

**APPENDIX R:**  
**LETTER OF UNDERSTANDING REGARDING WORKING CONDITIONS**

The Parties to this Agreement agree to uphold the basic working conditions contained in this Agreement. As part of this objective, the Parties will specifically address the items contained below in this Letter of Understanding.

The following terms and conditions represent fundamental working conditions for Performers. These include but are not limited to:

- (a) The Casting Director shall remit Appendix J (Statutory Declaration) per Article 509 and forward a copy of the casting breakdown to the local ACTRA office, per Article 503.
- (b) Roles for Silent-On-Camera Performers shall be properly auditioned, per Article 901.
- (c) Audition sign-in sheets shall be forwarded to the local ACTRA office on a timely basis, per Article 907 (b).
- (d) Spokesperson or hero roles shall be auditioned singly, per Article 912.
- (e) Proper audition facilities shall be provided, per Article 914.
- (f) All contracts, before they are provided to the Performer, shall be signed by the Engager, per Article 1003.
- (g) Contracts shall be provided to performers before work commences, per Articles 1003 and 1004.
- (h) All Performers have access to the same and ample selection of food items from the craft service table for their substantial snack, per Article 1211.
- (i) Performers shall be provided with seating during rest and meal periods, per Article 1212.
- (j) A Performer's injury shall be reported to ACTRA at the earliest opportunity, per Article 1218.
- (k) Security for the safekeeping of Performers' personal wardrobe/effects shall be provided, per Article 1404.
- (l) Clean and accessible toilets and washrooms shall be provided, per Article 1406 (a)
- (m) Sufficient studio seats shall be available for Performers during rehearsals, per Article 1406 (b).

- (n) Privacy shall be provided when a complete change in wardrobe is required, per Article 1406 (c).
- (o) Access to a supply of potable drinking water shall be provided, per Article 1406 (e).
- (p) When craft service or catering is supplied to Performers, every effort shall be made to provide a clean environment, per Article 1406 (f).
- (q) Basic sanitary conditions — e.g., using same hair or makeup brush for multiple Performers without sanitizing these brushes between uses shall be adhered to, per Article 1407.
- (r) Every precaution shall be taken to provide performers with protection from adverse environmental conditions on set, per Article 1508.
- (s) Minors shall be provided with appropriate rest breaks, per Article 1603.
- (t) When the Engager is required to provide transportation, reasonable efforts shall be made to ensure that Minors leave the set within 30 minutes of the end of the working day, per Article 1606 (h).

Any breach of these provisions shall be addressed immediately between ACTRA and the Engager. The provisions of Section 34 – Grievance and Complaints shall apply in all respects. Furthermore, such breaches shall be discussed at quarterly meetings, but in no event shall such discussions undermine the grievance process.