

# ***Storyboard***

## ***Bystander Intervention: The Three A's to building a Positive Workplace***

**Introduction:** A brief video showing why Awareness attitude and action are important building blocks for maintaining a positive workplace culture.

**Learning Objective:** By the end of the video, the learner will be able to summarize why bystander intervention (awareness, attitude and action) are important building blocks for maintaining a positive workplace culture.

**Outline:** A brief video following employees at home and at work as they learn about bystander intervention and reenact how it can foster a positive work environment.

**Characters:** 7 diverse office employees dressed business casual. 1 employee is in a wheelchair

E1- Plus size Latina Woman

E2- South Asian Woman

E3 - Thin blonde caucasian man w/ 5 o'clock shadow

E4- Racially ambiguous senior woman with glasses and a pixie hairstyle (Boss)

E5- Caucasian young man with beard and goatee

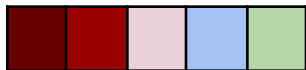
E6 - Black man with bantu knots hair style, cool glasses and a beard.

E7 - Caucasian woman in a wheelchair


**Seat time:** 3 minutes

**Developing tool:** Vyond, Wellsaid Labs

**Color Palette:**



1. Employee at home			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments/Scene
Open with an employee at home in the bedroom, waking up in bed, watering a plant on the nightstand then sitting in a cozy chair writing in a journal meditating followed by gardening with others in the community.	People work hard to create environments where they can flourish. Maybe you like to journal and meditate daily or take part in your community's garden to improve your neighborhood.	All assets on stage slide down with the change of each stage; Character fades in and out with the change of each stage timed with audio	Music is soft and upbeat but not distracting throughout entire video  This all takes place in the same room until gardening.

2. Arriving to work			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments/Scene
<p>Scene of employees waiting at the bus stop with traffic going by. Camera zooms in on the work building.</p> <p>Company logo displayed on the office wall</p>  <p>Company logo</p> <p>Employee 1 arrives at work and enters the building, then head to casual meeting with coworkers</p>	It's similar in a work environment. Work culture has an impact beyond the physical space where we work.	Employee 1 walking in their work office from the left across and off stage on the right, in to the next into next scene	Modern office with brick exterior walls with large windows and glass interior walls. Include typical office furniture such as files, file cabinets, art on walls, plants and so forth.

Employee 2 is standing behind a reception desk looking at papers in their hand (neutral expression)			
Employee 3 and 4 are sitting in a couch in the distance talking to each other			

3. Workspace			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments/Scene
<p>Employee 1 walks into the part of the office where Employee 3 and 4 were sitting on a couch. Employee 3 is in another chair. Employee 1 sits next to Employee 4 and is sitting explaining.</p> <p>Behind the couches, off to the left is the kitchenette.</p> <p>Employee 2 is in the kitchenette with a tray of coffee smiling behind a long bar.</p> <p>Employee 5 is sitting on a bar stool at the bar drinking. They have a laptop on the bar</p>	<p>It also includes conduct that is likely to impact the work environment and the people we work with.</p>	<p>Employee 1 walks in from the left and stops at the couch, then sits on the couch explaining.</p> <p>Mask in company logo on Employee 5's laptop</p>	<p>Now in the part of the office where Employee 3 and 4 were sitting on a couch in the previous scene, including a kitchenette on the left side with wall mounted cabinet</p>

4. Work Environment			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments/Scene
<p>Employee 6 walks in from the right and stops behind the couch then holds up a sign that says "Support, Respect,</p>	<p>Most people want to work in a work environment where everyone supports each other</p>	<p>Employee 6 walks in from the left and stops behind the couch.</p>	<p>Still the same Modern office but a different part of the office framed whiteboard on wall</p>

