



# SAFEGUARDING SCREEN INDUSTRY PERSONNEL STANDARDS OF BEHAVIOUR



Developed in association with

**NSPCC**

# The bullying, sexual harassment or assault of anyone of any age is unacceptable.

These Standards of Behaviour are intended to safeguard the welfare of ALL personnel, particularly young adults (18-25), working in the screen industries by protecting them from physical, sexual and emotional harm.

Where we refer to 'the screen industries' or 'production' we mean factual or fiction film, television or digital content produced in either live action, animation or both. Where we refer to 'personnel' we mean cast, crew (including employees of suppliers), supporting artists and everyone 'above the line'.

We are committed to:

- Taking the interests and well-being of young adults into account.
- Respecting the rights of the young adults with whom we work.
- Taking all reasonable practicable steps to protect ALL personnel from physical, sexual and emotional abuse.
- Promoting the welfare of young adults and their protection by those in a position of trust.

All personnel in the screen industries, particularly those who work with young adults, are responsible for putting these

Standards of Behaviour into practice. It is everyone's responsibility to ensure that:

- Their behaviour is always appropriate.
- They observe the rules established for the safety and security of young adults.
- They follow their production's procedures following suspicion, disclosure or allegation of abuse of anyone of ANY age.
- When working with young adults, they recognise the position of trust in which they have been placed.
- The relationships they form with the young adults with whom they work are appropriate in every respect.

These Standards of Behaviour have been developed using existing guidance and principles set out by the *BFI & Bafta principles to tackle and prevent bullying and harassment in the screen industries*. They are additional to those principles.

This document will focus on 3 areas:

- Recruitment
- Pre-production / Production / Post-production
- Work Related Social Events

**PLEASE NOTE:** In the event of a production breaching these Standards of Behaviour and failing to adequately address the issues, Northern Ireland Screen reserves the right to unilaterally withdraw its funding from the production.

# RECRUITMENT

DO	DON'T
<p>Hold a fair and transparent recruitment process. Any post recruited for must have a clear and concise job description – including the content of the production, hours (including possible anti-social hours), expected duties and remuneration.</p>	<p>Employ anyone (especially friends, relatives or former colleagues) who has not been part of a fair and transparent recruitment process.</p>
<p>Hold recruitment meetings at an appropriate venue, which is designated as an office or public place.</p>	<p>Hold recruitment or any production related meetings in private rooms such as hotel rooms or homes or an enclosed office.</p>
<p>Hold meetings that are transparent, take notes that can be reviewed later – these notes must include who was present, where the meeting took place and outcomes.</p>	<p>Consume alcohol or drugs at recruitment meetings.</p>
<p>Have at least two representatives from the production at all recruitment meetings.</p>	<p>Ask candidates to do anything that makes them feel uncomfortable during a recruitment meeting – this includes removing clothing or inappropriate touching.</p> <p>Candidates have the right to say “NO” without it being counted against them.</p>
<p>Hold a telephone interview when a face to face meeting is not possible. Take notes of the meeting and at least two people from the production should still be present.</p>	<p>Allow mutually agreed telephone interviews to negatively impact overall decisions.</p>
<p>Communicate with candidates. All communication through the selection process will be open, honest and timely.</p>	<p>Leave the recruitment process open ended or fail to tell candidates if there is a delay in making a decision.</p>
<p>Basic background checks are to be done for all personnel if the production involves any children (under the age of 18) and/or adults at risk in any capacity.</p>	<p>Rely on self-declarations or waivers from ANY personnel.</p>

# PRE-PRODUCTION / PRODUCTION / POST-PRODUCTION

DO	DON'T
<p>Provide good examples of conduct that you wish others to follow.</p>	<p>Allow or encourage relationships of a romantic nature between senior personnel and junior personnel.</p>
<p>Treat people fairly, respectfully and without discrimination.</p>	<p>Use lewd, vulgar or discriminatory language.  Such language may result in you being asked to leave the production as well as referral to the PSNI.</p>
<p>Challenge unacceptable behaviour and report allegations and suspicions of abuse via the productions designated welfare procedures.</p>	<p>Make insensitive, derogatory, sexually suggestive comments or gestures towards other personnel.  Act in a way that is threatening or intrusive.  Physically hit or assault other personnel.</p>
<p>Ensure that if any kind of physical contact is required individual permission must be obtained, the physical contact is provided only when necessary.  Ensure any kind of physical contact is done in a place that other personnel can see what is happening.</p>	<p>Inappropriately touch other personnel. Such behaviour WILL result in you being asked to leave the production as well as referral to the PSNI.</p>
<p>Understand the roles of the other personnel around you and consider whether your expectations of them are reasonable.</p>	<p>Insist personnel perform any tasks that makes them feel uncomfortable or they find inappropriate.</p>
<p>Use the productions designated welfare procedures.</p>	<p>Use social media to share incidents which occur on the production. Use the productions designated welfare procedures instead. Should these procedures fail or not be available contact Northern Ireland Screen's Welfare Officers.</p>

# WORK RELATED SOCIAL EVENTS

**PLEASE NOTE:** The production is responsible for work related social events including the wrap party. Work related social events are deemed by law to be extensions of the workplace and your behaviour **MUST** reflect that.

DO	DON'T
<p>Act responsibly, use your common sense in terms of your behaviour and consumption of alcohol.</p>	<p>Forget that it is illegal to consume solvents or drugs.</p> <p>Forget that it is illegal to give or sell alcohol to anyone under 18 years of age.</p> <p>Forget that excessive consumption of alcohol is not an excuse for bad judgment or abusive behaviour.</p>
<p>Have fun and remember to treat people fairly, respectfully and without discrimination.</p>	<p>Use lewd, vulgar or discriminatory language.</p> <p>Make insensitive, derogatory, sexually suggestive comments or gestures towards other personnel.</p> <p>Act in a way that is threatening or intrusive.</p> <p>Physically hit or assault other personnel.</p> <p>Inappropriately touch other personnel.</p> <p>Such behaviour WILL result in you being asked to leave the production as well as referral to the PSNI.</p>
<p>Challenge unacceptable behaviour and report allegations and suspicions of abuse via the productions designated welfare procedures.</p>	<p>Forget that photographs or videos must not be taken of an individual, or shared, without their prior permission.</p> <p>Don't use social media to share incidents which occur at work related social events. Use the productions designated welfare procedures instead. Should these procedures fail or not be available contact Northern Ireland Screen's Welfare Officers.</p>

**PLEASE REMEMBER** that if anyone feels bullied or harassed in any way they are strongly encouraged to immediately report the incident via the production's designated welfare procedures. Should these procedures fail or not be available contact Northern Ireland Screen's Welfare Officers.

## **NORTHERN IRELAND SCREEN**

3<sup>rd</sup> Floor, Alfred House  
21 Alfred Street  
Belfast BT2 8ED  
Northern Ireland

**T:** +44 28 9023 2444

**F:** +44 28 9023 9918

**E:** [info@northernirelandscreen.co.uk](mailto:info@northernirelandscreen.co.uk)

[www.northernirelandscreen.co.uk](http://www.northernirelandscreen.co.uk)

