



ITC/Equity Agreement
for the engagement of
Performers and Stage Managers
by ITC Ethical Manager Members

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Recognition

The Independent Theatre Council (“ITC”) and Equity recognise each other as the only appropriate bodies to negotiate terms and conditions collectively for the engagement of Performers and Stage Managers (“Company Members”) by ITC Member performing arts companies (“Managers”)

We believe that the performing arts have the power and potential to change lives and should be available to the many not the few.

That the performing arts thrive when people are put before profit

We have agreed the terms, conditions and recommendations set out in this document as ethical basics for the engagement of Company Members that enable Managers to:

- Bring high quality, imaginative art to the widest possible audience
- Provide the best possible working conditions and pay
- Promote inclusion, Equal Opportunities and diversity

Put these values into practice by:

- Issuing contracts that are approved by ITC and the appropriate union
- Paying at least the minimum rates negotiated by ITC with the appropriate unions
- Restricting working hours to limits that are well within the Working Time Regulations
- Giving better breaks than those provided in the Working Time Regulations

We believe that the industry is strengthened by union membership and management association membership and therefore:

- Company Members who are not members of Equity shall be encouraged to join
- The Manager will provide space and time for Company Members to hold Equity meetings during working hours, including a meeting early in the engagement to elect a Deputy
- The Manager shall send the following to their local Equity office as soon as possible:
 - full cast list (including stage management and creative team)
 - production schedule

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Introduction

The Ethical Manager Contract:

The ITC Ethical Manager Member logo on a contract guarantees compliance with or improvement on the minimum terms and conditions set out in this Collective Agreement (“the Agreement”).

Variation:

- 1) The aim of ITC and Equity is for the Agreement to be used by the widest range of companies. Managers issuing Ethical Manager Contracts to their Company Members should aim to issue this standard document drafted by ITC and Equity, in exceptional circumstances they can use a draft of their own, subject to the prior approval of ITC and Equity.
- 2) In very exceptional circumstances, a Manager may apply to vary the terms and conditions and/or the minimum wage set out in this Agreement. Any application to vary the Agreement must be made to ITC, well before contracts are to be issued and must have been agreed by ITC and Equity before contracts are issued.
- 3) An application to pay a wage below the ITC/Equity minimum must include information on the funding and scale of the production. No application to vary the minimum wage to a rate below the National Minimum Wage will be accepted.
- 4) Details of any agreed variation must be notified in writing to prospective Company Members before they are contracted.

Good Practice:

Managers are encouraged to improve on the minimum terms and conditions in the Agreement wherever possible. The Handbook contains guidance on areas that ITC and Equity consider key to good management, particular attention is drawn to the Code of Conduct for Auditions and the sections on Transport and Touring.

Disputes:

- 1) If there is a breakdown in the relationship between a Manager and a Company Member that is likely to undermine a production and that cannot be resolved by followed any agreed internal procedure, the parties should, in the first instance, contact ITC or Equity (as appropriate) who will work together to find a mutually agreeable solution.
- 2) If the issue remains unresolved it is recommended that it is referred to mediation by a mediator to be appointed by ITC and Equity.
- 3) If mediation does not resolve the dispute it may be taken to a Hearing of the Small-Scale Theatre Council (see The Handbook for full details of the Small-Scale Theatre Council Procedure).

Duration and Implementation of the Agreement:

- 1) This Agreement came into effect on 1st April 2013.
- 2) ITC or Equity may give the other proposals for revision as follows: -
 - a) Revision of financial provisions, not less than 4 calendar months before 1st April in any subsequent year.
 - b) Revision of all other terms, not less than 6 calendar months before 1st April in any subsequent year.

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The ITC/Equity Ethical Manager Agreement Contract for the engagement of Performers and Stage Managers

Ref: [insert your company's unique reference number here]

This Agreement is made on the _____ day of _____ 20__

and sets out the specific details of this engagement, which are based on minimum terms and conditions agreed between ITC and Equity.

