



MEMBERS' HANDBOOK

General Information on FilmPEI Policies

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LAND ACKNOWLEDGEMENT

FilmPEI acknowledges that the land on which it operates is the traditional unceded territory known as Mi'kma'ki. FilmPEI respects the history, spirituality and culture of the Mi'kmaq people who have lived on Epekwitk (Prince Edward Island) for over 15,000 years. In respect and gratitude, FilmPEI provides free memberships and access to workshops for all Mi'kmaq filmmakers. FilmPEI also encourages Indigenous representation on the board of directors and allocates resources within the organization to help further build capacity in the Indigenous filmmaking community. It is the intention of the organization to be a strong ally by promoting self-directed growth in the Indigenous media arts.

BOARD OF DIRECTORS

FilmPEI has 11 spots for members of the board that are elected annually at the Annual General Meeting. If you are interested in participating on the FilmPEI Board please contact FilmPEI's Executive Director, Rob Riselli. See our website for the current Board of Directors.

Contact: board@filmpei.com

CORE STAFF

Rob Riselli - Executive Director

Contact: robriselli@filmpei.com

Danielle M. Villard - Film Programs Coordinator

Contact: dmvillard@filmpei.com

Gwydion Temple Morris - Technical Coordinator/Digital Communications Administrator

Contact: digitaladmin@filmpei.com

BUSINESS INFORMATION

Location: 57 Watts Avenue, Charlottetown P.E.I., C1E 2B7

Telephone: 902-892-3131

Website: www.filmpei.com

General Email: info@filmpei.com

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

FILMPEI'S CORE FUNDERS

As a media arts cooperative, FilmPEI is grateful to receive regular funding and support from:



Canada Council
for the Arts

Conseil des arts
du Canada

ORGANIZATION HISTORY

FilmPEI began on Prince Edward Island (P.E.I.) 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. The initial emphasis on film has grown over the years to include digital cinema, animation, and less traditional media arts in its many forms with a constant objective of providing support and resources to artists to perfect their craft.

In 2018, the organization tripled in size and rebranded to FilmPEI. The organization was formed to address P.E.I.'s need for film production facilities and equipment available at accessible rates to support a network of creative and technical professionals on the Island. As a film industry association, FilmPEI now also works to build creative careers and develop the ecosystem for an economically viable creative and commercial film sector to ensure P.E.I. filmmakers and media artists are able to live and create in their chosen province.

ORGANIZATION TODAY

Building on its 40-year history, FilmPEI strives to support and encourage filmmakers at all levels and provides the space, resources and infrastructure to inspire excellence in film, video and new media projects. FilmPEI is a unique, hybrid, film-focused organization dedicated to building a thriving ecosystem in PEI.

As an innovative and socially-conscious film industry association and media arts cooperative, FilmPEI is focused on growing vibrant careers and developing a thriving sector. The organization fosters film production on P.E.I. by providing infrastructure training, communication, advocacy and opportunity creation.

The organizations' objectives are:

- To provide mentorship, training, equipment, infrastructure and a safe space for filmmakers and media artists to learn, share, exchange ideas and hone their craft.
- To facilitate the production of Island films that showcase a diversity of voices and experiences,
- To facilitate opportunities to build the filmmaking industry on P.E.I.
- To encourage the entrepreneurial, economic, and business aspects of professional filmmaking.
- To represent the interests of FilmPEI Members with government, key stakeholders and the general public.
- To serve as an information hub about festivals, publications, conferences, grants, websites and any other sources of information about the media arts.

Our members include people of various skill levels from many different facets of film including:

- | | | | |
|--------------------------|-----------------|---------------------|---------------------|
| • Media Artists | • Writers | • Directors | • Producers |
| • Film Crew ¹ | • Actors | • Sound Artists | • Sound Mixers |
| • Composers | • Musicians | • Visual FX Artists | • Colourists |
| • Animators | • Photographers | • Puppeteers | • Costume and Props |
| • Visual artists | • Publicists | • Casting Directors | • Lawyers |
| • Drone operators | • Accountants | • Caterers | • Marketers |
| • Carpenters | • Drivers | • Hair and Makeup | • Editors |

FilmPEI's 2,700-square-foot facility houses a production space, film equipment for rent, digital suites and technical support.

