



## **PCE Casting Background Actor and/or Talent Standards of Conduct and Behavior**

PCE Casting is committed to providing our productions with Background Actors and/or Talent who exercise the highest standards of professional and ethical conduct. When Background Actors and/or Talent are booked on a show or production, they are being hired for work and are expected to conduct themselves in a professional manner at all times.

These guidelines on unacceptable conduct, and others that may be established from time to time, help to protect the rights and safety of productions and employees. These common-sense rules are included here as guidelines to PCE Casting's expectations of Background Actors and/or Talent. Productions may also have their own standards of conduct and behavior that are in addition to PCE Casting's standards. The following are examples, and not a complete list, of what is considered to be unacceptable conduct and behavior at PCE Casting. Please go to our website for the most updated guidelines.

Disciplinary action up to and including suspension and termination may result for any misconduct or violation of company policy and/or procedure.

1. Falsification of employment records, employment information or any legally required document.
2. Negligence causing harm or intentionally causing harm to PCE Casting, production, and/or the employees of PCE Casting, Background Actors and/or Talent, production, or third parties.
3. Harassing or discriminating activities including verbal, visual, physical or sexual activities. This includes, for example, jokes that are sexual in nature, or jokes based on (but not limited to) a person's age, race, color, religion, disability, medical condition, national origin, sex, gender identity, gender expression, or sexual orientation. See PCE Casting's Anti-Harassment Policy.
4. Retaliating against anyone who reports or provides information in good faith about harassment or discrimination.
5. The use of threatening or profane language, including hand gestures, and bullying behavior toward employees of PCE Casting, its parent company, Background Actors and/or Talent, or employees of production.
6. Violating PCE Casting's Anti-Piracy & Confidentiality Policy. See PCE Casting's Anti-Piracy & Confidentiality Policy. By way of examples, taking any photos or video on your cell phone while on the premises of a production and posting details about the production on social media are violations of PCE Casting's Anti-Piracy & Confidentiality Policy. Some productions may require that you 'check-in' your cell phone to the production staff who will provide you a ticket with a corresponding ticket placed in a plastic bag with your phone. The bag containing the cell phone will be held by production. You will be allowed to use your phone for emergency purposes or as permitted by production.
7. Participating in criminal conduct during work time, while on PCE Casting's premises or while on the premises of a production or show you are booked to work.
8. Accepting a booking or job and then failing to report to it.
9. Excessive tardiness.
10. Failure to notify PCE Casting in advance when unable to report to your scheduled call. Advance means before the assigned call time with reasonably enough time for PCE Casting to hire, or book, a replacement.
11. Selecting and sending your replacement to a set.
12. Working overtime without authorization.
13. Failure to obtain proper production approval on your pay voucher at the end of the workday.
14. Failure to submit your pay voucher to the production at the end of the workday.
15. Recording the work time of another Background Actor and/or Talent or allowing another Background Actor and/or Talent to record your work time, or allowing falsification of any time record, either your own or another Background Actor and/or Talent's time.
16. Leaving the work location for any reason during your scheduled call without proper permission, except during unpaid meal periods authorized by production.
17. Bringing any visitors or guests with you to your scheduled call without prior authorization from PCE Casting even if authorization is given by production.

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*Employee initials*

18. Participating in horseplay or practical jokes while on either PCE Casting premises or the premises of a production or show you are booked to work.
19. Provoking, threatening or planning a fight or fighting while on the premises of a production you are booked or hired to work or while on PCE Casting's premises.
20. Sleeping on the job, avoiding doing work, or preventing others from performing their job.
21. Gambling or loafing while on the premises of PCE Casting or while on the premises of a production or show you are booked to work.
22. Engaging a principal actor(s) while on the premises of a production on which you are working without authorization or asking them for pictures or their autograph including taking pictures without permission. You may interact with the principal actor(s) if they approach you or if you are directed to do so by production.
23. Insubordination, including but not limited to, failure or refusal to obey the reasonable work-related orders or instructions of a supervisor or member of management.
24. Using mobile devices in any way that impedes your work, is offensive and/or violates any guideline(s) established in this document. Production may have their own policies and/or guidelines regarding use of your cell phone.
25. Poor work performance.
26. Engaging in inappropriate contact anywhere on production or PCE Casting premises whether during work hours or not.
27. Personal relationships must not affect the work environment including asking for favors or to be placed on a particular production. Off-duty conduct is generally regarded as private until it involves the workplace or production.
28. Reporting to work, or working, under the influence of (or in possession of) alcohol, marijuana, or illegal drugs while on PCE Casting's premises or while on the premises of a production or show you are booked to work or during work time.
29. Reporting to work, or working, while taking prescribed drugs that adversely affect your ability to safely and effectively perform your job duties.
30. Carrying firearms or any other weapon(s) while on PCE Casting premises or the premises of a production or show you are booked to work. When a prop weapon is issued or assigned to you, you must follow production's direction on how to appropriately handle the assigned prop and not use it in an unauthorized or threatening manner.
31. Distribution of materials and/or contact information to any individuals for the purposes of self-promotion or personal gain.
32. Theft, deliberate or careless damage, or destruction of any property of PCE Casting, another Background Actor and/or Talent or production, or any third party.
33. Unauthorized use of either PCE Casting's or production's equipment, time, materials, or facilities.
34. Removing or borrowing property belonging to PCE Casting, another Background Actor and/or Talent, production or any third party without prior authorization.
35. Delivering or having delivered gifts to PCE Casting employees. This includes but is not limited to food, clothing, gift certificates, services and money.
36. Violation of any safety, health, security, or PCE Casting policy, rule or procedure.

Nothing in this document alters that PCE Casting is an at-will employer; therefore the employment relationship may be terminated at any time, for any reason or no reason, without cause and without notice, by either the employee or PCE Casting.

*Note regarding bookings: You are considered booked, or hired, for a job when an offer of employment is extended and accepted, this includes being told you are booked and will be called later with details, you receive your details from the casting staff at the time of accepting the job or your details are given to a calling service. Calling services are third parties unrelated to PCE Casting. If details are given to a calling service, this is done so at your direction, and it is your responsibility to assume all risk regarding the booking. PCE Casting is not responsible for any error or omissions made by a calling service.*

#### **Acknowledgement of receipt and compliance**

Please complete by signing the bottom portion and return with your registration form.

I, \_\_\_\_\_ (print full name), hereby acknowledge the receipt of the PCE Casting Background Actor and/or Talent Standards of Conduct and Behavior and realize that it is my responsibility to read it in detail so that I clearly understand the material.

\_\_\_\_\_  
Registrant's signature

\_\_\_\_\_  
Date signed

05/18/18