This Agreement is made Between (Company Name)	And
("the Manager") OF (Address)	("the Company Member") OF (Home Address)
Company Base (if different from above)	Manager's Tax Ref. No.
	Co. Member's Tax Ref. No.
	Co. Member's NI No.
	Co. Member's Equity Pension No. (if applicable)

A. Details of Engagement

The Manager engages the Company Member	
In (name of production etc.)	
By (written, devised etc.)	
To (tick/complete as required)	
(a) undertake stage management duties	
(b) play the part(s) of	
(c) play as cast	
(d) participate in workshops	
(e) understudy the part(s) of	
At: (Venue, on tour, etc.)	
In addition, the Company Member may be asked to undertake the following extra duties, e.g: driving (see The Handbook for guidance on compensation for driving), get-outs, etc.(include all extra duties)	

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B. Period of Engagement

Delete two of the clauses below -

The Engagement shall start on _____ day of _____ 20__ and continue:

- 1) For a fixed period of _____ consecutive weeks, to finish on _____ (full weeks)
or
- 2) For a fixed period to finish on _____ (daily working as set out in the attached schedule)
or
- 3) For an indefinite period, until the engagement is terminated by either party giving the other not less than _____ complete weeks written notice (not less than 3 weeks) (daily or full weeks)

C. Exclusivity of Engagement

- 1) The Company Member declares at the time of signing this contract that s/he has no engagement with any other person or company that might prevent her/him from carrying out this contract.
- 2) The Company Member agrees not to work for any other person or company on any day when s/he is engaged under this contract, without the Manager's prior written permission. Where the Company Member is engaged for a full week this means Monday to Sunday inclusive.
- 3) The Manager shall not unreasonably refuse a request from the Company Member for permission to do other work. The Manager shall, however, take the provisions of the Working Time Regulations into account when considering a request to do other work.

D. Company Member's Obligations

- 1) The Company Member agrees to perform the services required under this Contract.
- 2) The Company Member, if a Performer, agrees to play her/his part(s) as directed and not to introduce into her/his performance material not previously approved by the Manager.

E. Number of Performances & Workshops

The Company Member shall perform no more than the following number of performances/workshops in any week

_____ performances and/or _____ workshops

ITC and Equity recommend the following maxima:

Full length productions: 8 per week

Performances one hour or less: 10 in a week where there are also workshops, otherwise max.12

Workshops: 3 per day and 12 per week

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F. Financial Provisions: Salary

- 1) The Manager shall pay the Company Member the sum of _____ per week/ part week/day, exclusive of any allowances or holiday pay that may apply.

This must be at least the ITC/Equity minimum set out in the Rates Sheet at the end of this Contract. For single days or part weeks: at least 1/6 of the minimum weekly salary per day.
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- 2) The above sum of £_____ per week includes up to _____ hours overtime payment /does not include overtime payment* (*delete inapplicable phrase)
- 3) Payment shall be by..... (method) on (day)(*Requests for cash payments in the first week shall not be unreasonably refused*)
- 4) Pre-engagement Call: Where the Company Member attends a call before the start of the engagement at the Manager's request, s/he shall be paid as follows:
- a) at least the minimum daily rate set out above
 - or
 - b) where the call is for less than 4 hours at least half the minimum daily rate
 - c) plus agreed travelling expenses (the Company Member must provide receipts)
- 5) Scope:
- a) The Company Member's weekly salary covers rehearsals, performances, travel, workshops (preparation and participation), costume fittings, photographic sessions and any other duties set out in the Contract
 - b) For Dancers this includes participation in classes
 - c) Understudying:
 - i) A Company Member contracted only to understudy
 - (1) should not understudy more than 3 roles for the minimum salary
 - (2) need not receive extra payment if they have to perform.
 - ii) A Company member contracted to perform and understudy should receive
 - (1) a mutually agreed additional "obligation payment"
 - (2) further additional payment if they perform an understudy role.

