

SET ETIQUETTE

Guidelines for a Safer Workplace



Harassment harms individuals and the whole production. Here's how to help keep the workplace safe and professional.

Identifying Harassment (Including Sexual Harassment)

Harassment is unwelcome behavior based on protected traits that creates an intimidating, hostile, or offensive work environment. It can take many forms and may involve conduct related to sex, gender (including identity and orientation), race, disability, and relevant medical conditions (such as pregnancy), among others. Harassment can occur regardless of the identities of the individuals involved and can affect not only direct targets, but also others present and involved with the production. Examples of harassment may include but are not limited to:

- **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 (e.g., sexist remarks, inappropriate gestures during wardrobe changes, taunting someone about their appearance).
- **Quid Pro Quo:** Making employment decisions based on whether someone accepts or rejects sexual advances or requests for sexual favors (e.g., promotion in exchange for dates).

What Makes Behavior “Unwelcome”?

Behavior is unwelcome if it is offensive, uncomfortable, or intimidating to the person(s) on the receiving end. Remember that what's welcome to you may not be welcome to someone else – like giving personal gifts or making comments about someone's appearance. It is crucial to respect boundaries and preferences, and to be aware of how your actions may be perceived by others.

Keep in mind that certain behaviors may still constitute harassment even if the receiving individual(s) appears to be okay with the behavior. Conduct such as paying someone less based upon gender, offering job perks in exchange for sexual acts, or retaliating against someone (e.g., assigning undesirable tasks or work schedules) for taking a lactation break or requesting a pregnancy accommodation, are considered forms of sexual harassment. Apparent consent or silence does not excuse the behavior or mitigate its impact on the work environment.

Important Points to Remember:

- **Harassment can involve anyone,** regardless of their characteristics, traits, position, or role.
- **Motivation doesn't matter:** It doesn't have to be about sexual desire.
- **Unintentional actions can still be unwelcome:** Assumptions about what's acceptable can lead to harassment.
- **Harm isn't necessary:** You don't have to experience financial loss or physical harm to be a victim of harassment.
- **Bystander intervention matters:** Even if not directly targeted, speak up if you witness or otherwise experience harassment. Keep in mind that you are legally protected against retaliation for doing so, and that having to witness such behavior at work could constitute a hostile environment in and of itself.

Preventing Harassment on Set:

- **Be mindful of your actions:** Consider how your behavior might affect others.
- **Respect boundaries:** Ask for permission before touching someone (e.g., “Can I clip this mic to your shirt?”).
- **Speak up if you feel uncomfortable:** Report incidents through established channels.

Remember... fostering a safe and respectful work environment benefits everyone!

Harassment Can Be:

Verbal: Comments, jokes, or unwelcome discussions.

Visual: Displaying inappropriate images or sending suggestive content.

Physical: Unwanted touching, invasion of personal space, or suggestive gestures.

For more information:
producersguild.org/set