



# **Guidelines for the prevention of sexual harassment in the film and television industries**

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- Finnish Film Producers
- Association of Finnish Film Directors (SELO)
- Finnish Playwrights and Screenwriters Guild
- Trade Union for Theatre and Media Finland
- Finnish Film Foundation
- Finnish Actors Union
- Metropolia University of Applied Sciences
- Arcada University of Applied Sciences

- Aalto University, Department of Film, Television and Scenography
- Union of Film and Media Employees Finland
- Theatre, Film and Television Designers
- Finnish Society of Cinematographers
- The Finnish Documentary Guild
- Association of Independent Producers in Finland

- Animation Clinic – Finnish Animation Association
- Women in Film & Television Finland
- Kopiosto/AVEK
- Finnish Chamber of Films
- Finnish Film Distributors Association
- Finnish Cinema Exhibitors Association

## **Sexual harassment refers to unwanted physical, verbal or other behaviour of a sexual nature.**

THE FILM AND TELEVISION INDUSTRIES do not condone sexual harassment or any other form of mistreatment at work, training or during the recruitment process. Everyone in the field is responsible for contributing to a healthy working environment. All employees also have the right to be treated with respect. Working in a creative field does not make harassment acceptable.

THESE GUIDELINES are meant as a guide to anyone working in film or television. They aim to enable early and effective intervention in cases of sexual harassment. The guidelines also provide instructions for anyone facing harassment and for employers and management.

### **What is sexual harassment?**

Sexual harassment is unwanted physical, verbal or other behaviour of a sexual nature. Especially those in positions of authority must conduct themselves responsibly.

### **Sexual harassment may include:**

- touching
  - propositions or demands for sexual encounters
  - sexually suggestive gestures or expressions
  - lewd speech, suggestive jokes, comments or questions concerning someone's body, dress or private matters
  - sexually suggestive materials, messages or phone calls
- the most serious cases of sexual harassment may include rape or attempted rape
- the above apply to recruiting and casting as well, see also [www.nayttelijaliitto.fi/metoo/hairinta-tyohonotossa](http://www.nayttelijaliitto.fi/metoo/hairinta-tyohonotossa) (in Finnish)

## Prevention of sexual harassment

The employer must define the procedures with which sexual harassment is prevented during production.

### Preventive measures may include

- a clear statement from management that the workplace does not tolerate sexual harassment (zero tolerance)
- rules of good behaviour at work: employees are told what is acceptable and unacceptable behaviour in the company and during all areas of the production
- going through the special characteristics of the production at the outset: if the production includes, for example, nudity or improvisation, the scenarios are examined in advance and the consent of the participants is acquired
- preparing steps with which to tackle sexual harassment consistently and effectively
- training management to detect, investigate and eliminate sexual harassment

## Guidelines for victims of sexual harassment

- let the harasser know unambiguously that you do not condone their behaviour and demand they stop
- you may also ask help from a colleague, your health and safety representative or union representative and, together with them, tell the harasser to stop
- record the time and place, what happened and who were present
- student or trainee: contact your supervisor immediately, and if the harassment continues, contact your school

### If the harassment nevertheless continues:

- record how and how often the harassment occurs and how you have responded
- contact your immediate superior, the superior of the harasser, or higher management if your superior is harassing you, and ask them to take up the case – also tell them you want to know what action they intend to take
- if necessary, contact your occupational health services, health and safety representative, union representative or your union
- if your employer does not take action to stop the harassment or the measures taken are ineffective, you may ask for assistance from your labour protection authority at the Regional State Administrative Agency by calling their national help line: 0295 016 620

## Guidelines for managements

When sexual harassment is reported to a superior, he or she must immediately determine the course of the events in an impartial manner. **The employer is responsible for clearing up the situation and taking the necessary action.**

- determine the course of the events by discussing the matter with both parties
- **if you detect sexual harassment, you have the right to forbid this kind of behaviour;** the task of a superior is to state it clearly if an employee is acting in an inappropriate manner
- take action following the guidelines of the company
- conclusions, instructions and orders should be recorded
- follow the implementation of the changes and consider whether you should pursue a follow-up discussion with the parties
- if the instructions or orders do not solve the problem, the employer has the right to take disciplinary action and, for example, give a formal warning to the harasser
- as a final recourse, the harasser may be let go provided there are legal grounds to do so

## Guidelines for someone accused of sexual harassment

If your colleague or employee tells you your behaviour is harassment, or a supervisor wants to speak to you about suspected harassment, take the matter seriously. Suspicion and weak signals should be addressed. Even if you feel you have not committed sexual harassment, **do not belittle the accuser's experiences and immediately cease the behaviour that has been deemed unacceptable.**

### If you are accused of sexual harassment

- pay attention to what your accuser or your superior investigating the matter tell you
- **think about your behaviour from the viewpoint of the accuser**
- report your own version of the events
- discuss the matter together and try to come up with a satisfactory resolution
- be prepared to apologise
- if necessary, inform your superior about the accusations
- if necessary, also discuss the matter with your health and safety representative, union representative or occupational health services

**Suspicion of sexual harassment is always a serious matter. It is important that the legal safeguards of all the parties are taken into consideration while the matter is investigated.**