

I.A.T.S.E. LOCAL 322 REGULATIONS

GOVERNING the REFERRAL of STAGEHAND EMPLOYEES

These Rules and Regulations govern the referral of all employees who are referred by IATSE Local #322 to employers within IATSE Local #322's jurisdiction to perform theatrical, stage and stage carpentry, electrical, property, rigging, sound, hair and makeup, wardrobe and related work.

1. IATSE Local #322 principle means for dispatching work assignments to referral hall members is through CallSteward.com. Once hired through IATSE Local #322, it is the referral hall member's responsibility to successfully complete and maintain all information in the CallSteward.com portal including but not limited to address, contact information and enable SMS messaging, if available. This information does not translate to employers or IATSE Local #322.
2. Referral Loops and Lists
 - a. The Referral Hall maintains referral lists of qualified referrals to service the theatre industry. Currently, IATSE Local #322 has General Stage referral lists. IATSE Local #322 may create additional referral lists as the need arises.
 - b. General Referral List. The General Stage lists are composed of lists based upon qualifications and years of proven experience performing theatrical stagehand work.
 - c. Placement on any loop or list will be made by your documented start date in the industry. Referrals must have five years of current residency within a 50 mile radius of the referral hall office and five qualifying years of work with the IATSE 322 referral hall to be placed on loops A through D. A qualifying year is defined as working at least 150 hours in the industry or a minimum of a CallSteward.com shift count of 30. A maximum of 10 years of documented experience outside of the IATSE 322 referral hall jurisdiction will be accepted towards a referral's total industry experience to be placed on loops A through D. All referrals wishing to be placed on the A-F loops must have a minimum of 18 months residency in IATSE Local #322's jurisdiction and at least one year of qualifying work with IATSE Local #322 referral hall.

The minimum qualifications for each classification are as follows:

Loop A: minimum of 5000 hours plus 30 years or more in the industry

Loop B: minimum of 5000 hours plus 20 years or more in the industry

Loop C: minimum of 5000 hours plus 10 years or more in the industry

Loop D: minimum of 5000 hours plus five years or more in the industry

Loop E: minimum of 5000 hours with less than five years in the industry

Loop F: minimum of 2000 hours in the industry

G List: less than 2000 hours in the industry

- d. The referral lists are meant to identify individuals who are actively seeking employment

in the theatre industry. An individual who has worked less than 150 hours or a minimum of a CallSteward.com shift count of 30, in any calendar year may be classified as inactive, and not called, unless a leave of absence has been obtained pursuant to these Regulations and Work Rules. Any year that a referral is classified as inactive will not count toward years of service in the industry. Proper documentation submitted, may be considered for reinstatement.

- e. It is the responsibility of the referral seeking advancement to a different classification, to prove the required hours or years of experience or provide other necessary documentation to the satisfaction of the Referral Hall Appeals Committee, pursuant to the rules adopted by the committee. Qualifying paperwork include, but not limited to year end W-2's, end of year totals on pay check stubs, etc.
 - i. Hours worked is computed from pre-taxed money earned at a rate of \$17.00 per hour
- f. All referrals must pass a written proficiency test and a practical skills test to be on Loops A through F. These tests will cover a broad base of knowledge required to work in the professional stage industry and include topics related to safety, tools, sound, lighting, carpentry, props, wardrobe and related disciplines. Tests will be administered quarterly by the education committee, and a grade of 85% is required to pass the test. Referrals may request a study guide prior to the test.
- g. If a referral on loops A through F is placed on workman's compensation while working on an IATSE Local #322 call, then that referral will be excused from the 150 hour per year qualifier. The referral will only be eligible to move up one loop while out of work.
- h. Those individuals involved with organizing drives will have their hours count towards their qualifying year.

3. Referral Agreement

- a. Each candidate for referral must sign a Referral Agreement with the Referral Hall in order to be referred from any referral list. The Referral Agreement provides for payment of a reasonable referral fee to cover the costs and expenses of IATSE Local #322's administration of the referral service. IATSE Local #322 has the right to set and to change the amount of the referral fee. All such changes will be posted at IATSE Local #322's offices.
- b. Payroll Deduction Referral Assessment: most collective bargaining agreements provide that the employer will automatically deduct and withhold, from each referral's pay check, the referral fees due to the IATSE Local #322, provided the referral has authorized such deduction, in writing. In all other cases, or if the referral has failed to authorize such payroll deduction, the referral is responsible for paying the referral fee to IATSE Local #322 at the end of each payroll period. Failure to tender such referral fee will result in the referral's immediate suspension from the referral list until those fees are fully paid up.

