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| MEMORANDUM OF MUTUAL UNDERSTANDING OF “[THE TITLE]” FILM TEAM |
| [YOUR COMPANY] has prepared this memorandum of mutual understanding (**Memorandum**), containing provisions that will be applied throughout the entire production of the film [TITLE] (**Film**). |
| **The Purpose** |
| 1. The purpose of this Memorandum is to establish a framework of cooperation in the film production process. In particular, this Memorandum is intended to:  * ensure a positive and emotionally supportive work environment respecting the physical and psychological integrity of the person. * promote a communication culture based on trust, openness and respect. * prevent abusive or disrespectful behaviour, sexual and other harassment. * solve arising problems promptly and manage tense situations effectively. * prevent and effectively respond to workplace discrimination. |
| **Scope of application** |
| 1. The provisions of the Memorandum are announced and applied to everyone working on the film set as well as all participants of the pre-production and post-production processes, including, but not limited to, actors, crew members and technical staff. |
| 1. Team leaders are encouraged to implement the provisions of this Memorandum during the entire process of film production by actively engaging to manage situations of potentially inappropriate behaviour. |
| 1. The provisions of this Memorandum shall be applied and interpreted in accordance with the relevant legislation prohibiting discrimination and other inappropriate behaviour. The provisions of this Memorandum should in no way be understood as overriding existing legislation or the measures provided therein. |
| **Inappropriate behaviour** |
| 1. The following behaviour is considered to be inappropriate: |
| * 1. Unwanted physical contact, sexual or other harassment; |
| * 1. Unwanted repetitious flirting or other romantic attention of a sexual nature, including unwanted texting, e-mails, notes, comments about a person’s physical appearance; |
| * 1. Disrespect for a person’s decision to break a voluntary romantic relationship with a colleague. |
| * 1. Intentionally abusive comments about a person's race, nationality, citizenship, language, origins, social status, beliefs or views, age, disability, ethnicity, religion, gender, sexual orientation, sexual identity and/or appearance; |
| * 1. Recruitment and division of work among employees and volunteers based on a person's race, nationality, citizenship, language, origins, social status, beliefs or views, age, disability, ethnicity, religion, gender, sexual orientation, sexual identity and/or appearance when not objectively justified. |
| 1. Inappropriate behaviour does not include expression of critical opinions, positive attention, flirting and/or voluntarily romantic relationships among colleagues, humour (even crude or sarcastic) that is not deliberately offensive, uncensored vocabulary or other actions that do not create a situation of discrimination and/or harassment. |
| **Procedures for avoidance of inappropriate behaviour** |
| 1. In aiming to ensure that the culture of respect and non-discrimination is real and providing participants in incidents prompt support, the procedures discussed below are established. |
| 1. A person who believes that he/she is suffering from the inappropriate behaviour defined above is encouraged to report such behaviour as soon as possible by e-mail at [JONEJONAITE@GMAIL.COM](mailto:JONEJONAITE@GMAIL.COM). These e-mails will be read and solutions for the problems will be suggested by the [ASSOCIATE PRODUCER JONĖ JONAITĖ] – a person appointed by the Film Producer [JONAS JONAITIS]. |
| 1. The [ASSOCIATE PRODUCER] undertakes to maintain the confidentiality of the e-mails but may disclose the situation and consult with the Film Producer, [JONAS JONAITIS], unless the conduct of the Film Producer himself is reported. |
| 1. Complaints regarding the behavior of the Film’s [ASSOCIATE PRODUCER]should be addressed to the Film Producer by e-mail at [PRODUCER@GMAIL.COM](mailto:PRODUCER@GMAIL.COM). |
| 1. Complaints regarding potentially inappropriate behaviour of the Film Producer or the person appointed by him, may also be addressed to the Office of the Equal Opportunities Ombudsperson by e-mail [lygybe@lygybe.lt](mailto:lygybe@lygybe.lt) or to Lithuanian Film Center by e-mail [info@lkc.lt](mailto:info@lkc.lt). |
| 1. Observers not directly involved in situations of potentially inappropriate behaviour but having reason to believe they have witnessed cases of harassment or discrimination are also encouraged to report such incidents. Their anonymity will be respected. |
| 1. A response regarding any report of potentially inappropriate behaviour will be provided within 48 hours, offering a possible solution to the situation. |
| 1. Depending on the nature of potentially inappropriate behaviour and opinions of persons potentially affected by the incident and other circumstances, the following measures for solving the situation are forseen: |
| * 1. Conversation between the parties, involving a mutually accepted colleague-mediator (producer or second assistant director, if they are not the ones whose behaviour is complained of). At the initiative of a colleague-mediator or other participants in the situation, a representative of the Office of the Equal Opportunities Ombudsperson may be involved in the conversation. |
| * 1. Conversation between the parties, involving a mutually accepted psychologist; |
| * 1. An individual conversation with a psychologist; |
| * 1. A warning about a possible termination of a contractual relationship, urging the person to avoid inappropriate behaviour in the future; |
| * 1. Elimination from the team and termination of a contractual relationship if the violation disturbs the progress of the Film production and/or is repeated. |
| 1. The applied measures should be proportionate, reasonable and intended to protect the victim's interests as well as the continuity of further cooperation. |
| 1. In all cases, situations of potentially inappropriate behaviour are resolved and measures are taken urgently while avoiding any delay of shooting and/or other unreasonable postponing of the Film production. |
| **Liability and other conditions** |
| 1. The Memorandum may be amended at any time. Prior notification of any changes must be made at least a week before the application of a new version. |
| 1. [NAME] signs this Memorandum with a simple written or qualified electronic signature and undertakes to comply with the provisions of the Memorandum. Failure to comply with the provisions of the Memorandum qualifies as a breach of contract. |
| 1. A person whose inappropriate behaviour has led to the termination of the contract and exclusion from the team takes on legal liability to indemnify for any loss caused by such behaviour (including, but not limited to, expenses of replacing the expelled). |
| 1. Individuals wishing to share their views on how the Memorandum or its application could be improved are invited to send their comments by e-mail to [PRODUCER@GMAIL.COM]. |