I.A.T.S.E. LOCAL 63

359 McDermot Avenue • Winnipeg, MB
• R3A 0A6 Telephone: (204) 944 – 0511 •

PERSONAL INFORMATION SUBMISSION FORM

- HAND THIS INTO LOCAL63IATSE@OUTLOOK.COM WITH A COPY OF YOUR RESUME

Name:_____ Preferred Pronouns: _____

Preferred Phone Number:_____ Email: _____

Address (City, Prov. Postal Code):_____

Preferred Name: _____ Union and Guild Affiliations: _____

Department: _____ Position: _____

Preferred/Chosen Name:_____

Please indicate below if you would like to be referred to by your legal name or chosen name. This name will be on records for the Local and the IATSE International Office, and will show as your name on Member Cards, our dispatching app Call Steward, letters addressed to you, and our call list sheets.

Use Chosen Name:☐ Use Legal Name: ☐

Initial to show consent of chosen name disclosure: _____

If you have decided to use your chosen name and are applying for membership, please use your legal name when filling out your request for application as it must match the Canada Revenue Agency. Your chosen name will still be used in the Local and International database, and will be reflected on your Member Card.

USE OF PERSONAL INFORMATION AUTHORIZATION

I, (name):_____am supplying all of the endorsed information

and the following personal information to IATSE Local 63 for use in obtaining employment

and Union status: Social Insurance Number: _____

Date of Birth (Month/Day/Year): _____

I understand that if I am accepted into I.A.T.S.E. Local 63 as a Casual the Union intends to apply to be certified as my exclusive bargaining agent and to represent me in collective bargaining. I understand that my performance while working under IATSE Local 63 collective agreements will be evaluated from time to time by the appropriate department, and that if the department deems my performance unsatisfactory for any reason, the department may remove me from the call. I understand that I must submit a Submission for Casual Work form as well as a Request for Application should I wish to apply for Membership with IATSE Local 63

Signature_____ Date _____

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DEPARTMENTS AND STATUS

Indicate below status you are applying for:

_____ Casual _____ Apprentice _____ Full Card

_____ Sister Status _____ Transfer In _____ Certification

Provide a brief description of your experience, skillset, and certifications:

_____

_____

_____

_____

_____

_____

Return with a copy of your resume and certificates to the IATSE 63 Office at 359 McDermot Ave.

LIST OF DEPARTMENTS

- Ø Video
- Ø Stagehand
- Ø Audio
- Ø Break-Out Operator
- Ø Brick Loader
- Ø Camera Operator
- Ø Carpenter
- Ø Climber
- Ø Electrician/Lighting
- Ø Flyman
- Ø Stage Supervisor
- Ø Make-up
- Ø Projectionist
- Ø Props
- Ø Pyrotechnician
- Ø Rigger
- Ø Scenic (Artist or Painter)
- Ø Stage Manager
- Ø Steward
- Ø Wardrobe

IATSE 63 Workplace Harassment Policy

All IATSE Local 63 Officers, Employees, Members or employees represented by IATSE Local 63, are entitled to a respectful work environment or an environment in relation to this organization (such as social media, social functions/events), free of disrespectful behavior, discrimination, harassment, sexual harassment, personal harassment, violence and bullying. The Executive Board and Management of IATSE Local 63 are committed to and supports a harassment–free workplace. IATSE Local 63 is committed to an environment, which is inclusive, welcoming and free from harassment, discrimination and all types of bullying and intimidation. Members, Employees, Officers, and employees represented by IATSE 63 are expected to adhere to a practice of mutual understanding and respect within the office and when dispatched.

Harassment is any improper, abusive or unwelcome conduct that humiliates, offends or degrades another person. Two types of harassment are:

First type as defined by *The Manitoba Human Rights Code* prohibits harassment and discrimination related to the following characteristics: Race, creed, religion, colour, sex, sexual orientation, gender-determined characteristics, marital status, family status, source of income, political belief, political association, political activity, disability, physical size or weight, age, nationality, ancestry or place of origin.

Second type of harassment relates to what is sometimes referred to as a disrespectful workplace, and/or bullying. Disrespectful behavior is improper behavior that is unwelcome and inappropriate in the workplace. It may happen once or continue over time. This type of harassment may include rude comments and swearing, spreading unfounded or misinformed rumors that damage people's reputations, actions that invade privacy or personal property or unwelcome gestures, display or distribution of printed or electronic material that offends. Some examples of this behavior are; yelling, swearing, or giving the finger to someone, belittling someone, and/or pornographic material. Bullying is a repeated behavior that intimidates, offends, degrades or humiliates a particular person or group of people in a workplace. Some examples of this behavior are; patronizing or condescending behavior, humiliating staff in front of co-workers, abuse of authority that undermines job performance or threatens a career path, acts of aggression, verbal or written threats, vandalism of personal property.

