**Professional Engagement Policy for Fulfilment Pictures**

At Fulfilment Pictures, we are driven by a commitment to cultivating a workplace where professionalism, respect, and creativity flourish. This comprehensive policy serves as a guide for all employees and contractors, outlining the standards of conduct and behaviour essential to maintaining the integrity and success of our collaborative endeavours.

From in-person interactions to the digital landscape, Fulfilment Pictures values a culture of transparency, respect, and adherence to the highest ethical standards. This document not only emphasises the expected behaviours but also introduces new sections addressing critical aspects such as the protection of intellectual property, conflict of interest, and our commitment to sustainability.

As we navigate the dynamic and creative world of film production, this policy reflects our collective responsibility to uphold the reputation of Fulfilment Pictures and ensure a working environment that fosters innovation, inclusivity, and excellence. We encourage every member of our team to familiarise themselves with this policy and actively contribute to the positive and professional culture we strive to maintain.

Thank you for your dedication to the principles outlined in this Professional Engagement Policy. Together, we create an environment where creativity thrives, relationships flourish, and Fulfilment Pictures continues to be a positive place to work.

1. **Introduction**

Fulfilment Pictures is dedicated to fostering a professional and respectful working environment, both in person and online. This policy outlines the standards of behaviour and conduct that employees and contractors are expected to adhere to in their interactions with colleagues, clients, and the public.

1. **Respectful Behaviour**

All employees and contractors are expected to treat others with respect, courtesy, and professionalism at all times. Discriminatory, harassing, or disrespectful behaviour, whether in person or online, will not be tolerated.

* 1. **In-Person Behaviour**

When engaging in in-person interactions, employees and contractors are expected to conduct themselves in a professional manner, showing consideration for others and upholding the company's values and reputation.

* 1. **Online Behaviour**

When engaging in online interactions, including but not limited to email, social media, and other digital platforms, employees and contractors are expected to represent Fulfilment Pictures in a professional and positive manner. This includes refraining from engaging in online behaviour that could reflect negatively on the company or its stakeholders.

1. **Communication**

All communication, whether in person or online, should be conducted in a clear, respectful, and professional manner. Employees and contractors should use appropriate language and tone in all forms of communication.

1. **Confidentiality and Privacy**

Employees and contractors are expected to respect the confidentiality of company information, client information, and personal information of colleagues. They should also be mindful of privacy considerations when engaging in online activities.

1. **Compliance with Policies and Laws**

All employees and contractors are expected to comply with company policies, as well as local, national, and international laws and regulations, in their professional engagements, both in person and online.

1. **Sharing of Intellectual Property**
	1. **Scripts and Plot Lines:** Employees and contractors must not share scripts, plot lines, or any other intellectual property related to Fulfilment Pictures' productions without explicit permission. Unauthorised sharing poses significant risks to the company's creative assets.
	2. **Filming Locations:** The disclosure of confidential information regarding filming locations, including specifics about set designs and security measures, is strictly prohibited without proper authorization.
	3. **Other Actors and Visitors on Set:** Confidential information about other actors, crew members, or visitors on set should not be shared without their consent and should be treated with the same level of confidentiality as any other sensitive information.
2. **Conflict of Interest**

All employees and contractors should disclose and manage any personal interests that may conflict with the interests of Fulfilment Pictures. Transparency is crucial in maintaining integrity.

1. **Use of Company Resources**

Clearly define the appropriate use of company resources, including equipment, facilities, and time. Emphasise responsible use of technology and communication tools for work-related purposes.

1. **Health and Safety on Set**

Provide guidelines for maintaining health and safety standards during film productions, both on-location and in-studio settings. Specify the use of personal protective equipment (PPE) when required.

1. **Anti-Harassment and Anti-Bullying**

Reinforce the commitment to preventing and addressing any form of harassment or bullying, both in person and online. Provide clear reporting procedures for such incidents.

1. **Quality of Work**

Set expectations regarding the quality of work and professionalism in the execution of tasks. Encourage a collaborative and supportive work environment that values creativity and excellence.

1. **Sustainability Practices**

If applicable, include guidelines on promoting sustainability practices in film production, such as waste reduction, energy conservation, and eco-friendly choices.

1. **Community Engagement**

Highlight Fulfilment Pictures' commitment to community engagement and social responsibility. Encourage employees and contractors to participate in community initiatives and outreach programs.

1. **Remote Work Policies**

If applicable, outline policies and expectations for remote work, including communication protocols, work hours, and data security measures.

1. **Crisis Management and Emergency Procedures**

Clearly communicate procedures for handling emergencies or crises, whether they are related to health and safety, security, or other unforeseen events.

1. **Performance Evaluation and Feedback**

Outline the company's approach to performance evaluations and feedback mechanisms. Emphasise the importance of constructive feedback and continuous improvement.

1. **Reporting and Resolution**

Employees and contractors who experience or witness behaviour that violates this policy, including unauthorised sharing of intellectual property, are encouraged to report it to their supervisor, HR, or other designated individual. All reports will be taken seriously and handled in a confidential and timely manner.

1. **Consequences of Violation**

Violations of this policy, including unauthorised sharing of intellectual property, may result in disciplinary action, ranging from counselling and retraining to more severe measures, including termination of employment, contract, or involvement.

1. **Training and Awareness**

Fulfilment Pictures will provide training and awareness programs to ensure that all employees and contractors are aware of the standards of behaviour outlined in this policy, including the protection of intellectual property.

This Professional Engagement Policy will be communicated to all employees and contractors, and it will be prominently displayed in our workplace. It will be regularly reviewed and updated to reflect changes in work activities, organizational structure, and best practices.