

A LABOUR RIGHTS & REPORTING HANDBOOK





Canadian University Press



Acknowledgements

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INTRODUCTION

WORK MATTERS—IT'S THE MOST IMPORTANT ASPECT OF MOST ADULTS' LIVES

In theory, the average Canadian spends 40 hours a week at their job, not including the time spent commuting to work, thinking about work or talking to colleagues at work-related events.

Yet, when you watch or listen to the news or open up a newspaper, our working lives are rarely discussed.

Dozens of columns are written on any given day about how businesses can improve productivity. Mainstream news coverage includes extensive reports of the annual profits and changing stock value of various companies, but little of that can be considered labour reporting. The nature of work itself and its impacts on our daily lives are rarely the focus of journalists' efforts. Instead, the media have a tendency to view work through the eyes of corporate executives and owners — rarely from the perspective of workers themselves.

At the same time, new technologies are rapidly changing the way people in media industries do their jobs. The shift to digital journalism, changing ownership structures, the commodification of news and a steady decline of newsroom jobs are radically reshaping the ways media workers relate to their employers. If they even have employers — freelance work is on the rise in media industries.

With some exceptions, changes in media industries have had negative implications for media workers. Today's media workers can expect to face layoffs and underemployment, be underpaid or not paid for their work and generally experience forms of exploitation. Even though many media workers and journalists say they love the work they do, many work in difficult conditions. CWA Canada Associate Members, the National Campus and Community Radio Association (NCRA) and the Canadian University Press (CUP) have come together to create this guide as a resource for workers in an increasingly precarious industry.

In the following pages you will find a section on media workers' rights, worker classification, and other resources to help you build a sustainable career in the media.

Use this handbook often, share widely, and be sure to value your labour and the labour of others!

Happy Reporting!

PART ONE

MEDIA WORKER RIGHTS

HOW TO CLASSIFY YOURSELF

Before you can begin to figure out what rights you have as a worker, you have to **know how to classify yourself**. Are you a volunteer or an intern? Does that weekly series of articles you write for the local paper make you a self-employed freelancer or a part-time employee? And why does this matter?

Understanding your employment status isn't just a matter of knowing what to put on your business cards. Employers have different responsibilities and obligations to freelancers, volunteers, interns and employees. It doesn't matter what title they've given you. **What matters is how you are classified under the law.**

If the local supermarket started selling its bananas as "oranges," it wouldn't make the fruits any less yellow and full of potassium. Similarly, if you're doing the work of an employee, your employer could loudly insist that you're a volunteer or an intern, but the courts would still consider you an employee.

A large number of workers in many sectors are misclassified. Sometimes it's just that employers don't understand the law. Other times, their motives may be more selfinterested. If you're classified as a freelancer, for instance, your employer doesn't have to make contributions to Employment Insurance (EI) or the Canada Pension Plan (CPP). If you are an employee, you are legally entitled to be paid minimum wage.

So, how do you know what to call yourself and more importantly, how do you know what rights you're entitled to under the law?

The first thing to figure out is whether the job you're doing is in a provinciallyregulated or a federally-regulated industry.

For media workers, this is fairly simple: if you work for a **broadcaster**, such as the CBC, CTV or a local radio station (be it a campus, community or commercial station), then you're in a **federally-regulated industry**. If you work in **newspapers**, magazines or for an online publication, then you will be covered by **provincial law**.

Workers in federally-regulated industries will find their exact rights and obligations in the Canada Labour Code and the Canadian Human Rights Act. If you work in a provincially regulated industry, you should consult the employment standards, human rights and workplace health and safety legislation in your province.

VOLUNTEER

The most obvious sign that you're a volunteer is that you don't get paid a wage. But then again, you already knew that. Some volunteers receive honoraria or appreciation gifts from the organization for which they're volunteering. But if you're being paid a wage, it's safe to say you're not a volunteer and you can move on to the next section.



Daria Cybulska 💿 🛈 💿

Student newspapers and campus and community radio stations rely on volunteers to produce much of their content. This reflects their lower budgets, but also speaks to their mandates to provide training, offer direct public access to the media and amplify voices and perspectives that are under-represented in corporate media. For example, CFRO-FM Vancouver Co-op Radio has more than 400 volunteers producing more than 120 hours of original programming each week, supported by a staff of four part-time workers.

