

## KNOW YOUR RIGHTS

All forms of harassment, sexual harassment and bullying are unacceptable in any workplace. Set and respect boundaries. Unwanted touching is NEVER ok.

If you're experiencing harassment or bullying - document, document, document! Note dates, times and incident specifics. There's no need to take meetings in a space where you feel uncomfortable.

Be a good ally by supporting the person being bullied or harassed. If it feels safe, speak up and take steps to stop the offensive behavior.

If you are involved in a scene that requires intimacy, nudity or violence, make sure you have a proper contract and rider in place before working.

If you are asked to do anything not negotiated in advance or if you want someone with you on set, call your union.

### COMMUNITY MENTAL HEALTH SUPPORT:

KLINIC offers FREE 24/7 phone counselling services for those who want mental health support. KLINIC's services are confidential.

#### **Klinic Crisis Line**

Phone: (204) 786-8686

Toll free: 1-888-322-3019

TTY: (204) 784-4097

#### **Sexual Assault Crisis Line:**

Phone: (204) 786-8631

Toll free: 1-888-292-7565

TTY: (204) 784-4097

[klinik.mb.ca](http://klinik.mb.ca)

## IT'S THE LAW

Under the **Manitoba Human Rights Code**, employers are required to ensure that they are providing inclusive and non-discriminatory environments.

Organizations that fail to take adequate steps to prevent and address harassment and discrimination may be held liable.

Manitoba law requires productions to post and enforce anti-harassment and violence prevention policies.

### MUTUAL RESPECT

That's what it's all about. We have the right to feel safe at work. We work better with people we respect and who respect us.

***"...preventing and dealing with harassment is everyone's responsibility."***

## REPORTING PROCEDURE

If a performer experiences harassment, they may choose to report the inappropriate behavior to a producer or a designated representative (usually an AD), directly or with an ACTRA representative.

If informed, the ACTRA representative shall immediately notify the producer. The performer may, at their discretion, make their disapproval known to the individual whose conduct is in question.

The producer must take immediate steps to investigate the complaint in a discreet and confidential manner, and take appropriate action, up to and including dismissal, against any person found to have violated this Article.

**RESPECT**  
**ON SET**



**ACTRA**  
**MANITOBA**

## INDUSTRY CODE OF CONDUCT

The newly signed Code of Conduct represents a further commitment 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.

The Code demonstrates our commitment to action and is intended to be a living document that will be regularly informed by best practice. Over 60 industry stakeholders are signatories to The Code, including ACTRA, DGC, IATSE & CMPA.



[readthecode.ca](http://readthecode.ca)

## ACTRA'S ROLE

ACTRA's equality statement declares that ACTRA activities are to be harassment-free zones where our members' dignity and equality are respected.

ACTRA's Constitution, By-laws, practices, and collective agreements reflect our commitment to equality and respect.

We have negotiated articles in our collective agreements to deal with harassment and discrimination on the part of engagers or in the workplace. IPA – Article A 503 – Freedom from Personal Harassment



## HARASSMENT IS:

Abusive and unwelcome/unwanted behaviour that degrades, humiliates, or embarrasses a person. It is a form of discrimination when it is based on one of the protected grounds, such as:

- Ancestry (including colour and perceived race) • Nationality or national origin
- Ethnic background or origin • Religious belief and/or practice • Age
- Sex, including sex-determined characteristics, such as pregnancy
- Gender-identity • Sexual orientation • Marital or family status
- Marital or family status • Source of income • Political belief or activities
- Physical or mental disability • Social disadvantage

The person experiencing the harassment may have informed the harasser the behaviour is unwelcome or the behaviour may be deemed unwelcome if a reasonable person in those circumstances would view it that way.

### *It can take many forms:*

- verbal behaviour (comments, innuendo, jokes, threats)
- gestures and other non-verbal behaviour (touching or unnecessary physical contact)
- visual forms of harassment (posters, videos)
- physical behaviour (pushing, shoving)
- electronic harassment (emails, texts, graphic images)
- Sexual forms of harassment (sexual gestures, jokes, gifts, etc)

*See Section 19 (1) & 19 (2) of Manitoba's Human Rights Code*

**WHAT CAN I DO?  
REPORT HARASSMENT TO ACTRA MANITOBA**

**During business hours: 9AM - 4PM Monday to Friday**

**Telephone: 204-339-9750**

**Email: [manitoba@actra.ca](mailto:manitoba@actra.ca)**

**STAFF:** Rob Macklin - Branch Representative

Liz Quesnel - Business Representative

Julie Penner - Administrative Assistant

**After hours telephone:**

Branch Rep. Rob Macklin: 204-880-7554