



Code of Conduct and Membership Rules

March 2024

The Production Guild of Great Britain (“PGGB”)

To become a member of PGGB, a standard of competence coupled with experience and expertise in a field of the UK Film or TV Drama industry is required.

PGGB seeks to maintain the highest standards of membership. Members should be proud to be a part of PGGB, as it signifies high quality and excellence.

Members of PGGB must not behave in any way which could bring the PGGB or any members into disrepute

Membership Criteria

Members must warrant they can perform the services that are required for the grade in which they are represented and must ensure they are represented in the grade in which they are working and eligible for.

For more information on the specific requirements of membership, please visit the membership pages of our website

<https://productionguild.com/join-the-guild/as-an-individual-member/>

PGGB Application Rules

When applying for membership to PGGB, named referees must be contacted by the applicant to ensure they are aware of the process before the application is submitted.

The names provided as referees **must** be from the applicant’s most recent eligible productions. If the recommendation of the membership committee or the board is not unanimous, a member of the board or chair of the membership committee may contact another past employer to gain a further reference, without the prior consent of the applicant.

If an applicant is unsuccessful, no further application for membership may be made for a period of twelve months, unless otherwise notified.

PGGB Member Rules

Membership is offered on an annual basis only (April to March), and if a member wishes to cancel their membership, it will be implemented from the next 1st April

If a member does not work on the whole length of a production, they must specify the length of time that they did work on it on their profile page

Members in the UK are required to register to Gocardless scheme to make direct debit payments to PGGB. Members are also asked to keep these details up to date throughout the year.

Members must ensure their profile page is regularly updated and their credit listing is up to date.

Lawfulness

Observation and compliance with the law should be of paramount importance to all members. PGGB aims to achieve international recognition by the quality of its membership and will spare no effort to maintain its standing in the industry.

Should a member receive a criminal conviction which may affect the work in which they are engaged in any capacity, the PGGB board has the right to remove them from membership.

All members must be aware of and compliant with the UK Bribery Act and the US Foreign Corrupt Practices Act.

PGGB asks new members to confirm whether they have any unspent criminal convictions in accordance with the Rehabilitation of Offenders Act 1974 and whether they have ever been convicted of a crime relating to fraud or dishonesty (whether spent or unspent).

Any such previous convictions may be taken into account by the PGGB board when reviewing membership applications. If a membership is approved and PGGB subsequently finds that a member has failed to disclose the requested details, the PG board reserves the right to terminate that membership immediately without notice.

All members must observe the statutory provisions for health and safety at work, especially those in a position of management responsibility. Members must take reasonable care at work in respect of health and safety both for themselves and others.

Professional values for members and the PGGB team

Integrity: PGGB values its reputation for integrity. We should aspire to high levels of integrity in business practice and professional conduct that will reflect positively on the organisation and its members.

Confidentiality: Confidentiality in business is a general condition of employment for most companies. Similarly, PGGB requests that members and staff keep the business of PGGB working groups, the PGGB board, committees and any other such internal groups confidential.

Conflict of Interest: PGGB members and staff should avoid any conflict between their personal interests and those of their employing company or the development of the UK film or TV drama industry. Maintenance of the PGGB's good name requires that those in positions of responsibility not only avoid conflicts, but also avoid any appearance of impropriety that could be open to question and compromise good judgement.

Good Management: The PGGB believes that good management is essential, and members and staff are encouraged to foster good relationships with their peers and their juniors, and must be seen to promote fairness and professionalism.

Equality, Inclusivity and Diversity

PGGB respects and values individual differences and will not treat our members, staff or trainees differently on the basis of race, ethnicity, ethnic origin, gender, nationality, age, religion, disability, sexual orientation, education, experience, opinion, belief or any other factor.

We actively support diversity and inclusion and ensure that all our employees are valued and treated with dignity and respect. We want to encourage everyone in our organisation and membership to reach their potential.

Harassment and Bullying

Bullying and harassment have no place in our industries. The Production Guild has supported the development of the BFI's principles and guidance to tackle and prevent bullying and harassment in the screen industries, and we encourage members to be aware and make use of them.

Alcohol and Drugs

PGGB believes that alcohol and drug abuse have no place in the working environment of the British Film and TV Industry. Such substances must not be allowed to interfere with a member's responsibility for safety and efficiency.

Complaints Procedure

Anyone is able to make a formal complaint against either a PGGB member or member of staff.

If a complaint is being made against a PGGB member shall be made in accordance with the procedure set out in PGGB's articles of association.

If a complaint is being made against a PGGB member of staff:

- A letter detailing the matter at issue must be sent to the chief executive of the Production Guild. If the complaint is against the chief executive, a letter must be sent to the chair of the Production Guild.
- The CEO or the chair will deal with the complaint, and where necessary will follow the PG's disciplinary procedure, as outlined in the PG staff handbook.