How do you know if you should be getting a wage for the "volunteer" work that you're doing? The actual definition of who qualifies as a volunteer is very vague in legislation, but there are a number of things to look out for.

First, legitimate volunteer opportunities are rarely found outside of the not-forprofit sector. In most circumstances for-profit companies cannot ask people to volunteer for them. But even not-for-profits have to abide by labour laws. In general, organizations can't have volunteers carry out duties that were previously done by a paid employee.

Another red flag is if you volunteer more than 5 - 10 hours a week.

If your position is full-time and for an extended period of time (longer than a week or two), it will be difficult for the employer to convince a judge that you're simply a volunteer.

As you might have gathered, there isn't a hard-and-fast definition of what constitutes a volunteer. Instead, you have to eliminate other options.

Should either Paula or Arvind be considered volunteers under the law?

- **Scenario #1:** Paula has been writing articles for her student newspaper, which is a not-for-profit, for the past two months. She usually writes for the sports section, mostly about the school's volleyball teams. Paula isn't paid for her work. She approaches her editor whenever she has some free time to work on an article and it's up to her to decide how often she writes. If her editor asks her to work on a story, but she doesn't have time, she can simply say she is busy and her editor will give the story to another writer. Her responsibilities are limited to the stories that she accepts.
 - **Scenario #2:** Arvind has been writing for Panda Fancy magazine, which is owned by a for-profit company, for the past three months. His editor assigns him five articles every week, for which he isn't paid. Arvind doesn't have a say in which assignments he accepts. He is required to write three pieces every week, regardless of how much time he has. The "volunteer" position lasts for six months and the workload is essentially full-time. Even though he isn't paid, the magazine has a number of staff writers who are paid to do the same work that Arvind is doing.

In this scenario, Paula would most likely be considered to be a volunteer under the law. She determines her own hours and accepts work at her own discretion. Arvind however is doing the work of an employee, despite his title, and mostly likely should be covered by all employment standards.

INTERN

"Internship" is a slippery term that is used to cover all kinds of positions. Like "volunteer," there isn't a standard definition of what an "intern" actually is. But the primary goal of internships is to provide training for a profession. Federal and provincial legislation determines what is a true internship and what are just illegal exploitative labour practices.

Despite the legislation, if you spend a few minutes flipping through a job postings site, you're likely to come across positions listed as "internships" that are actually illegal because they are misclassified jobs. Unfortunately, the practice is quite common and you may find yourself considering an illegal internship. This section of the guide will help you identify whether the position you're taking on is fair or unfair and what your options are if it is the latter.

For our purposes, internships can be categorized into two broad camps: legal and illegal. If you're working in an illegal internship, this generally means that you should be considered an employee, which would entitle you to at least minimum wage and protections under employment standards legislation. The section below on internships will tell you what to do if you're working in an illegal internship and want to receive the wages that you're entitled to under the law.

Most legal internships are done for credit through a post-secondary institution. Some of these are paid and some are unpaid, but by and large, anything you do through a degree program will be legal. That doesn't mean internships are fair or equitable, but we'll share more on that later.

If you've already graduated or if you're not receiving school credit for your unpaid internship, you should probably be considered an employee.

Different provinces have a handful of exceptions to this rule. In Ontario, unpaid internships that are done outside of degree programs are considered legal only if they fulfill six very strict requirements that show that the intern is deriving all the benefit.

DID YOU KNOW?

IN ONTARIO, THERE ARE ONLY TWO CIRCUMSTANCES IN WHICH UNPAID INTERNSHIPS ARE CONSIDERED LEGAL:

You are performing work under a program approved by a college or a university.

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If all the following statements are TRUE:

- 1. Your training is similar to that which is given in a vocational school
- 2. Your training is for the benefit of the intern. You should receive some benefit from the training, such as new knowledge or skills.
- 3. Your employer derives little, if any, benefit from the activity of the intern while he or she is being trained?
- 4. Your training isn't taking away someone else's job
- 5. Your employer isn't promising you a job at the end of your training
- 6. You have been told that you will not be paid for your time

In British Columbia, some professions, such as law, architecture, engineering and real estate, are exempt from paying their interns. However, this isn't likely to apply to anyone working in the media.

Should either Mel or Ariel be considered interns under the law?