G. Financial Provisions: Expenses

The Manager shall pay the Company Member the following expenses:

- 1) Where the Company Member is relocating to work for the Manager, the cost of travel between the Company Member's home and Company Base at the beginning and the end of the engagement. This sum can be subject to a pre-agreed maximum. (see also notes on NICs and travel expenses in The Handbook)
- 2) At base:
 - a) Relocation £..... per week/reimbursement of actual costs to maximum f £...../provide accommodation (*delete two of these options) **or**
 - b) Commuting costs if appropriate

Relocation: If the Company Member's home address is 25 miles or more from Company Base and the Company Member is actually incurring costs in running two homes by living away from their home base, s/he may reclaim these costs for the first 16 weeks of the engagement, up to the maximum rates set out in the Rates Sheet at the end of this Contract. There are two rates, for companies based in Greater London and those elsewhere.

- The 16 weeks may include weeks when the Company Member receives touring expenses if the company is not working away from base for full weeks.
- The manager may ask for proof that the Company Member is incurring costs in running two homes.
- The Manager may offer to provide reasonable accommodation (such as a Company flat) instead of paying relocation costs; the Company Member may reasonably refuse such an offer.
- Two Bases: Where a company only performs in two places or where a co-production is performed only at each partner's base, both venues can be treated as Company Base for the purpose of allowances i.e: relocation or commuting costs should be paid but touring expenses do not apply.

Commuting Costs: If the Company Member is not claiming relocation costs and is incurring costs for travel between home and Company Base, s/he may claim fares or petrol costs from the Manager, on a weekly basis for the first 16 weeks of the engagement. Costs reclaimed are restricted to payment over a weekly threshold (see set out in the Rates Sheet at the end of this Contract) and up to a maximum of the relevant Relocation Cost payment

3) On tour:

a) Accommodation: The Manager shall (delete whichever does not apply)

i) Provide accommodation

ii) Reimburse the cost of accommodation up to a maximum of £.....*

iii) An allowance of £...(see Rates Sheet for minimum allowance)

b) Meals: The Manager shall provide (delete the clauses that do not apply)

One meal a day/One meal a day allowance of £..... (see Rates Sheet for minimum allowance) *or*

i) Two meals a day/One meal a day and one meal a day allowance of £.../Two meals a day allowance of £ (see Rates Sheet for minimum allowance) *or*

ii) Reimbursement of costs of one/two meals up to a maximum of £.....* *or*

c) Accommodation & Meals: The Manager shall pay a weekly touring allowance of £ (where the company is playing full weeks in one location) (see Rates Sheet for min. allowance)

* An agreed maximum should never be lower than the appropriate allowance

- Meals: When breakfast or breakfast provisions and cooking facilities are provided at the accomodation supplied or when the Company Member arranges own paying accomodation, the Manager shall provide either one proper meal or pay the lower meal allowance.
- When breakfast is not provided or when the Company Member arranges own private accomodation, the Manager shall provide either two proper meals or one proper meal and the lower meal allowance per day or no meals and the higher meal allowance per day.
- When there is not an overnight stay but the Manager requires the Company Member to work over 10 hours (excluding breaks) in one day the Manager shall provide either a proper meal or the lower meal allowance.
- Where the Company Member is staying in their own home on tour no accommodation is payable but the higher meal allowance applies.
- Weekly Touring: The Manager can pay appropriate meal and accommodation allowances or an inclusive allowance (set out in the Rates Sheet), whichever is the lower.

NB: NICs may be deductible from round sum allowances in some cases, see the Handbook for more information on the NIC "Travel Rules".