- c. All referrals are required to sign a Referral Hall application.
- d. All referrals agree to successfully complete all information in the CallSteward.com portal including but not limited to address, contact information and enable SMS messaging, if available.

4. Referral Procedure

a. Rotation: In general:

- The Referral Hall makes referrals from Loop A, in rotating order beginning where the last call made left off. Once Loop A has rotated completely the call maker will move to Loop B.
- Referrals from Loop B will be made in rotating order beginning where the last call made left off. Once Loop B has rotated completely the call maker will move to Loop C.
- Referrals from Loop C will be made in rotating order beginning where the last call made left off. Once Loop C has rotated completely the call maker will move to Loop D.
- Referrals from Loop D will be made in rotating order beginning where the last call made left off. Once Loop D has rotated completely the call maker will move to Loop E.
- Referrals from Loop E will be made, in rotating order beginning where the last call made left off. Once Loop E has rotated completely the call maker will move to Loop F.
- Referrals from Loop F will be made, in rotating order beginning where the last call made left off. Once Loop F has rotated completely the call maker will move to the G List.
- Referrals from the G List are referred only after Loops A thru F have been exhausted.

The G List is separated into four loops. A seven member G-List committee, comprised of the Business Agent, Dispatcher, President and four stewards will meet quarterly to evaluate and rank workers on the G List according to skills, experience and safety protocols. A total value number from one to 10 is assigned to each worker, following the G List policies and procedures. The committee will use all available information to rank an individual including first-hand knowledge, steward reports, attendance reports, educational information and any details provided by the worker.

Requirements for each ranking:

- G-1 - a worker that meets at least nine of the value criteria and has attended an information session.
- G-2 - a worker that meets at least six of the value criteria and has attended an information session.
- G-Info - a worker who has attended an information session.
- G-General - an over hire pool of workers that have not met criteria for G-1, G-2 or G-Info.

The G List will be called starting with G-1 then G-2, then G-Info, and finally G-General.

Start of rotation loop begins with each call received through the Local. Each consecutive call will start with the next name down on each loop.

No available individual shall be the first called on consecutive days.

In some cases, the Referral Hall may exercise discretion when the necessity to refer more highly qualified referrals based on technical competence and/or safety considerations require such discretion.

Additionally, rotation does not apply in the case of employees directly hired under collective bargaining agreements.

- b. Quick Employer Calls: Defined as a labor request from an employer received by the Referral Hall with less than 36 hours to report. The Referral Hall will follow rotation by calling the next available referral in rotation that is qualified and has the appropriate skills to do the job assigned. The two-hour response time normally permitted under these rules is not applicable under these situations.
- c. Replacements: Defined as a person referred to replace an existing referral on a job assignment with less than 24 hours prior to the start of the call or from within a current call. The Referral Hall will call the next available referral in rotation that is qualified and has the appropriate skills to do the job assigned. The two-hour response time normally permitted under these rules is not applicable under these situations. Replacements do not lose their place in the rotation. Replacements will be added to the bottom of the crew list as a new referral.
- d. Emergency call: An emergency call is defined as referring worker(s) with less than four hours prior to the start of the call or during a call. In this scenario, the first available referral(s) with the appropriate skills will be called.
- e. Referral Notification: The preferred method of contact for the referral hall is via SMS text message through CallSteward.com, except in cases where this is not practical or where the referral has requested, in writing, an alternative contact method. When notifying referrals of work opportunities, the Referral Hall will follow these procedures:
 - i. Assignment will be posted on CallSteward.com portal
 - ii. Each individual will receive an SMS text message from CallSteward.com or be contacted by their designated method.
 - iii. If a referral does not respond within two hours of initial contact, the dispatcher may move on to the next person in rotation. The Dispatcher will take into consideration if you are on an assigned referral hall call.
 - iv. Preferably, the referral will respond yes or no via the CallSteward.com portal. Alternatively, they can reply back with yes or no and the referral's name via direct text or phone call to the dispatcher or via means previously set up by referral and dispatcher.
- f. In the event, despite timely efforts, the call is not filled by Noon on the day before the call, the call will be converted to a "quick employer call" and covered pursuant to the rules governing quick employer calls.
- g. Except in cases of emergencies, replacements and quick calls, the Referral Hall will not dispatch calls earlier than 8:00AM.