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Scenario #1: Mel is enrolled in a four-year broadcasting program at Canadian Polytechnic University. To get her degree, she is required to complete a six-week internship at a broadcast institution. The program sets her up with an internship at 95.3 CHAT FM, for which she won't be paid. While at the internship, Mel receives training from some of the producers, helps out with some of the programs and writes copy for the website. When Mel finishes, they receives course credit for the internship. **Scenario #2:** Ariel graduated with a bachelor's degree in journalism three months ago. She is selected for an unpaid internship at the prestigious literary magazine The Platypus. The internship will last for six months and Ariel will be required to work full-time. While at The Platypus, Ariel is put to work as a copy editor and a fact-checker. Her work is essential to the magazine and content cannot go to print without her revisions.

In this scenario Mel's internship would most likely be considered to be legal, but Ariel's to be illegal. Mel is receiving course credit for her internship, while Ariel is doing the work of an employee but is receiving no compensation.

FREELANCER

Freelancer may at first glance appear to be a straightforward category. It is someone who sells services or products to one or more employers without a long-term commitment to any of them. But many businesses will call their workers "freelancers" to get around the obligations



Jerm 😔 🕬

they have to employees, such as contributing to the Canadian Pension Plan (CPP) or Employment Insurance (EI) on their behalf. Most likely, if you pitch articles to a newspaper, or if a magazine occasionally hires you for a photo shoot, you're freelancing for them.

Some media workers have regular gigs that take up large portions of their time, and yet are called freelancers. Some of these workers should be classified as employees.

It is important to note that you can be simultaneously working on several assignments under different job classifications. For example, you can be freelancing for a magazine at the same time as working a short-term temporary contract for a radio station or volunteering for a campus newspaper. What matters are the details of the employment relationship in each specific job or "gig".

Should either Mariana or Tian be considered a freelancer under the law?

Scenario #1: Mariana is a photographer and videographer who works for a variety of publications. She often works at night, listening to police scanners and heading to crime scenes when something serious happens. She owns her own equipment, uses her own car and pays for gas. She takes photos and video at the crime scenes and then emails her contacts at newspapers and broadcast networks to see if any of them are interested in her content. Sometimes people she has worked with reach out to her for specific assignments, which she can accept or decline at her own choosing.

Scenario #2: Tian works as a production assistant on reality TV shows. He has recently been hired to work for the hit show Sex, Lies and Potato Chips, a behind-the-scenes look at the lives of convenience store workers. Despite the fact that he works on the show full-time, his employer considers him as an independent contractor. Tian only uses equipment that the studio owns and he has to be on set at specific hours. While he's working on the show, he isn't allowed to work on any other productions.

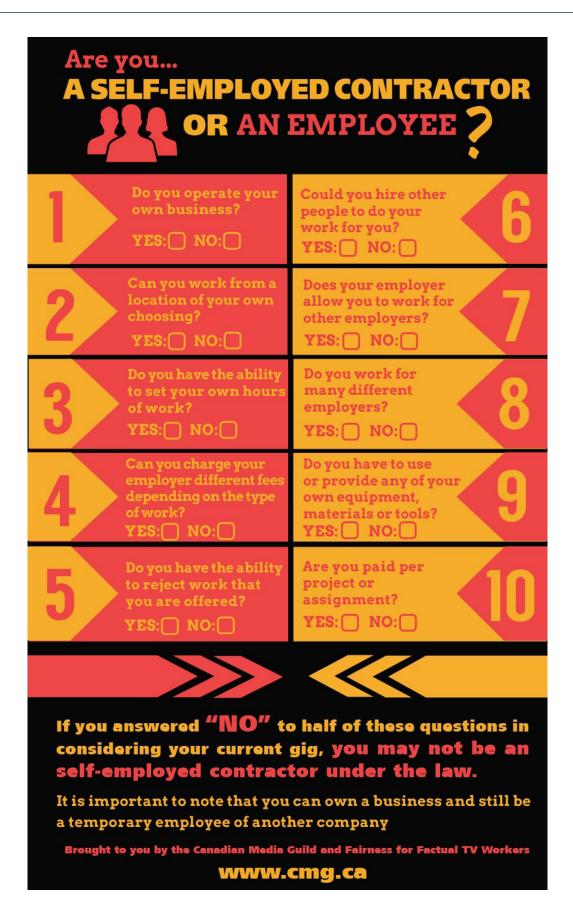
In this scenario, Tian is mostly likely doing the work of an employee for Sex, Lies and Potato Chips and should be compensated as and receive the benefits of an employee. Mariana accepts and declines work at her own discretion, chooses her own hours and uses her own equipment and resources. She is most likely considered as a freelancer.