Film equipment for rent includes:

- Red Helium 8K Camera
- Photography Equipment
- Projection Equipment
- Sound Equipment
- Computer Stations
- 8K Post Production Station
- Sound Booth
- 400-square-foot Soundstage

See the full equipment list at: <https://www.filmpei.com/filmpei-equipment-and-facilities/>

MEMBERSHIP

Membership has two categories: Voting Members and Non-Voting Members.

VOTING MEMBERS are able to vote at the Annual General Meeting and Special Members Meetings. This level also allows for discounted rates (read “Equipment 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 by attending General Meetings, Annual General Meetings and to assist in, or spearhead, committees, fundraising initiatives and new program initiatives.

General Membership - \$46.00 (tax included) per year. Must be 18+.

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

Full Membership - \$92.00 (tax included) per year. Must be 18+.

- Access workshops at Member rates.

¹ For a comprehensive list of traditional film crew positions visit:

<http://www.listeninglistening.com/uploads/6/4/4/8/6448263/crew-roles-and-departments-guide.pdf>

- The right to apply for production grants.
- Access to all equipment (special training may be required).
- May request access to the facility after hours.
- Requirements: application form (www.filmpei.com/memberships), the membership fee, a biography, a resume and two examples of a media art production on which you played a major creative role. Full membership 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.
- Access to all equipment (some require special training).
- May request access to the facility after hours.

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

Youth Membership - \$28.75 (tax included) per year. For youth 13 to 17 years old.

- Access to entry-level workshops at Member rates.
- Access to entry-level equipment and the facilities during work hours with permission.
- 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.
- Requirements: application form (www.filmpei.com/memberships) signed by a guardian in the presence of a FilmPEI staff and the membership fee.
- Unless otherwise stated, workshops are geared toward adult Members and may not be suitable for younger Members. Guardians are responsible for alerting workshop leaders to their youth's attendance and making arrangements for circumstances such as shortened or lengthened classes.

Associate Membership - \$138.00 (tax included) per year. Must be 18+.

- Primarily for visiting producers or local producers who want to rent FilmPEI gear without participating in the organization (discounted rates do not apply for this membership).
- Access to equipment rental with a credit card and photo ID for security.
- Access to the facilities during work hours and/or with a technician on site after hours at the cost of the Associate Member.
- Requirements: application form (www.filmpei.com/memberships) and the membership fee.

Business/Corporate Membership - \$172.50 (tax included) per year.

- For businesses and corporations that want to support and utilize FilmPEI's services.
- Should the organization want to rent equipment/facilities, a single person from the organization must be listed (*free of charge*) as a Producer Member or Associate Member and take personal responsibility for the gear.
- Requirements: application form (www.filmpei.com/memberships) and the membership fee.

MEMBER ONLINE ACCOUNTS

FilmPEI uses a system for booking equipment called AMS Network, which was created by the Film and Video Arts Society of Alberta (FAVA). Members can access their own profiles to see their account status, pay memberships, share their skill sets and even archive their films. Members receive their login information upon joining FilmPEI.

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 the 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 three days. If a response is not received within this time, FilmPEI Members are encouraged to resend, copying the President of the Board at board@filmpei.com.

If FilmPEI Members feel a policy, practice or decision is unfair or mistaken, they 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 within 10 working days, the FilmPEI 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 FilmPEI 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 meetings as it sees fit. Decisions of the board represent the final step in FilmPEI's Dispute Process.

PROGRAMMING

FilmPEI's role is to provide structure, education and inspiration for local media artists. To achieve this, innovative programming happens throughout the year. This is a mutual responsibility shared by all Members of the organization. Our ability to grow, be relevant, develop the film industry and maintain our core funding relies on the input and organizational support of all Members with regards to these initiatives. Current programming includes:

WORKSHOPS AND TRAINING SESSIONS are major resources offered by FilmPEI. The organization is evolving with the intention of becoming a more formal training center by 2024.

Film4Ward Program – This program produces four jury-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 one-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/film4ward.

General Workshops – FilmPEI endeavors 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.

MEMBER-LED WORKSHOPS are encouraged by FilmPEI. If you have something you want to teach we are happy to discuss hosting your workshop. Fees are \$75/hour plus \$40/hour for two hours of prep. Typically a workshop will run between 2.5 to 5 hours. FilmPEI will require some materials to be submitted, such as 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 administrative 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.

MENTORSHIPS are also encouraged by FilmPEI. If you are interested in mentoring, please contact the Executive Director.