<p>Discrimination, Harassment and Retaliation” all timed with the audio.</p>	<p>and feels respected. Where discrimination, harassment and retaliation happen rarely and are addressed if they occur.</p>	<p>Camera zooms in on Employee 6 as they hold a sign. The word “support” pop-dots in on the sign timed with audio</p> <p>The word “Respect” pop-dots in on the sign timed with audio</p> <p>The word “Discrimination” pops in on the sign timed with audio. Then a black “X” fades in over the word. The word “Harassment” pops in on the sign timed with audio. Then a black “X” fades in over the word.</p> <p>The word “Retaliation” pops in on the sign timed with audio. Then a black “X” fades in over the word.</p> <p>The camera then zooms out as Employee 6 walks over to talking to Employee 5 in the kitchenette</p>	
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5. Yes, you can!			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments/Scene
<p>Employee 7 (in a wheelchair) wheels in to the center of the room confused</p> <p>Several question marks on the white board on the wall, pops in, slide in, fades in</p> <p>When employee 7 stops ( still confused) 2 question marks circles them</p>	<p>If you're wondering “can I do this at my workplace?” “Do I even have a role in fostering an environment like this?” The answer is yes!</p>	<p>Fades in to the scene. Employee in wheelchair is enters from the right, with wheelchair moving, then stops in the middle of the room</p> <p>Several question marks on the whiteboard on the wall, pops in, slide in, fades in as Employee 7 wheels into the room.</p>	<p>Use the same room as the previous stage without the characters and furniture. Keep any plants and art on the walls and framed whiteboard.</p>

<p>When the audio says “the answer is yes” Employee 7 is happy and the board with the question marks changes the text “Yes, we can!”</p>		<p>2 Question marks circles Employee 7 clockwise and counterclockwise when Employee 7 stops. When the audio says “the answer is yes” Employee 7 is happy and on the whiteboard with the question marks changes the text “Yes, we can!”</p>	
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6. 3 A's			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments/Scene
<p>Scene starts with all employees (except Employee 4) in a different part of the office.</p> <p>They are all sitting around a large conference table.</p> <p>Employee 3 is standing with hands on hip looking at Employee 1's laptop. Employee 1 is sitting talking in the front of the table</p> <p>Employee 6 is reading-panic in the front of the table</p> <p>Employee 7 is typing at a computer on the right end of the table</p> <p>Employee 5 is sitting at a computer behind the table</p> <p>The white board says “Bystander Intervention”</p>	<p>The building blocks for preventing harassment and discrimination come down to the three A's of bystander intervention: awareness, attitude and action. Everyone has a role to play.</p> <p>A good work culture is no accident—it requires intentional daily maintenance from every employee, and for people to intervene when they see early signs of problems.</p>	<p>Fades in to scene</p> <p>Mask in bar chart- growing on Employee 1's laptop</p> <p>Camera zooms in to the framed whiteboard when the audio says “come down to...” Then zoom out to the full room when the audio says “Everyone has a role...”</p>	<p>New part of the office, conference room like. Must include a conference table and same framed whiteboard on the right side of the brick wall.</p>

Then timed with audio the whiteboard changes to “Awareness” “Attitude” and “Action” respectively.			
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7. Awareness			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments/Scene
<p>Employees sitting at the conference table.</p> <p>Employee 1 is at the left end of the table reading a paper in their hand with a laptop on the desk. Expression looking down</p> <p>Employee 7 is behind the desk typing on a laptop. Expression looking down</p> <p>Employee 6 is sitting reading a book. Expression looking down</p> <p>Employee 3 is sitting at the right end of the table with a stack of files/papers on the desk. They are talking on a cellphone in shock. A thought bubble with a broken heart pop-dot in above them. They are then depressed at the desk.</p> <p>Employee 2 is behind the glass wall at a standing desk with a laptop on looking at their cell phone</p>	<p>The first A in the three A’s of bystander intervention is awareness. Awareness is key. The more you notice what goes on around you and within yourself, the more effective you’ll be at promoting positive behavior and intervening when you see an issue. Awareness means taking note of what is happening around you, and your colleagues in the workplace. Awareness involves recognizing when things are going well and when action is needed to address challenges.</p>	<p>“Awareness” is on the whiteboard. A row of of moving shape dotted-line above and below the word inside the framed white board</p> <p>Camera zooms in to the Employee 2 and Employee 3’s interaction</p> <p>Camera zooms out when Employee 2 starts walking back to their standing desk</p>	<p>Same conference room but shifted to the right to include a glass wall that separates another part of the office.</p>

