



The BBC does not tolerate any form of bullying or harassment. We are committed to providing a working environment in which the dignity of individuals is respected and action is taken against all forms of inappropriate behaviour. We extend that requirement to the way we work with Suppliers ourselves – as well as to the production teams making content for us. We include a conversation about respect in the workplace as part of our commissioning specification.

A Production company working with the BBC must have its own policy addressing dignity in the workplace and should remind everyone who works for them of their obligation to contribute to a respectful workplace and explain how they can raise concerns if they see inappropriate behaviours. The policy should include company processes for making and addressing complaints. It should be shared with all members of the production team when they are engaged.

The BBC expects the following best practice steps to be applied on all new commissions.

- All Production Suppliers must have at least one named senior safeguarding contact. This person/people must be:
  - Suitably trained – Understands the principles of Respect at Work
  - A senior member(s) of the Indie supplier.
  - Clearly identified to the production teams as someone they can approach if they have concerns.
  - Someone who takes responsibility for pro-actively making any adjustments in order to maintain a safe and comfortable environment.
- All staff working on a commission must be aware of the company's anti-bullying & harassment policy.
  - All staff should have access to contact details for support helplines, safeguarding contacts, and whistle blowing lines. This should include information on how to access the BBC Commissioning website, which outlines our expectations.

Anyone working on a production for the BBC who has any concerns or feels they have been bullied or harassed at work should raise the matter directly with the production company that has engaged them. The BBC cannot get directly involved in a complaint made to a production company, as we are not the employer.

If anyone on a production for the BBC has a concern they feel they cannot raise with their production company for one of the following reasons they can contact [BBC Respect at work](#) to bring it to our attention.

- A concern about the behaviour of a BBC employee
- A concern about the behaviour of an individual on a production which goes beyond the remit of an individual production company.
- A concern that is impossible to raise with a production company directly because of internal conflicts within the company.

AudioUK has provided an Anti—Bullying and Harassment policy template for its members, it can be found in the members section of the website: <https://www.audiouk.org.uk>