

# Sexual Harassment Prevention Checklist

For HOD's and Health and Safety Personnel

Actions to help prevent sexual harassment:

- Download and adopt the latest version of the Screensafe Sexual Harassment Policy
- Model respectful and appropriate behaviour at all levels of the production
- Train all staff on how to report sexual harassment (at least every 2 years)
- Put up 'Bystander Intervention' posters in toilets and food areas
- Put up 'What is Sexual Harassment?' posters in toilets and food areas
- Put information on the daily call sheet about where to report sexual harassment (both inside and outside the production)
- Do an 'Onset Verbal Briefing' every day (mentioning sexual harassment, reporting options and expected standards of behaviour)
- Promote alcohol free / low alcohol options at social events
- Use an 'Intimacy Coordinator' for intimate/sex scenes
- Read out the 'Crew briefing for Sex Scenes' before each sex scene (on set or in post-production)
- Have a 'code of conduct' outlining expected behaviour (in pre-production, production, post-production, wrap parties, away shoots etc.)
- Display reporting protocols prominently (e.g. from pg. 4 of the Sexual Harassment policy)
- Speak up when you see behaviour which is inappropriate (i.e. behaviour not 'in the green')
- Have specific policies for handling sensitive and sexual screen material (e.g.; adherence to Equity Intimacy Guidelines, engagement of intimacy coordinators, management of rushes and post workflow) and communicate these to all workers involved
- Provide training to key workers and Heads of Department on how to handle disclosures and give support and advice (sexual harassment contact persons)
- Do an anonymous exit survey to gather information the effectiveness of your sexual harassment prevention activities
- Instilling a zero-tolerance policy towards sexual harassment; and ensuring this zero-tolerance policy is visible and known to all workers, suppliers and visitors.

**Write your own action/s:**

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