a member; however, any suspension, termination, or expulsion of a member from the Guild must be heard and decided by the Board.

NO POLITICAL ACTIVITY

The PGA is fundamentally a non-political, non-partisan organization. It does not support or oppose any specific political candidates, office holders, legislation, or causes, except in rare cases where the issue is one that relates directly and specifically to the producing profession or the mission and initiatives of the Guild, and where the PGA's position has been reviewed and endorsed by the PGA's Board and/or Presidents.

Accordingly, it is not appropriate for any PGA member on behalf of the PGA or in connection with any PGA communication, activity, initiative, program, or event, to promote, in any manner, positions or imagery supporting or denigrating specific candidates, office holders, legislation, ballot initiatives or other political or legislative issues.

PGA members may always speak in their personal capacity, so long as they don't directly or indirectly imply that they are making the statement on behalf, or with the support, of the Guild.

PRODUCERS GUILD OF AMERICA POLICY ON PRODUCING CREDITS

What Does It Mean To Be a Producer?

The Producers Guild strives to define and protect the integrity of the “producer” credit in our industry. While the definition of “producer” can mean different things depending on the type of media and the production responsibilities unique to each project, it is always a job that connotes a particular expertise and skill set. It is not an honorary title to be given out as a benefit or a perk during any part of the production process, but instead is a recognition of the craft and talent that producers bring to content creation.

Financing independent projects is an extremely arduous endeavor. The Producers Guild supports the independent producing community and the appropriate use of crowdfunding platforms and other fundraising mechanisms.

However, the Producers Guild stands firmly against the offering of any “producer” credit in any form or the use of the word “producer” as part of any benefit or perk for campaign backers on public crowdfunding websites.

As a first step, a project supported by the sale or offering of any “producer” credit as a benefit or perk for campaign backers on public crowdfunding websites will not be recognized by the Producers Guild, regardless of an individual’s involvement, or lack thereof, in the campaign. Specifically, the Producers Guild will not recognize such projects as a basis to qualify for membership or leadership in the Guild, nor will such projects be evaluated for use of the Producers Mark (“p.g.a. ”) or awards eligibility.

PRESS INQUIRIES

From time to time our members may receive a request to speak on behalf of the PGA in connection with a public issue or event. Members are not permitted to speak on behalf of the PGA without first receiving approval from the Board, the Presidents, or the Chief Executive Officer. If you receive a request for comment on behalf of the PGA, please do not respond and instead refer such request to the Programs and Events Department (pgaadmin@producersguild.org). *Example:* You are asked to provide a quote for a press release, sit for an interview, or otherwise provide comment about the PGA's support of an industry initiative. The release also includes quotes from the DGA, WGA, SAG, Women in Film, etc. In this case, your participation must be approved prior to any on-the-record or on-background conversations concerning the PGA with a journalist because such information could be construed as speaking on behalf of the PGA.

Of course, you are always welcome to speak in your individual capacity about your personal opinions, service within the PGA, and/or your involvement in Guild membership groups, events, initiatives, and other programming, so long as it is clear that you are not speaking on behalf of the PGA.

PROGRAMMING PROPOSALS

Region Steering Groups, Committees, and Task Forces must submit to the Guild's Programs and Events Department an annual programming proposal by mid-July of each year. The programming proposal should identify the anticipated meetings, events, and goals for the group for the upcoming year. The Chief Executive Officer and/or the Associate National Executive Director will review and approve the budget requested, if any, in consultation with the Treasurer and the Board, as appropriate. Any anticipated overage of 10% or \$100, whichever is greater, from a given approved line item will require the prior approval from Guild staff. Unspent funds related to approved programs and events do not roll over or remain reserved to any particular Guild group.

REGION, COMMITTEE AND TASK FORCE OPERATING PROCEDURES

Member engagement is a top priority for the Board. In order to foster meaningful participation, all Region Chairs and Vice Chairs, and all Committee and Task Force Chairs shall:

1. make appropriate use of Guild resources (which must include an initial onboarding meeting to review and understand the policies and procedures of the Guild, specifically with regards to the Membership Conflict of Interest Policy);
2. ensure that members understand and abide by the Guild's policies;
3. prepare and submit an annual programming proposal, as described above;
4. hold member meetings at least quarterly;
5. remain diligently informed about the PGA's activities and make thoughtful and informed decisions;
6. lead, facilitate and oversee the activities, conduct, recruitment, engagement and direction of the member group, and regularly update the Board of such activities;
7. collaborate with Guild staff to schedule meetings, organize events, and share information via the Guild newsletter;
8. preserve the confidentiality or proprietary nature of Guild resources and materials;
9. seek prior authorization from the Board, the Presidents, the Chief Executive Officer, or the Guild's Legal Department, as appropriate, concerning requests to contractually bind the Guild or to incur any Guild-related expenditures; and
10. appropriately prepare for transitions in leadership.

