



UBCP/ACTRA

Union of BC Performers
AN AUTONOMOUS BRANCH OF ACTRA

BACKGROUND PERFORMER CODE OF CONDUCT

(April 25, 2016)

UBCP/ACTRA requires all Members to maintain professional conduct at all times and to act in a manner that protects and respects the integrity of the profession, their co-workers, and UBCP/ ACTRA. Failure to abide by this Code of Conduct, the UBCP/ACTRA Bylaws, or terms of the BC Master Production Agreement may result in a Member facing discipline under the UBCP/ACTRA Bylaws. Discipline could result in fines, Member suspension or expulsion from the Union.

ACCEPTING A BOOKING

Once you accept a booking, you are required, as per the B.C. Master Production Agreement, to make yourself available for as long as you are needed. The same applies for auditions.

BACKGROUND COORDINATORS

Follow the instruction of the Background Coordinator at all times.

If you have a problem with anything or anyone, speak to the Background Coordinator as they are responsible for directing background action as well as supervising and coordinating all background activities both on and off set.

BEHAVIOUR

Working on a movie set is no different from working in any other employment environment and the same regulations apply.

There will be no boisterous behaviour and profanity is unacceptable.

Do not bring any inappropriate graphic material, either in print form or on your laptop.

No alcoholic or narcotic substances will be tolerated on set, in the holding area or vicinity.

Please do not approach or distract the Actors, Director, Producer, etc.

BULLYING AND HARASSMENT

Definition: Any inappropriate conduct or comment (verbal, non-verbal, sexual or physical) by a person towards a worker that would cause that worker to be humiliated or intimidated.

Bullying & harassment in any form is unacceptable and may result in termination from the production as well as possible disciplinary action by UBCP/ACTRA.

Examples of bullying & harassment include, but are not limited to:

- verbal aggression, insults or use of derogatory names
- vandalizing personal belongings or sabotaging someone's work
- making aggressive or threatening gestures
- spreading malicious gossip or rumours
- physical or verbal threats
- making personal attacks based on someone's private life and/or personal traits

Member responsibilities include:

- not engaging in bullying and harassment
- reporting observed or experienced bullying and harassment as directed by production and to UBCP/ACTRA
- applying and complying with the production's policies and procedures on bullying and harassment

CONTINUITY

That means for any additional days you are booked, you will have exactly the same hairstyle, makeup and wardrobe as before, including all the same accessories.

If you have additional changes for different days, keep track of which outfit you wear for each specific day.

UBCP/ACTRA

T 604-689-0727 F 604-689-1145 E info@ubcp.com

300 - 380 West 2nd Avenue, Vancouver, BC V5Y 1C8 www.ubcp.com

MEMBER OF THE BC FEDERATION OF LABOUR AND THE MOTION PICTURE PRODUCTION INDUSTRY ASSOCIATION OF BC
AFFILIATED WITH THE CANADIAN LABOUR CONGRESS (CLC) AND THE INTERNATIONAL FEDERATION OF ACTORS (FIA)
BRANCH OFFICES IN VANCOUVER, CALGARY, REGINA, WINNIPEG, TORONTO, OTTAWA, MONTREAL, HALIFAX, ST. JOHN'S

CRAFT SERVICES

The craft service table is a privilege and is not to be abused.

Clean up after yourself and remember the food is to be shared by all.

Never eat off the crew craft service table unless you are a full Union Member or working on a Union Voucher.

Always carry your membership card and present it cordially when requested.

The items provided are for consumption while working and not to be taken home for later

FOOD ALLERGIES

If you have specific dietary needs or suffer from allergies, it is your responsibility to provide your own meal and snacks. If you suffer severe food allergies please be sure to bring your own Epipen.

INJURY REPORTING

If you sustain an injury, big or small, advise the Background Coordinator immediately and report to First Aid.

All injuries and/or accidents must be reported for your own health and safety.

LEAVING THE AREA

Never leave the set or holding area without first asking permission of the Background Coordinator or 2ndAD.

MOBILE DEVICES

Do not take your cell phone or other mobile devices to set.

