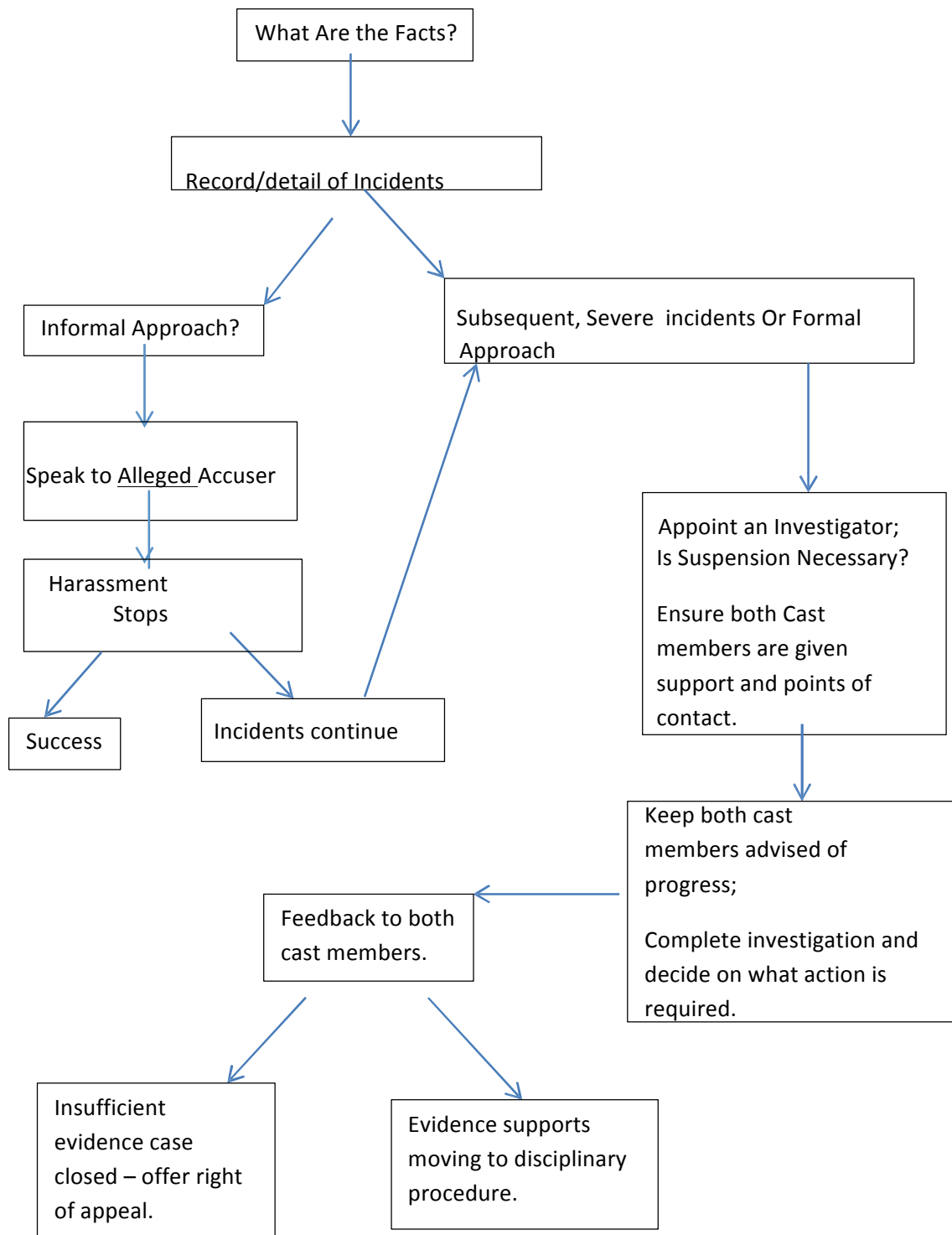


Handling A Complaint of Bullying and/or Harassment



Remember:

1. The cast member who raises the concern can decide whether they wish to matter to be dealt with formally or informally;
2. Ensure victimization does not occur against the cast member who has raised the issue;
3. To provide copies of procedures to both cast members and keep accurate written records, which also need to be provided to the cast members;