REPRESENTING YOUR AFFILIATION WITH THE GUILD

Social Media Profiles and Resumes

PGA members are welcome to indicate their membership in the Guild (e.g., “Member, Producers Guild of America,” “Producers Guild Member since 2008”) and their current leadership positions on the Board of Directors, or within Committees, Regions, Task Forces, or Working Groups (i.e. “Chair, PGA Employment Committee”) on social media profiles and resumes, *so long as such affiliation is clearly listed as volunteer experience, and not as employment with the Guild*. For example, on LinkedIn your affiliation should be listed under the volunteer section and not the experience section, as the latter lists you as an employee.

Correspondence with Guild Members or the Public

PGA members are welcome to indicate their membership in the Guild (e.g., “Member, Producers Guild of America,” “Producers Guild Member since 2008”) and their current leadership positions on the Board of Directors, or within Committees, Regions, Task Forces, or Working Groups (i.e. “Chair, PGA Employment Committee”), *but only in connection with communications for events or initiatives the Guild staff has approved and only insofar as such affiliation is contained in the body of the communication, and not in the member’s signature block*.

Email Signature Blocks and Business Cards

Members may never list their member or leadership status in their static business/professional email footer (i.e. email signature blocks) or on business cards.

Email Addresses and Domains

All official PGA email correspondence is sent from or received by an email account that includes the @producersguild.org or @producersguild.net domain, which is exclusively reserved for PGA staff and approved contractors. Members, whether or not in a leadership position, are not authorized to set up or administer any email addresses or domains that contain “PGA” (e.g., pgachair@gmail.com). If you are a member in a leadership position, you may contact the Programs and Events Department at pgaadmin@producersguild.org to assist with any correspondence needs related to your leadership role within the PGA.

Use of PGA Intellectual Property

Members are not permitted to use the PGA logo, the Producers Mark (“p.g.a.”), or any other intellectual property of the PGA, in any of their personal credentials (email signatures, resumes, social media, etc.) or in connection with any member events without express authorization from Guild staff. For more information, please see the Guild’s policy on Intellectual Property above.

Public Speaking

The PGA is proud that its members often are invited to speak at events that are not presented or sponsored by the PGA, including conferences, seminars, panel discussions, educational programming, and other functions. If you would like to speak on behalf of the PGA at the event, please contact nationalexecutivedirector@producersguild.org to seek approval for such representation. If approved to speak on behalf of the PGA, you may mention your position within the PGA in promotional materials and on placards at the event.

If you are speaking in your personal capacity, please do not include the PGA in the promotional materials for the event or alongside your name (e.g., as a title on a dais name placard).

SCREENERS

New members agree to the Screener Policy when they first join the PGA and all Guild members are bound by the Screener Policy as a part of their membership. Please see the Screener Policy below.

PGA SCREENER POLICY AGREEMENT

This document constitutes a significant and binding agreement between you and the Producers Guild of America. Please review carefully.

The Producers Guild of America (“PGA”) may distribute screener copies of motion pictures and programs¹ to PGA members throughout the year. Please note that your receipt of screener copies is expressly subject to the PGA policy set forth below. You understand and agree to abide by all terms and conditions hereof:

I understand and agree that my receipt of screener copies does not convey to me any underlying rights, including, without limitation, any intellectual property rights in or to the motion pictures and programs involved. Each screener copy provided to me, in either physical or digital form, is and shall remain the property of the company that supplied it or the legal content owner, if such screener copies are supplied to me through an intermediary mailing house or other such third party.

I agree to ensure that I know -- at all times -- the whereabouts of all screener copies sent to me under this agreement. I agree that I will not allow screener copies to circulate outside my residence or office. I agree to keep secure and confidential all digital links and/or access codes to screener copies and screener platforms. I agree that I will not allow screener copies to be reproduced in any fashion and agree that I will not sell, loan, give away, or otherwise share any screener copies at any time.

If at some point I wish to dispose of some or all of the screener copies I have received, I will do so by destroying the screener copies provided to me, in either physical or digital form, in a manner that prevents their recovery and reuse by any third party.

I understand and agree that any violation of this agreement may constitute grounds for discipline, including, without limitation, censure, suspension, or expulsion from the PGA, and may also result in civil and criminal penalties. I agree to hold harmless the PGA, and its directors, officers, employees, members, agents, successors, representatives and assigns from any resulting liability associated with a breach of this agreement. I agree and understand that the owners of the rights of any screener copies I receive are third party beneficiaries of this agreement with the rights to enforce it.

¹ “Screener copy(ies)” refers to any copy of a motion picture or other program or content, whether in hardcopy format (i.e., DVD, BluRay) or digital format (i.e. screener link). You may opt out of receiving such screener copies by adjusting your preferences on your account profile (visit [My Communication Preferences](#) and select "No Screeners" as your Screener Format Preference) or by emailing members@producersguild.org. Note: you will need to be logged into the site to access My Communications Preferences.

