**Code of conduct to prevent sexual harassment**

[Production company] is committed to ensuring the health and safety of each person who performs work on [project].

We have zero tolerance for any form of sexual harassment in the making of [project].

Under the **Sex Discrimination Act 1984** and state legislation it is against the law for a person to sexually harass another person. Some forms of sexual harassment, including sexual assault and indecent exposure, are also crimes and will be reported to the police.

[Production company] has appointed [Name of sexual harassment prevention contact] as the sexual harassment prevention contact for [project]. [Contact] is available to any person involved in the making of the project and is also available to anyone applying or auditioning for a role on the project. [Contact’s] contact details are [details].

You should report any conduct that you believe is sexual harassment, whether it is against you or another person, to [contact] or to your supervisor or to [name of Producer] directly.

You also have the right to seek advice or assistance from others (such as your union or lawyer), or seek assistance from or make a complaint to the Australian Human Rights Commission.

[Production company] assures you that timely, fair and appropriate action will be taken to address any complaint. Victimisation of any person who raises a complaint is unlawful.

**It is very important to speak up.**

Everyone has a responsibility to promote appropriate standards of behaviour at all times.  This includes during work hours while working on the project and out-of-hours while attending work-related functions.

People can be personally liable for engaging in sexual harassment.

Sexual harassment is any unwanted, unwelcome or uninvited behaviour of a sexual nature, which makes a person feel offended, humiliated or intimidated.

This includes staring or leering, unnecessary familiarity, such as deliberately brushing up against you or unwelcome touching, suggestive comments or jokes, insults or taunts of a sexual nature, intrusive questions or statements about your private life, displaying posters, magazines or screen savers of a sexual nature, sending sexually explicit emails or text messages, inappropriate advances on social networking sites, accessing sexually explicit internet sites, requests for sex or repeated unwanted requests to go out on dates.

Some forms of behaviour may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Consensual behaviour between adults which is welcome and reciprocated, such as flirting, is not sexual harassment.

Sexual harassment disproportionately affects women with 1 in 5 experiencing sexual harassment in the workplace at some time. However, 1 in 20 men also report experiencing sexual harassment in the workplace.