

**The Walt Disney Company
and affiliated companies**

ANTI-HARASSMENT AND BULLYING POLICY – UK PRODUCTIONS

1.0 Scope of this policy

1.1 This Policy (the “Policy”) of The Walt Disney Company and its subsidiary and affiliated companies (together, referred to as the “Company”) applies to all crew members who are the Production Company’s employees and other individuals engaged as workers, contractors, agency workers and consultants for television, film and streaming productions for the Company in the United Kingdom (for the purposes of this policy collectively referred to as “crew”). Within the Policy, the term “Production Company” shall mean the production company for which a crew member is assigned to work from time to time.

1.2 The Policy does not form part of the Production Company’s contracts of employment or engagement. The Production Company reserves the right to withdraw or modify this Policy at any time and reserves the sole right of interpretation.

2.0 Introduction

2.1 The purpose of the Policy is to prevent any kind of harassment or bullying and to ensure that all crew are treated fairly. It is designed to outline what constitutes harassment or bullying and how an individual or the Production Company can deal with situations as they arise.

2.2 The Production Company does not condone any form of harassment whether it is related to age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation, or bullying of any other kind.

2.3 The Production Company’s aim is to create an environment that is sympathetic to all crew and the Production Company is committed to ensuring that every member of crew is treated with respect, dignity, fairness and the integrity they deserve.

2.4 If a member of crew is concerned about bullying or harassment, they should not hesitate to speak to either their line manager (where appropriate) or a senior member of the HR department.

2.5 Harassment or bullying will be treated as a disciplinary matter and may lead to dismissal.

3.0 What is harassment?

3.1 Harassment is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. It may be directed at one person or many people. It may be behaviour over a period of time, or a one-off act. What constitutes harassment is specific to the person(s) involved, relating to their feelings and dignity. It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.

3.2 Harassment may be related to a protected characteristic as set out in paragraph 2.2 above.

3.3 Unlawful harassment may involve conduct of a sexual nature (sexual harassment), or it may be related to age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. Harassment is unacceptable even if it does not fall within any of these categories.

3.4 Harassment may include, for example:

- (a) unwanted physical conduct or "horseplay", including touching, pinching, pushing and grabbing;
- (b) unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless);
- (c) offensive e-mails, text messages or social media content; and
- (d) mocking, mimicking or belittling a person's disability.

3.5 A person may be harassed even if they were not the intended "target". For example, a person may be harassed by racist jokes about a different ethnic group if the jokes create an offensive environment.

3.6 Crew may complain of behaviour that they find offensive even if the harassment was not actually directed at them or they do not have any of the characteristics mentioned in paragraph 2.2 above.

4.0 What is bullying?

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

4.2 Bullying can take the form of physical, verbal and non-verbal conduct. Bullying may include, by way of example:

- (a) physical or psychological threats;
- (b) overbearing and intimidating levels of supervision; and
- (c) inappropriate or derogatory remarks about someone's performance.

4.3 Legitimate, reasonable and constructive criticism of a crew member's performance or behaviour, or reasonable instructions given to crew in the course of their employment or engagement, will not amount to bullying on their own.

5.0 Harassment by a third party

5.1 Crew who feel they are being harassed by a third party (e.g., a client or customer) should speak to either their HoD (where appropriate) or a senior member of the HR department and your complaint will be dealt with as set out in this Policy (see paragraphs 6.0 and 7.0 below).

6.0 What you should do if you are being harassed or bullied?

6.1 If you feel that you are being bullied or harassed, you should not hesitate to speak to your HoD (if appropriate), a senior member of the HR department or your employer if you are engaged via a third-party supplier. You should not suffer in silence.

6.2 In all cases you should;

- (a) Stage 1: Where you feel able to raise the problem informally with the person responsible, you can try to sort out the issue with the person(s) involved. You should explain clearly to them that their behavior is not welcome or makes you feel uncomfortable. If this is too difficult or embarrassing, you should speak to your HoD, HR or your UPM, who can provide confidential advice and assistance in resolving the issue formally or informally.
- (b) Stage 2: Make a written note of the incident(s). Make a note of the date, time and nature of incident(s) and of the name(s) of anyone who may have witnessed this taking place.
- (c) Stage 3: If the behaviour continues, an informal approach is not appropriate or has not been successful, you should raise a formal complaint, also known as a grievance. This should be made in writing to HR and where possible, state details of the date, time, nature of the incident, the name(s) of witnesses to the incident and any attempts already made to stop it.

7.0 How will the Production Company deal with complaints?

7.1 The Production Company wishes to prevent any kind of harassment or bullying and will respond effectively and efficiently to any complaint made in good faith.

7.2 Written complaints of bullying or harassment from the Production Company's employees will be dealt with as a grievance where applicable, observing the ACAS code of practice. This will include us investigating the complaints in a timely and confidential manner. The investigation will be conducted by someone with appropriate experience and no prior involvement in the complaint, where possible. Details of the investigation and the names of the person making the complaint and the person accused must only be disclosed on a "need to know" basis. We will consider whether any steps are necessary to manage any ongoing relationship between you and the person accused during the investigation.

7.3 Where appropriate, the Production Company may take action to temporarily transfer or suspend the alleged harasser or bully. Alternatively, the Production Company may discuss with you, whether it would be acceptable for you to remain at home on paid leave until the situation is resolved.

7.4 Once the investigation is complete, we will inform you of our decision. If we consider you have been harassed or bullied by a worker or crew member the matter will be dealt with under the ACAS code of practice as a case of possible misconduct or gross misconduct. If the harasser or bully is a third party such as a customer or other visitor, we will consider what action would be appropriate to deal with the problem. Whether or not your complaint is upheld, we will consider how best to manage any ongoing working relationship between you and the person concerned.

7.5 For all other members of crew engaged with the Production Company, we will investigate the concerns in a reasonable manner and confirm the outcome to you via a third-party supplier, depending on the nature of your engagement with the Production Company.

8.0 Protection and Support for those involved

8.1 Crew who make complaints or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. Anyone found to have retaliated against or victimised someone in this way will be subject to disciplinary action under our Disciplinary Procedure.

8.2 Steps that the Production Company may consider may include a decision to separate you and the alleged bully or harasser. This may include a transfer to a different department (usually of the bully or harasser if your complaint is upheld). Alternatively, the Production Company may take steps to reorganise working practices to minimise contact between you and the alleged harasser or bully.

8.3 None of the above will prevent the Production Company taking appropriate action where, after investigation, someone is found to have raised a complaint, provided information or otherwise acted in bad faith. Such abuse of this Policy may itself be subject to disciplinary action.

9.0 Confidentiality

9.1 Confidentiality is an important part of this Policy. Every crew member involved in the operation of the Policy, whether making a complaint or involved in any investigation, is responsible for observing the high level of confidentiality that is required.

9.2 Breach of confidentiality may give rise to disciplinary action.

10.0 Record Keeping

10.1 Information about a complaint by or about a crew member may be stored as part of the Production Company's HR records, along with a record of the outcome and any notes or other documents compiled during the process in accordance with the Production Company's Privacy Notice, which is available via CrewStart.

(Revised June 2022)