



Due diligence questions for a post production facility

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Please note: You should do extra due diligence on facilities that have recently gone into administration and resurfaced under another name (known as ‘phoenixing’). If this process has involved not paying employees and freelancers, while enabling the company to reappear debt-free, this should be considered a red flag.

Questions to ask a post production facility	Red flag if	Good practices
1. What mechanisms do you have in place to ensure reasonable working hours and breaks for both staff and freelancers?	None	Active discouragement of long hours; shift/resource planning to manage hours; checks on hours and breaks for individuals working on challenging projects
2. Do you anticipate this project requiring regular overtime or weekend/night work? What is your approach to managing overtime or weekend/night work?	Yes	Time off in lieu; overtime / night shift payments; shift/resource planning
3. Will any of the work be outsourced to other companies or to freelancers? Please describe which work, whether any of it will take place outside the UK and whether written contracts will be in place.	Work outsourced outside the UK and/or no written contracts in place	Written contracts in place for all work outsourced to individuals or other companies
4. What checks do you make on working practices (hours, breaks, overtime, weekend/night work) for work outsourced to other companies or freelancers?	None	Set minimum standards; ask due diligence questions of companies; ask for and respond to feedback from freelancers about time required and time available for work needed
5. Are you committed to prompt payment for suppliers and freelancers?	No	Prompt payment commitment (within 30 days)
6. Are the facilities and rooms that will be used by those working on this project fully accessible (including machine rooms)?	No	Accessible facilities and rooms; commitment to make reasonable adjustments where needed
7. What measures have you taken to support freelancers and staff in post working with traumatic content?	None	Limits to working hours; regular mandatory breaks; mental health support and counselling; time off following a project to heal if needed; training on vicarious trauma; proactively addressing stigma around

		accessing support, such as counselling, and regularly signposting all those involved in projects (both employees and freelancers) towards sources of support, such as employee assistance programmes and the Film and TV Charity.
8. What initiatives or practices do you have to promote and support a diverse workforce?	None	Initiatives to support diverse recruitment at all levels (e.g. bias-aware recruitment, broadening of pipelines, inclusive job descriptions); commitment to improve or maintain diversity of the workforce; training, development, sponsorship and mentoring; flexible and inclusive policies; structured training opportunities and clear paths to progression
9. What measures do you have to protect the privacy and security of those depicted in the rushes (please answer with reference to ingest processes as well as editing)?	None	Password protection; clear labelling of rushes; limit and log who has and hasn't been given access to footage
10. Will you have a post producer on call 24/7?	Yes	Pushing back on unreasonable requirements from productions on availability (or at least requiring adequate overtime payments)
11. How can staff and freelancers raise concerns about their safety, issues of bullying & harassment or working practices?	Talking to manager is only option and/or no procedure for responding	More than one channel available; anonymous option provided; channels are regularly communicated to workers
12. What processes are in place to respond to concerns raised by staff, freelancers or third parties?		Clear documented procedure that is made available to workers; commitment to non-retaliation; escalation plan for allegations that are potentially illegal or criminal

If your production is linked to a member of the TV Industry Human Rights Forum, you can request additional advice and support to use our resources by contacting Amelia.Knott@tvhumanrights.org. Please use the same address to provide any feedback on this tool.