

ONSET VERBAL BRIEFING

FULL BRIEFING

(DELIVERED AS PART OF A HEALTH AND SAFETY BRIEFING BY A HEALTH AND SAFETY OFFICER OR APPROPRIATE HOD OR REP)

Health and safety in the workplace extends to emotional and sexual safety as well as physical safety. Everyone deserves to come to work feeling respected, supported and safe. Sexual harassment in any form is not acceptable.

We're asking everyone to embrace a respectful, professional culture on and off set. There is no place for unwelcome touching, sexual advances or coercion, demeaning jokes, overtly sexual or sexist comments, or sharing images of a sexual nature. If you see something inappropriate happening, please speak up. We have a culture in NZ of not making waves but it doesn't have to be a big speech, it can be as simple as "That's not appropriate, keep it professional". Your health and safety handbook contains a definition of sexual harassment – read it. It also outlines a process for complaints, which can be made to *(insert at least two of the following people)*, your HOD, your crew rep *(insert)* your sexual harassment rep *(insert)*. The reps' contacts are on the call sheet and we encourage you to talk to them at any time if you feel uncomfortable or have witnessed something out of line. Remember this applies to anyone on or visiting our set, regardless of gender, regardless of whether they hold power or not. Sexual harassment is more common when there is an imbalance of power, but the responsibility is with all of us to ensure a safe workplace for everyone.

REMINDER BRIEFING

**TO BE USED ON LONGER SHOTS AS A DAILY REMINDER
(DELIVERED BY A HEALTH AND SAFETY OFFICER OR APPROPRIATE HOD OR REP)**

We are asking you all to embrace a respectful, professional culture on and off set. To be role models for others and to speak up if you think something is out of line. It is our shared kaupapa that every person working on *(insert production name)* comes to work feeling respected, supported and safe. Sexual harassment in any form is not acceptable.

There is no hierarchy to respect.