



Checklist of recommendations for EMPLOYERS on singular and/or short-term projects

Smaller companies set up for a singular production may have specific limitations on what they can feasibly offer their workers; however, there are measures that they can take to ensure that a language of support is in place for their workers, and to demonstrate their recognition of the wider employment legislative framework.

- ✓ All small companies and individual productions should draw up official contracts with each of their individual workers clearly stating the terms of their employment and their rights.
- ✓ Producers and line managers can develop a code of practice around employment expectations, demands and allowances that can be offered to all their workers. For example, challenging the culture of presentee-ism by allowing workers time-off-in-lieu (TOIL) when they are not needed, and providing a designated rest space for anyone who may have particular needs, including breastfeeding or expressing.
- ✓ Include a policy that recognises external caring responsibilities. Productions can offer additional financial support for those with caring needs, whether for childcare or transport (so workers can get home in shorter time). The production should ensure that it recognises these hidden costs for workers and makes the information accessible to those who may wish to consult with them about it.
- ✓ Productions should be mindful of the wider anti-discrimination laws and include a zero-tolerance policy for sexual discrimination, racial discrimination, bullying and harassment in their code of practice. There should be a nominated individual or line manager for workers to consult if they feel they have been mistreated during the production. This policy should be made available to all members of the crew, facilities and wider supporting roles who contribute to the production to ensure that everyone knows what the policy is and what to do if they have a complaint.
- ✓ Employers should not ask interview candidates directly if they're pregnant, if they are planning to have children, or – if they have children – what their childcare arrangements are. They can, however, be open about the family-friendly policies they can extend during the production or project.
- ✓ All productions should be mindful of the Creative Scotland research on the impact of 5-day working shoots on diversity/inclusion and mental health:
http://www.creativescotland.com/__data/assets/pdf_file/0010/35020/ScreenEqualitiesSurveyMay2016.pdf
- ✓ Even small companies or small productions can develop their own tailored flexible working policy, including job-sharing. We appreciate that flexibility can be difficult to accommodate, but including it in the individual contracts and wider policy creates a culture where caregiving needs are recognised and acknowledged.