The chart on Page 12 offers a handy checklist for figuring out whether you're a freelancer or an employee.

EMPLOYEE

Employee is the default relationship between worker and the person or business that they work for or provide services to. As with every other category, the exact definition varies from province to province.

Employees can be part-time, full-time, short-term or permanent. Some employees are part of a union while others are not.



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KNOW YOUR RIGHTS

Now that you know what kind of worker you are, it is important to learn what rights you have. These rights can be governed by both federal and provincial legislation in Canada.



Peter Eastern

THERE ARE 3 MAIN TYPES OF LAWS IN EACH PROVINCE THAT GIVE WORKERS PROTECTION:

EMPLOYMENT STANDARDS ACTS

Provides the minimum standards for working in a province and sets out rights and responsibilities of employees and employers.

HUMAN RIGHTS CODES

Prohibits discrimination based on On the grounds of citizenship, race, place of origin, ethnic origin, colour, ancestry, disability, age, creed, sex/pregnancy, family status, marital status, sexual orientation, gender identity, gender expression, receipt of public assistance (in housing) and record of offences (in employment).

OCCUPATIONAL HEALTH & SAFETY

Sets out the rights and duties of all parties in the workplace. It establishes procedures for dealing with workplace hazards and it provides for enforcement of the law where compliance has not been achieved voluntarily by workplace parties.

WORKERS IN FEDERALLY-REGULATED INDUSTRIES HAVE THEIR RIGHTS OUTLINED IN:

CANADA LABOUR CODE

Provides the employment and health and safety standards for working in federally-regulated organizations. These include, banks, mobile network operators, broadcasters, airlines, and the federal government. It also outlines health and safety standards.

CANADA HUMAN RIGHTS COMMISSION

Prohibits discrimination based on grounds such as age, race, place of origin, sex, sexual orientation, gender identity, dis/ability, and family and marital status.

VOLUNTEER RIGHTS

So you've decided to volunteer at a media organization. Perhaps it's for your campus newspaper, the local community radio station or a small magazine read by knitting enthusiasts. You'll be providing them with your talents, your insight and, of course, your valuable time.

Good for you. Many media organizations, especially small, not-for-profit enterprises, would collapse without the aid of volunteers. In addition, volunteering can help you hone your skills and build a portfolio you can use to land paid work. Volunteering can also help ensure that issues that you care about get out to the public.

But what sort of rights do you have as a volunteer?

The first thing to know is that volunteers aren't entitled to the same protections that employees have. Beyond that, things get murkier—the legislation and case law is often inconclusive.

In general, it's accepted that volunteers are covered under the various human rights codes across the country. What that means is that volunteers can't be discriminated against because of their race, gender, age, disability, sexual orientation, place of origin, or non-relevant criminal convictions.

These protections begin at the application process. For instance, if you're interviewing for a volunteer position, the interviewer cannot ask you about your sexual orientation.

However, protections against discrimination do not necessarily apply to organizations with a legitimate interest in recruiting people from specific groups. A domestic violence shelter may decide to only recruit women as volunteers, for example. A radio show that tells stories relevant to people with disabilities has good reason for seeking out volunteers who have experience living with a disability.

If you believe that you've been unfairly discriminated against while volunteering, you can seek redress with the human rights tribunal in your province. If you were volunteering at a broadcaster, which is governed by federal law, you can apply to the Canadian Human Rights Tribunal.

Along with an environment free from discrimination, any organization that you volunteer for is also obligated to keep you safe, inform you of any potential hazards and provide you with necessary protective equipment.

Volunteering at not-for-profit media organizations - Profile of Shameless Magazine

It is important for not-for-profit community media organizations with little or no money to treat their workers and volunteers fairly even if they are casual contributors.

Nicole Cohen, author of Writer's Rights, and co-founder and former editor of Shameless magazine, writes in a chapter in the book Alternative Media in Canada that writers often chose to contribute to Shameless to gain access to a "space to pursue feminist ideas and satisfying work relationships" (p.224).

