



Local 600
International Cinematographers Guild

Policies on Workplace Harassment & Discrimination

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Inclusion Committee Statement of Purpose

(1) To raise awareness of diversity issues within the Industry. That is, not only to bring awareness of the ongoing problems of race, gender and age discrimination, but to bring about greater awareness of the accomplishments of our diverse members.

(2) To encourage greater diversity in hiring by producers.

(3) To inform Local 600 members of their rights under state and federal laws.

(4) To participate in community outreach groups that will encourage greater diversity within the Industry.

(5) To encourage all Local 600 members to take greater responsibility for on-set conduct.

LOCAL 600 NON-HARASSMENT AND NON-DISCRIMINATION POLICY

Local 600 is committed to promoting a work environment for its members working under Local 600's collective bargaining agreements that is free of harassment and discrimination based on race, color, gender (sex), national origin, age, disability, medical condition, pregnancy, religious beliefs, and sexual orientation. Toward that goal, Local 600 seeks to negotiate in its collective bargaining agreements provisions that require the employer to provide a work environment that is free of such harassment/discrimination. Local 600 will advocate on behalf of members who have been subjected to unlawful harassment/discrimination, including demanding that signatory employers comply with CBA provisions and external law prohibiting unlawful harassment and discrimination. Moreover, Local 600 will assist its members in seeking the assistance of governmental entities whose function is to enforce non-discrimination laws. Finally, Local 600 will make use of the non-discrimination provisions of its Bylaws to encourage its own members to avoid unlawful harassment and discrimination of fellow Local 600 members.

1. Signatory employers must make reasonable efforts to prohibit harassment and/or discrimination against any employee including, but not limited to, on the basis of race, religion, color, sex, sexual orientation, national origin, age, marital status, covered veteran status, mental or physical disability, pregnancy, or any other basis prohibited by state or federal law. Employees who have engaged in unlawful harassment and discrimination are subject to appropriate disciplinary action, up to and including termination.

2. Sexual harassment is of two types, hostile environment and quid pro quo.

A. Hostile environment sexual harassment includes, but is not limited to, conduct of a sexual nature, including unwelcome jokes, touching, comments, and the like, which unreasonably interferes with an employee's ability to perform his or her job because of the hostile environment which is created.

B. Quid pro quo sexual harassment includes, but is not limited to, the making of unwanted sexual advances and/or requests for sexual favors where either submission to such conduct is made an explicit or implicit term of condition of employment, or an individual's submission to or rejection of such conduct is used as the basis for employment decisions affecting that individual.

3. Employees who believe they have been harassed and/or discriminated against should promptly report the facts of the incident and the name of the person(s) involved to their management supervisor or a company Human Resources representative.

4. Every incident of harassment and/or discrimination should be investigated by Employers in as confidential and expeditious a manner as possible. Employers must not retaliate against employees in any manner for having complained about harassment/discrimination.

5. Members experiencing harassment and/or discrimination in covered employment should, in addition, promptly notify a Local 600 business representative of their experience. If requested by the member, Local 600 will assist the member in reporting the harassment/discrimination to the Employer and to the appropriate governmental agencies. While the Employer's investigation of allegations of discrimination/harassment is usually conducted without the participation of the union, Local 600 will assist the member in presenting her claim if requested and to the extent possible. Local 600 will maintain the confidentiality of its member's communications, unless the member asks Local 600 to take action on the member's behalf.

6. If a Local 600 member asserts that a fellow member has engaged in workplace harassment and/or discrimination, Local 600 will investigate the allegation if requested by the complaining member. If the Employer is conducting its own investigation, Local 600's investigation will take place following the Employer's investigation. Local 600 will bring internal disciplinary charges against the member if Local 600 believes the member has violated the applicable provisions of the Bylaws and the complaining member supports the charges, per the Local 600 Constitution & Bylaws Article 11, Section 27. Members have the right to file internal charges against a member for violating the non-discrimination/harassment policy and must do so with sixty (60) days of the date the member becomes aware of the discrimination/harassment.

