



MEMBER'S HANDBOOK

General Information on FilmPEI Policies

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BOARD OF DIRECTORS

FilmPEI has ELEVEN spots for members of the board that are elected yearly at the Annual General Meeting. If you are interested in participating on the FilmPEI Board please contact the Executive Director. Please see our website for current Board of Directors.

Contact: board@filmpei.com

STAFF

Renee Laprise – Executive Director

Contact: director@filmpei.com

Cell: 902-213-2471

Thomas Mears – Technical Coordinator

Contact: tech@filmpei.com

BUSINESS INFORMATION

Location: 57 Watts Avenue, Charlottetown PEI C1E 2B7

Telephone: (902) 892 3131

Website: www.filmpei.com

General Email: info@filmpei.com

Hours of Operation: 9am to 5pm Monday to Friday

FUNDERS

FilmPEI is principally funded by grants from the Canada Council for the Arts and fund from The Province of PEI (and others) supporting various initiatives including PEI Screenwriters' Bootcamp (<http://peiscreenwritersbootcamp.net/>) and Film 4Ward (<https://www.filmpei.com/programs/film-4ward-program/>). For more information on these funds and any other historical funding, please contact the Executive Director.

ORGANIZATIONAL DIRECTIVES

Vision: FilmPEI is the catalyst for a thriving and sustainable filmmaking ecosystem on PEI.

Mission: FilmPEI's mission is to develop, attract, and champion PEI filmmaking.

Purposes: The primary purpose of FilmPEI is to assist emerging, mid-career and established media artists in their production efforts by providing a pool of production talent, resources, workshops, equipment and post-production facilities as well as seeking out opportunities to showcase members' work. FilmPEI is focused on facilitating the creative careers of PEI filmmakers and develop a thriving film ecosystem on Prince Edward Island. FilmPEI endeavours to provide an environment in which member interaction promotes an exchange of ideas and learning. The organization also strives to encourage members to continue to develop their skills and insights while providing opportunities for them to produce, present and distribute their work.

MAIN OBJECTIVES

1. To provide a space where filmmakers and media artists can perfect their craft and exchange ideas.
2. To assist filmmakers and media artists in their independent productions by providing low cost equipment and facilities.
3. To encourage the pursuit of excellence in film and media art.
4. To serve as an information hub about festivals, publications, conferences, grants, websites and any other sources of information about the media arts.
5. To assist in the dissemination and presentation of works by Members.
6. To support and encourage filmmakers and media artists at all levels by offering workshops, mentorship, resources and outreach programs.

HISTORY

FilmPEI began as the Island Music Cooperative incorporated in 1978. The name changed to the Island Media Arts Cooperative in 1982 reflecting a shift in focus towards film production. In 2018 the organization tripled in size and rebranded to FilmPEI. The initial emphasis on film production has grown over the years with a constant objective of providing support and resources to artists to strive for excellence in their craft. The organization was formed to address Prince Edward Island's need for film production facilities and equipment available at accessible rates to support a network of creative and technical professionals on the Island. FilmPEI now also works to build creative careers and develop the ecosystem for an economically viable creative and commercial film sector to ensure PEI filmmakers and media artists are able to live and create in their chosen province.

FACILITY and RESOURCES

FilmPEI is a non-profit organization located in a 3000 square-foot space in West Royalty Business Park in Charlottetown with a 700 square-foot sound stage, a large equipment inventory and post production/digital facilities. We strive to provide support for production and post-production, resources and opportunities for public presentations of media arts works and to create and foster peer group solidarity and mentorship in the community.

FilmPEI also offers a wide range of FILM EQUIPMENT for rent (see the equipment database – www.filmpei.com). Some highlights from our inventory include:

- RED HELIUM 8K CAMERA
- PHOTOGRAPHY EQUIPMENT
- PROJECTION EQUIPMENT
- ANALOGUE FILM and SOUND EQUIPMENT
- DIGITAL SYSTEMS
- 8K POST PRODUCTION SUITE
- SOUND BOOTH
- 1000 square foot SOUNDSTAGE.

