



# MOTION PICTURE TECHNICIANS

## I.A.T.S.E. LOCAL 856 – Manitoba

500-332 Bannatyne Avenue • Winnipeg, MB • R3A 0W5  
Telephone: (204) 953-1100 • Facsimile: (204) 953-1109



### PERMITTEE APPLICATION FORM

**SET ORIENTATION, INTRO TO PAPER & WHMIS ARE A REQUIREMENT, HOWEVER, YOU HAVE SIX MONTHS FROM THE DATE YOU APPLY TO OBTAIN THESE COURSES.**

**PLEASE NOTE: YOUR APPLICATIONS WILL NOT BE SUBMITTED TO THE DEPARTMENT UNTIL IT IS CONSIDERED TO BE COMPLETE.**

PLEASE COMPLETE THE FOLLOWING INFORMATION:

Name: \_\_\_\_\_

Home Number: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Preferred Pronouns: \_\_\_\_\_

City, Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Home phone first

Contact Cell First

Can we contact you by text?

Can we do correspondence through email?

Email Address: \_\_\_\_\_

Department Applying To: \_\_\_\_\_

Position: \_\_\_\_\_

List Union and Guild Affiliations in full: \_\_\_\_\_

How many days of experience do you have working in this position on various productions? \_\_\_\_\_

Have previously applied to this department? (If yes, please indicate the year of the application)

\_\_\_\_\_

Related Experience (special skills, etc):

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Education (specialized training, degrees, certificates, etc):

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**Please list two (2) work/ character/ film references, (not relatives), who can attest to your integrity, character, and work habits:**

Name \_\_\_\_\_  
Company \_\_\_\_\_  
City, Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
Telephone \_\_\_\_\_  
Relationship \_\_\_\_\_

Name \_\_\_\_\_  
Company \_\_\_\_\_  
City, Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
Telephone \_\_\_\_\_  
Relationship \_\_\_\_\_

**I understand that if I am accepted into I.A.T.S.E. Local 856 as a member, permittee or trainee, 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 856 collective agreements will be evaluated from time to time by the appropriate department (“the department”), and that if the department deems my performance unsatisfactory for any reason, the department may remove me from the permittee/trainee roster.**

Signature \_\_\_\_\_  
Date \_\_\_\_\_

Only Completed Applications will be submitted to the department. Departments of IATSE Local 856 meet twice a year. In the event you do not qualify for Permittee status, your application form will be kept on file for six months. You may reapply during this time (without charge) if you have new information, which may affect your application.

Any misrepresentations will jeopardize your potential Permittee or Membership status. The \$50 processing fee is non-refundable.

### **USE OF PERSONAL INFORMATION AUTHORIZATION FORM**

I, (name): \_\_\_\_\_ am supplying all of the endorsed information and the following personal information to IATSE Local 856 for use in obtaining employment and Union status:

Social Insurance Number: \_\_\_\_\_

Date of Birth (Month/Day/Year): \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please complete this form and attach it to your application.

If you have any questions or concerns regarding this information please feel free to contact us at:

Ph: (204) 953-1100  
Fax: (204) 953-1109  
Email: [info@iatse856.com](mailto:info@iatse856.com)

**PLEASE NOTE: PROOF OF MANITOBA RESIDENCY IS REQUIRED BY EACH PRODUCTION YOU WORK ON.**

**YOUR CURRENT TAX ASSESSMENT NOTICE FROM REVENUE CANADA IS THE BEST ITEM TO GIVE TO PRODUCTION. BLACK OUT ALL DOLLAR AMOUNTS, AS THIS IS NOT REQUIRED; LEAVE YOUR NAME SHOWING ON THE FORM. WE CAN MAKE COPIES OF THE FORM FOR YOU IF YOU REQUIRE, FOR DISTRIBUTION TO THE PRODUCTIONS.**



I.A.T.S.E. Local 856  
Motion Picture Technicians  
454 Edmonton Street  
Winnipeg MB R3B 2M3

Phone: 204-953-1100  
Fax: 204-953-1109  
Web: [www.iatse856.com](http://www.iatse856.com)  
E-mail: [infot@iatse856.com](mailto:infot@iatse856.com)

## **NOTIFICATION REGARDING UNAUTHORIZED DAYS**

In order to support union solidarity as well as to ensure the highest level of qualified artists and technicians entering our workforce, this letter has been created to advise on the way days are to be counted for admission into Membership at IATSE 856.

In the Permittee Information package, you should have received from the IATSE 856 upon signing up, it states, in part, that "If you are contacted by anyone else (other than the Dispatcher) you cannot accept the work without calling and checking with Dispatch first..." Any Unauthorized Days worked will not be counted toward the 60-day total required for Membership.

