[Insert production information here]

**Production   
wellbeing memo**

**To: All Cast and Crew** [You might also want to include suppliers]

**From: Production**

As a [company / companies] we are committed to improving mental health and wellbeing on all productions. Our aim on this production is to create a supportive culture, where differences are valued, people feel they can speak up and everyone is confident that action will be taken, if needed.

We all have a responsibility to support each other's mental health and to keep this central to the way we work together. This production is committed to a zero-tolerance approach to any form of bullying and harassment, including racism and persecution of any kind.

[Here you could share any additional information on what you might be planning on introducing/changing or improving in line with this commitment to prioritising mental health]

**This involves YOU**   
We’re looking to all talent, heads of departments and team members to share our commitment to creating a psychologically safe environment for everyone.

You will find attached our Wellbeing Policy and our Bullying and Harassment Policy [add your own policies], so could everyone please take the time to read it. If you have any specific questions, please feel free to ask [name of person they should speak to]

[If you have a wellbeing champion or a mental health first aider, either on this production or within the production company, please include the details about how the cast and crew can contact them here].

As a production, we have various supports in place to help us achieve our aim of helping you to do your best work [insert details here and how support can be accessed. If you don’t currently have anything   
in place, you can find out more about what to offer in the resources section of the Toolkit]

And if you work behind the scenes in the industry and would like external confidential support, The Film and TV Charity has a free 24/7 Support Line on **0800 054 0000**. You can call them for advice with legal queries, mental health and wellbeing, financial worries or just   
a listening ear. You can receive up to 6 sessions of therapy, for free. They also offer support with bullying and have a handy Wellbeing Directory. For anyone experiencing or witnessing bullying, harassment or racism, be aware that the charity has a dedicated advice service.

You can also find more external support here:

* The Film and TV Charity Services –   
  find out more at [www.filmtvcharity.org.uk](http://www.filmtvcharity.org.uk)
* Mind – [www.mind.org.uk](http://www.mind.org.uk)
* Samaritans – Call 116 123

**Just a note to say – remember to look   
after yourself**

It’s easy to forget how to look after yourself when things get busy on a production – and it can feel overwhelming. Follow these quick tips to look after your most important asset, you!

1. We all know how important sleep is, so try to build in a good sleep routine and catch up on those zzz’s whenever possible.
2. Build a support network of people and lean on them   
   when needed.
3. Try to prioritise regular exercise where you can.
4. Eating a healthy diet and cutting down on alcohol can help. you feel better, especially during stressful times.
5. Build in some time to relax during your day and at weekends
6. Look out for yourself and others. This production takes a zero-tolerance approach to bullying, racism and harassment and any other form of discrimination, so if you experience it or witness any of these behaviours, please know support is available – it’s never OK and you don’t have to go through   
   it alone. Call The Film and TV Charity’s Bullying and Harassment Advice Line for external support and if you need to speak to someone on production, please contact [insert name of person they should speak to and contact details]
7. Keep an eye on financial worries and seek help if you need it.
8. Ask for support if you’re a carer and struggling to balance caring responsibilities (whether childcare or other carer relationships) and work
9. If you’re struggling with low mood and/or anxiety please   
   seek support. In the first instance you can speak to your   
   line manager, but you may also need external support.   
   This might be via your GP. You can also contact the *Samaritans* on 116 123.

For more advice on how to do these things and where to get support, visit the new [Freelancer Wellbeing Hub](https://filmtvcharity.org.uk/your-support/mental-wellbeing/freelancer-hub/) on The Film and TV Charity’s website. Or call the dedicated round-the-clock Support Line on 0800 054 0000 for friendly advice.

If you’d like more information about mental health conditions   
covered under the Equality Act 2010 and reasonable adjustments, you can find them [here](https://www.nhshealthatwork.co.uk/images/library/files/Government%20policy/Mental_Health_Adjustments_Guidance_May_2012.pdf#:~:text=From%20a%20regulatory%20perspective%2C%20the%20Equality%20Act%20%282010%29,effect%20on%20their%20normal%20day%20to%20day%20activities.) and on the [Mind website](https://www.mind.org.uk/information-support/legal-rights/disability-discrimination/equality-act-2010/).

Mind also has a great page on keeping mentally healthy at work – take a look at: [mentalhealthatwork.org.uk](http://mentalhealthatwork.org.uk/)

  
Thanks for your cooperation and we’re looking forward to   
working with you.