H. The Working Week

- 1) The working week is defined in this Agreement as the 7 days starting on Monday.
- 2) There must be at least one free day in each working week as defined in H.1) above.
- 3) A maximum of 12 days can be worked between any two free days, where this does not infringe the provisions of H.2 above, an example of how this might work is given below:

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Week 1: Free day	X						
Week 2: Last possible free day							X
Week 3: Last possible free day							X
Week 4: Free day				X			
Week 5: Last possible free day							X

- 4) The maximum hours that the Company Member can work in a week for their basic salary are set out below:
 - a) 35 hours in a week where there are only performances and/or workshops, i.e there is no called travel, rehearsal, get-ins/get-outs or calls for publicity, filming etc.
 - b) 43 hours in
 - i) a rehearsal week
 - ii) a rehearsal and performance/workshop week
 - iii) any week where in addition to performances, workshops or rehearsals there is also called travel, get ins/get-outs or calls for publicity, filming etc.
 - c) 47 hours in a production week (one designated production week per production)
- 5) If the hours above are exceeded the Manager should try to give the Company Member Time Off in Lieu (TOIL) as soon as possible.
- 6) Compensatory overtime payment will be given if the total hours worked over the engagement exceed the aggregate of the hours set out above, whether TOIL has been given or not, see Section K below for details.

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I. The Working Day

- 1) The maximum length of any working day shall be 10 hours. Compensatory overtime payment will be given if the total hours worked over the engagement exceed the aggregate of the hours set out above, whether TOIL has been given or not, see Section K below for details.
- 2) Working time does not include –
 - a) Tea breaks
 - b) Meal breaks
 - c) Travel between home/local accommodation and Company Base (“Company Base” may be company office/rehearsal room/van pick up point/performance venue)
 - d) Overnight travel by plane, boat or train required by the manager

<p><i>Wherever possible Company Members should be notified of the First Call for the following day by 6.00pm or by the end of the afternoon working period, whichever is earlier.</i></p>

J. Breaks

- 1) Meal Breaks: The Company Member must have a one-hour meal break between morning and afternoon working periods and between afternoon and evening working periods. This may be reduced to 30 minutes for YPT companies working in schools, however, wherever possible a longer break shall be given.
- 2) Tea Breaks: The Company Member must have a break of 15 minutes within any continuous working period of 3 hours.
- 3) Overnight Break: The Company Member must have a break of at least 11 hours free of calls at the end of each day’s work.
- 4) Wherever possible breaks shall be taken at mutually agreed times near to normally accepted meal times.
- 5) The Company Member has the right to refuse to miss a meal or tea break.
- 6) Where all Company Members agree to miss a tea break this shall not be treated as overtime.
- 7) Where the Company Member misses breaks (except as excluded in J.6) s/he must be compensated with overtime, paid at 1.5 time (i.e 50% extra pay) for each quarter hour break breached. Breached breaks that have been compensated with overtime and tea breaks that have been missed by mutual agreement are not included in the totals of hours work compiled at the end of the engagement.
- 8) Where the Company Member works for 6 hours or more in a day the law says that they must take at least 20 minutes break time, this cannot be waived by mutual agreement.

K. Toil & Overtime Payment

- 1) Where the Company Member works hours over those in Clauses H and I s/he shall be compensated with TOIL or, if there is not time to give TOIL, with overtime payment as set out in K.2 below.

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TOIL:

- a) Time off equivalent to the extra hours worked should be given as soon as possible.
- b) TOIL is to be taken in units of half or whole days (e.g: if only 3 hours extra work has been done a half day's TOIL shall be given).
- c) Compensatory TOIL may be given in advance if there is sufficient time available after all mandatory rest days have been allocated. The Company Member must be made aware of any advance TOIL days when they enter into the contract.

2) Overtime Payment:

- a) If the total hours the Company Member has worked over the engagement are more than the sum of their appropriate weekly hours, as set out in Clause H.4, the Company Member shall receive additional payment at the end of the engagement.