- h. When a referral is contacted, the CallSteward.com portal will provide the name of the work call (show name), name of the employer, work site and meeting location, report date and time, description of the job, the Steward's name and contact information.
- i. The referral listed is the only person who can accept a referral call.
- j. All referrals seeking work must keep the Referral Hall informed of all telephone numbers and email addresses by calling the Referral Hall's office during normal business hours.
- k. Leave of Absence: Referrals may obtain a leave of absence by giving written notice to the Referral Hall. While on leave of absence, the referral will be considered inactive and shall be removed from rotation for the duration of the leave. Upon written notice, the referral will be reinstated to rotation. Leave of absence will be recorded in CallSteward.com portal as well.
- l. Time off/Vacation Manager/Recurring Unavailability: It is the responsibility of the referral to enter time off, vacation time and recurring unavailability in the CallSteward.com portal.
- m. Refusing or Failing to Respond to Calls: If a referral fails to respond to seven consecutive offers of work without a written leave of absence, such referral may be considered inactive and may be removed from the referral list. The Referral Hall will not be required to give notice of removal to such referrals. In order to be reinstated, the referral must give written notice of availability to the Referral Hall.
- n. If a referral has accepted or been placed on a call the Referral Hall shall not contact the referral for any call that would interfere or conflict with their current call. The absence of a proper turn-around interval may be considered a conflict. This would not prevent the referral of a worker, if the demands necessitate.
- o. If a referral is cut or released early from a call, it is his or her responsibility to inform the Referral Hall as to his or her availability.
- p. Cuts and Layoffs: Cuts and layoffs on any call are governed by the Collective Bargaining Agreement, if one exists. If an agreement does not specify a cut and layoff procedure, or if the employer requests the Referral Hall to make the cuts, then cuts and layoffs shall be made in reverse order of referral.

If the call is departmentalized, then the cuts and layoffs will be made in reverse order per each department. During cuts and layoffs, employer requests may be honored at the discretion of the Steward.

- q. Upon request, the Referral Hall has the right to provide information to employers concerning the qualifications, skill and experience of referrals.

- r. Continuity on Calls – Referrals who accept a load-in must also accept the load-out. If they cannot accept both calls, the referral must contact the dispatcher to ask if they can accept only one of the calls. Additionally, if a referral accepts a show call position then they must be available for all performances, and load-outs during run of event.
 - i. Personal obligations or emergencies will be handled on a case by case basis by the Business Agent or their designee.

5. Job Stewards/Department Heads

- a. The Business Agent or their designee will appoint job stewards at their discretion.
- b. If it is determined that a steward is not properly representing IATSE Local #322, the Business Agent or their designee may remove and replace the steward at its discretion.
- c. Department Heads and Assistant Department Heads are called following:
 - i. Collective Bargaining Agreement
 - ii. IATSE #322 Department Head Procedure
 - iii. Employer requests
 - iv. Most qualified worker that meets the job description in the IATSE #322 Department Head Procedure

6. Administration of the Referral Hall

- a. Any Referral Hall user who is in compliance with the rules and regulations of the Referral Hall and who has concerns regarding rules, regulations or referral issues should submit, in writing or via Executive Board email, these concerns within ten business days of the incident or occurrence giving rise to their concern. The letter should be submitted to the Executive Board and cite any and all rules and regulations that they reasonably believe have allegedly been violated. Acknowledgement of the letter will be made within ten business days. Upon receipt of all information regarding the matter, a final response will be made in a timely manner.
- b. Powers and Duties:
 - i. Executive Board - is responsible for the administration of the Regulations and the Work Rules, equally for all referrals. The Executive Board is required to adopt policies and procedures consistent with the current Referral Hall Regulation and Work Rules.
 - Duties include:
 - Regulations:
 - Supervision of the Business Agent and the Dispatcher
 - Interpretation of the Regulations and Work Rules
 - Review the call logs and referral procedures
 - Creates and maintains the Referral Hall Rules and Regulations
 - Work Rules:
 - Oversight of the Work Rules
 - Receive steward reports
 - Implement and record disciplinary actions