MEMBERSHIP

Our Members include people of various ages, backgrounds and skill levels from many different facets of film including but not limited to:

- media artists
- sound artists
- colourists
- visual artists
- accountants
- production coordinators
- writers
- sound mixers
- animators
- publicists
- lawyers
- directors
- composers
- photographers
- casting directors
- caterers
- assistant directors
- producers
- musicians
- puppeteers
- commercial producers
- marketers
- special fx
- editors
- makeup artists
- carpenters
- actors
- visual fx artists
- costume and props
- drone operators
- drivers
- director of photography

*for a comprehensive list of film crew positions visit <http://www.projectcasting.com/tips-and-advice/crew-jobs-every-film-crew-position-job-description/>

Membership has 2 categories: 1. Voting Members and 2. Non-Voting Members

1. **VOTING MEMBERS** are able to vote at the Annual General Meeting and Special Members Meetings. Voting membership level also allows for **discounted rates** (read 'rentals' section) for artist owned creative content that is meant to forward the creative career of Members in good standing. Members are considered 'in good standing' if their annual dues are paid up and they have no overdue rental invoices or production invoices owing. It is important for all voting Members to be active within FilmPEI – to attend General Meetings, Annual General Meetings and to assist in, or spearhead, committees, fundraising initiatives and new program initiatives.

General Membership - \$32.50 (+HST) per year. Must be 18+.

- Access to most workshops at member rates.
- Has access to entry level equipment.
- Has access to the FilmPEI facilities during open hours.
- Application requirements: application form (www.filmpei.com/memberships) and the membership fee.

Producer Membership • \$54.00 (+HST) per year. Must be 18+ .

- Access workshops at member rates.
 - The right to apply for production grants.
 - Has access to all equipment (some require special training).
 - May request access to the facility after hours.
 - Application requirements: application form (www.filmpei.com/memberships), biography, a resume and two examples of a media art production on which you played a major creative role and the membership fee.
- NOTE: Applicants are assessed and approved by the board of directors.

Lifetime Membership

- Free membership for life.
- An honour bestowed typically every year to one deserving FilmPEI member that has contributed to the film industry on PEI.
- Access to entry level workshops at member rates.
- The right to apply for production grants.
- Has access to all equipment (some require special training).
- May request access to the facility after hours.

2. **NON-VOTING MEMBERS** have no vote at FilmPEI Annual General and Special Members meetings BUT do have certain privileges.

Youth Membership - \$25.00(+HST) per year

- For youth 13 to 17 years old.
 - Access to entry level workshops at member rates.
 - Has access to entry level equipment and the facilities during work hours on a case by case basis.
 - MUST have a guardian sign all contracts. Guardians must sign the Youth Membership contract releasing FilmPEI from all liability for their wards and taking responsibility for any damage to gear and facilities.
- NOTE: unless otherwise stated workshops are geared to adult Members and may not be suitable for very young Members. The Guardians are responsible for alerting workshop leaders to their youth's attendance and making arrangements for circumstances like shortened or lengthened classes, etc.
- Application requirements: application form (www.filmpei.com/memberships) signed by a guardian in the presence of a FilmPEI staff and the membership fee.

Associate Membership - \$54.00 (+HST) per year. Must be 18+.

- Primarily for visiting producers or local producers who want to rent FilmPEI gear without participating in the organization. NOTE: discounted rates typically do not apply for this membership level but exception to this policy is at the discretion of the Executive Director.
- Access to equipment rental with a credit card and photo id for security.
- Access to the facilities during workhours and/or with a technician on site after hours at the cost of the Associate Member.
- Application requirements: application form (www.filmpei.com/memberships) and the membership fee.

Corporate Membership - \$150.00(+HST) per year

- For businesses and corporations that want to support FilmPEI.
- No access to equipment. Should the organization want to rent equipment/facilities a single person from the organization must join as Producer Member or Associate Member and take personal responsibility for the gear.
- Application requirements: application form (www.filmpei.com/memberships) and the membership fee.

MEMBER ONLINE ACCOUNTS

FilmPEI uses a system for booking equipment called AMS created by FAVA media arts centre in Calgary. By summer 2020 Members will be able to access their own profiles where they see their accounts, pay memberships, track FilmPEI bucks, share their skillsets and even archive their films.