This is also a reminder that the onus is on each Permittee to ensure that they are authorized to work on a given Production. As shown above, this is clearly laid out on each Permittee Application Information Package that each Permittee is required to sign off on.

If you are concerned that your days may not count towards Membership with IATSE Local 856, please notify the Steward or Dispatch that you are working on a Production and check that you have the proper authorizations in place.

Notwithstanding the above, this letter is also a reminder to Members that if they are crewing on behalf of Production, please remember that once you are given the responsibility of supplying crew, you must adhere to the terms of our Collective Agreement relating to hiring procedures set out in Article Three - Crewing.

If you have any questions, or you require assistance please contact the office at 204-953-1100.

In solidarity,

Monique Perro  
Business Agent

I have read and understand the Notification Regarding  
Unauthorized Days

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

## **IATSE EQUALITY STATEMENT**

The following Equality Statement was unanimously approved at the 2015 Winter General Executive Board Meeting in Hollywood, Florida. It outlines the IATSE's commitment to creating an inclusive working environment where differences are valued and equality is celebrated.

"Equal rights are the cornerstone of the labour movement. Unions were founded on the principle that all people are equal and all people are deserving of respect and fair treatment. Equality issues run through all areas of trade union activities - from health and safety to wage negotiations.

The International Alliance of Theatrical Stage Employees (IATSE) is committed to equality of opportunity and to eliminating all forms of discrimination. We are opposed to unlawful and unfair discrimination and oppression on the grounds of gender (including transgender people), relationship or marital status, race or ethnicity, disability, sexual orientation, age, language, background, political or religious beliefs, physical appearance, pregnancy or responsibility for dependents.

We believe that equality for all is a basic human right and we actively oppose all forms of unlawful and unfair discrimination. IATSE Leaders and members must be vigilant in working, both with each other and with our employers, to promote an equal and welcoming environment for all people, through our actions, attitudes and language. The IATSE celebrates the diversity of society and is striving to promote and reflect that diversity within this organization."

I have read and understand the IATSE Equality Statement

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Name

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Signature

## **Respectful & Harassment Free Workplace Policy**

All IATSE Local 856 Officers, Employees, Members or employees represented by IATSE Local 856, 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 856 are committed to and supports a harassment-free workplace. IATSE Local 856 is committed to an environment, which is inclusive, welcoming and free from harassment, discrimination and all types of bullying and intimidation. The expectation is that of mutual respect, understanding and co-operation.

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.

Employees 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 Business Agent. If it is about the Business Agent the complaint should go to the President of the Local.

Employees 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 employee, member 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.

Management will take corrective action respecting any person under the Employer's direction who subjects a worker to harassment.

Procedures for Handling a Complaint of Harassment

If you are harassed or witness harassment you need to tell your supervisor or the Business Agent. If the Business Agent is who the complaint is against you need to contact the President of the Local. There may be informal ways of handling the complaint, such as management speaking with the harasser or mediation. If the informal way does not succeed or is not appropriate a formal complaint will be filed.

An independent party will investigate the complaint thoroughly and promptly. (either within the organization or outside of it). When the investigation is complete, the investigator will provide a written report for the Business Agent and/or President of the Local.

The Business Agent and/or President of the Local will inform the person who filed the complaint and the harasser of any remedies or disciplinary actions in person.

Employees/members who harass another person will be subject to corrective action by the Business Agent and/or President (up to and including 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.

Management 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, 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*  
7<sup>th</sup> 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 Permittees and Members

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

**CHECKLIST FOR APPLYING AS A PERMITTEE (OFFICE  
USE ONLY – DO NOT FILL IN)**

- Completed Permittee Application Form
- Completed Department Qualification Form
- Current resume
- Notification Regarding Unauthorized Days
- IATSE Equality Statement
- Respectful & Harassment Free Workplace Policy
- Proof of current WHMIS training
- Proof of attendance at a Set Orientation Course
- Proof of attendance at Intro to Paper Course
- Photocopies of any certificates that are required or are relevant to the department you are applying to
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- Copy of current Driver's License
- Driver's Abstract (*only required for Transportation and Picture Vehicles*)
- If applying to the Security Department you must supply –*
  - A current and valid security license (Issued by the Manitoba Justice Department)
- \$50.00 processing fee (Non-refundable fee) **Receipt #** \_\_\_\_\_
- Checklist for Applying for Permittee

**APPLICATIONS WILL NOT BE FORWARDED TO THE DEPARTMENT UNLESS COMPLETE**

**Telephone/Addresses numbers for your information:**

Film Training Manitoba	989-9669
Driver's Abstracts	985-0980
Red Cross	1-888-307-7997
Safe Food Handlers	986-2445
St. John's Ambulance	784-7000
Criminal Record Search	Police Headquarters – 245 Smith Street
Child Abuse Registry	201 – 114 Garry Street