CONTENT CREATION FUNDING

FUNDING is offered by FilmPEI to support short content creation through Film4Ward.

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. Those wishing to receive in-kind assistance must reach out to FilmPEI's Executive Director with a letter of intent regarding your project and needs. See the full application on the FilmPEI website at: <https://www.filmpei.com/programs/filmpei-inkind-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 Technical Director.
- Equipment is available for rental and return during posted office hours only and returns must be made in the presence of the Technical Director, 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 Director 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.
- Members are responsible for returning all equipment with batteries recharged or replaced as required.
- No Member may attempt any repair or modification of any equipment, 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. Full inventory: www.filmpei.com/equipment.

3. Log in to your AMS account to book equipment through the online portal. Your AMS login was provided in your introductory email when joining FilmPEI.
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 the equipment on the agreed upon date and time, and in the same condition it was received.
7. An invoice for the rental will be sent shortly after.

INSURANCE

Equipment may only be rented by Members in good standing. Upon booking, Members will be notified of the replacement value of that equipment. Replacement values will dictate the type of insurance Members will need:

- **Replacement Value Under \$5,000** – Members will not need insurance but will be 100% liable for equipment repair or replacement. Members can purchase insurance through Front Row Insurance (<https://www.frontrowinsurance.com/short-termproduction-insurance>). FilmPEI Members receive a code for a \$50 discount.

- **Replacement Value Over \$5,000** - Members renting equipment amounting to over \$5,000 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>.) FilmPEI Members receive a code for a \$50 discount. Members are responsible for their own liability insurance. 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 (up to 80% discount for Independent Projects – see section below for info):

- Weekend rental - One day fee (pick up Friday afternoon and drop off before noon on Monday).
- One weekday rental - One day fee (based on a 24-hour day).
- Two weekday rental - 1.5 day fee (based on 48 hours).
- Five weekday rental - 3 day fee (pick up Monday afternoon, drop off on Friday morning).
- Full week rental - 4 day fee (pick up on Monday, drop off on Monday).

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

Late return fees are calculated using the above fee schedule. FilmPEI hours are 9 a.m. to 5 p.m., Monday to Friday. After-hour pickup or drop-offs are subject to a \$30 admin fee and must be negotiated well in advance.

DIGITAL SYSTEM RENTALS

FilmPEI's Digital Systems are Apple iMacs and include Adobe Creative Cloud, FCPX, DaVinci Resolve and Microsoft Word applications. All Members may reserve the Digital Systems during business hours through the Technical Director. Unaccompanied after-hours access is only available to Full Members. After-hours access by other Members will require a FilmPEI staff member at \$30/hour with a minimum of three 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 computers will be erased at the end of the Member's rental period. Headphones must be worn at all times when working on the Digital Systems.

RENTAL RATES (up to 80% discount for Independent Projects – see section below for info):

- One weekday - \$50
- Two weekdays - \$75
- Five weekdays - \$150
- One weekend - \$75
- One month - \$250

FACILITIES RENTAL

FilmPEI has a 400-square-foot 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.
- Equipment needs.
- If technical staff is required.
- Membership level.

Base Rates with no Technician or Equipment (up to 50% discount for Independent Projects – see section below for info):

- One hour - \$25
- One weekday - \$100
- Two weekdays - \$150
- Seven weekdays - \$300
- One weekend - \$100

Package rates for space with equipment including photography gear and the RED camera gear are available upon request. 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 Full 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 member in the space after business hours at an extra cost (\$30/hour, minimum three hours).

Soundstage Upkeep:

FilmPEI is taking measures to keep the floor clean to ensure the soundstage is in working order for all of our Members when they need it. Because it is a white floor we require Members to keep carpets in place while using the space. For Members needing the floor in their shots, FilmPEI can provide shoe covers (for a fee) to keep the floor clean between takes. If the floor ends up needing extensive repainting, the renting Member may be charged for this. Studio needs and potential repainting fees will be discussed prior to the rental date.

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 a 50% - 80% discount on gear and facilities.

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.
- Or 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 non-profit arts and community organizations. While these are not considered independent projects, FilmPEI is able to partner with these organizations and offer a 25% discount off the commercial rental rates.

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.

In the above situations, the responsibility for the payment of rental fees in a timely fashion lies entirely with the Member who signed out the equipment. Members are required to disclose the nature of the project to the Executive Director who retains the right of final determination on whether a discounted rate can be offered.

