

AMENDED CODE OF PRACTICE ,MEMBERSHIP CRITERIA & COMPLAINTS PROCEDURE

LOCATIONS GUILD OF IRELAND 2021

INTRODUCTION

Locations Guild of Ireland recognises membership is a valuable asset. A core aim of the Guild is to preserve high standards and a reputation for professional expertise and integrity.

Compliance with the Code of Practice is mandatory for all members of this Guild.

In addition to complying with the Guild's Code of Practice, members are asked to carry out their business in the spirit of the Guild, demonstrating experience, honesty, fairness, transparency, enthusiasm and helpfulness.

GUILD STRUCTURE

Welcomes members from all grades within the Locations department.

The Guild Committee is made up of 13 or less nominated and voted in Members of the Guild, representing the different grades within the Guild, an uneven number for voting.

Voting will take place once a year, by email, by all members, with 48 hours to vote. If for any reason a Committee Member is required to give up their seat before the end of their year, a vote will take place to fill that committee seat until the next Committee election. A Committee Member may not run for re-election the following year unless there is no other candidate willing to come forward or by consensus of the committee.

The Chairperson of the Committee will be elected by the Guild Committee.

EQUALITY

The Guild is committed to equality of opportunity and inclusiveness; we promote, value and respect diversity.

Members of the Guild are asked to recognise and respect the rights of all our members to work in an environment free from discrimination, victimisation, harassment and bullying.

STATEMENT OF INTEGRITY

The Locations Guild of Ireland strives to maintain and uphold the highest standards of integrity.

We aspire to promote and enhance the Guild's reputation, and its standing and good name, through best workplace practice and professional conduct.

TRANSPARENCY & CONFLICT OF INTEREST

The Guild promotes transparency and asks its Members to avoid any conflict of interest or action that may appear to promote or favour their own personal gain, or might not be in the best interest of the employing Production Company.

MANAGEMENT

The guild believes that good management is essential and members are encouraged to cultivate positive relationships with their peers and colleagues, and to display and promote the very highest standards of ethical and professional conduct.

TERMS OF MEMBERSHIP

-* Members must have at least two full credits on feature films or TV drama productions & Commercials on the island of Ireland for the grade for which they are listed.

**Qualifying productions are those Feature Films with budgets of more than €750,000 or TV series or serial with budgets of €250,000 per hour.*

- Members of the Locations Guild of Ireland will not behave in any way which would bring the Guild or any of its members into disrepute.

- Any member who breaches our Code of Conduct, resulting in a verified complaint, may have their membership suspended or revoked in accordance with our Complaints procedure below.

- Members should not make any statement, whether orally or in writing, to the media, representing such a statement as Guild policy, unless expressly authorised to do so by the Guild Committee.

- Members will maintain and preserve the highest standards of professionalism

- Members shall pay a subscription to the Guild to cover administration costs, which will become due and payable when invited to do so by the Treasurer (yearly). (Please see the rates below)The Guild Committee shall approve all administrative costs before they are incurred by the various Officers.

2021/2022 Current Membership fees

payable January to January, regardless of when you joined, Subject to change)

Location Managers 50 euro

Asst Location Manager 40 euro

Loc Ass 30 euro

Location Trainees €20

Fellow Membership - Honorary no fees

Date of renewal of membership is set by the Treasurer and will run year to year and not from month of joining.

MEMBERSHIP APPLICATION

First time applicants to the Guild must be able to provide at least two complete credits, on feature films or TV drama Productions & Commercials. The Guild work carried out must be at the grade listed in the application. Applications must be supported by two named sponsors, with whom you have worked directly, on a complete production within the last three years.

Your Sponsors must be existing members of The Locations Guild of Ireland

Applications for Upgrading within the Guild must also provide at least two completed credits, on feature films or TV Drama Productions & Commercials in Ireland for the grade you are applying for. In the case of Location Trainees & Location Assistants, The Asst Location Manager Grade can be a sponsor. In the case of upgrading from an Asst Location Manager to Manager, only Location Managers can act as a Sponsors. All Sponsors must be existing members of the The Locations Guild of Ireland.

Applicants must warrant they can perform the services required for the grade in which they are applying for.

Applications must be made in writing to 'locationsguildireland@gmail.com', including your full name, two verifiable credits, your grade, and named sponsors. Please allow up to 30 working days for applications to be vetted. All applicants will be informed whether they have been successful or not.

All membership applications will be vetted by the Guild Committee, and the decision of the Committee is final.

Guild Membership is contingent on having worked within the Department within the last 5 years. Fellow Membership is also extended to those who have retired from the Industry on invitation by the Committee.

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USE OF OUR LOGO

Members of the Guild are encouraged to display the Locations Guild logo on their business stationery and email signature. The logo must not be used by any non-members, or in any capacity other than directly for business purposes.

If a person ceases to be a member or their membership is suspended or revoked in accordance with our Terms of Membership, their right to display and use the logo shall cease immediately.

COMPLAINTS

If a complaint is being made against a Guild member: A letter or email detailing the complaint must be sent to The Chairperson of the Committee of this Guild.

Where a member behaves in a manner the Committee considers to be in breach of the Aims and functions of the Guild there shall be a process to address the breach.

(i) For behaviour which the Committee considers to be a Minor Breach, the Chairperson shall contact the relevant member and notify them of the breach and request that there be no re-occurrence.

(ii) For repeated behaviour which the Committee considers to be a minor breach, or for behaviour which the Committee considers to be a major breach, the Chairperson shall appoint a Sub-committee comprising three members of the Guild to investigate the matter. The Sub Committee shall contact the relevant member by email (Work email address provided to the Guild on their application to the Guild on registration) and notify them of the breach and request a written response within 30 days.

The Sub -Committee may arrange a hearing (in person or online) with the relevant member within a further 30 days if so, requested by the relevant member. The Sub -Committee shall consider the response(s) of the relevant member and report their conclusions to the Chairperson as soon as practicable thereafter with a suggested course of action. The Chairperson shall convene a full meeting of the Guild Committee within 30 days of receiving the report from the Sub-Committee to consider the report and the suggested course of action. The decision of the full Committee shall be final

CONFIDENTIALITY

The Locations Guild of Ireland requests its members acknowledge that Guild business and information shared to its members is confidential and for the benefit of Guild members only.