- ii. Business Agent – runs the day to day operations of the Referral Hall
Duties include:
- Appoint Job Stewards and collaborate with Dispatcher in choosing Department Heads and other key positions
 - Report to the Executive Board, in a timely manner, any work place irregularities or infractions
 - Maintains relationships with employers
 - Work with the Negotiating Committee, the Orientation/Training Committee, Steward's Standards Committee and the Referral Hall Appeals Committee to recruit and retain new employers and referrals
 - All other duties as assigned by the Executive Board or the General Membership
- iii. Dispatcher - receives and fills labor orders, distributes work assignments for the Referral Hall
Duties include:
- Dispatch work assignments to referrals in accordance with the Referral Hall regulations
 - Submit crew lists to Job Stewards and clients in a timely manner
 - Maintain and submit all call logs and correspondence
 - Receive and process new referral applications and attends Interview and Information sessions for new workers.
- iv. Stewards - are your IATSE Local #322's representatives on the work site
Duties include:
- Check in workers and issue assignments, as directed by employer
 - Provide necessary information to the referrals
 - Report any irregularities or infractions, on the work site, to the Business Agent and the Executive Board included but not limited to the personal conduct policy
 - File a Steward's report at the close of the call, in a timely manner
 - Provides leadership and oversight to crew
 - Maintains safe working practices
- v. Department Heads - works directly with the Steward
Duties include:
- Oversees the tasks of the department
 - Responsible for the schedule of the members of the department
 - Maintains safe working practices
- vi. Referral Hall Appeals Committee
Duties include:
- Maintains placement on lists
 - Hears appeals of any Executive Board decision on Referral Hall issues

7. Appeals of Violations of Referral Hall Regulations and Work Rules

Any referral who has been given written notice of penalty, suspension or removal from the referral list, as provided in the Regulations, may appeal to the Referral Hall Appeals Committee. The referral must file the appeal with the Appeals Committee, in writing, within 14 days of the date of said notice. The appeal must state all the reasons why the referral believes he or she should not be penalized or removed from the referral list and must list all witnesses and attach all supporting documents.

Upon receipt of the appeal, the committee will schedule a hearing. The appeal shall be heard by the committee as soon as possible. Referrals will be entitled to no more than one postponement.

The Referral Hall Appeals Committee will consist of five persons appointed by the President. The committee members shall be the Vice President, Executive Vice President-at-Large and three at-large members, in good standing, of IATSE Local 322. The committee will have the authority to investigate all appeals, to determine the facts, and to make whatever adjustments to penalties it deems appropriate based on the facts. The committee shall be entitled to adopt its own procedures consistent with the Regulations and Work Rules.

8. List Placement and Promotion

The IATSE Local #322 will establish a Referral Hall Appeals Committee as set forth above. The committee will qualify all referrals for placement on the referral lists and shall certify and approve the advancement of all referrals on the referral lists. In case of dispute, the applicant or referral may be required to provide proof of their qualifications. The committee shall have final authority in all cases.

IATSE Local 322 Referral Hall Work Standards and Rules

Section 1: Job Standards

Referrals should demonstrate a commitment to excellence in the work they perform through the Referral Hall. To promote efficiency and productivity in the workplace, employees should meet the following standards:

Basic Job Requirements

Referrals must generally be able to team lift 100 pounds, walk and stand for hours at a stretch, push and pull heavy carts, follow verbal and written instructions, have an understanding or mastery of the applicable aspects of technical production for live events, and be able to complete duties as assigned by department heads, stewards, managers, and road technicians.

Safety

Safety is of the utmost priority on every job site. Every worker has a right to a safe workplace and the responsibility to create and maintain a safe workplace.