AFTER-HOURS ACCESS TO FILMPEI

- Approved Full 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 appropriate 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.
- Liquor/marijuana are not allowed in the space - unless for a specifically licensed purpose or in the case of medical marijuana.
- No pets or unaccompanied minors are permitted.
- **NO FOG/HAZE** - Fog or haze can set off the fire alarm and alert the fire department. Fog or haze machines must be cleared by the Technical Coordinator in order for the smoke detectors to be covered. Any costs or fines resulting from a false fire alarm after hours will be billed to the Member who has signed out the facilities.

FACILITY CLOSING PROCEDURES

- 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.

CODE OF CONDUCT

All FilmPEI staff and FilmPEI Members must comply with The Creative Industries Code of Conduct while in the FilmPEI facilities or when representing FilmPEI off-site.

On the next page you'll 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 counseling 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.

POLICY ON WORKPLACE HARASSMENT AND VIOLENCE (2023)

FilmPEI (the “Organization”) upholds the right of every person to be free from harassment and discrimination of any kind including sexual harassment, bullying and discriminatory harassment in the workplace, and every worker is assured of the protection of this right.

Workers are entitled to be treated with dignity and respect and to have a work environment free from harassment and discrimination, as prescribed by the Province of Prince Edward Island’s occupational health and safety and/or human rights legislation (P.E.I. Human Rights Act). This policy applies to all workers and representatives of the Organization while in the workplace, on Organization premises, or during any work-related and/or social functions.

Workers are expected to assist the Organization in its attempts to prevent and eliminate harassment in the workplace. The Organization will treat any form of harassment that occurs in the workplace seriously irrespective of the alleged harasser’s position within the Organization. Nothing in this policy prevents an individual’s right to file a complaint with the P.E.I. Employment Standards Board should they feel the situation warrants such action.

Definition

Workplace harassment is defined as “engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.” Harassment is any single or repeated occurrence of inappropriate conduct, comment, display action or gesture or incidents of bullying that the person knows or ought reasonably to know could have a harmful effect on the employee’s psychological or physical health and safety.

Harassment also includes conduct that is based on any personal characteristic such as, but not limited to, race, creed, religion, colour, sex, sexual orientation, gender identity, pregnancy, marital status, disability, physical size or weight, age, nationality, ancestry or place of origin.

Harassment also includes any inappropriate sexual conduct that is known or ought reasonably to be known to the person responsible for the conduct to be unwelcome, such as, but not limited to sexual solicitation or advances, sexually suggestive remarks, jokes or gestures, circulating or sharing inappropriate images or unwanted physical contact. According to PEI’s Employment Standards Act, sexual harassment means “any conduct, comment, gesture or contact of a sexual nature (a) that is likely to cause offence or humiliation to any employee; or (b) that might, on reasonable grounds, be perceived by that employee as placing a condition of a sexual nature on employment or on any opportunity for training or promotion.”

More broadly, “sexual harassment” is defined as engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the comment or conduct is known or ought reasonably to be known to be unwelcome, or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the

worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome. Workplace bullying can be considered a type of workplace harassment. Discrimination is not captured within the definition of workplace harassment.

However, if harassing behaviour is occurring based on discrimination, this constitutes discriminatory harassment. Workplace violence is not captured within the definition of workplace harassment.

Reasonable action taken by an employer or supervisor related to the management and direction of employees, such as performance reviews, work evaluation, and disciplinary measures taken for any valid reason, is not harassment.

Behaviours Constituting Harassment

While the following is not an exhaustive list, harassment may include:

- verbal abuse or threats;
- unwelcome remarks, jokes, innuendoes or taunting for any reason, including about a person's body, attire, age, marital or family status, ethnic or place of origin, religion, race, sexual orientation, gender identity or gender expression, disability, ancestry, colour, citizenship, creed, sex, record of offenses, etc.;
- practical or "dirty" jokes which cause awkwardness or embarrassment;
- stalking, leering, staring or gestures;
- display of pornographic, racist or other offensive or derogatory pictures or other material; condescension, intimidation or paternalism which undermines self-respect;
- unwelcome or unwanted sexual advances, including but not limited to patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact or written solicitation normally considered unacceptable by another individual; requests or demands for sexual favours; and/or,
- physical and sexual assault.

