



Animation Studio Anti-Harassment Pledge

_____ is a part of a group* of animation studios committed to providing safe and equitable work environments free of discrimination and harassment. We will not tolerate discrimination and any form of unlawful harassment, including but not limited to sexual harassment. We understand that we all have a responsibility to ensure that each of our studios is safe for all employees and independent contractors. As such, this pledge will be adopted and added to employee and independent contractor start paperwork by each participating studio.

* This group is not a legal entity or partnership and none of the members are responsible for the actions or inactions of other studios. Our singular intent is to strongly sanction a unified pledge to create an industry that is committed to eliminate all forms of harassment in the workplace.

_____ is committed to enforcing its anti-harassment policy listed in our employee handbook and attached to this pledge letter for reference.

Harassment

The definition of harassment is unwanted conduct on the grounds of race, gender, sexual orientation etc. which has the purpose or effect of either violating the claimant's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is against state, federal and local laws.

Sexual Harassment

The Fair Employment and Housing Commission defines sexual harassment as harassment based on sex or of a sexual nature; gender harassment; and harassment based on pregnancy, childbirth, or a related medical condition.

Sexual harassment includes, but is not limited to:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Actual or threatened retaliation
- Making sexual gestures or exposure of sexual organs
- Displaying sexually-suggestive objects, pictures, cartoons or posters
- Making or using derogatory comments, slurs, jokes of a sexual nature
- Sexual comments (including comments about someone's body or private life)
- Sexually degrading words used to describe an individual
- Suggestive or obscene letters, notes or invitations
- Unlawful physical touching or assault, as well as impeding or blocking movement
- Wolf whistling, catcalling, or offensive sexual noises.

Our Pledge

_____ pledges:

- To never tolerate, condone or ignore harassment of any kind.
- To educate employees and independent contractors about harassment and why it's never okay.
- To support employees and independent contractors when they talk about, report, or challenge harassment.
- To empower our employees and independent contractors to come forward with any reports or harassment without the fear of retaliation. This applies whether a good faith complaint of harassment is well founded or ultimately determined to be unfounded.

Employee / Independent Contractor Responsibility

- Avoid engaging in behavior that may be considered harassment.
- Avoid engaging in behavior that can in any way be demeaning, embarrassing, or offensive to others.
- Correct harassment situations by acting in a prompt, fair, and confidential manner.
- Be aware of your behavior toward any employee who may have complained of harassment.
- Appreciate the fact that if someone files a complaint of harassment does not mean that he/she is disloyal to the company; everyone deserves to work in a positive environment.
- Understand that our company is committed to protecting the confidentiality of employees reporting suspected violations of unlawful harassment to the extent reasonably possible and consistent with the needs of its investigation.

Employee / Independent Contractor Pledge

The safety of the workplace is the responsibility of Studio Name, but also extends to its employees and independent contractors. We want each employee to take part in ensuring that this pledge is enacted and adhered to in its entirety. As such, we would like each employee or independent contractor to pledge to never tolerate, condone or ignore harassment of any kind. No employee will be retaliated against for reporting harassment. Our no-retaliation policy applies whether a good faith complaint of harassment is well founded or ultimately determined to be unfounded.

As a new employee or independent contractor of _____, I (Employee or Contractor's name) _____, have read and hereby accept this pledge and commit to abiding by company's anti-harassment policy.

(Signature) _____ (President, Studio Name) Date _____

(Signature) _____ (Employee/Ind. Contractor) Date _____

Animation Studios concurrently making this pledge can be found listed on the Women In Animation website.