FilmPEI BUCKS

General and Producer members volunteering in any form at FilmPEI can be rewarded with FilmPEI Bucks. Mentors, Film 4Ward trainees, volunteers are all eligible. General and Producer Members wishing to avail themselves of the program should contact the Executive Director or the head of the Volunteer Committee. Mentoring, working on a committee, contributing time to office management, hosting a workshop, offer technical services and volunteering to help out during various initiatives such as PEI Screenwriters' Bootcamp are all examples of how to participate.

FilmPEI Bucks are the equivalent of \$12.50/hour. The funds accumulated can be used toward film equipment/digital systems/space rental (at commercial rates). FilmPEI Bucks can also be put toward workshops (non-member rate). Please note that FilmBucks cannot be applied to technician or staff hours, nor to HST on rentals and workshops.

FilmPEI INDUSTRY HUB

FilmPEI has created an online directory which anyone can join for a low yearly subscription fee. Talent and businesses can create profiles to offer services for local and visiting productions and others in need of services. You don't have to be FilmPEI Member to join the Hub. Individuals \$30 (plus HST) and Businesses \$100 (plus HST)

MEMBER COMMUNICATION

As an ever-evolving organization FilmPEI welcomes feedback from its members to allow it to better serve them. FilmPEI encourages member comments and suggestions on how to better develop its policies and practices. FilmPEI also encourages members to speak up if they feel a policy, practice or decision is unfair.

FilmPEI's Comments, Suggestions and Disputes Policy states that members and staff must keep all correspondence respectful. Any correspondence containing threats or abusive and explicit language are serious violations of FilmPEI's bylaws and may be subject to action by FilmPEI board of directors.

Member comments and suggestions can be sent to info@filmpei.com where all written comments and suggestions will be read by appropriate staff and/or board members and will receive a written response within 3 days. If a response is not received in this time, members are encouraged to resend, copying the President of the Board at board@filmpei.com

If members feel a policy, practice or decision is unfair or mistaken members can send their concerns in writing to info@filmpei.com or by mail to the FilmPEI office. Concerns not submitted in writing will not be considered. All concerns will be read by appropriate staff and/or board members and will receive a written response within 10 working days. If a satisfactory response is not received in 10 working days, the member can bring the issue to the attention of the President of the Board by email to board@filmpei.com. All concerns submitted in writing to the board will be circulated to all board members and will receive a written response within 20 working days. If a satisfactory response is not received in 20 working days, the member can ask for a meeting with the board by email to the President of the Board at board@filmpei.com. Requests for a meeting with the board will be discussed within the board and will receive a written response within 20 working days.

The board has the authority to organize the meeting as it sees fit. Decisions of the board represent the final step in FilmPEI's Dispute Process.

HARASSMENT and VIOLENCE IN THE WORKPLACE POLICY and REPORTING PROCEDURE

FilmPEI takes harassment and violence in its establishment very seriously. We strive to be a safe place in which to work and create. To that end we are developing a comprehensive HARASSMENT and VIOLENCE IN THE WORKPLACE POLICY the incorporates a 3rd party reporting procedure. We hope to have that in place by June 30th, 2019. Until then, we will be following the guidelines provided to us by Creative PEI.

PROGRAMMING

FilmPEI's role is to provide structure, education and inspiration for local media artists. To achieve this innovative programming happens throughout the year. Such programming includes:

1. SCREENING INITIATIVES

- a) **Art In The Open** – FilmPEI is on the board of Art In The Open and we are a sponsor. We have in the past contributed financially and with free equipment to the festival and we intend in 2020 to expand our participation to become a full presenting partner with resources going toward artist and project development.
- b) **Screenings** - FilmPEI continues to seek out screening partners and work with the Charlottetown Film Festival to get member works to the public. We intend to work toward informal screenings at the FilmPEI location to encourage all filmmakers to share and discuss their work.

