



Code of Conduct for

ACTRA Montreal Background Performers

ACTRA Montreal members (full, apprentice and AABP) who work as Background Performers are known for keeping the highest standards of professionalism, respect, and for consistently listening and following directives from production.

To uphold the good reputation of Montreal Background Performers, I make the commitment to respect the following code of conduct:

GENERAL – ETHICAL:

1. I respect the Industry Code of Conduct, where my behaviour, actions and communication are free of all forms of harassment, discrimination, violence, and intimidation.
2. If I am a witness of harassment, discrimination, violence, or intimidation, I will report incidents to Production and ACTRA immediately.
3. I understand the importance of Diversity, Equity, and Inclusion.
This means that I:
 - support diversity in the industry.
 - I am an advocate for equity.
 - I am mindful of my own unconscious bias and careful with my words and actions.
 - I stand up and report injustice and discrimination.
 - I respect pronouns.
 - I encourage and help create spaces where everyone feels safe.
4. I will keep my profile and headshot up to date.
5. I will keep my ACTRA membership active.
6. I shall complete all ACTRA mandatory training courses. This includes, but is not limited to, the AMIC and the anti-Harassment training.
7. I respect Non-Disclosure Agreements (NDAs) in place on a Production. This includes only using the working (code) name instead of the real title, not posting about the project on social media, and not taking photos on set.
8. I understand that I may be disciplined for repeated or spurious claims or upgrade requests that can be considered Prejudicial Conduct ([National By-Laws #7](#), Section II, Section C, f). Before sending an upgrade request, I will refer to - [Upgrades - ACTRA Montreal](#) to make sure my claim is valid.
9. As a Background Performer, I cannot own a casting agency, nor act or operate as the background agent for other performers, as this would violate the National By-Laws and Statutory Declarations of Casting Directors.

ACTRA Montreal

BOOKING:

1. I will confirm my telephone bookings with follow up emails. This will make sure that there is a written record of the details of the telephone booking. (Ex. Thank you for reaching out to me, as discussed, I am available for X date for X production, please confirm that I have been booked, so that I can reserve this date for this production).
2. I will confirm bookings by email to make sure production is aware of my decision. (ex. I accept the booking on X date, X time for X production and X location. I understand that you will need X # of changes of clothing... with all pertinent details).

REFUSAL OF UNSAFE WORK:

1. No performer shall be dismissed or disciplined for refusing to work in conditions that they reasonably believe to be unsafe. I am required to refuse unsafe work that I believe may harm either myself or someone else. If I, or someone else, is asked to perform something that I believe to be unsafe, or has the likelihood to cause harm, I will inform the 3rd A.D. or their designate.

INJURY REPORTING:

1. If I sustain an injury on set, big or small, I will advise Production immediately and report to First Aid. All injuries and/or accidents must be reported for my own health and safety.

ON-SET, I will:

1. Arrive early (in this industry, arriving on time means arriving 15 minutes early!)
2. Report to the 3rd A.D. (if there is no 3rd A.D, report to the 2nd A.D. or the Production Manager)
3. Not add unnecessarily to the general noise of the working crew.
4. Be prepared (know the scene, bring food/snacks and adequate attire to wear in between takes to be comfortable).
5. Be polite, courteous, and friendly.
6. Always listen and follow directives.
7. Make sure to ask the 3rd A.D. if I have any concerns or questions.
8. Never leave the set or holding area without first asking permission of the 3rd A.D.
9. **Remember that Background Performers are engaged to create atmosphere, therefore, it is forbidden for me to speak and/or perform in any way unless I am directed to do so.**
10. Only do what is asked in the safest and simplest manner. I will never overdo an action that could increase a risk of injury to myself or others.
11. Bring health and safety concerns to the attention of Production.
12. Be respectful of Production's property, so that it may avoid incurring additional fees for damage or loss.