

# Code of Conduct

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

This production is committed to an environment in which all individuals are treated with respect and dignity. As a member of this production, you commit to creating a workplace that is safe for everyone. Anyone who behaves in violation of this Code of Conduct is 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.** Discrimination involves unfair treatment 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 is a type of discriminatory behavior that involves unwelcome conduct (e.g., hostile work environment). Harassment or discrimination can take many forms, and may include bullying, derogatory remarks, obscene gestures, unwelcome touching, stereotypes and inappropriate jokes, posters, cartoons, texts, email messages, or websites based on any 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. Be aware of how your words and actions affect 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(s) and/or one of your designated Set Responders.
- **See something, say something.** Offer your support, intervene if you are able, and report to your supervisor(s) and/or a Set Responder. If you are comfortable doing so, tell the offending person that their behavior is unwelcome and request that the behavior end.
- **Report any incident(s).** Timely report any violations of this Code of Conduct to your supervisor(s) and/or designated Set Responders. Make notes regarding any unwelcome conduct you experienced or witnessed, or any conversation or exchange with the offending person(s), including dates, times, places, and the specific behavior(s) that were unwelcome. If possible, send yourself or a trusted friend a time-stamped email containing all of the relevant information. Also, maintain any relevant texts, emails, pictures or other documentation.

### On this production, the designated Set Responders are:

NAME \_\_\_\_\_ CONTACT \_\_\_\_\_

NAME \_\_\_\_\_ CONTACT \_\_\_\_\_

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

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

READ AND ACKNOWLEDGED THIS DATE OF \_\_\_\_\_