WHISTLEBLOWER POLICY

I. Purpose

The Producers Guild of America, Inc. (“PGA”) requires its Board of Directors, employees, key independent contractors, and its members (each, a “Covered Person”) to observe high standards of business and personal ethics in the performance of their duties and responsibilities on the PGA’s behalf. Covered Persons must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

The objective of this policy is to encourage and enable Covered Persons, without fear of retaliation, to raise concerns regarding suspected illegal conduct or practices so that the PGA can investigate and, if necessary, correct inappropriate conduct and actions. This policy is intended to supplement, and not replace, other PGA policies that contain specific mechanisms for reporting complaints, unless those mechanisms are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from the outcomes of these other mechanisms.

II. Reporting Responsibility – Duty to Act in Good Faith

It is the responsibility of all Covered Persons to report information relating to actual or suspected unlawful activities related to the PGA. Appropriate concerns to report would include, without limitation, fraud, theft, embezzlement, accounting or auditing irregularities, bribery, kickbacks, breach of legal duties, and/or any other misuse or abuse of the PGA’s assets or property (each, a “Concern”).

Any Covered Person who reports a Concern must do so in good faith and have reasonable grounds for believing that the information disclosed is credible. Reports that are made maliciously, recklessly, or are knowingly false will constitute a serious offense, and may, in PGA’s sole discretion, be reviewed for possible discipline.

III. No Retaliation

This policy is intended to encourage and enable Covered Persons to raise Concerns within the PGA for investigation and corrective action, as appropriate. No Covered Person who in good faith reports a Concern shall suffer intimidation, harassment, retaliation, discrimination, or other adverse consequence because of such report. Any form of retaliation against a Covered Person who has reported a Concern in good faith will be viewed as a serious offense and may result in discipline up to and including removal from the PGA and/or a PGA leadership position, termination of employment from the PGA, and/or other legal action.

IV. Reporting Procedure

Any Concerns shall be reported in writing as soon as practicable directly to the Chief Executive Officer, the Associate National Executive Director, or the General Counsel or, if any of these individuals is the subject of the Concern, to one of the Presidents of the Board.

V. Investigations

The Chief Executive Officer, Associate National Executive Director, General Counsel and/or Board

President(s), who received the Concern will acknowledge receipt of the Concern, wherever practicable, to the reporting individual within five (5) business days.

All credible reports of Concerns will be promptly investigated; the scope of any such investigation being within the sole discretion of the Chief Executive Officer, the Associate National Executive Director, the General Counsel, and/or Board President(s), as appropriate and in the best interests of the PGA. Appropriate corrective action will be taken if warranted by the investigation.

The Chief Executive Officer, Associate National Executive Director, General Counsel, and/or Board President(s), as appropriate and in the best interests of the PGA, may delegate the responsibility to investigate a reported Concern, to one or more employees of the PGA, the Executive Committee, and/or to any other individual or entity, including outside legal counsel, accountants, private investigators, or any other trusted resource deemed necessary to conduct a full and complete investigation; provided that such investigation may not be delegated to any individual who is the subject of the reported Concern or in a manner that would unreasonably compromise the investigation. Further, any person who is the subject of a reported Concern may not be present at, or participate in, any deliberations or a vote concerning a recommended action, if any, to be taken in response to the Concern; except that the person(s) who are the subject of the Concern may be called upon to provide information as background or answer questions at a meeting prior to the commencement of such deliberations or vote.

VI. Confidentiality

Reports of Concerns and resulting investigations shall be kept confidential to the extent possible, consistent with the need to conduct an adequate and appropriate investigation. A Covered Person may request that the person who received the Concern take reasonable steps to ensure that their identity remains anonymous to others.

VII. Records

The PGA shall retain all records related to any reported Concern for a time period consistent with its legal obligations. All such records are considered privileged and confidential to the PGA.

VIII. Contact Information for Reporting Concerns

1. Susan Sprung, Chief Executive Officer
Mailing Address: 11150 West Olympic Blvd., Suite 980, Los Angeles, CA 90064
Email: nationalexecutivedirector@producersguild.org
Phone: 310-358-9083
2. Michelle Byrd, Associate National Executive Director
Mailing Address: 1501 Broadway, Suite 1710, New York, NY 10036
Email: mbyrd@producersguild.org
Phone: 646-766-0775
3. Susie Casero, General Counsel
Mailing Address: 11150 West Olympic Blvd., Suite 980, Los Angeles, CA 90064
Email: scasero@producersguild.org
Phone: 310-358-9089

4. Stephanie Allain, Board President
Mailing Address: 11150 West Olympic Blvd., Suite 980, Los Angeles, CA 90064
Email: presidents@producersguild.org
5. Donald De Line, Board President
Mailing Address: 11150 West Olympic Blvd., Suite 980, Los Angeles, CA 90064
Email: presidents@producersguild.org