

TEMPO PRODUCTIONS LIMITED EQUAL OPPORTUNITIES & HARASSMENT PREVENTION POLICIES

Tempo Productions Limited, including its current and former divisions, subsidiaries and parent (collectively "**Company**") is an equal opportunities organisation and complies with all applicable laws prohibiting discrimination, harassment and victimisation (our "Policy"). Company recruits and hires all persons without regard to race, colour, sex, religion or belief, ethnic or national origin, nationality, age, marital or civil partner status, gender identity, gender expression, genetic characteristic, pregnancy, childbirth or other related medical conditions, sexual orientation, disability, medical condition, military status or any other basis prohibited by law (together "protected characteristics"). Company administers its personnel policies, programs and practices in a non-discriminatory manner in all aspects of the employment relationship, including hiring wage and salary administration, work assignments, promotions, benefits, transfers, layoffs, disciplinary action and relationship with its staff.

Assuring equal opportunity in the workplace is a function and direct responsibility of all levels of management. All supervisory personnel are charged with making a personal commitment to practice and to enforce the principles of this Policy.

THE WORKPLACE ENVIRONMENT

Company will not tolerate discrimination, victimisation (retaliation), sexual harassment or harassment in any form prohibited by law. All Crew Members, whether supervisors or non-supervisors, are expected to comply with this Policy.

Harassment, including sexual harassment, may also occur as result of conduct by fellow Crew Members, and under some circumstances, conduct by customers, vendors, consultants, visitors and independent contractors. Discrimination, harassment and/or victimization (retaliation) can take place in the office, studio, on location sites or in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events; this Policy applies with equal force to conduct in such settings.

SEXUAL HARASSMENT

Sexual harassment may exist where compensation or other employment benefits are conditioned on granting sexual favours. Sexual harassment also may exist where there is a hostile work environment caused by unwanted sexual advances or unwanted visual, verbal or physical conduct of a sexual nature.

Specifically, behaviour falls into the category of sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of the individual's engagement;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

This Policy seeks to prevent unlawful and inappropriate conduct. Some specific examples are:

- offering employment benefits, such as favourable assignment or promotions in exchange for sexual favours;

- asking for dates, or making sexual advances, propositions or flirtations where it is clear, or becomes clear, that the overture is unwelcome;
- threatening or engaging in victimisation (retaliation) after such an advance is rejected;
- displaying or distributing sexually offensive or obscene objects, pictures, magazines, cartoons, screen-savers, e-mails, cds/dvds or posters;
- engaging in inappropriate written conduct of a sexual nature, such as suggestive jokes, cartoons or off-colour or obscene letters, notes, or invitations transmitted by email or otherwise or by sending sexually suggestive gifts;
- conduct of an overtly sexual or obscene sexual nature at Company-sponsored parties or events;
- making inappropriate verbal statements of a sexual nature, such as comments about an individual's body, sexual prowess, sexual orientation or appearance or intrusive questions or comments;
- asking questions about sexual conduct or sexual orientation or disclosing or spreading rumours about yourself or others;
- inappropriate physical conduct, such as unwanted touching, pinching, impeding or blocking another person's movements, leering, whistling at or sexual gestures;
- victimising (retaliating against) a Crew Member for refusing to participate in such behaviour or for complaining about such behaviours.

BULLYING

Please note that bullying is neither acceptable nor tolerated in the workplace, even where such conduct does not rise to the level of unlawful harassment. Crew Members must not engage in bullying of other Crew Members, supervisors, customers, vendors, or visitors. Bullying includes any inappropriate conduct or comment that the person knew or reasonably ought to have known would cause humiliation or intimidation, but excludes any reasonable action taken by the Company or a supervisor relating to the management and direction of Crew Members or the place of employment. Examples of conduct or comments that might constitute bullying, and are prohibited by this Policy, include but are not limited to verbal aggression or insults, calling someone derogatory names, vandalising personal belongings, and spreading malicious rumours.

It is each supervisor's responsibility to use his or her best efforts to ensure that conduct, which violates this Policy, does not occur in his or her department or under his or her supervision. Crew Members must report any such harassment, unlawful discrimination, or bullying as set forth below in this Policy. Any personnel receiving a report of violation are required to contact their supervisor, the Producer or Production Executive, for assistance. The Company will investigate all claims and will take whatever action is necessary to see to it that its Policy is observed.

Complaints will be treated confidentially to the extent reasonable and possible under the circumstances and consistent with the Company's legal obligations. No Crew Member will be retaliated against for bringing a good faith report of discriminatory conduct. Any Crew Member who engages in, or threatens, retaliatory conduct against another Crew Member who makes a valid complaint or who participates in an investigation will be subject to disciplinary action, up to and including termination.

The Company will take any complaints of violation of this Policy very seriously and has established a complaint procedure, which offers Crew Members paths by which a Crew Member may complain of conduct which violates this Policy.

It is each supervisor's responsibility to use his or her best efforts to ensure that conduct which violates this Policy does not occur in his or her department or under his or her supervision. Crew Members may report any such harassment, or any other unlawful act of discrimination or victimisation (retaliation), as set forth below. Any supervisor receiving a report of violation is required to contact the Company's Production Executive for assistance. Company will investigate all claims.