In the chapter, Cohen describes how media workers, with varied levels of experience, often engage in alternative media for training, experience or as a means of doing advocacy and activism. Under the banner of student, volunteer, freelancer or activist, hours of unpaid media work are completed every day by folks attempting to gain entry into the increasingly inaccessible and glamorized media industry or to subvert its often homogenous messaging.

Shameless Magazine is a print and online publication for teen girls and queer and trans youth with progressive, critical and feminist content.

The magazine, initially run exclusively by the two founders, Melinda Mattos and Nicole Cohen, has grown to a staff of about twentyfive and has a large contributor base of writers, editors, artists, events volunteers and bloggers.



© Wesley Fok

All are volunteers.

Sheila Sampath, current editorial and art director for Shameless, discusses how the magazine maintains a structure of accountability and respect for all volunteers.

"Shameless kind of operates the way a zine would but it's a magazine. Very very grassroots, very small," says Sampath. The print magazine is published three times per year and the online blog and community is regularly updated and maintained. Magazine staff hold events and also engage with popular education tools.

*Since this profile was written, Shameless Magazine has received a small funding grant and now offers honoraria to contributors and to all staff.

Sampath explains how the magazine strives to meet deadlines and treat volunteers and contributors fairly and respectfully.

"Trying to take from the efficiency of a capitalist hierarchical structure but then combining it with the spirit, understanding and communication style of a collective structure has been really really positive for us," she says.

Sampath explains that the magazine has a relatively conventional editorial hierarchy, but uses a mix of collective dialogue, online tools and friendship to ensure a positive working environment for all staff and contributors. "Because we don't pay," Sampath says, "one of the things we give each other is a sense of friendship and camaraderie and community."

The magazine hopes to one day have enough money to be able to pay people for their work.

"We sort of made the decision that if and when we have money we are going to start with honoraria for writers and artists and then move over to our volunteer staff," Sampath says.

Sampath explains that no one's work is valued more than another's. "I think a part of why people are willing to write for free or draw for free or whatever is because we're not profiting off of their labour. We're using the money from the magazine to support the magazine." Everyone, from an events volunteer, to a writer, to Sampath herself, is valuable "because all of that work contributes to the publication." Sampath believes that having more money might actually make things more complicated.

"I think that one thing that's helpful to talk about is the importance of talking about what you're going to do with money once you get money. Define ways of making sure that you don't fall into the claws of capitalism and then suddenly switch to a model that's oppressive once you actually have resources."

So why come up with a plan to pay writers and artists who contribute the magazine's content before the staff?

Sampath says that because they are the most distanced from the operation of the magazine, casual contributors don't necessarily get the benefit of the positive and progressive work environment. Nor do they get the benefit of job titles that can be used to gain access to paid work with other organizations.

"Using capital as a way to rebalance ownership is kind of a nice thing and it was great to have our staff all agree that our contributors, who have the least ownership of Shameless should get paid first."

At the moment, Sampath is happy with the structure of the magazine's operation. "I don't feel bad about the unpaid labour right now," she explains, "because none of us are profiting off of it."

INTERN RIGHTS

Internships only appear in legislation in a handful of provinces, and it is not always clear what rights interns are entitled to.

In many cases, unpaid internships are illegal.

These interns are misclassified employees who are entitled to minimum wage and all other employment standards.

Is it okay to complete an illegal internship?

THE CBC HAS A COOL INTERACTIVE MAP ON INTERN RIGHTS ACROSS CANADA:

WWW.CBC.CA/NEWS2/ INTERACTIVES/INTERNSHIP-LEGISLATION/

All work has value and all media workers deserve to be paid fairly for their work. However, there are some circumstances where one might willingly choose to do an unpaid internship. If you need the experience and you have the means to support yourself, then it's your choice. The worker who is doing an unpaid internship isn't at any fault—it's the employer that's breaking the law. Advocates for fair internships stress that it's up to employers to understand the law and to ensure their positions are legal and fair.

If you do decide to do an unpaid internship, make sure that it's worthwhile for you and that you're getting something out of the relationship. An internship should benefit the person doing the internship more than the company.

