

INCLUSIVE BEHAVIOURS EXAMPLES

We believe it is vitally important to create an environment in which any individual or group is and feels welcomed, respected, supported, celebrated, and valued to fully participate and bring their full, authentic selves to work. Sometimes, it is small things that make the difference between a set feeling inclusive or not inclusive.

The following are some ideas that production crew members have implemented in the past; you can implement these towards creating an inclusive environment. You are encouraged to try them, experiment, add more.

- **Learn—and use—crew members' names** (e.g., by providing nametags to everybody on set – with photos if people are wearing masks).
- **Use the Pronoun Identification Form to ask for crew members' pronouns (voluntarily) and share them on the call sheet and/or crew list** – then make sure they are respected and used.
- **Incorporate an inclusion statement (e.g. Workplace Culture Agreement) and resource numbers/hotlines/emails on:**
 - Deal memos
 - Start forms
 - Call sheets
 - Production meetings
- **Ask about dietary preferences/restrictions** and make sure modifications are made accordingly.
- **Greet everyone on their first day with their favorite coffee/tea order with the right milk.**
- Make sure to provide accommodations for a **cast or crew member(s) with disabilities**.
- **Get to know the entire crew.** Talk to them about their experiences and diversify your network by trying to connect with different people on set.
- Ensure a mix of **people from different backgrounds (including people from historically underrepresented groups), experiences and identities** are included in meetings so that there are a diverse range of perspectives and ideas.
- Some ways to **incorporate inclusive behaviours into morning meetings:**
 - **Set clear ground rules** and stick to them. No interruptions, listen well, value everyone's perspective. If someone gets cut off, make sure they get the chance to complete their thought. Hold each other accountable.
 - **Include brief team building activities into morning meetings** – some questions you can ask:
 - How do you want to feel today?
 - What was great yesterday?
 - Who was our “crew member MVP” yesterday?
 - If there are major current events happening that may affect your crew, ask how are they feeling?
- Highlight the importance of **inclusion and psychological safety** during your **safety meetings**. For example:
 - Do a “Say This/Not That” exercise.
 - Practice saying “hey everyone” instead of “hey guys”.
 - Instead of “What happened and why?”, ask “How can we correct this for next time?”
 - Avoid blaming to build trust.
 - Look for ways to solicit new ideas; if someone hasn't spoken, ask them their opinion.
 - Respect that your crew members may have other opinions that may not mesh with your own. **Stay open-minded and curious**, listen and ask questions. When you respond, be constructive.
 - Be open to feedback.
 - Include members of your own department in decision-making.

- Watch for non-verbal communication; if someone looks confused, check for understanding. If someone looks like they disagree, ask for their opinion.
- **Educate yourself** on microaggressions that you may unintentionally be directing to others by reviewing the microaggressions toolkit that was provided to your production. Should someone have the courage to share with you that you've committed a microaggression, be non-defensive and open to feedback, keeping in mind that feedback is a gift.
- **Have a mentorship pairing/programme on set.** Pair a new person with a more veteran person that they can check in with during production.
- **Challenge any tendency you have to go to your "go-to" person** with opportunities (e.g. do you go to the same production assistant for all your needs?). Who on your crew is not currently getting the same opportunities?
- **Visibly recognise other's contributions.** Don't forget to thank them at the end of the day for their work. Make sure those who make contributions get the credit for them.

If you have other examples that helped create a more inclusive environment for your production, we want to hear from you! We are here to support you in your responsibility to create a safer, more inclusive production space. If you have more questions or need more support, please reach out to your Production HR contact or the Studio's Equity and Inclusion team.