<p>Employee 2 walks over to Employee 3 and puts their hand (raising arm) on Employee 2's back</p> <p>Employee 3 then stands up talking to Employee 2 and eventually gives a thumbs up</p> <p>Employee 2 walks back to their standing desk with file in hand</p> <p>Remove a stack of files from the desk in front of Employee 3</p> <p>Employee 1 is then happy standing up clapping looking at Employee 2 walks away</p> <p>Employee 7 is then happy looking at Employee 2 walks away</p> <p>Employee 6 is still sitting with book happy looking up at Employee 2 walks away</p>			
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<b>8. Attitude</b>			
<b>Visuals/Graphic</b>	<b>Script/Audio</b>	<b>Programming/Animation Notes</b>	<b>Comments/Scene</b>
<p>Employee 6 is standing drinking coffee off to the right by the vending machine</p> <p>Employee 7 is sitting at the right end of the lunch table eating food and talking</p>	<p>The second A in the three A's of bystander intervention is Attitudes. Your attitude can have a positive impact on your colleagues and the safety of your workplace environment. Maintaining a respectful, equitable environment means</p>	<p>"Attitudes" is on the TV screen with a row of of moving shape dotted-line above and below the word inside the TV screen</p> <p>Employee 5 is walking in anger from the left and stops at the chair in</p>	<p>Break Room with a refrigerator, TV on counter, sink, microwave, vending machine and wall mounted cabinets</p>

<p>Employee 3 is talking sitting at the left side of the table crossed legs with one hand extended to the laptop on the table</p> <p>Employee 5 walks in from the left angry and sits at the table. There is a tray of fast food on the table in front of them off to the right a little. Then is angry-thumping on table towards Employee 7</p> <p>Employee 7 is now confused Employee 3 expression changes to disgust Employee 6 is standing with arms folded</p> <p>Employee 7 then wheels out to the right crying.</p> <p>Employee 5 is still angry, sitting and talking with arms extended and pointing towards Employee 7 as they leave.</p> <p>Employee 6 walks over to Employee 5 and hold up a sign with a red X (disapproving) and is talking</p> <p>Employee 3 then stands up talking (presenting) to Employee 5. Employee 5 looks at Employee 3 with his hand on his chin still sitting.</p>	<p>actively modeling the attitude that discrimination, harassment and retaliation have no place in the workplace. You can also show a positive attitude toward your organization's respectful workplace initiatives. This will let others around you know that you support a respectful, inclusive work environment, and that you expect others to do so as well.</p>	<p>front of the fast food on the table and sits down.</p> <p>Employee 6 is walking towards Employee 5 and stops next to them</p> <p>Employee 7 is facing right and wheels out to the right off the stage and eventually re enters as they left</p>	
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<p>Employee 3 still standing signals (come-on stand) to Employee 7 to come back to the room. Employee 6 is now standing with a hand on their hips smiling.</p> <p>Employees 7 wheels back to their original position with expression (neutral 2)</p> <p>Employee 5 stands up talking and bows down towards Employee 7. Employee expression changes to a happy</p> <p>Employee 6 is excite with both hands pumping up</p> <p>Employee 3 is still standing clapping</p>			
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9. Action (a)			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments/Scene
<p>Employee 1 is reading flipping paper next to the printer</p> <p>Employee 2 looking down facing right is standing at a long desk typing on the laptop. They should be larger to appear closer to the screen. Include a large stack of papers to the right of the laptop and Employee 2's purple handbag to the left so it appears that they can't see it.</p>	<p>Finally, the third A in the three A's of bystander intervention is action. Taking action means getting involved if a problematic situation arises, before it escalates into something worse. Not everyone has the natural confidence to intervene in problematic situations. That's one reason why it is critical to create an environment where taking action is expected and supported. If taking action on your own</p>	<p>Fades in to scene</p> <p>"Action" is on the whiteboard. A row of of moving shape dotted-line above and below the word inside the framed white board</p> <p>Employee 3 walks in from the left with a scheming expression and stops at the handbag and turns around and walks out to the left with the purple handbag</p>	<p>In the office with a large printer, a framed whiteboard on the wall, some wall mounted cabinets</p>