2. WORKSHOPS AND TRAINING SESSIONS are a major resource that FilmPEI offers. As we evolve we intend to create a more robust and comprehensive training program and potentially partner with an educational institution to create a course that will offer accreditation. We currently offer three streams of courses:

- a) **Film 4Ward Program** – this program produces 4 juried selected projects per year with the intention to develop the creative vision of filmmakers, build capacity in the film industry as a whole and produce calling card projects that have the potential to create a buzz at festival and/or work as a proof of concept for IP development. Workshops and on one training opportunities happen throughout the year in support of the Film 4Ward program. The general public are allowed to attend most Film 4Ward workshops. See more about Film 4Ward at www.filmpei.com/film4ward
- b) **PEI Screenwriters' Bootcamp** – this 5 day bootcamp includes instruction and mentorship to develop script for feature film, TV and webseries. There is also a 'pitch package' development bootcamp that gives participants the chance to pitch for \$15,000 in support of their pitch package creation. Bootcamp also hosts one on one pitch sessions with national industry folks and panels to help inform about a variety of subjects pertinent to being successful in the film/TV industry.
- c) **Workshops (general)** – FilmPEI endeavours to provide the general public with workshops that can satisfy specific needs for artists' creative development, hobbyists' skill development and to provide skill development for the commercial sector. We also do specialized programming for targeted groups such as youth.
- d) **MEMBER LED WORKSHOPS** – FilmPEI encourages member workshops. If you have something you want to teach we are happy to discuss hosting your workshop. Fees are \$75/hour plus \$40/hour for 2 hours of prep. Typically a workshop will run between 2.5 to 5 hours. FilmPEI will require some materials submitted including a solid curriculum that shows what will be taught and how long each topic will take, a materials list and a maximum class size. FilmPEI will do the advertising and registration administration. Due to limited administration staff workshop leaders may have to run the workshops on their own. Should that happen FilmPEI will provide a Workshop checklist to deal with drop-ins, fee acceptance, youth forms, etc. If you are interested in running a workshop at FilmPEI please contact the Executive Director.

3. MENTORSHIPS – FilmPEI encourages mentorship in our sector. Mentor are eligible for FilmPEI Bucks If you are interested in mentoring please contact the FilmPEI ED.

The responsibility for this programming is a mutual one, shared by all members of the organization. Our ability to grow, to be relevant, develop the film industry and to maintain our core funding relies on the input and organizational support of all members with regards to these initiatives.

CONTENT CREATION FUNDING

FilmPEI funds short content creation through **Film 4Ward** and **PEI Screenwriters' Bootcamp 'Pitch For Your Life'** (see programming section). The **FilmPEI In-Kind Production Assistance Program** assists Producer Members' productions in the form of reduced (or free) rental rates on equipment and/or facilities. Applications are assessed on a case by case basis by the FilmPEI Board of Directors. See application on the FilmPEI website at <https://www.filmpei.com/programs/filmpei-in-kind-production-assistance-program/>.

EQUIPMENT RENTAL

- Rentals are for Members 'in good standing' who can demonstrate the appropriate skill in operating the equipment they wish to rent. No rental will be allowed to any Member whose annual membership fee is past due. No rental will be allowed to any Member with rental invoices past-due over 30 days unless by special agreement with the Executive Director and with board approval.
- Equipment and Facility Rental Agreements must be signed by the renting Member in person unless an alternative arrangement has been made with the Executive Director.
- Equipment is available for rental and return during posted office hours only and returns must be made in the presence of the Technical Coordinator, the Executive Director or someone delegated by the Executive Director. All Rental Agreements have to be signed by the Member on pick-up and on return.
- Third party proxy pick-ups and returns are not encouraged by FilmPEI and require prior approval by the Technical Coordinator or the Executive Director.
- The Member is solely responsible for any damage to or loss of equipment under their Rental Agreement.
- It is forbidden to provide rented equipment to any third party at any time. Members are financially responsible for the equipment in their charge until it is returned to FilmPEI.
- Members must never leave equipment unsupervised or in detrimental conditions.
- Member are responsible for returning all equipment with batteries re-charged or replaced as required.
- No Member may attempt any repair or modification of any equipment or computer or computer program.
- No new programs of any sort may be installed on electronic equipment nor deleted or altered in any way.
- Equipment rented for use outside of PEI will be dependent on the terms of the Member's insurance policy.