Calculation of appropriate weekly hours	
3 weeks rehearsal @ 43 hours	= 129 hours
+ production week	= 47 hours
+ 2 performance weeks with other calls 43 hours	= 86 hours
+ 3 performance weeks no other calls 35 hours	= 105 hours
Sum of appropriate weekly hours	= 367 hours

- b) Overtime payment shall be paid as follows:
 - i) For the first 20 hours at a rate of time and a half, i.e half time extra
 - ii) For any hours over 20 double time i.e one hourly rate extra for each hour worked.
 - iii) This extra payment shall be calculated and paid on a pro rata basis for each half hour worked, except for compensation for breached breaks for which 15 minute payments shall be made.
 - iv) The basic hourly rate for the calculation of overtime payments is the Company Member's basic weekly salary divided by 35.
- c) Where the Manager is paying the Company Member at a rate over the minimum this may include payment for an agreed number of hours of overtime. These hours should be deducted from the final aggregation of hours at the end of the engagement (as set out in K.2) a) above) for overtime payment.

Example	
Sum of appropriate weekly hours	= 367
Total hours actually worked	= 420
Hours overtime due	= 53
Less pre-agreed hours for extra pay	=10
Hours for which extra pay due	= 43

3) Time Sheets: The Company Member must complete time sheets and submit them to the Manager at the end of each week of the engagement.

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L. Time Off

1) Holidays:

- a) Amount of Holiday: The Company Member is entitled to 7/13th of a day's paid holiday for each week worked, from the first week of the engagement.
- b) Timing of Holidays:
 - i) Holiday during the engagement shall be taken at a date set by the Manager.
 - ii) Holiday taken during the engagement must be a block of at least 7 consecutive days, even if the holiday entitlement accrued by the Company Member is less than 6 days.
 - iii) Notice of holiday dates should be given by the Manager at the time the contract with the Company Member is made. If this is not possible, the Manager should give the Company Member at least two weeks' notice of holiday to be taken during the engagement.
- c) Payment in Lieu of Holiday:
 - i) If holiday is not taken during the engagement the Company Member must receive pay in lieu of holiday at the end of the engagement
 - ii) Pay in lieu of holiday shall at a rate of 7/13th of actual daily salary (averaged over the period of the engagement) for each week worked.
- d) Public Holidays:
 - i) If the Company Member is required by the Manager to work on a Public or Statutory holiday s/he shall be given an extra free day within 2 weeks.
 - ii) Where an extra Free Day is not given, the hours worked shall be counted twice when aggregating hours at the end of the engagement for the purposes of overtime calculation.
 - iii) Public holidays should be deducted from the weekly hours when aggregating i.e: a 35 hour week that includes one public holiday should be included in the aggregate as a 29.16 hour week.

1) Sickness:

- c) The Company Member must notify the Manager on their first day of absence through sickness and, wherever possible, give an idea of the cause and likely duration of the absence.
- d) The Company Member must provide evidence of illness (a self-certificate for absence up to 7 days and then a doctor's fit note) within 5 days of notification of sickness. The Manager shall have the right to have the Company Member medically examined, at the Manager's expense, by an appropriately qualified medical practitioner.
- e) The Manager shall pay the Company Member as follows:-
 - i) her/his full basic salary for the first week of absence
 - ii) half her/his full basic salary for the next three week(s) of absence
 - iii) at least Statutory Sick Pay (SSP) for the remainder of the Company Member's contract or the statutory period for SSP (whichever is the shorter).
- d) This shall not prejudice the Manager's right to give the Company Member written notice to terminate the contract, if it is clear that the Company Member's illness or injury will prevent effective participation. Such termination shall have immediate effect, however, the Manager shall continue to pay the Company Member the appropriate payments in line with L 2) c) above.

- 3) Family Friendly Leave:** The Company Member shall be entitled to the same time off and payment for paid or unpaid ante-natal, maternity, paternity, adoption and parental leave that would apply if they were Class 1 NI contributors and to dependent care and crisis events leave in line with statutory provisions for employees. Statutory qualifying periods also apply to this clause.