Before you accept an offer, ask the employer what sort of training they provide. Ask what kind of work you'll be doing, as well, and consider whether it's something you'll find useful. Will other employees be mentoring you or will you be stuck doing grunt work by yourself?

You can always ask an employer about payment, even though this feels very difficult for many people. If you don't think you can ask for minimum wage, you might want to suggest that an employer at least cover some of your costs, such as a transit pass to get to work and an honorarium for lunches.

Many start-up media organizations, especially those online, look for unpaid interns to do work that should be performed by paid employees. If you get one of these positions, you could ask the owners to give you a small equity stake in lieu of pay.

That way, you're at least a part-owner in the new enterprise.

If you don't want to do an unpaid internship but still need to get experience, there are other options. Volunteering at a student or community newspaper or a community radio station can provide excellent experience while giving you more ownership over your own time and the kind of work you get to do. Finding an established journalist to mentor you can also be a great way to make industry connections while learning the ropes.

If you believe you have the necessary media skills but want to beef up your portfolio, freelancing is a great option.

SO YOU'VE DECIDED TO ACCEPT AN INTERNSHIP. NOW WHAT?

As with all forms of work, you should get a written agreement between you and your employer that outlines the responsibilities of both parties and the details of the internship, such as your tasks and hours of work. If you aren't offered a contract, you can follow up with an email outlining and confirming what you agreed to verbally. And remember, you have the right to at least try to negotiate for working conditions that you think are fair.

Here's what to cover in an email or contract:

- 1. The scope of the internship: Outline your responsibilities, what tasks you will perform, and the skills and experience you will gain.
- 2. Expected hours of work and length of contract: How many hours will you work per day or week, and what is the end date of the contract.
- 3. Who your mentor will be: Who will train you, answer your questions, and share daily guidance and constructive feedback.
- 4. Exit interview: Make sure you have an opportunity to give and receive feedback at the end of your contract.
- 5. Training on safety and harassment in the workplace: In Ontario and the Federal sector, your employer has a legal obligation to deliver safety training to all workers, including unpaid interns.
- 6. Compensation: You may not be getting an hourly wage, but there are other forms of compensation you can negotiate for, including honoraria, work expenses, per diems, transit pass, software licenses, a reference letter, etc.
- 7. Acknowledging contribution and credit: Your name should appear on any work that you help produce.

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I think my unpaid internship is illegal. What should I do?

If you've found yourself doing an illegal unpaid internship, you have three options: leave, stay, or ask to be paid.

Regardless of which you choose, you're entitled to back wages for the work that you've done up until that point. Even if you choose to not report the illegal internship to the government, you should do a number of things to protect yourself in case your situation changes.

First, make sure you have a copy of the original job posting and any descriptions of your responsibilities. If you signed a contract, ensure that you have a copy of it at home.

While you're actually doing your internship, keep a diary of the work you're doing. This should include the hours and dates you work and what tasks you carried out.

Forward any email correspondence between your employers and yourself to a noncompany email so that you have access to them when your job is done.

THE CANADIAN INTERN ASSOCIATION HAS A SECTION ON THEIR WEBSITE THAT EXPLAINS HOW TO FILE FOR BACKPAY:

WWW.INTERNASSOCIATION.CA/CLAIM-BACK-YOUR-PAY/

Q&A WITH CLAIRE SEABORN, FOUNDER AND PRESIDENT OF THE CANADIAN INTERNSHIP ASSOCIATION



Why did you found the Canadian Internship Association? Why did you found the Canadian Internship Association?

I wanted to stand up for the value of young people in the workplace and I think that internships, by and large, devalue the skills and abilities of young people.



What does the organization do? What does the organization do? What does the organization do?

We do a lot of things, primarily education and law reform and promoting research around the rights of interns. I would say those are the three big categories. We also try to educate the public through our wall of shame and wall of fame where we publicly shame companies that we think are running illegal and/or problematic internships. The law reform part is that we lobby provincial and federal governments to improve their laws regarding interns.

We've had some really great success already. The Ontario Occupational Health and Safety Act was amended in October 2014 and now covers students and interns, which is great. We've had quite a few private member's bills that we've worked really closely with the MPs and MPPs on, which has been really exciting. We've worked with some masters students at the University of Victoria, we've worked with some professors at McMaster University and at Wilfrid Laurier University. Academics have an interest in this issue and we want to promote that because there isn't enough research or data on issues that affect interns.