Steps to Renting Equipment:

1. Acquire a Membership – www.filmpei.com/membership
2. Assess equipment needs in advance. Equipment inventory can be found at www.filmpei.com/equipment
3. Contact tech@filmpei.com to book equipment
4. Acquire insurance (see below for requirements). FilmPEI MUST receive the insurance policy with FilmPEI listed on the policy prior to releasing the equipment.
5. Pick up (or cancel) equipment booking in a timely manner.
6. Return equipment in the same condition picked up and by agreed upon date and time or be billed accordingly.
7. Pay your invoice in a timely manner or be billed accordingly.

INSURANCE

Equipment may only be rented by Members in good standing. Each time you book you will be notified of the **replacement value** of that equipment. Replacement values will dictate the type of insurance you will need:

Replacement Value UNDER \$5000 – you will not need insurance but you will be 100% liable for equipment repair or replacement. You can purchase insurance through Front Row Insurance <https://www.frontrowinsurance.com/short-term-production-insurance> and FilmPEI can give you a code for a \$50 discount.

Replacement Value OVER \$5000 - Members renting equipment amounting to over \$5000 in replacement value will have to secure their own PRODUCTION INSURANCE with FilmPEI listed on the policy. This can be done quickly and inexpensively through Front Row Insurance <https://www.frontrowinsurance.com/short-term-production-insurance>. You are responsible for your own LIABILITY insurance as well.

FILMPEI CAN OFFER A \$50 COUPON CODE for insurance.

FILMPEI CAN OFFER SUBSIDIES to cover equipment rental costs on INDEPENDENT PRODUCTIONS. Contact director@filmpei.com to request a subsidy.

Replacement value of equipment or repair of damage to equipment will be invoiced to the Member and must be paid to FilmPEI within 30 days.

RENTAL RATES

1 weekend rental = 1 day fee (pick up after noon on Friday and drop off before noon on Monday)
1 weekday rental = 1 day fee (based on a 24 hour day)
2 weekday rental = 1.5 day fee (based on 48 hours)
5 weekday rental = 2.5 day fee (Monday afternoon pickup – Friday pre-noon drop off)
Full week rental = 3.5 day fee

Minimum Rental is \$10 (+HST) to offset admin costs.

Late return fees are calculated using the above fee schedule.

FilmPEI hours are 9am to 5pm Monday to Friday. After hour pickup or drop-offs are subject to a \$30 admin fee and must be negotiated well in advance.

DISCOUNTED RATES FOR INDEPENDENT PROJECTS

FilmPEI commercial rental rates are in keeping with national commercial rental rates. As an artist support organization FilmPEI provides artists making independent projects with an 85% discount on most equipment. The Red Camera and its accessories are rented at a 75% discount. Special considerations can be made for non-profit art and community organizations (see below).

What is an INDEPENDENT PROJECT?

Equipment rental rates are below industry-standard fees for any member who will **retain artistic and copyright control**. Music videos where the director has creative control are the exception.

Priority of scheduling and the right to reserve equipment, space or digital stations in advance is given to these independent projects. FilmPEI activities that require resources will take precedence at all times.

What is a COMMERCIAL PROJECT?

Work produced with commercial intent may include the following:

- Any project produced where the artist does not retain artistic or copyright control.
- Any project above \$500,000 supported by a broadcast or distribution agreement at the time of rental.
- Any project produced with the obvious intent to be sold commercially or to be used to sell EVEN IF YOU ARE NOT GETTING PAID TO SHOOT IT.
- Any project produced where the artist does not retain artistic or copyright control.
- Any project produced for sale to a third party.
- Any content created that isn't intended to develop or forward the creative vision of the filmmaker.

DISCOUNTED RATES FOR NON-PROFIT ART AND COMMUNITY ORGANIZATIONS

Members are often asked to archive performances or events for community organizations. These are NOT considered independent projects and will be charged commercial rates for rental.

That said, FilmPEI is happy to partner with non-profit arts or community organizations for low cost or free rentals BUT arrangements MUST be made with the organization in need of services and NOT the filmmaker that will provide the services. ALL equipment (unless otherwise determined) must be signed out and used by a qualified FilmPEI Member.

For all of the above situations, the responsibility for the payment of rental fees in a timely fashion lies entirely with the Member who signed out that equipment. Members are required to disclose the nature of the project to the Executive Director and/or the Technical Coordinator who retain the right of final determination of the nature of the project and the rental rate to be offered.

