

SET ETIQUETTE

Code of Conduct



This production is committed to an environment where everyone is treated with respect and dignity. As a member of this production, you commit to creating a safe workplace for everyone. Anyone who violates this Code of Conduct is subject to discipline, including termination.

Sexual Harrassment, Discrimination, and Retaliation will not be Tolerated on This Set

This policy applies to all production staff (cast, crew, contractors, vendors, interns) in ALL settings: workplace, off-site locations, virtual meetings, social media, industry events, and any setting that impacts the workplace.

Your Commitments

- ✓ You are in control of your actions, language, and behavior
- ✓ Treat everyone with equal respect regardless of sex/gender or status
- ✓ Acknowledge different perspectives – if it bothers someone, it matters
- ✓ Communicate openly and pay attention to non-verbal cues
- ✓ When in doubt, ask your supervisor or designated Set Responder
- ✓ See something, say something – offer support, intervene if able, and report
- ✓ Keep creative discussions focused on story and character, not personal experience
- ✓ You can ask a co-worker out. Once.

Additional policies and procedures can be found through the Hollywood Commission's [Respect on Set Initiative](#).

Prohibited Conduct

DISCRIMINATION: Unequal treatment based on protected characteristics (race, gender, sexuality, disability, religion, age, national origin, marital status, gender identity/ expression, military/veteran status, genetic information, or other legally protected categories).

HARASSMENT – INCLUDING SEXUAL

HARASSMENT: Unwelcome conduct based on protected characteristics creating an intimidating, hostile, or offensive environment.

- **Hostile Work Environment:** Egregious or repeated conduct that alters the conditions of employment or has the purpose or effect of interfering with an individual's work performance or creating an intimidating or offensive environment.
- **Quid Pro Quo:** Making employment decisions based on whether someone accepts or rejects sexual advances or requests for sexual favors.

ABUSE (or BULLYING): Repeated or severe verbal or physical conduct intended to intimidate, humiliate, or undermine work performance. Examples include repeatedly yelling, name-calling, personal insults, undermining work, throwing objects, or physically aggressive gestures.

RETALIATION: Adverse action taken against an individual for reporting misconduct or participating in an investigation; strictly prohibited.

PROHIBITED CONDUCT INVOLVING MINORS:

- No inappropriate conduct with anyone under 18.
- No unnecessary physical contact unless scene-required and pre-approved in writing.
- Parent/guardian or studio teacher must be within sight/sound – no being alone with minors.
- No direct messaging without parent/ guardian involvement.
- No age-inappropriate jokes, stories, or materials.

Raise Concerns Make notes of incidents, including dates, times, places, and specific behaviors. Send yourself time-stamped emails and maintain relevant texts/emails/pictures.

Report to Option 1 _____

Option 2 _____

In addition, if applicable: _____

Investigation We will respond promptly, maintain confidentiality to the extent possible, and take appropriate investigative action. Confirmed misconduct will result in appropriate corrective action, from a warning to termination.

By working on this production, you acknowledge that you understand and accept these guidelines and your responsibilities.

DATE ____/____/____

NAME _____

SIGNATURE _____