

**RESPECT AT WORK**

**POLICY**

**This is a model policy document which production companies can use to demonstrate good practice.**

**Please adapt this policy to your organisation's specific needs and ensure that it complies with applicable laws and regulations in your** **jurisdiction.**

**This policy is to/can be used in conjunction with the Anti-Harassment and Bullying Policy which can be found in the Resources Library on the Pact website. Link** [harassment | PACT](https://www.pact.co.uk/members-hub/resourcelibrary.html?q=harassment)

**RESPECT AT WORK POLICY**

**1. Introduction**

Our organisation is committed to providing a safe and respectful workplace for all employees and workers. This Respect at Work Policy outlines our commitment to promoting a culture of respect, inclusivity, and professionalism.

**2. Definition of Respect at Work**

Respect at work means treating every individual with dignity, valuing differences, and ensuring a work environment free from discrimination, harassment, bullying, and other inappropriate behaviours.

**3. Responsibilities**

Management: It is the responsibility of all levels of management to lead by example, foster a respectful workplace, and promptly address any violations of this policy.

Employees and Workers: All employees and workers are expected to treat their colleagues managers and clients with respect and professionalism. They should report any incidents that violate this policy in line with your grievance procedure.

Best Practice Steps: The following are examples of best practice steps that can be applied.

* A named safeguarding contact on productions. That person may be a senior member of the production team, identified to cast and crew as someone they can approach if they have concerns and would take responsibility for making any adjustments to maintain a safe environment.
* Contact details for support helplines: safeguarding contacts placed on call sheets, production information and displayed in communal areas.
* Intimacy coach being engaged where filming involves scenes of an intimate nature.

**4. Prohibited Behaviours’**

The following behaviours are strictly prohibited:

- Discrimination: Treating anyone unfairly based on race, colour, religion, gender, sexual orientation, age, disability, or any other legally protected characteristic.

- Harassment: Engaging in unwelcome, offensive, or intimidating conduct, whether verbal, physical, or visual, that creates a hostile or intimidating work environment.

- Bullying: Repeated, offensive, or malicious behaviour intended to demean, intimidate, or harm a colleague mentally or physically.

- Retaliation: Taking adverse actions against an individual who has reported a violation of this policy or participated in an investigation into allegations.

**5. Reporting Procedure**

Employees and workers should report any violations of this policy to their manager, HR, or an appropriate designated authority. All reports will be treated confidentially and investigated promptly in line with the grievance procedure.

**6. Consequences**

Violations of this policy may result in disciplinary action, including warnings, suspension, or termination, as appropriate and depending on the severity of the allegations.

**7. Training**

The organisation will provide suitable training to employees, workers and management to ensure they understand this policy and their roles in maintaining a respectful workplace.

**8. Conclusion**

We are committed to fostering a work environment where every employee and worker is treated with dignity and respect. We encourage open communication, support those who report violations, and continuously work to improve our workplace culture.

This Respect at Work Policy is effective immediately and applies to all employees and workers.