DIGITAL SYSTEM RENTALS

Digital Systems are iMACs and include Adobe Creative Cloud and Microsoft Word applications. One system also includes FCPX. By June 2019 FilmPEI will also have a high end digital edit system capable of processing 8k footage. Apps will include Adobe Creative Cloud, FCPX and DaVinci Resolve and 16 terabytes of temporary storage.

All Members may reserve the Digital Systems during business hours through the Technical Coordinator.

Unaccompanied after-hours access is only available to Producer Members.

Accompanied after-hours access by other Members will require a FilmPEI staff at \$30/hour with a minimum of 3 hours.

No adding of software or hardware to the computers without permission is allowed.
External hard drives owned by the Member must be used.
Material left on the systems will be erased at the end of the Member's rental time.

Rates (85% discount for independent projects – see above as to what constitutes an independent project):

1 hour	- \$20
1 weekday	- \$100
2 weekdays	- \$150
5 weekdays	- \$300
1 weekend	- \$100
1 month	- \$600

SPACE RENTAL

FilmPEI has a 700 sqft soundstage that can seat up to 35 people. Uses include:

- shooting video
- photography
- black box presentations/performances
- workshops
- screenings
- sound booth recording

Rates will depend on:

- type and length of use
- need for equipment and technical staff
- membership level

Base Rates with NO Technician or Equipment (50% discount for independent projects – see above as to what constitutes an independent project):

1 hour	- \$25
1 weekday	- \$100
2 weekdays	- \$150
7 weekdays	- \$300
1 weekend	- \$100

Package rates for space with equipment including PHOTOGRAPHY gear and the RED CAMERA gear are available upon request. NOTE: equipment and set up is extra and will be determined on a case by case basis.

The space may be rented during business hours by all Members. Approved Producer Members are the only Members that may rent the space outside of business hours without a FilmPEI Staff. All other Members must have a FilmPEI staff in the space after business hours at an extra cost. (\$30/hour min 3 hours)

There is a SCISSOR LIFT in the space that may only be driven by certified drivers and all passengers must have a fall arrest certificate. Producer members with certification may use the scissor lift unattended, however, any passengers (including camera operators) must have a fall arrest certificate. (contact the Executive Director about certification)

Any need for the scissor lift after 2pm on weekdays or after hours will require a Technician at an extra cost (\$30/hour min 3 hours).

AFTER HOURS ACCESS TO FILMPEI

- Approved Producer Members may have access to the facilities after business hours.
- A key may be signed out (\$25 replacement fee for lost keys).
- Members are responsible for their guests and will be fully liable for guests' wellbeing and for repair or replacement of damaged or stolen equipment/office furniture/etc.
- Equipment not originally booked must not be used without consent.
- Parties/events are not allowed unless specifically booked and licensed.

FACILITY CARE

- All garbage, waste paper and recyclables must be put in the garbage containers.
- All dishes must be cleaned and put away.
- All food/drink must be clearly labeled and removed from the fridge daily.
- Kitchen amenities (coffee, etc) are available for a fee that will be on the honour system.
- Headphones must be worn at all times when working on the digital systems.
- Liquor/marijuana are not allowed in the space unless for a specifically licensed or in the case of medical marijuana.
- No pets or unaccompanied minor children are permitted.
- NO SMOKE ... even from SMOKE MACHINES as smoke will set off the alarm and alert the fire department.
(any cost resulting from a false fire alarm after hours will be billed to the Member who has signed out the facilities).

FACILITY CLOSING PROCEDURE

- Turn off all electronics.
- Turn off all fans and portable heaters/air conditioners
- Lock the loading bay
- Lock the back door
- Turn off all the lights (including the washrooms)
- Lock the front door

FILM PEI CODE OF CONDUCT

- ALL STAFF AND FILMPEI MEMBERS MUST COMPLY WITH THE CREATIVE INDUSTRIES CODE OF CONDUCT WHILE IN THE FILMPEI FACILITIES OR WHEN REPRESENTING FILMPEI OFF SITE.