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M. General

- 1) Pension: The Manager shall make employers' pension contributions in respect of the Equity pension scheme where the Company Member has joined the scheme. As follows:-
 - a) The Manager and the Company Members will each make contributions of at least 1% of the Company Member's salary.
 - b) Contributions will be deducted from the Company Member's pay weekly at source.
 - c) Contributions will be remitted to the Equity Pension provider (currently AVIVA via First Act) on a monthly basis.
 - d) A statement of pension contributions shall be included in the Company Member's pay slips.
- 2) Disciplinary, Dismissal and Grievance Procedures: Disciplinary, Dismissal and Grievance Procedures based on the ACAS Code of Practice are set out in The Handbook, however, they do not form part of this contract. The law also requires the conduct of any disciplinary action or dismissal to be "reasonable". Guidelines of good practice are set out in The Handbook.
- 3) Absence without Cause
 - a) If the Company Member is absent for any part of the working day because of their own negligence, the Manager may make deductions from the Company Member's salary on a pro rata hourly basis.
 - b) Any absence without reasonable cause or explanation will be treated as gross misconduct and shall entitle the Manager to dismiss the Company Member.
- 4) Press/publicity
 - a) The Company Member agrees:
 - i) To co-operate in calls for publicity purposes, which are working time.
 - ii) To provide personal biographies in a form and by [DATE] and to allow the Manager to edit such biographies, unless otherwise agreed.
 - iii) Not to make any press announcements regarding the engagement except at the Manager's request.
 - iv) That the inclusion/position/size of type etc of the Company Member's name on publicity material shall be at the Manager's discretion.
 - b) The Manager agrees not to commit the Company Member to personal interviews without their consent. (Reimbursement of expenses should be arranged before an interview)
- 5) Photographs & recording
 - a) The Company Member agrees/does not agree (delete as appropriate, agreement should not be unreasonably withheld) that the Manager may
 - i) Photograph their performance during rehearsals, performances or photo calls, without additional pay.
 - (1) Such photos may only be used for publicity for the relevant production or for general publicity for the Company.
 - (2) Photographs depicting the Company Member nude/semi-nude and/or sex acts should only be used for direct publicity for the production and only with the written consent of the Company Member.



- ii) Record their performance/rehearsals without additional pay in the following circumstances:
 - (1) for playback during rehearsals or similar private purposes.
 - (2) for the Company’s archives (if the Manager has the consent of all company members involved)
 - (3) in order to make a DVD, CD, video (or other electronic format) of no more than ten minutes finished length for publicity purposes (including use on company website). This should not be broadcast on TV, video, cable or satellite television, national or local radio (or any other medium existing now or in the future), or be used as an educational resource, without the prior consent of Company Members involved.

- b) The Manager agrees that Company Members will not be required to take part in filming for News/Magazine programmes unless
 - i) All Company Members involved in making the recording have given prior consent.
 - ii) Payment by the programme company has been agreed before recording and is at least the minimum rates negotiated by Equity (see Rates Sheet below).

- c) The Manager will not make video, DVD/CD etc recordings for commercial use without prior negotiation of rates of pay with Equity.

6) Stage Management

- a) There will be a team of [number/grades] stage management for this production

The Stage Management team should reflect the needs of the production i.e: workload, safety, size and amount of set and involvement of other Company Members in Stage Management duties. The following staffing levels are recommended:-

Productions with 9 or more performers: at least 2 dedicated Stage Managers.

Productions with fewer than 9 performers: at least 1 dedicated Stage Manager.

“Minimal” productions e.g. less than 4 performers, minimal set, get-in less than 40 mins. may be able to operate without a dedicated Stage Manager.

- b) An artist engaged to undertake stage management duties may be required to appear on stage.

7) Costume & property

- a) The Manager will provide the following (delete those not applicable)
 - i) Costumes.....
 - ii) Hair-pieces/wigs.....
 - iii) Make-up.....
 - iv) Specialist footwear.....

Items provided by the Manager must not be removed from the Theatre.

- b) The Company Member agrees to provide his/her own property for use in the Production as follows (e.g: costume items, musical instruments, props) (delete if inapplicable) for which the Manager shall pay the Company Member a fee of £.....

