

Code of Ethics for Cast and Crew Conduct

Courtesy of DGC Canada

The intention of this document is to establish reasonable and professional standards of conduct for all Cast and Crew working on location and at all production-related work sites in Manitoba. It will help create a safe, productive and enjoyable work environment and help promote the goodwill of locations owners, city, provincial and federal authorities and the general public. Each of us is the face of the industry that the public sees. Please respect yourselves, your co-workers, your workplace and the community we live and work in.

1. Location permits and agreements must be acquired and all logistical arrangements made prior to filming by the Locations department as far in advance as possible.
2. When filming in a neighbourhood or business district, proper notification is to be provided to each merchant or neighbour directly affected by the production, including parking, base camps and meal areas. The filming notice should include:
 - The name of company
 - The name of the production
 - The kind of production (e.g., feature film, video, MOW, etc.)
 - Type of activity and duration (times, dates, number of days including prep and strike, any traffic and parking restrictions, special effects, explosions, gunfire, etc.)
3. Production and crew vehicles arriving on location must observe designated parking areas identified by the Locations and Transportation departments.
4. Every production vehicle will display the proper vehicle sign, parking permit or pass. Vehicles cannot park on or block driveways without express permission which will be obtained from the Locations department.
5. Cast and Crew members shall keep noise levels as low as possible. Specifically watch voice levels and the use of walkie-talkies, cell phones and stereos on early or late moves in residential areas. Do not leave engines or generators running unnecessarily.
6. The removal, moving or towing of the public's vehicles is prohibited without express legal permission which will be obtained by the Locations department.
7. Individuals and Departments are responsible for the cleaning and bagging of the waste they generate at the end of the working day. There will be no dumping of garbage of any type when on location. Locations and Transportation will gladly assist in the removal of the accumulated garbage/waste from each location to an approved Waste Removal site.
8. Cast and crew meals shall be confined to the area designated in the location agreement or permit. Individuals shall eat within the designated meal area as defined by the Locations department during scheduled crew meals. Upon completion of the meal all Cast and Crew members will dispose of their garbage in the proper designated receptacles put out by the Locations Department.
9. Remember to use the proper receptacles for disposal of all napkins, plates, pop cans, plastic bottles and coffee cups you may use in the course of a working day.
10. With the changes of attitudes and laws about smoking in public and work places, smokers will obey the

designated smoking areas and utilize the provided butt cans in and around filming, circus and meal areas. The Locations Department has the right to ban smoking from a location if necessary or should the privilege be abused by Cast and Crew members.

11. Removal, trimming and/or cutting of vegetation is prohibited unless approved by the local or park permit authority or the property owner. All removal, trimming, cutting of any sort must have prior approval of the Location Manager.
12. There will be no trespassing on other neighbour's or merchant's property or use of their electrical or water services unless express permission is given by the Location Manager or appropriate Locations Department representative.
13. The Cast and Crew shall not bring guests or pets to the location unless expressly authorized in advance by the Production Manager, Location Manager or First Assistant Director. Animals may pose potential health problems or risk.
14. The Cast and Crew shall not display signs, posters or pictures on vehicles or work containers that do not reflect common sense or proper taste.
15. Articles of clothing that do not display common sense and good taste should not be worn. Shoes and shirts must be worn at all times, unless otherwise directed. Always wear clothing or safety gear appropriate to the work site and situation, such as steel toe boots, reflective vests, etc.
16. Cast and Crew will refrain from the use of lewd, abusive, loud or improper language and gestures, especially when anywhere near the general public.
17. Cast and Crew are to use allocated washrooms only.
18. Communicate any and all damage to the Locations Department and Production Manager as quickly as possible.
19. Physical, sexual and other harassment is a serious offence and is not tolerated.
20. A Zero-Tolerance position will be taken on the use of alcohol and/or illegal drugs in the workplace. This behavior infringes upon the personal safety and rights of the cast, crew and general public, and could cause damage to locations, property and equipment.
21. Open liquor is not allowed in public places without a permit.
22. All members of the Cast and Crew are responsible for their actions on location and at other work-related sites. Please use common sense and conduct yourself in accordance with all municipal, provincial and federal laws, filming guidelines or restrictions set out on location permits and agreements, and as stipulated by the Production Manager, Location Manager and First Assistant Director.

The Winnipeg Film Office thanks you for your cooperation and assistance in upholding the Code of Ethics for Cast and Crew Conduct.