Leave them in a secure place in holding and make sure they are turned OFF.

All audio on your personal devices must be used with earphones.

PERSONAL PROPERTY

Do not touch any items belonging to someone else (i.e. newspapers, magazines, pens, etc.) without the consent of the owner.

If there is a bag on the table in front of a chair, do not move the bag and take the chair because obviously the space is already taken.

When someone is called to set, please do not take over their space, because they will be returning.

Remember everyone needs a seat, do not use chairs to store your personal belongings.

PHOTOGRAPHY

You may not take any photographs on the set or location.

PORTABLE CHAIRS

You may bring your own chair providing it will fit into the same space as the chair provided.

Reclining chairs require a great deal of additional space. However, if you choose to sit outdoors or if there is sufficient room outside of the seating perimeter and if the Background Coordinator gives you permission, then you may use your reclining chair.

Your chair should never create an obstruction for others.

PROPANE HEATER SAFETY - Safety is everyone's responsibility

Tell the Background Coordinator if you observe unsafe conditions such as all tent flaps being closed, combustibles being within 1.37m (4' 6") of heaters, un-level or unsecured propane tanks, hairspray or paints being used in the tents, or if a heater is not functioning properly.

NEVER move or tamper with radiant heaters; NEVER close tent flaps.

If you or anyone else experience signs or symptoms of CO Poisoning (headaches, nausea/vomiting, breathlessness, dizziness):

1. Evacuate Space immediately **2.** Inform supervisor **3.** DO NOT RE-ENTER the space until it has been declared safe.

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QUIET ON SET

Do not talk on set and add to the general noise of the working crew.

When you are asked to MIME that does not mean you may whisper, you just move your lips.

REPORTING FOR WORK

Report to the set or location ready to work at the designated call time, allowing for travel time from where you park. The same applies for wardrobe calls.

REFUSAL OF UNSAFE WORK

No performer shall be dismissed or disciplined for refusing to work in conditions that he/she reasonably believes to be unsafe.

You are required to refuse unsafe work that you believe may harm you or someone else.

If you, or someone else, are asked to perform something you believe to be unsafe or may cause harm, you must immediately tell a Supervisor (BG Coordinator or AD).

SAFETY

By law, workers have a responsibility to take reasonable care to protect their own health and safety and the health and safety of other persons in the workplace.

Members must not engage in horseplay or any activity that puts themselves or others at risk.

Any concerns about workplace hazards, health or safety should be directed to the Background Coordinator or by calling the Studio Safety Hotline which can be found on call sheets, posted at catering, or at the AD trailer.

SLEEPING

Sleeping on set or in holding is unacceptable. You are employed to work so you do not sleep on company time, which is from the moment you sign in to when you sign out.

SOCIAL MEDIA

Do not post photos or information about a production on Facebook or other social media sites

WARDROBE/HAIR/MAKEUP

Unless you have been specifically advised otherwise, you should come to set Camera Ready. Do your hair and makeup at home.

Performers who are required by production to report to make-up, hairdressing, or wardrobe immediately prior to the Performer's production call shall have that time be considered part of their regular eight (8) hour work day.

Arrive on set wearing an appropriate outfit for the scene.

Bring two additional outfits with the appropriate accessories.

All clothing must be clean and pressed and on hangers in order to remain wrinkle free.

Hair/Makeup/Wardrobe must be checked by each specific department before you go to set.

Once checked, you will remain in the outfit chosen for the entire day, unless otherwise instructed. Your hair and makeup must also remain the same.

WEATHER

Be prepared, find out if you will be working outside. Be sure to bring the appropriate clothing to stay dry, cool, warm, etc., whichever applies.

WRAPPING

Before you wrap, return all wardrobe to the wardrobe truck on hangers. If you need the items for continuity, make sure they are tagged with your name.

Clean up your immediate area, placing all refuse in the garbage containers provided.

When signing out, check your paperwork for any inaccuracies and retain a copy for your files.

If there is an error, bring it to the attention of the Background Coordinator or AD.

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