While the following is not an exhaustive list, sexual harassment may include:

- differential treatment of workers or co-workers etc.;
- verbal or written comments, jokes, teasing, and/or other communication of a sexual nature;
- demeaning language based on gender or sexual preference;
- graphic comments about an individual's body;
- use of sexually degrading words to describe an individual;
- display of sexually suggestive objects and/or pictures in the workplace;
- foul or obscene language and/or gestures;
- unwanted physical conduct such as patting, pinching, and/or brushing up against another person's body;
- a promise of better treatment in return for sexual favours; and/or
- indirect or expressed threats for refusal of a sexual request.

Courteous, mutually respectful, non-coercive interactions which are acceptable to both parties are not considered to be harassment or sexual harassment. The Organization will not tolerate or condone sexual harassment of its workers by anyone.

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace. Reasonable action or conduct by a member of management that is part of his or her normal work function would not normally be considered workplace harassment or sexual harassment. Examples could include changes in work assignments, scheduling, job assessment and evaluation, implementation of dress codes and progressive discipline.

Poisoned Work Environment

A poisoned work environment is created by persistent and serious wrongful comments or conduct that creates a hostile or intolerable workplace. The comments or conduct need not be directed at a specific individual, and may be from any individual, regardless of position or status. A single comment or action, if sufficiently serious, may create a poisoned environment. Conduct that creates or contributes to the creation of a poisoned work environment will not be tolerated at the Organization and workers found to have engaged in such acts will be subject to discipline up to and including termination.

Responsibilities of Management

The Organization will:

- promote a workplace that is free of harassment and sexual harassment;
- develop and maintain a written workplace policy and program with respect to workplace harassment and sexual harassment in compliance with the Employment Standards Act;
- provide workers with information and instruction regarding the workplace policy and program with respect to workplace harassment and sexual harassment including appropriate steps to be taken and investigation procedures;
- take every reasonable precaution for the protection of the workers;
- ensure workers understand who to contact regarding concerns about the policy or when to report an incident;
- ensure the workplace is free from discrimination and harassment including, sexual harassment, bullying and discriminatory harassment;
- respond appropriately to complaints brought to their attention;
- respect the confidentiality and sensitivity of such issues to the extent possible;
- document all information and investigation results;
- conduct an investigation into allegations of harassment or sexual harassment; and,
- take action if witnessing harassment or sexual harassment or elements of a poisoned work environment.

Responsibilities of workers

Workers must:

- comply with this policy by avoiding any behaviour or conduct that could reasonably be interpreted as a violation of this policy;
- report any instances of discrimination, harassment or sexual harassment; and
- maintain a work environment free from discrimination and harassment including sexual harassment, bullying and discriminatory harassment.

Procedure for Making a Harassment-Related or Sexual Harassment-Related Complaint

The Organization will investigate and act expeditiously and firmly in dealing with persons harassing others. Complaints regarding harassment may be directed to the Executive Director in writing either by email at robriselli@filmpei.com or by mail at 57 Watts Avenue, Charlottetown, PEI C1E 2B7. Complaints can also be sent to FilmPEI's President of the Board of Directors at board@filmpei.com.

If a worker believes that he or she is being harassed, the worker should take one or both of the following steps:

- 1)** If comfortable doing so, the worker should tell the harasser to stop. The worker should firmly state that the behaviour is objectionable, unwelcome, and must stop immediately. The worker should also keep a written record of the incident, along with the steps taken to stop it. If the activity or behaviour does not stop after the person has been confronted, or if the worker does not feel comfortable confronting the person, then the worker should follow the procedure as outlined in step two.
- 2)** The worker should discuss the incident with the Executive Director or, where the alleged harasser or sexual harasser is the Executive Director, the worker should discuss the incident with FilmPEI's President of the Board of Directors. During this initial meeting, the worker should complete a written complaint with or without the assistance of the person receiving the complaint.

Investigation Process

The Organization will ensure a full, fair, and appropriate investigation is conducted into each incident or allegation of discrimination or harassment that it becomes aware of. Investigations will be carried out according to the following guidelines:

- all investigations will be conducted promptly;
- all those directly involved, and witnesses will be spoken with;
- notes/statements will be prepared during each interview, reviewed by the person(s) being interviewed and signed for accuracy;
- records or other documents relevant to the incident being investigated (this may include work schedules, complaints and observation notes, and may involve taking pictures of the scene) will be reviewed;
- relevant employment agreement language and/or Organization policies/procedures will be reviewed;
- a final summary/report of the investigation will be prepared; and,
- the allegedly and/or actually harassed worker and the alleged and/or actual harasser will be informed separately in writing of the results of the investigation and any corrective action taken as a result of the findings of the investigation.