- Follow all safety regulations and industry standard best practices
- Report unsafe conditions or incidents immediately to a supervisor or steward
- Follow all workplace PPE (Personal Protective Equipment) requirements. Hard hats are required when the riggers are working in the grid
- Use equipment and heavy machinery properly and within safety guidelines
- Be free from personal distractions, such as smartphones, while working

Tools

Workers must bring the appropriate tools. They must also bring and wear a hard hat when work is being performed on the grid. Any tools needed for a job beyond the list below will be noted on CallSteward.com.

Required Tools by Position:

- **Stagehand:** 8" adjustable wrench, multi-tool, knife, flashlight, gloves, hard hat
- **Rigger:** OSHA-approved full-body safety harness, safety lanyard, 100' rope (150' at Spectrum Center), gloves, carabiners, split sheaves, hard hat
- **Wardrobe:** Black apron, small scissors, and bite lite or head/neck lamp
- **Stitcher:** Complete sewing kit if called for including sewing machine, threads and supplies, steamer
- **Hair/Makeup:** Apron. If a kit is requested it should include proper sanitation tools, brushes, and supplies per industry standards
- **Steel Hand:** 10" adjustable wrench, 2lb hammer, hard hat
- **Steel Climber:** 10" adjustable wrench, 2lb hammer, positioning harness, double ladder hooked lanyard, hard hat

Shift Times

- Arrive and be ready for work at the scheduled call time
- When work on a call is complete, referrals will be officially released by the steward or supervisor.
- The end time on CallSteward.com is an estimate and subject to change. You may be expected to stay beyond the originally listed end time and should plan accordingly.

Section 2: Workplace Behavior

The work performed by referrals is time-sensitive and public-facing. To ensure that it is done in a manner that meets the needs of employers and their customers, referrals should strive for excellence in the work they perform. Workplace conflicts and concerns may be brought to a steward, department head or the employer.

Workplace Behavior

Referrals should:

- Maintain knowledge and skills related to the technical aspects of stagecraft
- Share knowledge of stagecraft with coworkers in applicable training situations
- Comply with reasonable requests from management or leads
- Be able to perform quality work in stressful situations
- Not possess or use drugs and alcohol at the job site
- Not participate in a work stoppage or any other activity prohibited by a no-strike clause contained in a collective bargaining agreement

Electronics and Social Media

- Personal electronic device use should be limited to breaks unless required for work.
- Use of headphones, cell phones, or tablets during work time is not permitted.
- No posting show credentials or photographs or video or audio recordings of proprietary images/sound on social media.

Meals, Breaks, and Smoking

- Workers may only smoke or vape in designated smoking areas and only during designated breaks.
- Meals and snacks may be provided by an employer but are not guaranteed on any call. Not all dietary restrictions can be met as we do not have control over the food provided by the employers. Bring your own food or plan accordingly.

Attire Guidelines

- Referrals should report for work neat and well-groomed, wearing clean attire appropriate for the job.

General Appearance:

- Good personal hygiene is essential to ensuring a professional and comfortable work environment.
- Clothing must be in good condition, free from rips, holes, or excessive wear.
- Tank tops, crop tops, tube tops, spaghetti straps, and cap sleeves are not allowed. The sleeve length must be a minimum of 3".
- Low-heeled, closed-toe shoes with proper tread are required for safety.
- No dangling or large jewelry that could pose a safety hazard.
- Clothing with profane, racist or sexist slogans, images, or language is prohibited.
- Shorts must be at least 7" long in the inseam. Short shorts and cutoffs are not allowed. Shorts are never acceptable for hotel calls, corporate calls, or indoor show calls. Black shorts may be worn for outdoor show calls.
- Shirts must fully cover the midsection.

- Sweatpants and thin leggings are not allowed. Work leggings are allowed.
- Belts are recommended.
- Long hair must be tied back for safety.
- Avoid excessive cologne, perfume, aftershave, or scented lotions. If working with talent, make every effort to remove the smell of smoke from clothing and body before interaction.

Job-Specific Attire:

- **General Work Attire:** Clean, well-maintained clothing that allows for free movement and complies with safety standards.
- **Show Blacks:** Plain black shirt, unfaded black pants, black socks, and all-black shoes.
- **Corporate Work:** Black polo, slacks, shoes, and socks that are neat and professional in nature.
- **Steel Work:** Steel-toe boots, gloves, and harnesses as necessary.
- **Outdoor Work:** Weather-appropriate clothing, including rain gear and layered options as needed. Safety and comfort should be prioritized. Sleeveless shirts are not allowed.