Complaints will be treated confidentially to the extent reasonable and possible under the circumstances and consistent with Company's legal obligations. No Crew Member will be victimised (retaliated against) for bringing a good faith report of discriminatory conduct. Any Crew Member who engages in, or threatens to victimise (retaliate) another who makes a complaint in good faith or who participates in an investigation will be subject to disciplinary action, up to and including termination.

Company will investigate all claims, and has established the complaint procedure set out below.

COMPLAINT PROCEDURE

Any Crew Member who has experienced or observed conduct he or she reasonably believes is contrary to this Policy is strongly encouraged to promptly take advantage of this complaint procedure. Early reporting and intervention has proven to be the most effective method of resolving actual or perceived incidents of discrimination, victimisation (retaliation) and harassment.

Company strongly urges the reporting of all incidents of discrimination, harassment and victimisation (retaliation), regardless of the offender's identity or position. Individuals who believe they have experienced or observed improper conduct by a member of staff, supervisor or business contact or who have concerns about such matters should comply with the following complaint procedure:

1. If you are comfortable, immediately tell the other person, preferably in private, when his or her behaviour is considered inappropriate and unwelcome and request that the conduct stop immediately. Persons so told must comply immediately and graciously with such requests. If any person fails to comply with your request or you do not feel comfortable having this discussion on your own, you should report the situation in accordance with the procedure set out below.
2. If you wish to make a formal complaint, you should submit it in writing to your supervisor, department head, Unit Production Manager, Producer or Production Executive. The written complaint should set out full details of the conduct in question, including the name of the person involved, the nature of the conduct, the date(s) and time(s) at which it occurred, the names of any witnesses and any action that has been taken so far in order to stop it from occurring. As a general principle, the decision whether to progress a complaint is up to the Crew Member who has been affected by the unlawful conduct. However, Company has a duty to protect all Crew Members and may pursue the matter independently if it is considered appropriate to do so. The contact details for Company's Production Executive are;

Lauren Cox Tel: 07946 514 686 Email: laurencox21@gmail.com

3. Any reported breaches of this Policy will be investigated by an appropriate independent member of Company's management. A meeting will be held with you, usually within one week of receipt of your complaint, so that you can give your account of events. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. All reasonable efforts to maintain confidentiality throughout the investigation process will be used to the extent consistent with adequate investigation, appropriate corrective action and Company's legal obligations. Company will consult with you at the conclusion of the investigation to review its resolution. Where it is determined that there has been a violation of this Policy and/or inappropriate conduct has occurred, Company will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

SUPERVISOR/SUBORDINATE RELATIONSHIPS

Company recognises that consenting romantic or sexual relationships may develop between a supervisor and a subordinate members of staff (whether such supervision is direct or indirect). These relationships can lead to complications and significant difficulties for the supervisor, the subordinate, others in the workplace and Company. If a consenting romantic or sexual relationship between a supervisor and subordinate should develop, Company requires the supervisor to disclose this information to Company's Production Executive, Lauren Cox to ensure that there are no issues of actual or apparent favouritism, conflict or interest, harassment or a negative impact on others in the work environment. Upon being informed or learning of the existence of such a relationship, Company may take steps that it deems appropriate to protect the workplace environment.

TEMPO PRODUCTIONS LIMITED'S POLICY WHEN FILMING TO BE DISTRIBUTED TO ALL CREW MEMBERS

"NAME OF PRODUCTION SERVICE COMPANY" (the "Producer")

"TITLE OF THE PRODUCTION" (the "Production")

Anti-Bullying and Anti-Harassment Policy

At "INSERT NAME OF PRODUCTION SERVICE COMPANY" we believe that everyone is responsible for creating and maintaining an inclusive workplace that is positive and supportive.

All forms of bullying, discrimination and harassment are prohibited by the Producer.

1. What are Bullying and Harassment?

Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make an individual feel vulnerable, upset, denigrated, injured, humiliated, undermined or threatened. Power does not always mean a position of authority but can include personal strength and power to coerce through intimidation.

Harassment is unwanted conduct that has the purpose or effect of violating the recipient's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for the recipient. Unacceptable conduct may amount to discrimination and relate to a protected characteristic under equality legislation (namely; age, civil partnership, colour, disability (whether mental or physical), nationality, ethnic or national origin, gender reassignment, marital status, pregnancy, race, religion or belief, sex or sexual orientation) or it may relate to a personal characteristic that is not a protected characteristic. Not all harassment is sexual but sexual harassment is gender-neutral and orientation-neutral and can be perpetrated by any gender against any gender.

Unacceptable conduct can be intentional or unintentional and involve action or inaction. It can be targeted at a particular individual or group; or not targeted at all and can be perpetrated by an individual at the same or a different level/department to the recipient. Unacceptable conduct may be repeated or an isolated incident and may take place in private or in front of colleagues. It does not have to take place face to face but can be through written communications (including email), visual images, telephone/texting or social media/online (including instant messaging and blogs). Condoning unacceptable conduct may be bullying or harassment in itself.

