

## **APPENDIX 30**

### **LETTER OF UNDERSTANDING REGARDING WORKING CONDITIONS**

The parties agree to meet quarterly in order to review issues including but not limited to fundamental working conditions such as those items listed below:

1. failure to provide access to a supply of pure drinking water, per Article A2001(a)(i);
2. failure to provide a suitable seat for each Performer during rest periods when Performers are not permitted to return to their holding area, per Article A2001(a)(ii);
3. failure to provide breaks to background Performers during inclement weather, per Article C410;
4. failure to provide separate dressing rooms for male and female Performers and for male and female Minors per Article A2001(a)(iv) and (v);
5. failure to provide a secure area with facilities for the proper safekeeping of Performer's clothing and valuables during working hours, per Article A2001(a)(vi);
6. failure to provide suitable footwear to Performers required to traverse wet or muddy areas per Article A2001;
7. failure to provide either transportation or an escort to the nearest public transportation when a Performer completes a call between the hours of 22h00 and 6h00 per Article A2005;
8. failure to provide appropriate rest breaks for Minors per Article A2707;
9. failure to ensure that Minors leave the set within 30 minutes of the end of the working day when the Producer is required to provide transportation, per Article A2705(e);
10. failure to ensure that Work Reports are filled out for wardrobe calls or ADR sessions, per Article A514;
11. failure to report an injury to a Performer to ACTRA at the earliest opportunity, per Article A521;
12. failure to ensure contracts are provided to Performers before work commences, per Articles A802 and A803;

13. failure to have the Producer sign all contracts before they are provided to the performer, per Article A802;
14. failure to provide basic sanitary conditions — e.g., using same hair or makeup brush for multiple performers without sanitizing these brushes between uses, per Articles A2001 and A2609 (specific reference to applicable provincial guidelines);
15. failure to provide clean and accessible toilets and washrooms, per Article A2001(a)(vii);
16. failure to provide laundering of Performer's wardrobe, per Article A1604;
17. alteration of contract or voucher after the Performer has signed, per Articles A802 and C402;
18. failure to provide Performers with clean and comfortable facilities with reasonable temperature, per Article A2001(b);
19. failure to apply safety guidelines per Article A2609;
20. failure to comply with the provisions of Article A28, Auditions and Interviews;
21. assistance to Performers wearing restrictive clothing to remove or adjust such items for breaks and meal times;
22. eating and holding areas free from hair and makeup products;
23. sanitary facilities with running water and appropriate cleaning products for Performers for the removal of hair and makeup products prior to the end of the Performer's workday;
24. adequate rest periods and appropriate shelter during inclement or intemperate weather;
25. reasonable accommodation to Performers wearing prosthetics;
26. provision of wardrobe racks in Background holding areas to hang Performers' clothing;
27. inclusion of Background Performers in safety meetings for scenes in which they are involved;
28. daily call sheet posted in Background holding areas;

29. provision of sufficient space in Background holding areas to avoid overcrowding;
30. with respect to the facilities described in A2001 (a)(i) to (a)(vii) above, the Producer shall provide accommodation to a Performer with a disability when required by applicable human rights legislation; and
31. appropriate measures to be taken when Performers are working in areas where the air is affected by wildfire smoke.

The parties agree to respond to one another regarding such issues as these set out above within 24 hours. The committee may also consider any other matters of importance between the parties in furtherance of harmonious labour relations.

**NOTE:** The parties agreed that one of the quarterly meetings be dedicated to casting issues.