Dignity at Work (External Facing)

Statement of Intent

Paramount is committed to a workplace where everyone is treated with dignity and respect.

We also want to ensure that everyone working on a Paramount production can do so in a way where they feel respected and safe and know how to get support and report concerns if needed.

What are bullying and harassment?

Bullying is unwanted behaviour that has the purpose or effect of creating an uncomfortable, intimidating, degrading or offensive environment. Bullying can be hard to recognise. It may be face-to-face or through written communications, email, phone, the internet, social media, or excessive supervision or monitoring. Bullying can be a one-off action or event, or a continuing issue and it may not always be obvious or noticed by others.

By law, harassment is when bullying or unwanted behaviour is related to any of the following (the 'protected characteristics' under the Equality Act 2010): age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. As with bullying, a person may feel disrespected, humiliated, made fun of, offended, threatened and frightened.

Obligations as an employer

As employers, production companies like all businesses have an obligation not to harm or allow harm to staff or others in the workplace.

Bullying behaviour and/or harassment could breach your duty as an employer to provide a safe and secure work environment both physically and psychologically. Employers and managers should do all they can to prevent and stop bullying and harassment in the workplace.

Obligations as a Paramount Production Partner

We are committed to high standards of respect and inclusivity in our workforce and expect this commitment to extend to those we work with. Everyone working on a Paramount production should be able to do so in a way where they feel safe and supported.

To ensure best practice on all Paramount commissions, we are introducing new measures on all our productions. We expect that your production company has:

- a policy on bullying and harassment that sets out: your commitment to ensuring dignity and respect in your workplace; how complaints can be raised internally; and how these complaints will be managed. This policy must be shared with all cast and crew working on the production at the point they are engaged and displayed prominently in the production office and on set. (If you do not have a policy in place in the short-term you should share the Paramount Dignity in the Workplace policy with your cast and crew until you have your own workplace policy in place).

- a named safeguarding lead on every production to support those contracted both on and off screen. The safeguarding lead must be: trained to recognise, actively support and escalate bullying and harassment concerns; a senior member of the production; and clearly identified so cast and crew know who to contact throughout the production.

- contact details of the safeguarding lead, support helplines and whistleblowing lines clearly communicated and displayed in all shared areas of the production and office, on call sheets, on contact sheets and on any booking forms for crew who are office based. (See details below for Paramount recommended sources for advice and support which should be publicised)

- anti-bullying and harassment training to be undertaken by all cast and crew before the start of the production. If your company does not have its own in-house training available, free online training is available via ScreenSkills – See: https://www.screenskills.com/online-learning/learning-modules/tackling-harassment-and-bullying-at-work/

Production partners on all new commissions must confirm their commitment to these steps via the Commissioning Specification form so we can maintain consistent best practice across all our productions.

What to do if you or someone you work with is being bullying or harassed?

Concerns about unwanted bullying behaviour or harassment on a production needs to be raised with the employer. Paramount cannot conduct an investigation into concerns ourselves.

The information below can be adapted for your business and production and should be communicated to production team members and made publicly available in shared spaces during the production:

Step One:
If you have been bullied or have reason to believe that someone has bullied or harassed another person, we strongly encourage you to report it orally or in writing to:

- Your production's safeguarding lead;
- your line manager; or
- your Human Resources Department

Step Two:
If you feel unable to raise your concerns with a supervisor or the safeguarding lead and you do not have a HR representative to contact or you have followed Step One and you do not feel that your concern has been properly addressed you can:

- alert Paramount to your concerns and we can support you on what to do next. Please email our Welfare Lead at **welfarehotline@viacomcbs.com** – everything you share with our Welfare Lead will be handled confidentially. No information will be shared unless you give your clear permission for your concerns to be escalated; or
- contact **The Film & TV Charity** on their helpline number 0800 054 0000. Further information on bullying and harassment (https://filmtvcharity.org.uk/wp-content/uploads/2021/05/Anti-Bullying-and-Harassment-SHORT-POLICY-May21.pdf), the work of the charity, including other ways to contact them, can be found on their website: **https://filmtvcharity.org.uk/your-support/bullying/**

Step Three:
If you would prefer to seek advice or to report your concerns externally you can also contact:

- **Protect** who provide free confidential advice to whistleblowers helping you to decide how best to raise your concern. Please note that they will not be able to raise a concern to Paramount or your employer on your behalf. For whistleblowing advice you can call them on 020 3117 2520. Further information about the services they provide can be found on their website: **https://protect-advice.org.uk/contact-protect-advice-line/**
- ACAS who can provide free, impartial advice on workplace rights, rules and best practice. See: **https://www.acas.org.uk/contact** or call the helpline 0300 123 1100 (Monday to Friday 8am to 6pm.