*Below you will find **The Canadian Creative Industries Code of Conduct to Prevent and Respond to Harassment, Discrimination, Bullying and Violence**. The Code represents a commitment by engaged stakeholders to shift the culture, to prevent and respond to harassment including sexual harassment, discrimination, bullying and violence and to ensure every workplace is one where safety, respect and professionalism are the norm.*

On November 23rd, 2017, industry stakeholders committed to zero tolerance for these harmful behaviours and established working groups to explore the development of a Code of Conduct, safer reporting measures and industry-wide education and training. Since that time, many organizations have met with survivors, engaged in anti-harassment training exercises for staff and members, held policy reviews and hosted focus groups to learn more and to move these initiatives forward.

This Code of Conduct is only the first step in achieving these goals. Working together, we have attempted to be broad in application, inclusive and specific in addressing concerns raised by the brave people who came forward with their experiences of harassment of all kinds. We hope to hear soon from the reporting and education working groups so our industry-wide efforts can continue.

The Code of Conduct reinforces the concepts of zero tolerance, proportional consequences, consent-based interactions and no retaliation. It calls on signatories to encourage good-faith reporting and timely investigations. It better defines workplace and work-related activities and identifies gender equality and diversity as paths to changing behaviour. The Code demonstrates the industry's commitment to shared action and is intended to be a living document that will be regularly informed by best practice.

The industry is pleased to take this positive step forward, especially as we all celebrate International Women's Day and Canadian Screen Week. We all look forward to working in a more equal, respectful and professional creative industry.

*Sincerely,
The Canadian Creative Industries*

This Code of Conduct is only the first step in achieving these goals. Working together, we have attempted to be broad in application, inclusive and specific in addressing concerns raised by the brave people who came forward with their experiences of harassment of all kinds.

Canadian Creative Industries Code of Conduct to Prevent and Respond to Harassment, Discrimination, Bullying and Violence

The Canadian Creative Industries Code of Conduct confirms our commitment to safe and respectful workplaces and to an industry free of harassment including sexual harassment, discrimination, bullying and violence.

Harassment can take many forms including unwanted sexual attention, inappropriate jokes or texts, threats, and other unwelcome verbal, written, visual or physical communication or conduct.

Everyone has a responsibility to build safe and respectful workplaces.

Harassment, discrimination, bullying and violence can affect individuals at every level of the industry. Promoting increased gender equality and diversity is one way to break down barriers and reduce or eliminate these behaviours.

The principles espoused in this Code are applicable to all work and work-related environments. These can include but are not limited to, auditions or casting meetings, job interviews, industry events, festivals, awards, company functions, production studios and sets (whether local or remote), offices and rehearsal and performance venues.

Signatories to this Code will lead by example by upholding the highest standards of respect, encouraging the good-faith reporting of complaints concerning harassment, discrimination, bullying and violence and cooperating in the investigation of such complaints.

In adhering to this Code of Conduct, Signatory organizations agree to take the following steps as applicable to identify and address harassment including sexual harassment, discrimination, bullying and violence:

- Enact policies and procedures that maintain zero tolerance for harassment, discrimination, bullying and violence;
- Designate people in the workplace to receive complaints of harassment, discrimination, bullying and violence;
- Provide a timely process for the investigation and resolution of complaints;
- Implement proportional consequences for violations; and
- Protect from retaliation or reprisal those individuals who in good faith allege violations of anti-harassment, discrimination and violence policies and procedures.

In implementing the above, Signatories will take the following steps, as applicable:

- Ensure everyone in the workplace is aware of anti-harassment, discrimination and violence policies and procedures;
- Encourage people to set and respect personal boundaries and engage in consent-based interactions;
- When work requires physical contact or scenes of nudity, intimacy or violence, adhere to applicable respectful workplace policies and collective agreement obligations;
- Provide safe places where work may be performed for example, by not requiring individuals to attend meetings alone or in spaces such as private hotel rooms, etc.; and

- Encourage instructors, teachers, coaches and those providing training in the industry to adhere to this Code and share its principles with their students.

Signatories to this Code of Conduct agree to take all applicable steps to quickly address substantiated complaints of workplace harassment including sexual harassment, discrimination and violence. Such steps may include the following:

- Requiring remedial action such as counselling and/or training;
- Disciplinary action (as per collective agreements and individual organization, union, guild and workplace policies) including restrictions, suspension or termination of employment and/or membership; or
- Legal action as per applicable laws including human rights legislation.