<p>Employee 3 walks in from the left with a scheming expression, takes Employee 2's handbag and walks out with it. (holding handbag -walking)</p> <p>Employee 1 expression changes to surprised 2 and is shocked. Then starts running out of the room</p>	<p>makes you uncomfortable, you can still make a difference by seeking help from others or reporting the situation to someone who is in a position to evaluate it and take action if necessary.</p> <p>Actions that may seem small can turn out to make an enormous impact on other people and, by extension, the entire workplace. Seeing things addressed responsibly tells individuals who have been targeted that they'll be protected, tells perpetrators they can't get away with harming someone, and shows everyone that the organization truly takes maintaining a positive workplace culture seriously.</p>	<p>Employee 1 is shocked then starts running out of the room to the right</p>	
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10. Action (b)			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments/Scene
<p>Employee 1 is running through the room, entering on the left and exiting on the right with the same expression as previous scene</p> <p>Employee 7 is typing and talking on a laptop in their lap</p> <p>Employee 6 is lounging on a bean bag reading a book</p>	<p>Continued from Scene 9</p>	<p>"Action" is on the whiteboard. A row of of moving shape dotted-line above and below the word inside the framed white board</p> <p>Employee 1 enters on the left and runs across the room exiting on the right</p>	<p>Office lounge area with framed whiteboard on wall, bean bags, area rugs, ottomans, plants, cart with books.</p>

Employee 5 is lounging on a bean bag talking and looking at a tablet			
Employee 5,6 and7 looks surprised as Employee 1 runs through the room			

11. Action (c)			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments/Scene
<p>The words “The 3 A’s Awareness Attitude Action ” is on a decorative frame on the office wall.</p> <p>Employee 4 is standing behind a desk and fold their arm when Employee 1 stop in front of their desk</p> <p>Employee 1 runs in from the left and starts explaining that they saw Employee 3 stealing Employee 2’s handbag</p> <p>Employees 4 is then sitting at the desk angry with arms folded talking angry to Employee 3 who is sitting -hand on chin in the chair, talking sad-2</p> <p>Purple handbag then appears on the desk, Employee 2 enters the office and leaves with their</p>	Continued from Scene 9	<p>The words “The 3 A’s Awareness Attitude Action ” is on a decorative frame on the office wall. A L-shaped row of moving shape dotted-line is in opposite corners inside the frame bordering the text.</p> <p>Employee 1 runs in from the left and stops at the center of the desk facing Employee 4, and is talking with frantic hand movements with their back to the viewer</p> <p>Employee 2 walks in from the left and stops at the desk, takes handbag and turns around and walks out with handbag to the left.</p> <p>Employee 3 walks out of the office to the left with a file in hand</p>	Well appointed office with a large desk with computer, plants, pens, paper and a chair to the right of the desk.

<p>handbag with a neutral expression.</p> <p>Employee 4 is facing Employee 2 with a smile</p> <p>Employee 4 is now facing Employee 3 talking neutral as Employee 3 is reading a letter</p> <p>Employee 3 then stands up and walks out the office with a file in hand</p>			
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12. The End			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments/Scene
<p>All employees except Employee 3 are sitting around on chairs and ottomans happy, talking to each other.</p> <p>The all then stand and Teamwork - double high five</p> <p>Employee 7 is wheelchair happy with both hands extended to simulate the double high five</p>	<p>We all want to work in an environment where we feel supported and respected, and where discrimination and harassment are promptly addressed. You truly can make a difference in creating and maintaining a positive workplace.</p>	<p>“Awareness Attitude Action” is on a framed whiteboard.</p>	<p>Office lounge area with framed whiteboard on wall, along with other art, ottomans, plants and area rugs</p>