



ANTI-HARASSMENT & BULLYING POLICY

Policy Statement

Viper Productions is committed to creating and maintaining a safe, inclusive and respectful environment for all staff, crew, collaborators, and talent. Harassment, bullying, and discrimination of any kind will not be tolerated, whether on set, in the office, online, or during any Viper-related activity.

We recognise our responsibility to protect everyone we work with from behaviours that undermine dignity, safety or wellbeing. We are committed to taking all reports seriously, with compassion, discretion, and action.

Our Values

As a proudly inclusive company, Viper Productions champions neurodiverse, disabled, LGBTQ+ and underrepresented voices in the creative industries. That commitment begins with ensuring our own workspaces are equitable, welcoming and free from harm and discrimination.

Scope of the Policy

This policy applies to:

- Employees, freelancers, contractors, trainees and volunteers
- Clients, partners, cast and collaborators
- All Viper Productions activities: on-set, in-office, online, and during any work-related events

Definitions

Harassment is any unwanted conduct—verbal, physical or digital—that violates someone's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

Examples include:

- Offensive jokes, slurs, or name-calling
- Inappropriate physical contact or sexual advances
- Repeated unwelcome comments about appearance, identity or ability
- Online harassment via email, social media or messages

Bullying refers to persistent and offensive, intimidating, or humiliating behaviour which attempts to undermine, belittle, or hurt another person.

Examples include:

- Verbal abuse or shouting
- Undermining someone's work unfairly
- Spreading rumours or excluding someone
- Abuse of power or position

Zero Tolerance Policy

We operate a zero-tolerance policy towards:

- Sexual harassment
- Racist, ableist, sexist, homophobic or transphobic conduct
- Bullying, intimidation or manipulation in any form

Reporting a Concern

We encourage everyone to speak up. All reports will be taken seriously and treated confidentially.

You can report an issue to:

- A Line Producer or Production Manager
- Your Direct Line Manager
- Viper Leadership or HR Representative (if applicable)

You may also raise concerns anonymously where possible via designated reporting tools or a trusted third party.

No one will be penalised or victimised for making a complaint in good faith.

What Happens Next

Once a concern is raised:

- It will be acknowledged promptly
- A fair and thorough investigation will take place
- Appropriate action will be taken, which may include mediation, formal warnings, removal from the production, or contract termination

Support will be offered to all parties involved, including signposting to external services if needed.

Responsibilities

All team members and collaborators are expected to:

- Treat others with respect, empathy, and professionalism
- Speak up if they witness inappropriate behaviour
- Uphold a positive, inclusive working culture

Managers and producers have a duty to:

- Lead by example
- Address issues immediately
- Create a psychologically safe working environment

Ongoing Commitment

This policy will be reviewed regularly and updated to reflect evolving best practices and legislation. Training and resources may be provided to ensure understanding and accountability at all levels of the company.

This policy was approved by Viper Productions

Last reviewed: 20th April 2025