Section 3. Attendance Policy

Attendance instances are cumulative and based on a points system. Points accumulate from the date of the first offense. Points remain on your record for six months from the date of the offense they are issued for. Attendance infractions may be appealed to the Executive Board.

Point Accumulation:

- 3 points will result in a written warning
- 6 points will result in a one-week suspension
- 10 points will result in a two-week suspension
- 12 points will result in a one-month suspension
- 18 points will result in a three-month suspension

1. **Lates** – Lateness is defined as failure to be present in the assigned work area with the proper tools ready to work at your call time, either at the beginning of a shift or after scheduled breaks. If you are going to be late it is your responsibility to contact the Steward prior to the start of the call. If you are not on time to work, you may forfeit your position for the day.
 - a) First Late - 0 points
 - b) Second Late - 1 point
 - c) Third Late - 2 points
 - d) Fourth Late - 3 points
 - e) Additional Lates - 4 points
2. **Call Outs** –To cancel an assignment that you have accepted without penalty, please inform the dispatchers by 12:00pm the day before the call you are scheduled for. Calling out after 12:00pm the day before a call is considered a Late Call Out.
 - a) First Late Call Out - 0 points and written warning
 - b) Second Late Call Out - 1 point
 - c) Third Late Call Out - 2 points
 - d) Fourth Late Call Out - 3 points
 - e) Additional Late Call Outs - 4 points
3. **Unexcused Absence** – If you fail to provide at least twelve (12) hours' notice prior to the start of the call you are scheduled for, this will be recorded as an Unexcused Absence rather than a Late Call Out.
 - a) First and Second Unexcused Absences - 0 points and a written warning on the second occurrence
 - b) Third Unexcused Absence - 3 points
 - c) Additional Unexcused Absences - 6 points
4. **No Show** – Failure to report to work at your designated call time without contacting the Referral Hall in advance is considered a No Show.
 - a) First No Show – 3 points
 - b) Second No Show – 7 points
 - c) Additional No Shows – 8 points

Section 4. Minor Offenses

Minor Offenses are subject to the following progressive disciplinary process

- A first offense will result in a verbal or written warning, depending on the circumstances..
- A second occurrence will result in a suspension of one week.
- A third occurrence will result in a disciplinary hearing with the Executive Board and a one-month suspension.
- A fourth occurrence will result in a disciplinary hearing with the Executive Board and may result in a suspension ranging from six months to permanent removal from the Referral Hall, depending on the circumstances.

Minor offenses are cumulative but will be removed from the referral's record after one year. Additionally, depending on the severity or circumstances of the offense, any of the penalties set forth above may be imposed regardless of the number of offenses the employee has committed in the relevant period.

A suspension may be appealed in writing to the Referral Hall Appeals Committee (see Section 7, Appeals of Violations of Referral Hall Regulations and Work Rules)

Minor Offenses include, but are not limited to:

- 1) General Misconduct – Includes refusing to assist co-workers, deliberately mishandling equipment or any statements or conduct that create an unsafe environment.
- 2) Failure to comply with established safety or labor standards, including dress code, required work tools, and conduct expectations
- 3) Insubordination – Failure to follow reasonable instructions from a supervisor, Steward, or Department Head
- 4) Unauthorized Breaks – Taking breaks without the express permission of the Steward or Department Head
- 5) Unauthorized Smoking or Vaping – No smoking or vaping on the jobsite except in designated areas on authorized breaks
- 6) Failure to Sign In with the Steward – Failure to check in with the steward and/or sign in at the beginning of the call
- 7) Donation of Services – When working through the Referral Hall, providing labor or services for free or below standard rates for a signatory employer or a client without written authorization from the Business Agent
- 8) Unauthorized Use of Electronics – Use of electronics (cell phones, headphones, speakers, etc.) during work hours unless expressly authorized or on a designated break
- 9) Using tools, machinery, or stage equipment without proper training, certification, or authorization

Section 4: Major Offenses

Where there is credible evidence that a Major Offense has been committed, a referral may be temporarily suspended while an investigation is conducted. Following a disciplinary hearing with the Executive Board, if a violation is established, the penalty will range, depending on the circumstances, from a one-month suspension to permanent removal from the Referral Hall. Major Offenses are cumulative.

