

Notice to Employers from the AMPTP and CMPA-BC regarding hiring and training under the BCCFU Master Agreement Sideletter No. 17 - Reconciliation, Equity, Diversity and Inclusion (REDI) and Employer Obligations under the *Personal Information Protection Act* (British Columbia)

The joint Special Program application to British Columbia's Office of the Human Rights Commissioner made by the BC and Yukon Council of Film Unions ("BCCFU"), the Canadian Affiliates of the Alliance of Motion Picture and Television Producers ("AMPTP") and the Canadian Media Producers Association – BC Producers Branch ("CMPA-BC") was approved for a five-year term as of March 18, 2024.

Employers may now implement preferential hiring, through both direct hiring and dispatch (as may be applicable), of BCCFU union members who have self-identified as belonging to the following traditionally under-represented groups: Indigenous, Black, a Person of Colour, a person living with a disability (or disabilities); LGBTQ2SAI+ (and Gender non-conforming); and Women (collectively the "Target Groups").

Preferential hiring of Employees from the Target Groups is subject to sections 5, 6, 7, 8, and 9 of the Sideletter, which include member union-specific terms and conditions.

Employers may now also modify established training programs or develop new programs to hire trainees who have self-identified as belonging to one or more Target Groups pursuant to sections 10, 11 and 12 of the Sideletter. Please note that specific terms and conditions applicable to IATSE 891 Training Programs are set forth in section 11 of the Sideletter, and terms and conditions for ICG 669 Training Programs are set forth in section 12 of the Sideletter.

A full copy of the Sideletter may be found [here](#).

Employers wishing to hire under the Sideletter may make REDI information requests to the member-union(s) for lists of individuals in the Target Groups who are available for hiring and/or dispatch, as follows:

ICG 669: The Employer's designated REDI representative (e.g. the Production Manager) must submit a target group member request to the ICG 669 Business Agent. Upon approval, the Employer's REDI representative will be granted access to ICG 669's "REDI Availability List" through the ICG 669 online portal. Access will be granted on a production-by-production basis and will be automatically revoked the day after principal photography has wrapped. Trainee requests will be granted via the ICG 669 Business Agent and facilitated by the ICG 669 Trainee Coordinator.

REDI requests can be submitted to Wendy Newton, Business Agent by email (wendy@icg669.com), cc redi@icg669.com) or by telephone at (778) 330-1680.

If there is no available ICG 669 member from the requested Target Group, the Employer may submit a 3.03 (d) permit request for one qualified individual to the attention of Michael Levett, Production Services (michael@icg669.com) or by telephone at (778) 330-1694.

Teamsters 155: REDI requests are to be made under the union’s dispatch referral system. The Employer may request Local 155 to dispatch members from the Membership Roster or individuals from the permittee list from Target Groups based on seniority relative to other members from the Target Groups. If no qualified individual on the permittee list is available, the Employer may engage a qualified individual from outside Groups 1 and 2 and the permittee list subject to the terms of the REDI Sideletter.

Email dispatch referral requests may be submitted to team155@teamsters155.org and cc’d to David Holm, Secretary Treasurer / Principal Officer (dholm@teamsters155.org) and to Shawn Henter, President (shenter@teamsters155.org).

Phone requests may be made to (604) 876-8898.

IATSE 891: REDI Rosters must be requested by phone by the Employer’s designated REDI officer, by contacting either:

- IATSE 891 Dispatch (604) 664-8916; or
- The Office of the Business Representative (604) 664-8922.

E-mail requests will not be accepted. All REDI requests will be reviewed by the Office of the Business Representative. While every effort will be made to review requests immediately, it may take up to 48 hours for an Employer’s request to be processed. Once approved, a unique access link will be sent, via e-mail, to the address on file for the production.

Additional Considerations:

Once issued, the unique access link must be used within 14 days. When clicked, the unique link will register the device it was accessed from. The link may not be registered to more than two devices but will allow multiple logins from a registered device. To access a REDI Roster, the Employer’s designated representative will be required to log in using the Employer’s assigned Login credentials every time. Additional Rosters may be requested.

Employer Obligations under the *Personal Information Protection Act* (British Columbia)

The information provided by the BCCFU member-unions about the protected characteristics of individuals is subject to the [British Columbia Personal Information Protection Act](#)¹ (“PIPA”), which limits the collection, use, and disclosure by Employers of employee personal information under the Employers’ control. Employers are required to develop and follow policies and practices that are necessary to meet their obligations under PIPA, including maintaining a privacy policy on their own privacy practices.²

¹ [SBC 2003] Chapter 63

² PIPA sections 4 and 5.

The BCCFU member-unions have conducted the initial collection of personal information, and are therefore responsible for obtaining consent from their members, permittees and trainees.

Employers may use certain personal information collected by the BCCFU without having to obtain separate consent of the individuals to whom the information relates, since the member-unions will have obtained consent for the specified use at the time of collection. However, the Employers' use of employees' personal information may only be used for the purposes of engaging personnel from Target Groups to fulfill the joint mandates set forth in BCCFU Sideletter No. 17.³

Employers must (i) safeguard employees' personal information against unauthorized access, collection, use, disclosure, copying, modification or disposal or similar risks,⁴ and (ii) destroy documents containing personal information, or remove the means by which the personal information can be associated with particular individuals, once the purposes for which the personal information was collected is no longer being served by retaining the information, and retention is no longer necessary for legal or business purposes.⁵

Failure to comply with PIPA obligations may result in penalties, including fines.

REDI Best Practices

The AMPTP and CMPA-BC recommend adhering to the following best practices in respect of REDI hiring and training under Sideletter No. 17 and the Special Program:

- Employers intending to hire and or train under the terms of Sideletter No. 17 should become familiar with the terms of the Sideletter
- Employers should designate a REDI representative to manage REDI information requests to BCCFU unions and to safeguard personal information obtained under such requests in accordance with BC's privacy laws
- Employers should include in crew deal memos their employees' voluntary consent to disclose personal information for the purposes of reporting on Employer and industry diversity initiatives
- Employers should safeguard sensitive personal information such as REDI rosters or personal disclosures made by employees, in a secure location and not among general office files or shared drives that may be accessible to unauthorized persons. It is advisable to retain a list of personnel who are permitted access to REDI rosters and files, and a log of personnel accessing accessed the REDI rosters and files.
- Employers with REDI training programs should designate an individual as a program coordinator to serve as a point of contact for mentors and trainees and as the collector of training data for program reporting
- Employers with REDI training programs should consider providing department supervisors and mentors responsible for training with supplementary anti-racism and anti-oppression training

³ PIPA section 15(2).

⁴ PIPA section 34.

⁵ PIPA section 35.

- Employers with REDI training programs should establish training program objectives for mentors and trainees and a system for reporting on a regular basis
- Employers engaging in preferential hiring and/or training under Sideletter 17 and the joint Special Program are expected to report to the AMPTP/CMPA/BCCFU REDI Committee's designated Special Program administrator in order to facilitate the Committee's requirement to report on the progress of the Special Program to the BC Office of the Human Rights Commissioner, subject to applicable provincial privacy legislation.