



# Bullying, Discrimination, & Sexual Harassment Policy

## Document Management

Approvers	Name	Designation	Date
	Greg Reilly	Chief Executive Officer	
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## Revisions

	Name	Designation	Date
Revision 1	Jess Kay	Head of Production	08/05/2025
Next review			01/05/2026



## Policy

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### Statement of Commitment

Talentpay is committed to providing a safe and appropriate working environment for all actors and crew employed and involved in media productions, regardless of race, religion, ability, gender, or sexual orientation.

### Policy

Talentpay has a zero-tolerance policy for bullying, discrimination, and sexual harassment in the workplace. Any Talentpay staff member or contractor found to have engaged in bullying, discrimination or harassment under this policy may face disciplinary action, up to and including termination of employment.

### Complaint Handling

- Talentpay staff may raise a complaint to their Manager or the HR Manager either verbally or in writing.
- Individuals not employed by Talentpay may contact Talentpay on 02 8204 4700 and ask to speak to Talentpay's HR Manager, or make an online submission via Talentpay's Complaint Form to report any breach of this policy by a Talentpay employee or towards a Talentpay employee – this includes any cast or crew engaged by Talentpay on a production.
- Talentpay will keep a record of all reported complaints or allegations, including the details of the reporter, who received the report, details of those involved, time and place the incident occurred, whether anyone else was present, any intervening actions that were taken at the time, how the situation was resolved, and any follow-up action taken.
- Talentpay will investigate every complaint or allegation received, without prejudice, to the full extent of our ability.
- Workplace conflict resolution processes will be employed to resolve cases of bullying and/or discriminatory behaviour.
- In the event a person is in immediate danger, or a criminal act has occurred, a report will be made to the relevant authorities.

### Review

This policy will be reviewed when required by changes in legislation or changes within company operations.

### Related Policies

Child-Related Complaint Policy  
Disciplinary Policy  
Diversity Policy  
General Complaint Policy

## Appendix A - Definitions

For the purposes of this policy:

**Bullying:** is the use of force, coercion, hurtful teasing, comments, threats, ostracization, or the like, with the intent to cause distress, intimidation, or hurt.

**Complaint:** should be interpreted broadly and can include expressions of dissatisfaction about the way a production is unfolding or dealings with an individual; allegations about the conduct of staff or other persons on set; or the handling of a prior concern.

**Discrimination:** the unjust or prejudicial treatment of different categories of people on the grounds of ethnicity, age, gender, sexuality, or disability.

**Harrassment:** is any form of behaviour that is unwanted by the victim, offensive, humiliating or intimidating to the victim, or creates a hostile environment for the victim.