7. Employees who believe they have been harassed may also file a complaint of discrimination with the Equal Employment Opportunity Commission (www.eeoc.gov/eeoc) and the State agency responsible for enforcing non-discrimination/harassment laws. Either of these agencies will then investigate the complaint, make a determination of the merit or lack of merit of the complaint, and, where appropriate, seek a voluntary settlement or order relief.

IATSE POLICY: WORKING TOWARD A COMMON GOAL

Working under I.A.T.S.E. traveling contracts affords many members the opportunity to travel around the United States and Canada. Though our travels we are presented with the opportunity to work with other members from diverse cultural and ethnic backgrounds. Our horizons are continually expanded by working with people who do things differently. Your time spent working with someone from another local union just might educate you about a skill that makes your job easier or more effective.

Unfortunately, some people think it is entertaining to crack jokes that are based on another member's ethnicity or gender. It is never amusing to mock or imitate someone based on gender, racial or ethnic stereotypes. More than just being poor taste, it could potentially lead to racial or gender discrimination charges and charges under the I.A.T.S.E. Constitution and Bylaws. The I.A.T.S.E. has a standing policy on discrimination. It was printed in the Fourth Quarter, 2002 issue of The Bulletin and has been reprinted here for your reference. All members are expected to honor the policy. Treating someone differently based on race, ethnicity, or gender is wrong. We are all brothers and sisters working toward a common goal, whether it is as short term as getting the show up and running or as long term as organizing a venue or production.

IATSE POLICY: KNOW YOUR RIGHTS TO REPRESENTATION

If you are called into the boss' office, the first question to cross your mind should be: do I need my union representative? If the purpose of the meeting is to interview you, or interrogate you, about matters that could lead to disciplinary action against you, then the answer is YES. Under the circumstances you not only need a union representative, but you have the right to have your union steward with you. This is commonly referred to as your Weingarten rights. The right to such representation was established in the 1975 United States Supreme court case called NLRB v. J. Weingarten when the Court held that an employee may be represented by the union at an investigatory interview with his/ her employer when the employee reasonably believes that the interview may lead to disciplinary action. Two important points to remember: if you do not know the purpose of the meeting, ask. If you want your union representative to be present, ask. Failure to ask for representation is a waiver of your right. Your employer does not need to voluntarily offer you this protection. You must ask. For the employer to deny you this right is an unfair labor practice, notify your union if this happens. If you are disciplined, yet denied your Weingarten rights, be sure to include this claim in your grievance.

Notice to Officers, Staff, Members and Employees Represented by the I.A.T.S.E. Where I.A.T.S.E. is the Bargaining Agent

If you experience any conduct that you feel may be inconsistent with this policy, the I.A.T.S.E. encourages and expects you to notify immediately the General Secretary - Treasurer of the I.A.T.S.E. as soon as possible after the incident at:

James B. Wood, General Secretary-Treasurer
I.A.T.S.E., 207 W. 25th Street, 4th Floor
New York, NY 10001
Telephone: 212-730-1770, Fax: 212-730-7809

OR

James B. Wood, General Secretary-Treasurer
I.A.T.S.E., 10045 Riverside Drive
Toluca Lake, CA 91602
Telephone: 981-980-3499, Fax: 818-980-3496

If a complaint is initially submitted orally, please make every effort to follow up oral complaints with a written complaint as soon as possible. Include details and dates of the incident(s), name(s) of the individual(s) involved and the names of any witnesses. Under no circumstances are you required to report the harassment to a supervisor whom you believe is responsible for harassment or discrimination.

The General Secretary-Treasurer will immediately request that the General Counsel or other outside counsel selected by the General Counsel undertake a thorough and objective investigation of harassment/ discrimination allegations. To the extent possible, the I.A.T.S.E. and counsel will maintain confidentiality during the investigation. Counsel will report the results of the investigation to the General Executive Board which will then meet in executive session to make a determination with respect to the allegations. Members of the General Executive Board directly involved in the allegations will not participate in the deliberations or determination. If it is determined that sexual harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved and the results communicated to the complaining individual and to the alleged harasser. Any officer, employee, member or employee represented by the I.A.T.S.E. determined to have violated this sexual harassment policy will be subject to appropriate disciplinary action in accordance with applicable policies.

