

## **SAFEGUARDING AND DECORUM IN THE WORKPLACE**

As an agency, the safety and reputation of our talent and creatives, is of utmost importance. Like any other job, measures need to be in place to ensure success, safety and safeguarding of all concerned, and the following is a reminder of what is expected. Mind what you say and do to ensure a happy and successful work experience for all.

### **PHOTOGRAPHERS**

***All photographers offering test shoots through MMM, need to be Guardian Certified by Dec 2026. [https://linktr.ee/theguardian\\_group](https://linktr.ee/theguardian_group)***

No minors may be dropped off at studio or location without a legal guardian present at the shoot. This is in everyone's best interest.

Provide a clean and private changing area.  
Provide separate areas for men and women for changing or stagger access to the changing area.  
Under no circumstances should men and women change together.

Provide an accessible bathroom.

Establish boundaries – some talent aren't comfortable revealing too much skin; religious rules and beliefs must be considered.

Do not adjust clothing when on talent's body, without consent. Respect personal space.

No release forms to be signed by talent, without prior written consent from MMM. It's preferable that release forms be signed by the agency.

No revealing images may be shared without approval from talent, and written consent from the agency. Images that could embarrass or defame talent, may not be posted or shared anywhere.

A test shoot, whether collaborative or paid for, remains the property of the talent, unless a trade exchange is agreed to in writing.

### **MAKE-UP, HAIR, WARDROBE**

***All MMM Creatives need to be Guardian Certified by Dec 2026. [https://linktr.ee/theguardian\\_group](https://linktr.ee/theguardian_group)***

Ensure all equipment and clothing are clean.

Be cognizant of skin allergies.  
Respect a talent's personal space. Do not adjust clothing when on a talent's body, without talent or legal guardian consent for minors.

No minors may be left unsupervised by a parent, minder or legal guardian at studio/location. This is in everyone's best interest.

### **TALENT**

***All MMM talent, need to be Guardian Certified by Dec 2026. [https://linktr.ee/theguardian\\_group](https://linktr.ee/theguardian_group)***

No minors may be dropped off at studio or location without a legal guardian present throughout the entire shoot day. This is in everyone's best interest.

You are there to work, so please stay off your devices.

Show respect and adhere to personal body space of fellow Talent.

You do not have the right to physically touch a fellow artist without permission from said person.

Adhere to set protocol.

Establish whether you may take photographs whilst on set.

Ask permission to post anything related to that job to social media.

Tag and credit appropriately once permission has been granted.

Conduct yourself in an appropriate manner when representing yourself, client and the agency.

Be cognizant of others' feelings.

You may not share anyone's contact details without written permission.

Carry yourself in a way that does not leave room for fingers pointing at you.

Be aware of and ensure personal hygiene.

Bring your A game to auditions, to set and social engagements.

***We live in a digital age. Bad behaviour, unsavoury language and bullying on social media platforms as well as the workplace will not be tolerated.***

***Be Professional, Be Kind, Be Magnificent!***

***with thanks  
MMM***