

**RECOGNISING &
PREVENTING
SEXUAL HARASSMENT
IN TINOPOLIS**





Prevention Of Sexual Harassment In Tinopolis Companies

- We pursue a zero-tolerance policy when it comes to sexual harassment - or bullying or harassment of any kind.
- We take proactive steps to prevent sexual harassment taking place in any of our workplaces or on our productions.
- We have an Anti-Harassment & Bullying policy and safe ways to report or raise any concerns.
- Please read this booklet to find out more about our approach.





Recognising Sexual Harassment

Sexual harassment is conduct of a sexual nature, where:

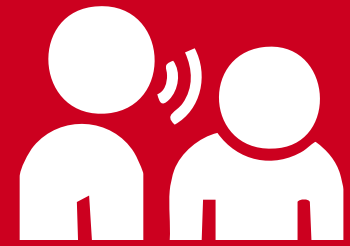
- The conduct is **unwanted**
- The conduct has the **purpose or effect** of:
 - Violating the recipient's dignity; and/or
 - Creating an intimidating, hostile, degrading, humiliating or offensive environment for the recipient.





Recognising Sexual Harassment

Examples include:



Verbal

Making sexual comments about someone's body or clothing, telling sexually offensive jokes, asking intrusive questions about someone's sex life.



Non-Verbal:

Suggestive looks, leering, making sexual gestures.



Physical:

Unwelcome touching, hugging, massaging, or kissing, sexual assault.



Online:

Sending sexually explicit emails or messages, sharing inappropriate content on social media.



Recognising Sexual Harassment

When we consider the effect of conduct of a sexual nature (as opposed to purpose) we think about:

- The effect and perception of the recipient, rather than what was intended by the other party.
- Whether it's reasonable for the conduct or behaviour to have that effect. For example, if faced with the same circumstances would a "reasonable person" find the conduct offensive?
- Are there circumstances or context which would explain any of the behaviour?





Recognising Sexual Harassment

Note that:

- Welcome conduct can become unwelcome conduct
- Sexual harassment can occur in person or online (for example via email, social media or messaging apps)
- The conduct does not need to be sexually motivated
- It can be a single incident or a pattern of behaviour.
- A one-off act can be deemed sexual harassment.





Who's protected from sexual harassment?

- All staff are protected from sexual harassment. That means all individuals working for us at any of our workplaces, irrespective of status, level or grade.
- It includes employees, consultants, contractors, freelancers, agency staff, interns, apprentices and work experience trainees, plus job applicants.
- Staff are also protected from harassment perpetrated by “third parties”, including clients, suppliers, audience members, contributors and on-air talent.
- In TV production, certain groups are considered “vulnerable”, because they're more likely to experience harassment. Those most at risk include younger women, disabled people, Black and ethnic minority people, members of the LGBT community and those lacking job security (i.e. those on shorter term temporary contracts).





What are the potential risks in TV Production?

TV production is considered to be a higher risk area for sexual harassment – and this has been borne out by a string of high profile cases. Some of the perceived reasons for its reputation are:

- Junior people working with senior & well-known figures, including on-air talent
- Lack of job security for many workers (meaning nervousness about making complaints)
- Long journeys and periods spent working away from home
- Late night and one-to-one working
- Liaison with multiple third parties and contractors
- Wrap parties
- Imbalance of power between men and women



Mitigating risks in TV Production

What actions might we consider to prevent or mitigate the perceived risks of sexual harassment, especially in TV production?

- Identifying risks at “green light” stage & creating production-specific risk assessments.
- Helping everyone to understand and recognise all the forms of sexual harassment.
- Making everyone aware of our Anti-Harassment Policy and the process to report concerns.
- Identifying anti-harassment “Champions”, including temporary work locations.
- Avoiding vulnerable people being left alone.
- Making sure there’s always more than one person at work locations.
- Discourage solo travel late at night, especially in unfamiliar areas.
- Agreeing potential interventions at social events.
- Not compelling staff to socialise with third parties or clients by themselves.
- Responding to those who raise concerns in a supportive way.



SPEAK UP

We believe in providing a safe and inclusive environment for everyone and we treat each other with respect and kindness. And across the Tinopolis companies, we have a zero-tolerance policy when it comes to any form of bullying and harassment - and sexual harassment in particular.

But we don't see everything!

So if you experience or witness any kind of inappropriate behaviour, please do **speak up** about it.

You can speak to any of the following:

- Your manager
- Your manager's manager
- Your company or department's senior leader
- The senior person on site at a temporary work location
- Emily Ricketts: Anti-Harassment Champion, Glasgow (emily.ricketts@tinopolis.tv)
- Anti-Harassment Champions, Llanelli
Rhian Thomas: (rthomas@tinopolis.com),
Rhys Bevan: (rhys.bevan@tinopolis.com)
- Pete Reid: Head of HR, Tinopolis Group (peter.reid@tinopolis.tv)
- Kay Vasile: HR Adviser, Tinopolis Group (kay.vasile@tinopolis.tv)



How we respond if we receive a complaint or concerns are raised..

- We act promptly and we involve or take advice from the Group's HR team.
- We think carefully about what to say, keep an open mind and allow plenty of time.
- We ensure that any such conversations are treated confidentially and there's protection from possible repercussions.
- We're mindful that our duty extends to preventing sexual harassment of staff from third parties e.g. clients, suppliers, audience members, agents.



What we won't do in response to complaints or concerns...

- We won't dismiss concerns, or fail to consider them properly.
- We won't respond by saying, "it could be a long and difficult process"
- Nor will we say, "it doesn't seem serious".
- We won't say, "it happened a long time ago, so what's the point of raising it now"





What happens if you raise a concern...

- In conjunction with you, we'll decide how to handle your concern. Depending on the nature and seriousness of your concerns, we may choose to treat them informally or formally.
- Any formal complaint will be handled in line with our Anti-Harassment & Bullying Policy.
- Confidentiality will be emphasised to everyone participating in any investigation required as part of the formal process.
- We'll consider making temporary changes to working arrangements, to avoid or minimise contact between you (the person who raised the concerns) and the alleged harasser.
- We'll keep you informed throughout the process. At the end of it, we'll talk to you about the outcome and what actions (if any) have been taken.

Any Questions?

Speak to our HR team:

Peter Reid

peter.reid@tinopolis.tv

Kay Vasile

kay.vasile@tinopolis.tv