

TO ALL INCENTIVE PARTICIPATING PROJECTS IN OREGON

Thank you for choosing Oregon for the production of your project. We greatly appreciate our creative community and its contribution to the state in every way.

As a part of our incentive program, there are few things that I wanted to make sure you were aware of:

First - we are available for any questions. For accounting and incentive questions, either myself (tim@oregonfilm.org) or my colleague Nathan (nathan@oregonfilm.org) can help. Ideally, we like to set up a call or meeting with the accounting team once it is in place to ensure that they have a chance to ask questions early in prep. Please let us know if that's possible and/or of interest.

Second - we'd like to be added to your callsheet distribution (more specifically both myself, tim@oregonfilm.org and my colleague Dallas, dallas@oregonfilm.org). We don't share these documents or the information contained within them but it does allow us to generally answer questions that come into our office from time to time as well as track the overall schedule of the production.

(Obviously, this second item is for the television, film and other more traditional media projects, it does not apply to animated or interactive projects.)

We encourage every production to check out, sign up and take the [#CreateResponsibly Pledge](#).

Every incentive participating company is required to have a written diversity, equity and inclusion policy to hire or contract with individuals from underrepresented groups as of the date on which the company submits an application for reimbursement. In accordance with that written policy, each company must actively engage in good faith efforts to hire or contract with individuals from underrepresented groups for the production. This written policy needs to be submitted during the application process and then adhered to during the hiring, prep and production periods. The tracked groups include women, BIPOC, LGBTQ+, Veterans, Recent Immigrant and Living with a Disability amongst others.

In addition each company is required to report diversity statistics for all employee hiring related to the production to Oregon Film ("OFVO") during or after completion of the production. We have recently partnered with [Invoke Insights/Free the Work](#) to help us do this. We will send the production an email with a link to share with the crew so that the data we need is collected efficiently and securely. Let us know a good time to do that.

Individual data will be kept confidential, but it will be used in the aggregate to inform our office of hiring deficiencies and then help explore ways to approach correcting those deficiencies.

Lastly, each participating company is required to have a written process for addressing claims of harassment, discrimination and other misconduct related to the production (including, but not limited to, procedures for reporting and investigating harassment claims, a phone number for an individual who will be responsible for receiving harassment claims, and a statement that the company will not retaliate against an individual who reports harassment). This needs to be a specific "process" by which complaints and reports can be made and then followed up on in some form. This can be a monitored "hotline" of some type or even a procedure that is handled by a third party (such as [All Voices](#)). The applicant shall also indicate how the policy will be distributed to employees. We want each production to really think through these requirements and find the policies and procedures that work for them and their project in order to make their sets and studios safe and welcoming places for all people to work. [Here is a link \(https://oregonfilm.org/wp-content/uploads/2021/08/DEI-Harassment-Policy-Resources.pdf\)](https://oregonfilm.org/wp-content/uploads/2021/08/DEI-Harassment-Policy-Resources.pdf) to document containing some DEI and Harassment Policy Sample & Guideline links.

We suggest not only distributing this policy to everyone you are working with, but also having all of your cast and crew sign and acknowledge that they have read and understood it.

Thank you. Please let me know if you have any questions. I'm happy to help.

Best,

A handwritten signature in black ink, appearing to read "Tim Williams".

Tim Williams
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