

HOW WE WORK

We are a community.

We work together for a common cause. Nitpicking, micromanaging, ice-ing out, and other behaviors not conducive to a collaborative atmosphere will not be tolerated on set. Leave your ego at home, and instead, bringing your highest self to set, always.

We do not tolerate discrimination or harassment.

Bullying and abuse are not tolerated. Dog whistles, stereotyping, and 'ironic' jokes will get you expelled from set, no questions asked. This is a 'one strike, you're out' policy: at the first instance of discrimination or harassment, you will be asked to vacate the set for the remainder of the project.

We don't do microdosing.

The use of drugs is not allowed on set. If you show up under the influence, you will be asked to vacate set and your behavior will be reported.

We show up for one another.

Due to the lack of job opportunities and visibility of [BIPOC](#) on commissioned projects, we aim to shift this by working on fully inclusive sets. We believe that no one person is more important to production than the other. We show respect for our interns and production assistants in the same way we show respect to other creatives and client liaisons present.

We foster an open, communicative environment.

This means you might be challenged in ways you may not anticipate. Always take a moment to examine what you are saying and if it will be beneficial for the morale of our team. It's always okay to be quiet and listen.

We don't compromise projects for our own gain.

We are in this together. No one person dictates the creation of a project, so please keep in mind that we expect you to trust the individual talents of everyone staffed on the project. Do not interfere by providing assistance or help if it hasn't been first asked of you. While you may have a different way of doing things, we acknowledge our individual talents and skills as the source of our collective strength.

We are inclusive. For real.

If you are uncomfortable being around people of color AND/OR working with inclusive crews (i.e. crews that are often staffed with a majority of women of color and nonbinary people), we ask that you reconsider our collaboration for the safety and well being of all involved. We reserve the right to work with brands/clients/publishers who practice inclusive hiring. Any instances of discrimination or harassment will be reported and will result in expulsion from project/set.

AGREEMENT

I hereby agree that I will:

1. **BE INCLUSIVE**

I will welcome and support people of all backgrounds and identities. This includes, but is not limited to members of any sexual orientation, gender identity and expression, race, ethnicity, culture, national origin, social and economic class, educational level, color, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability.

2. **BE TRUSTING**

I will depend on Oriana Koren to produce the best work they can as a photographer, knowing I've done my part to provide them with the support and tools necessary to make good work. I trust Oriana Koren to carry out my production to the best of their abilities, and I understand that they have my best interest motivating their efforts. My decisions affect my work and our team, and I will take those consequences into account when making decisions.

3. **BE CONSIDERATE**

I understand that tackling this kind of project can be a highly emotional process. I understand that, while we won't agree all the time, disagreement is no excuse for disrespectful or abusive behavior. I may experience frustration at some point in this process, but I will not allow frustrations to devolve into personal attacks, knowing that an environment where people feel uncomfortable or threatened is not a productive or creative one.

4. **BE MINDFUL**

I will be understanding of the delivery deadlines that Oriana Koren determines, and am aware that a heavy shooting schedule could cause delays. I respect the hard work and time, alongside the boundaries set around work output, that goes into the production of this project. I will respect the team's need for rest by appointing set meal breaks (up to 60 minutes long), rest periods (1 full day off for every 4 days on set), and by not adding last minute requests for additional work, without prior, written notice. Days on set and on location are limited to ten hours with call and wrap times to be determined by Oriana Koren.

5. **BE HUMAN**

I am in charge of my own feelings and will hold myself accountable for the maintenance of my emotional well-being throughout this project. I will be kind to the many people involved in the production of this project, and not insult, bully, harass, nitpick, or put any of them down. I will be mindful of my nonverbal communication, understanding that our bodies often reveal what our words can conceal. I understand that harassment and exclusionary behavior are not acceptable on this project.

Furthermore, advocating, encouraging, or excusing any of the below behaviors are not acceptable on set.

This includes, but is not limited to:

[Verbal harassment/abuse](#)

[Bullying](#)

Derogatory comments

Personal insults of any kind

Unwelcome touch or physical conduct

Racism (including stereotyping, dog whistles, [microaggressions](#), off color jokes, etc)

[Homo/queer/transphobia](#)

Misogyny/[Misogynoir](#) (gender based racism specific to Black women and femmes)

[Misgendering](#)

[Xenophobia](#)

6. BE OPEN TO CHALLENGE

I can find strength in seeing something differently, especially things that challenge my perception of the world around me. Different people have different perspectives, and that can be valuable for solving problems creatively and generating new ideas. Being unable to understand why someone holds a viewpoint doesn't mean that they're wrong. It is my work to meet these challenges with grace and gratitude for that which I am learning. Instead of blaming others for the inevitable mistakes and missteps, I will focus on resolving issues kindly, using open communication and good listening skills so we all can learn from our mistakes and grow together.

I hereby acknowledge that I understand and will comply with all sections of the code of conduct and am aware that any prohibited conduct will result in the expulsion off set/from project and/or other punitive measures, including but not limited to, the loss of Oriana Koren and their commissioned team, for this project.

Name (Printed): _____

Name (signature): _____

Date: _____