The I.A.T.S.E will not retaliate against you for filing a sexual harassment complaint and encourages all employees immediately to report any incidents of sexual harassment prohibited by this policy so that complaints can be quickly and fairly resolved. We trust that all officers, employees, members or employees represented by the I.A.T.S.E. will continue to act responsibly to establish and maintain a pleasant working environment, free of discrimination for all.

ALL AFFILIATED LOCAL UNIONS ARE URGED TO ADOPT THEIR OWN ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICIES COVERING THEIR OWN OFFICERS, STAFF, MEMBERSHIP AND ALL EMPLOYEES WORKING UNDER LOCAL UNION CONTRACTS.

WESTERN REGION EEOC AND FAIR HOUSING & EMPLOYMENT

Los Angeles EEOC District Office

Roybal Federal Building
255 East Temple St., 4th Floor
Los Angeles, CA 90012

Phone: 213-785-3090

Fax: 213-894-1118

TTY: 1-800-669-6820

www.eeoc.gov

California Department of
Fair Employment and Housing
Communication Headquarters
2218 Kausen Drive, Suite 100
Elk Grove, CA 95758

Voice: 800-884-1684

TTY: 800-700-2320

Disability Accommodations: 844-541-2877
Or California's Relay Service at 711

www.dfeh.ca.gov

EASTERN REGION EEOC AND FAIR HOUSING & EMPLOYMENT

New York EEOC District Office

33 Whitehall Street, 5th Floor
New York, NY 10004

Phone: 1-800-669-4000

Fax: 212-336-3790

TTY: 1-800-669-6820

www.eeoc.gov

New York complaints may be filed with the
Department of Labor, Division of Equal
Opportunity Development.

www.labor.ny.gov

CENTRAL REGION EEOC AND FAIR HOUSING & EMPLOYMENT

Atlanta EEOC District Office

Sam Nunn Atlanta Federal Center
100 Alabama Street, SW, Suite 4R30
Atlanta, GA 30303

Phone: 1-800-669-4000

Fax: 404-562-6909

TTY: 1-800-669-6820

www.eeoc.gov

Georgia state complaints need to be filed with the State of Georgia's Equal Employment Division (EED).

www.gceo.georgia.gov

Chicago EEOC District Office

500 West Madison Street
Suite 2000
Chicago, IL 60661

Phone: 312-872-9744

Fax: 312-588-1260

TTY: 1-866-740-3953

www.eeoc.gov

Illinois state complaints must be filed with the State of Illinois Department of Human Resources.

www.dhs.state.il.us

New Orleans EEOC Field Office

Hale Boggs Federal Building
500 Poydras Street, Suite 809
New Orleans, LA 70130

Phone: 1-800-669-4000

Fax: 504-595-2884

TTY: 504-595-2958

www.eeoc.gov

Louisiana may file individual complaints with the Louisiana Commission on Human Rights (LHCR).

www.workplacefairness.org

www.gov.state.la.us

LOCAL 600 CONTACT INFORMATION

For information on contacting a Business Rep in your region, please go [HERE](#).

WESTERN REGION (NATIONAL OFFICE)

7755 Sunset Boulevard

Los Angeles, California 90046

(323) 876-0160

(323) 876-6383 Fax (Executive Office & Bus Reps)

(323) 878-1162 Fax (Member Services)

EASTERN REGION

70 W. 36th St., 9th Floor

New York, New York 10018

(212) 647-7300

(212) 647-7317 Fax

CENTRAL REGION

Atlanta

640 North Avenue NW, Suite 102

Atlanta, GA 30318

(404) 888-0600

(404) 888-6593 Fax

Chicago

216 S. Jefferson St., #400

Chicago, IL 60661

(312) 243-3841

(312) 243-4275 Fax

New Orleans

(504) 708-4224

(504) 324-0727 Fax

(352) 409-2129 Cell