The Organization will investigate the complaint diligently and confidentially to the maximum extent possible. In addition, any negative employment consequences which are found to have resulted from the harassment or sexual harassment will be rectified as much as and as soon as possible.

Progressive Discipline

Any worker found to have engaged in conduct that violates this policy will be subject to progressive discipline, up to and including termination of employment or contract. Because allegations of harassment are very serious, frivolous complaints found to have been made for improper purposes will result in progressive discipline of the complainant, up to and including termination of employment or contract.

If any worker receives a complaint of harassment or is otherwise aware of, or informed of a harassing situation, he or she must inform the Executive Director or FilmPEI's President of the Board of Directors immediately.

Confidentiality

Workers should feel secure in knowing that their concerns will be handled as discreetly and sensitively as possible. Identifying information about any individuals involved in the harassment allegation will not be disclosed unless the disclosure is necessary for the purposes of investigating or taking corrective action with respect to the incident or complaint, or as otherwise required by law.

Reprisals

This policy strictly prohibits reprisals against a worker because they have brought forward a concern or has provided information regarding a concern under this policy. Any worker who commits or threatens reprisal against another worker for following this policy in good faith may be subject to progressive discipline, up to and including termination of employment or contract.

Workers are encouraged to assist the Organization in its efforts to prevent and eliminate harassment and sexual harassment in the workplace by treating their co-workers with courtesy and respect at all times during their employment. The Organization, in turn, will do its best to deal with complaints that may arise in a fair and objective manner. Any breach of this policy will result in progressive discipline up to and including termination of employment.

Workplace Violence

The health and safety of our workers is critical. Priority is given to protecting our workers and our audiences/volunteers from violence and/or intimidating behaviours. Such conduct interferes with everyone's ability to perform their job and is not in keeping with the Organization's philosophy of trust and mutual respect.

The Organization's workers are entitled to have a work environment free from violence and intimidating behaviours as prescribed by the Employment Standards Act. This policy applies to all workers and representatives of our Organization while in the workplace, on Organization premises, and during any other work-related or work-related social functions.

Workers are expected to assist the Organization in its attempts to prevent and eliminate violence in the workplace. The Organization will react seriously and severely to any form of violence that occurs in the workplace, irrespective of the alleged offender's position within the Organization.

Nothing in this policy prevents an individual's right to file a complaint with the PEI Employment Standards Board should they feel the situation warrants such action.

Definition

"Workplace violence" is defined as:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; and
- a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Forms of Workplace Violence

- Violence by Strangers (e.g., gala attendees, the public, etc.). Usually enters the place of work on the pretense of being a guest. Commits robbery or another violent act.
- Violence by Guests (e.g., a donor, a friend or family member of a worker, etc.). Maybe an expected or unexpected situation.
- Violence by Co-workers. Could include current worker and Manager, former worker and Manager, a prospective worker, and may occur at or outside of work (e.g., at an after-work social event, an awards gala, a retreat, etc.)
- Domestic Violence. Occurs when a worker has a personal dispute with a spouse, partner, relative or friend and the spouse, partner, relative or friend comes to the Organization to harass, threaten, injure or kill the worker.

Behaviours Constituting Workplace Violence

While not an exhaustive list, workplace violence may include the following acts:

- harming, bullying or threatening to harm any worker or member of the public (e.g., an audience member, a customer, a friend or family member of an employee who is visiting the workplace, a volunteer, etc.);
- damaging or threatening to damage the property of the Organization or any worker or member of the public (e.g., an audience member, a customer, a friend or family member of an employee who is visiting the workplace, a volunteer, etc.);
- possessing a dangerous weapon or incendiary device; and/or
- engaging in stalking behaviour with respect to any worker.

Responsibilities of Management

Management must:

- promote a non-violent workplace
- provide Employees with information and instruction regarding the workplace policy and program with respect to workplace violence including appropriate steps to be taken and investigation procedures;
- take every reasonable precaution for the protection of Employees;
- inform workers of potential risk situations;
- ensure workers understand who to contact regarding concerns about the policy or when to

report an incident;

- model behaviour that helps support a positive work environment;
- ensure the workplace is free from violence;
- respond to complaints brought to their attention promptly and appropriately;
- respect the confidentiality and sensitivity of such issues to the extent possible;
- document all information and investigation results;
- request that executive-level management conduct an investigation into allegations of violent situations; and/or,
- conduct a Risk Assessment and advise the Organization, and other entities/persons as mandated by legislation, of the results of the Risk Assessment.

