

# Prevention of Bullying, Harassment and Racism Guidance\*

## Action List for the Film and Television Industries

This action list, based on BFI and BAFTA's original Guidance and Principles provides some simple achievable actions you can take in order to pro-actively tackle bullying and harassment in your workplace.

No action list, procedure or policy can guarantee that incidents of bullying or harassment will not take place, but what we can all do is try to create the conditions which will prevent serious situations occurring.

A workplace culture where everyone understands that:

- bullying and harassment will not be tolerated.
- reports of such behaviour will be taken seriously and investigated appropriately.

Our on-going conversations with the industry have revealed that there are incidents of harassment which may cross the line into criminal behaviour – incidents of this type should always be reported to the police. However, many of those we consulted reported that they had seen or experienced aggressive, hostile or undermining behaviour which had gone unchecked – and it's reasonable to assume that this acceptance creates a more fertile ground for more serious behaviour. Assisting employers to tackle this culture in a preventative way is the focus of this guidance.

By having a policy and procedure in place, and communicating it to all workers, as an employer you can make a statement about the kind of workplace environment you want to create.

This is not about policing behaviour or banning types of humour or banter – it's about creating an environment where people feel valued and safe and that they have the space to make mistakes and learn from them – a workplace where everyone can contribute to the best of their abilities without fear, and where managing, investigating and mediating issues that arise becomes more firmly part of our workplace culture.

Each workplace is different so this action list is designed as a useful guide to provoke thought and engagement. We encourage you to innovate and create an approach which works for your own workplace.

This work forms part of an industry wide project, headed by the BFI and BAFTA, including all the major industry bodies. A full list of signatories can be found here: [bfi.org.uk/bullying-harassment-racism/set-principles](https://bfi.org.uk/bullying-harassment-racism/set-principles)

\*NB\_ When we talk about the prevention of Bullying and Harassment and Racism, we also include, sexism, ableism, homophobia and all other forms of discrimination and micro-aggressions.



BRITISH ACADEMY  
OF FILM AND TELEVISION ARTS

## Action List



### Know your rights and responsibilities

Employers should be aware of their responsibilities under employment law and as an industry we need to get better at formalizing processes. The Dignity at Work Policy here, [bfi.org.uk/dignityatwork](https://bfi.org.uk/dignityatwork) outlines some of the legal landscape. Remember that criminal activity should be reported to the police.



### Do the groundwork

Take some time to develop a toolkit which works for your company. A companywide policy can be adapted for productions of varying scales.

At a minimum, your toolkit should include:

- **The Principles** – [bfi.org.uk/bullying-harassment-racism/set-principles](https://bfi.org.uk/bullying-harassment-racism/set-principles) – these should be displayed openly and endorsed and referred to by team leaders and Heads of Department.
- **A Policy** – you can use the Dignity at Work Policy developed in partnership with BECTU [bfi.org.uk/dignityatwork](https://bfi.org.uk/dignityatwork) as a template.
- **A Process** – this is outlined in the policy template but you should ensure you have the infrastructure in place to conduct an investigation should the need arise. ACAS can provide additional support if you need to carry out an investigation. [acas.org.uk/handling-a-bullying-harassment-discrimination-complaint](https://acas.org.uk/handling-a-bullying-harassment-discrimination-complaint)



### Training

Take part in ScreenSkills' training [screenskills.com/tackling-harassment-and-bullying-at-work](https://screenskills.com/tackling-harassment-and-bullying-at-work) which will help you identify bullying and harassment.



### Show your commitment

Increasingly prospective workers are looking for evidence of your commitment to an inclusive workplace, so this kind of public statement can be seen as a feature of being an attractive place to work. You can do any or all of the following:

- Use The Principles to create a poster (e.g. with your company branding or production logo) and display it prominently in communal areas.
- Post The Principles on your website – e.g. in your About Us section and/or in job adverts.
- Include The Principles and Policy when you send out the production schedule.
- Include a link to The Principles and Policy in all call sheets.
- Ensure that the Film and TV Support Line number **0800 054 0000** is included on call sheets and prominently displayed.

Via the Support Line, workers can access the Film and TV Charity's **Bullying Pathway Service**, which offers free specialised advice on these issues to everyone who works in film, TV and cinema. The service is completely independent and confidential. A Pathway Advisor can give industry-specific legal, HR and mental health advice and may be able to refer them for free, private therapy. Information won't be shared with anyone else and the charity can't take action on a person's behalf.

**Spot** is a digital tool accessible via the charity's website which can be used by everyone in the industry to create a confidential private record of something they've experienced or witnessed. It has been designed to empower people to look after themselves and look out for each other. Find out more at [filmtvcharity.uk/bullying](https://filmtvcharity.uk/bullying)

Don't just rely on posters and posts – important as they are. It's also important to state your commitment out loud and as an employer as part of your on-boarding process, you should be as clear as possible about the kind of environment you want to create on set. You can also include this in your recruitment process or with a simple line in your initial welcome e-mail.

You should ensure that all new people working on set:

- Know where to find your policy.
- Know who they should go to report bullying and harassment.
- Know where they can go for extra support.

Through our research, we found that one of the biggest barriers to reporting is that people don't feel confident in speaking up or speaking out. You can help by making it feel part of the conversation and that it's a collective effort to create a good workplace culture – and this is as important as getting the work done. You could:

- Start each production with a meeting where you run through the process, signpost where people can find support and highlight where people can find your policy. This could be a mandatory (Zoom) meeting for everyone, or HODs could run these department by department.
- Model a form of words for people to use so that they know how to approach others in a professional manner if they are not confident in doing so.
- Encourage active allyship with people speaking up on behalf of others.



### **Designated individuals**

Another way productions can show their commitment is by having a minimum of one but ideally two 'designated individuals' available to your team who can take reports of bullying and harassment.

These people:

- Should be separate to the management/employers - but if that's not possible then having one is better than not.
- Could be your HR team if you have one.
- Do not have to be part of your company. Each company is different and each team is a different size so you need to decide on a solution which works for you.
- Do not need special training – although taking part in the ScreenSkills' online module would be valuable – as would the Guardians training offered by the Old Vic [oldvictheatre.com/guardians](https://oldvictheatre.com/guardians).
- Should be aware of your company's policy and processes but are not responsible for carrying out an investigation.

The purpose of having ‘designated individuals’ is not only to provide an independent voice to advise people about where to go next but demonstrate to your staff that you are committed to tackling bullying and harassment and want to provide a safe forum for reporting.

We recognize that smaller productions may find this more challenging but we encourage everyone to think about how and whether this could work for them. In conjunction with BECTU, ScreenSkills and others, the BFI and BAFTA will be creating more resources for ‘designated individuals’ over the coming months.

## **Additional resources**

To read the Guidance and Principles in full, click here

[bfi.org.uk/inclusion-film-industry/bullying-harassment-racism-prevention-screen-industries](https://www.bfi.org.uk/inclusion-film-industry/bullying-harassment-racism-prevention-screen-industries)