Sexual harassment which includes gender-based harassment of a person of the same sex as the harasser and may include the following behavior: verbal conduct such as labeling, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments; visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, or gestures; or physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work.

Disrespectful behavior/harassment does not include: consensual banter or consensual romantic relationships, reasonable actions by managers or supervisors to help manage, guide or direct workers or the workplace are not harassment. Appropriate employee performance reviews, counseling and/or reasonable discipline by a supervisor or manager is not harassment.

Workers have the responsibility to treat co-workers, members, or anyone else they have contact with in the course of their employment with respect. Any employee who experiences harassment or sees another person harassed should report it to the appropriate person, which would be the Secretary. If it is about the Secretary, the complaint should go to the President of the Local.

Workers are responsible to co-operate in the investigation of a harassment complaint. Anyone who investigates or gives evidence in a complaint investigation is asked to keep details confidential until the investigation is complete.

All employees have the right to file a complaint with The Manitoba Human Rights Commission.

Management must ensure, as much as possible, that no Casual, Member, or worker being represented by or representing IATSE 63 or anyone else that has contact with the office is harassed in the workplace. Corrective action will be done with anyone under his or her direction who harasses another person.

The Executive Board will take corrective action respecting any person under their direction who subjects a worker to harassment at the IATSE 63 Office and at Union Meetings held under the domain of 359 McDermot Ave.

Procedures for Handling a Complaint of Harassment

If you are harassed or witness harassment on a jobsite outside of the IATSE 63 Office, report to your supervisor, file a report with your employer, and let the Business Agent/Call Dispatcher know. If the Business Agent/Call Dispatcher know is who the complaint is against you may contact anyone on the Executive Board. There may be informal ways of handling the complaint, such as management speaking with the harasser or mediation. If the informal way fails or is not appropriate, a formal complaint can be filed with the employer.

Employers vary per call, if you are unsure who your employer was at the time the harassment took place, you can find the employer and contact information in *Call Steward*, our dispatching app, or you can request that information from the Secretary, Call Dispatch Team, or Office Manager. An independent party will investigate the complaint thoroughly and promptly (either within the organization or outside of it). Local 63 will represent you and help you in dealings with the employer. Where IATSE Local 63 cannot represent or aid in a worker's complaint, they will then direct the complainant to *The Manitoba Human Rights Commission* (the MHRC) and will aid the MHRC in their investigation where possible and applicable The Employer will inform the Executive Board, the complainant and the harasser, of any remedies or disciplinary actions in person.

Casuals/members/workers represented by or representing IATSE Local 63 who harass another person will be subjected to corrective action by the employer and/or the Executive Board (up to and including removal from a call or termination). Information regarding a harassment complaint will be kept in the alleged harassers file along with the outcome of the investigation including any remedies or disciplinary actions. Members will be first subjected to the above process with their employer, if charges are filed against another Member as outlined in the IATSE 63 Constitutions and By-Laws, the charges will be taken to trial internally within the Local and all parties, including witnesses, will be interviewed and the charges will be resolved as outlined by the Constitution and By-Laws of IATSE 63. Workers on our Casual Call List and workers represented by and/or representing IATSE Local 63 but are not considered a member, and therefore, aren't part of Local 63 officially, can be removed from calls and, if necessary, removed entirely from our Casual Call List and from future reference.

The Harassment Policy and its procedures also apply to hired positions by IATSE Local 63.

The Executive Board and office staff will not disclose the name of the complainant or alleged harasser or circumstances of the complaint to anyone except where disclosure is necessary to investigate the complaint, a part of taking corrective action or as required by law.

Information about the complaint will not be placed in the complainant's personnel file, when a complaint is made in good faith.

Anyone making a complaint in bad faith, be it malicious or frivolous, or anyone who retaliates in any way against a person who has complained of harassment, given evidence in a harassment investigation or been found guilty of harassment as according to the employer where the harassment claim was reported, will be considered to have committed harassment and will be subject to corrective actions described previously.

This policy is not intended to discourage nor prevent the complainant from exercising any other legal rights, including filing a harassment claim with:

The Manitoba Human Rights Commission
7th Floor – 175 Hargrave Street
Winnipeg, MB R3C 3R8
(204) 945-3007

Manitoba Labour - Workplace Safety and Health Division
200 – 401 York Avenue
Winnipeg, MB R3C 0P8
(204) 945-3446

The Respectful & Harassment Free Workplace Policy will be reviewed yearly, or sooner if warranted.

I have read and understand the Respectful & Harassment Free Workplace Policy for Members, workers on our Casual Call List, and workers represented by and/or representing IATSE Local 63.

_____ _____

Name Signature