Responsibilities of Workers

Workers must:

- comply with this policy by avoiding any behaviour or conduct that could reasonably be interpreted as a violation of this policy;
- maintain a work environment free from violence and/or intimidation;
- participate in training or information sessions as provided by the Organization;
- call 911 if the situation warrants it and they find a peer or themselves in immediate danger;
- exercise their right to refuse work if workplace violence is likely to endanger that worker; and,
- cooperate with authorities and investigators.

Process for Making Violence-Related Complaints

If workers have witnessed or experienced conduct which they believe to be inconsistent with this policy, they have a responsibility to:

- call 911 if the situation warrants it and they find themselves or others in immediate danger;
- make the behaviour/actions known to the Executive Director immediately. In the case of a complaint regarding the Executive Director the FilmPEI's President of the Board of Directors; and,
- participate in the preparation of an incident report outlining the action/behaviour with the Executive Director (or FilmPEI's President of the Board of Directors) including the dates, times, nature of the action/behaviour, and witnesses (if any).

Removal of a Person from the Workplace

Any person who makes substantial threats, exhibits threatening behaviour, or engages in violent acts against workers, visitors, audiences, or other individuals while in the Organization's workplace shall be removed from the premises as quickly as safety permits, and shall remain off the premises pending the outcome of an investigation.

Employees are not to remove individuals from the premises themselves. Assistance must be requested from the Police.

Investigation Process

When investigations into complaints are conducted, they will be carried out according to the following guidelines:

- All those directly involved, including the alleged offender and witnesses, will be spoken to

within 48 hours of the incident by the Executive Director. In the case of the Executive Director being the alleged offender, FilmPEI's President of the Board of Directors will speak with the parties.

- Notes/statements will be prepared during each interview and reviewed by the person(s) being interviewed and signed for accuracy.
- Records or other documents relevant to the incident being investigated (this may include safety reports, incident reports, work schedules, injury reports, complaints and observation notes and may involve taking pictures of the scene) will be reviewed.
- Relevant employment agreement or contract language and/or Organization policies/procedures will be reviewed.

Corrective Action

Any worker found to have engaged in conduct that violates this Policy will be subject to progressive discipline, up to and including termination of employment or contract. Because allegations of acts of violence are very serious, frivolous complaints found to have been made for improper purposes will result in progressive discipline of the complainant.

Confidentiality

Workers should feel secure in knowing that their concerns will be handled discreetly and sensitively. As such, worker issues will usually remain between the worker and the Executive Director. On occasion, however, an investigation may require consulting with another worker in order to ensure an appropriate resolution.

Reprisals

This policy strictly prohibits reprisals against a worker because he or she has brought forward a concern or has provided information regarding a concern under this policy. Any worker who commits or threatens reprisal against another worker for following this, or any Organization policy in good faith, may be subject to discipline, up to and including dismissal for cause.

Domestic Violence

Any form of violence, including domestic violence, will not be tolerated by the Organization. Should the Organization become aware, directly or indirectly, that a worker is or has been subject to domestic violence, the Organization as an Employer must act upon this. This could be as a result of the worker telling the Organization directly or through hearing indirectly that domestic violence is affecting a worker. If a worker admits that he or she is subject to domestic violence but refuses help, the law still requires the Organization to act. We cannot accept a refusal for assistance as a discharge of our obligations to protect our workers.

Similarly, if the Organization becomes aware that a worker is a perpetrator of domestic violence, we will act accordingly.

Reporting

As all workers of the Organization have a shared responsibility to ensure the health and wellbeing of one another, any worker who is aware of a domestic violence situation or a potential domestic violence situation affecting a co-worker has a responsibility to report it to

the Executive Director or anyone in a managerial position with whom he or she is most comfortable disclosing it to.

Workers are responsible for notifying management of any threats which they have witnessed, received, or have been told that another person has witnessed or received, including those related to partner violence. Even without an actual threat, workers should also report any behaviour they have witnessed which they regard as threatening or violent.

Workers are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behaviour and the person or persons who were threatened or were the focus of the threatening behaviour.