A suspension may be appealed in writing to the Referral Hall Appeals Committee (see Section 7, Appeals of Violations of Referral Hall Regulations and Work Rules)

Major Offenses include, but are not limited to:

- 1) Sexual Harassment – Unwelcome sexual advances, requests for sexual favors, and/or written or verbal communications of a sexual nature that create an intimidating, hostile, or humiliating work environment
- 2) Alcohol and Controlled Substance Possession and Use – Possession, use, sale, purchase, transfer of alcohol or controlled substances, or visible impairment due to alcohol or controlled substances, while on the job site is prohibited. This excludes legally prescribed medications, provided they do not impair the individual's ability to perform work safely and effectively. Visible impairment should be confirmed by the Steward and two witnesses.
- 3) Gross Insubordination – Deliberate disregard for the instructions of a supervisor, Steward, or Department Head
- 4) Solicitation – Soliciting of work, bribes, gratuities, show tickets, monetary compensation or employment directly from employers, management or venue staff
- 5) Social Media Violations – Sharing confidential or proprietary show or venue information, show credentials, or any other details that could compromise security, intellectual property rights (e.g., copyrights) or professional relationships
- 6) Failure to Pay Referral Assessment – Non-payment or repeated failure to pay the required referral assessment as established by Local 322
- 7) Knowingly falsifying qualifications, certifications, or experience to obtain work
- 8) Unauthorized Entry to Work Areas – Entering a work area without proper authorization, credentials, or clearance from the employer, client, or Local 322, or bringing unauthorized persons into a work area or backstage without prior approval from the Steward
- 9) Other Misconduct – Engaging in other misconduct, including threatening verbal or physical behavior, discrimination or harassment prohibited by law (race, sex, age, disability, religion, etc.), or engaging in conduct that prevents the Referral Hall from operating in an orderly manner.

Section 5: Cardinal Offenses

Where there is credible evidence that a Cardinal Offense has been committed, a referral may be temporarily suspended while an investigation is conducted. Following a disciplinary hearing with the Executive Board, if a violation is established, the penalty will range, depending on the circumstances, from a six-month suspension to permanent removal from the Referral Hall.

A suspension may be appealed in writing to the Referral Hall Appeals Committee (see Section 7, Appeals of Violations of Referral Hall Regulations and Work Rules)

Cardinal Offenses include, but are not limited to:

- 1) Physical Altercations – Any violent act against another person including co-workers, employers, clients, and patrons
- 2) Sexual Violence – Any act of physical sexual misconduct, including but not limited to unwanted physical contact of a sexual nature, sexual assault, or any other non-consensual sexual act committed against another person while on the jobsite
- 3) Theft or Willful Destruction of Property – Theft or willful destruction of any property on the jobsite or at the hiring hall office
- 4) Weapon Possession – Possession of a weapon on the jobsite or at the hiring hall office
- 5) Work Stoppage – Participation in a work stoppage or any other activity prohibited by a no-strike clause contained in a collective bargaining agreement
- 6) Sabotage – Deliberate sabotage of a show, such as intentionally damaging equipment, interfering with cues, or tampering with rigging
- 7) Falsifying Information – Knowingly providing false or misleading information to security personnel, employers, or the Referral Hall
- 8) Accepting bargaining unit work within Local 322's jurisdiction outside of the Referral Hall from any signatory employer without written permission from the Local 322 Business Agent
- 9) Informing Employers of Referral Hall Business - Disclosing confidential information about the operations of the Referral Hall, including, but not limited to, referral lists or disciplinary matters, to management, clients, venues, or contractors without authorization. Any referral knowing of another referral doing the same and not reporting it to the Referral Hall shall be deemed equally guilty.
- 10) Preventing the Orderly Administration of the Referral Hall – Damaging or attempting to damage the Referral Hall's status as a source of labor for any employer or engaging in conduct that prevents the orderly functioning of the Referral Hall, including harassment of staff, refusal to follow procedures, or other actions that undermine the fair administration of referrals. This also includes working for an employer in a manner that bypasses or undercuts the Referral Hall processes.