

SET ETIQUETTE

Glossary – Shared Definitions and Industry Language



This glossary was created together by the Producers Guild of America (PGA) and the Hollywood Commission to help everyone use the same language when it comes to building safe, respectful, and harassment-free production environments. It includes simple, agreed-upon definitions for key terms so that training, resources, and materials stay consistent across productions.

Abusive Conduct (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.

Anonymous Reporting

Submitting concerns without revealing the reporter's identity. Anonymous reports will be investigated to the extent possible; however, anonymity may limit the ability to investigate, respond, and provide remedies, depending on the information shared.

Bystander Intervention

Training that equips individuals to identify harassment or misconduct and intervene when appropriate.

Code of Conduct

A formal document outlining expected behaviors, prohibitions, and reporting protocols to promote a safe and respectful set.

Confidentiality

Limiting information sharing to those who need to know in order to investigate or resolve a concern.

Discrimination

Unequal treatment based on protected characteristics (such as race, 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 that creates an intimidating, hostile, or offensive work 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.

Independent Production

A production not directly produced or financed by major studios or streamers, typically lacking dedicated HR support.

Incident Log

A formal, detailed record of workplace incidents maintained by Set Responders for accountability and follow-up.

Physical Violence

Unscripted or nonconsensual pushing, hitting, punching, slapping, biting, choking, or throwing things at someone on purpose and in ways that could or do cause serious injury.

Reporting Channels

Multiple accessible reporting avenues, including through supervisors, designated responders, and third-party services.

Retaliation

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

Set Responders

Individuals designated to receive and escalate workplace concerns during production.

Disclaimer: This document is provided for informational and educational purposes only and does not constitute legal advice. Productions, companies, and individuals should consult qualified legal counsel to ensure compliance with federal, state, and local laws governing employment and workplace conduct.