Like any immediate threat of any form of violence, workers of the Organization should call 911 if the situation warrants it and they find a peer or themselves in immediate danger.

Confidentiality

To the extent possible, information pertaining to details of a worker who is a victim of domestic violence will be shared on a need-to-know basis only. However, it must be recognized that in certain situations, the Organization may need to provide some information to certain individuals to fulfill our responsibility to protect our workers. In all cases possible, the victim will be informed of who must be made aware of the situation and why.

Important Contacts:

FilmPEI Address: 57 Watts Avenue, Charlottetown P.E.I., C1E 2B7

Executive Director: robriselli@filmpei.com, 902-892-3131

Board of Directors: board@filmpei.com

Charlottetown Police: 902-629-4172

*In emergencies always call 911

References:

Prince Edward Island

The Prince Edward Island Human Rights Commission published “Harassment and Bullying – What is Covered” to guide individuals regarding what is considered bullying or harassment as well as employee rights and employer responsibilities regarding possible instances of workplace harassment and bullying.

(<http://www.gov.pe.ca/humanrights/index.php3?number=1043550&lang=E>).

The Employment Standards Act prohibits workplace sexual harassment and sets out required procedures (<https://www.princeedwardisland.ca/sites/default/files/legislation/E-06-2-Employment%20Standards%20Act.pdf>).

The Occupational Health and Safety Act prohibits workplace violence and sets out required procedures (<https://www.princeedwardisland.ca/sites/default/files/legislation/O%261-01GOccupational%20Health%20and%20Safety%20Act%20General%20Regulations.pdf>).

The Workers Compensation Act governs compensation of traumatic mental stress related to workplace violence (<https://www.princeedwardisland.ca/sites/default/files/legislation/W-07-1-Workers%20Compensation%20Act.pdf>).

The Human Rights Act prohibits discrimination and discriminatory harassment in the workplace (<https://www.princeedwardisland.ca/sites/default/files/legislation/H-12%20-Human%20Rights%20Act.pdf>).

The Workers Compensation Board of P.E.I.’s “Guide to Workplace Harassment Regulations” defines what harassment is

(http://www.wcb.pe.ca/DocumentManagement/Document/pub_guidetoworkplaceharassmentregulations.pdf)

Canada (Federally Regulated Employees)

The Occupational Health and Safety Regulations prohibits workplace violence and sets out required procedures (<http://laws.justice.gc.ca/eng/regulations/SOR-86-304/FullText.html>).

The Canada Labour Code prohibits workplace sexual harassment and sets out required procedures (<http://laws.justice.gc.ca/eng/acts/L-2/FullText.html>).

Checklist of Steps to Take

- ☐ Take proactive measures to prevent incidents of workplace harassment and violence.
 - ☐ Be aware of legal requirements regarding workplace harassment and violence.
 - ☐ Set clear workplace conduct expectations in workplace policies.
 - ☐ Establish a workplace policy and procedure regarding workplace harassment and violence and train workers on the workplace policy and procedure.
- ☐ Be on the lookout for early warning signs of workplace issues (such as: increased rumours and gossip; discord in a team or between particular workers where there was none before; a worker avoiding interactions with another; and a worker avoiding looking at or meeting another's eyes at a meeting).
- ☐ If complaints of harassment or violence arise, follow the established workplace procedure.
 - ☐ Assess the complaint and consider whether an external investigator is needed.
 - ☐ If conducting the investigation:
 - ☐ Don't assume anything—be careful not to prejudge the issue.
 - ☐ Speak with the complainant.
 - ☐ Speak with relevant witnesses.
 - ☐ Collect relevant documents.
 - ☐ Provide a summary of the allegations to the respondent.
 - ☐ Assess the evidence and come to findings.
 - ☐ Prepare an investigation report.
 - ☐ Obtain legal advice if necessary (e.g., to determine if what happened fits the legal definition of harassment).
 - ☐ Apply discipline as necessary.
 - ☐ Inform the complainant and respondent of the results of the investigation.
 - ☐ Ensure that nobody experiences reprisal for bringing a complaint or participating in the investigation.
- ☐ Implement a workplace restoration process.
 - ☐ Consider how widely to communicate the fact that the investigation has ended.
 - ☐ Consider how to bring closure regarding the investigation (e.g. have a team-wide or organization-wide meeting to help stop rumour milling, hold team-building exercises; provide coaching for supervisors to reinforce conduct expectation).