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- c) Where 7.b) above applies the Manager shall:
 - i) Provide appropriate insurance cover if necessary (the Company Member shall provide a valuation of the property for this purpose).
 - ii) Ensure any costume provided by the Company Member is maintained and fully cleaned at the end of the engagement.
 - iii) Pay for all 'consumable items' required for musical instruments e.g: strings, reeds etc.
 - d) Maintenance:
 - i) The Manager shall ensure that costumes, hair-pieces, wigs, are kept clean, in good repair and replaced where necessary.
 - ii) Where the Company Member's duties include washing and maintenance of costumes
 - (1) The Manager shall ensure that the Company Member knows the system for this work.
 - (2) Time spent on washing & maintenance shall count as work time.

N. Early Termination of Contract

- 1) Summary Dismissal: An Act of Gross Misconduct may result in summary dismissal. The following is a non-exhaustive list of examples of what might constitute Gross Misconduct:
 - a) Theft of or malicious damage to company property.
 - b) Incapacity due to being under the influence of alcohol/non-prescribed drugs.
 - c) Physical assault or fighting.
 - d) Sexual harassment.
 - e) Abusive behaviour e.g: sexist, racist, ageist and other oppressive behaviour.
 - f) Gross incapability – where the employee's negligence or actions jeopardise the production (this may include failure to learn their part or take direction).
 - g) Serious infringement of safe working practices.

For guidance on dealing with cases of Gross Misconduct see The Handbook.
- 2) Failure to Produce: If for any reason the Manager does not produce the production the Manager shall pay the Company Member the following, in satisfaction of all claims:-
 - a) a sum equal to 3 weeks salary or to the number of weeks for which the Company Member has been engaged for a definite period (whichever is the shorter)
 - b) any other payments due up to and including the day when the Manager notifies the Company Member of the termination of the production.

Signed as agreed

Manager

Company Member / Agent

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Minimum rates of pay for performers & stage managers 2016-2017

Minimum Weekly Salary	£447.50
Commuting Costs: Actual travel costs above (per week)	£22.60
Relocation Costs: Maximum per week	£117.00 £95.00
Recommended Allowances	
Daily: Own Paying Accommodation	£37.00
Daily: Own Private Accommodation (not own home)	£11.70
Daily: One meal per day (i.e breakfast provided)	£16.50
Daily: Two meals per day (i.e breakfast not provided)	£23.40
Weekly Touring Allowance	£282.00

Recording by Broadcasting Companies

Equity has agreed minimum conditions with broadcasters for News/Magazine programmes:

- All Company Members involved in making the recording must have given prior consent (whether or not they are included in the broadcast extracts).
- Payments are the responsibility of the programme company, and should be agreed before recording is allowed (minimum rates set out below).
- Recordings must not be made in the presence of a paying audience.
- These arrangements do not apply to video, DVD/CD etc recordings for commercial use. Such recordings should be negotiated via Equity.

NEWS ACCESS

Transmission Time	BBC TV	ITV	PACT *	BBC RADIO
Up to 2 minutes	No payment	No payment	No payment	No payment
Over two minutes	£34.20	£27.79	£29.00	£24.40
News Bulletins. News Items in News Magazines) #				

Transmission Time	BBC TV	ITV	PACT *	BBC RADIO
Up to 3 minutes:	£51.30	£43.00	£43.00	£38.90
Between 3 and 5 minutes:	£78.10	£66.00	£66.00	£85.50
Up to 10 minutes:	£603.00	N/A	£220.00	N/A
Maximum call time (inclusive of travel time):	3 hours	3 hours	3 hours	

MAGAZINES, FEATURES & DOCUMENTARY PROGRAMMES

Includes regional news programmes. * P.A.C.T. These are the Independent Programme makers: their members make various Arts magazines, reviews and 'listings' programmes, as well as some (regional) news programmes.

INTERVIEWS

Where Artists are invited to record a personal interview, it must be with the agreement of the Artist(s) involved. Expenses incurred should be reimbursed and it will be at the Artist's discretion whether or not a fee is also agreed before recording.