Regardless of how you are employed or engaged on the Production, you have the right not to be bullied, harassed or discriminated against by anyone involved with the Production.

This Policy also applies when you are working away from any filming studio, whether in the United Kingdom or abroad.

2. Examples of Unacceptable Conduct

Examples of unacceptable conduct include, but are not limited to, the following:

- (i) unsolicited or unwelcome conduct of a sexual nature, including touching, staring or commenting (e.g. comments of a sexual nature about a person's appearance or dress, unsolicited or unwelcome sexual advances or requests for sexual intimacy, sexually explicit emails or other electronic communications/messaging);
- (ii) subjecting someone to a detriment for rejecting (or complaining about) unwelcome conduct of a sexual nature, or indicating that acceptance of such unwelcome conduct will lead to favourable treatment;
- (iii) verbal abuse including shouting, threatening, swearing or insulting behaviour;
- (iv) sexist or racist jokes, jokes about an individual's age, sexual orientation or physical or mental attributes, or jokes of a sexual nature;
- (v) unwelcome comments or "banter" that is offensive to the recipient;
- (vi) the display or circulation of sexually suggestive or racially abusive material;
- (vii) ridiculing someone or picking on them in private or in public;
- (viii) spreading rumours about or insulting somebody either directly or indirectly;
- (ix) refusing to communicate, excluding individuals or groups or socially isolating them;
- (x) intentionally setting unrealistic objectives or deadlines;
- (xi) belittling a person's creative input or other abilities;
- (xii) constant criticism which cannot be justified;
- (xiii) cyber bullying, for example, making or publishing discriminatory or derogatory comments on social media or abuse via instant messenger;
- (xiv) "mobbing" (where there is more than one perpetrator involved); and
- (xv) victimisation.

While the Producer's principal concern is to ensure that no form of bullying, discrimination or harassment occurs in the workplace (which includes when you are on location), you are also expected to adhere to this Policy outside work including, for example, at the Producer's social events, at informal social events with colleagues, during travel to and from work, in accommodation provided by the Producer and in all interactions with colleagues. Please be mindful that alcohol can affect behaviour and that, being under the influence of alcohol, is not an acceptable excuse for a breach of this Policy. The principles in this Policy also apply to the way in which the Producer and its cast and crew and other employees and service providers treat visitors, applicants, clients, customers, suppliers and former colleagues.

3. What happens if you breach this Policy?

The highest standards of conduct are required of everyone regardless of seniority and how they are employed / engaged by the Production. Breaches of this Policy will not be tolerated, and any employee or service provider found guilty of bullying, harassment or discrimination or any other breach of this Policy runs a significant risk of disciplinary or other action, up to and including termination of their employment or engagement.

4. Reporting Bullying, Discrimination or Harassment

You are encouraged by the Producer to report, as soon as possible, any acts of bullying, discrimination or harassment (either against you or that you have witnessed against someone else). **Reports should be made to one of the following:**

- **INSERT NAME , POSITION, CONTACT DETAILS**
- **Lauren Cox**, Production Executive laurencox21@gmail.com, tel: 07946 514 686

All complaints will be handled fairly, confidentially and sensitively. Furthermore, all employees and service providers shall be protected from victimisation, coercion, intimidation, retaliation, interference

or discrimination for reporting in good faith any alleged acts of bullying, discrimination or harassment or participating in an investigation of a bullying, discrimination or harassment complaint. Such victimisation is unlawful.

5. The BFI Principles

The British Film Institute (BFI) recently published its **Anti-Bullying and Harassment Principles, together with accompanying Guidance** (see www.bfi.org.uk/bullying-harassment for further information). These Principles are set out below. As you will see, they are consistent with Tempo Productions.' own stance against bullying and harassment as described above.

1. Everyone is responsible for creating and maintaining an inclusive workplace that is positive and supportive.
2. We recognise that harassment may be unlawful under the Equality Act 2010.
3. We accept our responsibilities under the Health and Safety at Work Act 1974.
4. We do not tolerate bullying and harassment, including sexual harassment, and will ensure that processes are in place for the reporting and investigation of these serious issues.
5. We recognise that bullying and harassment can have significant adverse impacts on the productivity, long-term health and well-being of affected people and will work to eradicate them. This will mean providing adequate protection for complainants and victims, and, where bullying or harassment is found to have occurred, taking appropriate action against bullies or harassers.
6. We value inclusivity, appreciate difference, welcome learning from others, and consider people equal without prejudice or favour. We build relationships based on mutual respect. We will all work to give and receive feedback in a constructive way, which we know will improve creativity and productivity.
7. We understand that reporting bullying or harassment can be intimidating. We will respect confidentiality where possible and aim to make the process of reporting clear and straightforward. If anyone comes forward to report behaviour which might amount to bullying or harassment, we will endeavour to investigate objectively. Individuals who have made complaints of bullying and harassment or participate in good faith in any investigation should not suffer any form of reprisal or victimisation as a result.
8. We will respect each other's dignity, regardless of the seniority of our role in an organisation.