What makes an internship problematic? What makes an internship problematic?

Well the first thing is the law, whether it's legal or illegal. Then I just hear a lot of really blatant examples of racial discrimination, gender discrimination, dangerous health and safety situations. I hear a lot of promises that aren't kept by employers, like, "there's going to be all of these opportunities, you're going to have a chance for a job at the end of it." Just employers not being up front. And then there's interns that are completely replacing the work of paid staff members and it's very obvious that would be a paid position if it was not for the unpaid intern. At the other end of the spectrum there are interns who are doing really, really menial tasks and they're not receiving any training or education. On that end of things it's problematic too because you should be having a paid staff member refilling your photocopier paper, not someone unpaid.



If somebody wants to take action but is concerned about repercussions, what advice do you have?

I understand that concern but I think it's becoming less and less of a concern. Over the past two and a half years I've seen a huge cultural shift in the way that unpaid internships are perceived. There are a lot of employers who think they're really problematic and a lot of young people that think they're problematic.

Supporting freelance, intern and emerging media workers

With the growing shift in media work towards self-employment, short-term contracts and low pay (or no pay) jobs, the Communications Workers of America (CWA) Canada, an all-media labour union, and its largest local, the Canadian Media Guild (CMG), have been figuring out ways to adapt and provide effective supports to these new types of media workers.

CWA CANADA ASSOCIATE MEMBERS

We are a community dedicated to connecting student, volunteer and precarious (intern, temporary, part-time) media workers to each other, and to the resources they need to realize their creative and career goals.

We offer training and networking opportunities, we raise awareness about workplace rights, and we advocate for all media work to be valued and respected.

Check out our free supports at www. emergingmediaworkers.ca

Have questions about your rights at work? Contact us at: 416-566-1264

CMG FREELANCE

We know you and your work thrive best with a balance of personal, professional and community well-being.

We offer supports that help you ensure your health, safety and work capacity, as well as your productivity, professional development, opportunities for networking and collaboration. Although we're not a hiring hall that gets you gigs, we do offer services and resources to get you 90% there.

Learn more abou tthis program at www.cmgfreelance.ca

Have questions about freelance contracts? Contact us at: 1-800-465-4149



FREELANCER RIGHTS



Carlos Delgado As a freelancer it can be especially difficult to be aware of and defend your rights because it may seem like you have no one backing you.

Without the protection of employment standards, who can you turn to, to ensure you are paid on time and treated fairly?

The answer is you. As a freelancer you are running your own business. You are the Human Resources department, the Finances department and Client Relations. It is up to you to ensure you are effectively managing your time and meeting deadlines that you are getting paid on time and appropriately, and you are being treated fairly as a worker.

THERE IS A HEALTH BENEFITS PROGRAM FOR FREELANCE WRITERS AND OTHER INDEPENDENT MEDIA WORKERS IN ARTS AND ENTERTAINMENT IN CANADA. FIND OUT MORE AT: CMGFREELANCE.CA/EN/HEALTH-AND-INSURANCE-BENEFITS/

This may seem daunting, but as long as you equip yourself with the knowledge of your rights as a freelance worker and of the resources available to you, you will be putting yourself in the best possible position to succeed.

FREELANCER PROFILE: DENISE BALKISSOON

Denise Balkissoon is a full-time freelance journalist in Toronto. She has contributed to the Globe and Mail, The Walrus, Toronto Life, the Toronto Star, Chatelaine and The Grid.

While this article was written, Denise was on contract at the Globe and Mail as an editor in the Life section, but she has worked almost exclusively as a freelancer throughout her career. After completing post-secondary studies in journalism at Carleton University in Ottawa, Balkissoon took a paid internship at Toronto Life, which led to a permanent job there. She stayed at the magazine for five years before choosing to go freelance.

"It was a choice that I made. I really wanted to do more writing than editing. I loved working at Toronto Life but there was no opportunity to be a staff writer there. So that's when I went to freelance."

Balkissoon says there are advantages to working freelance. "I can write for a whole bunch of different people, you can have a chance to use different voices. You don't have to let your stories die as much. If it doesn't fit with the publication that you're working for because you can pitch it somewhere else."

"The hard part," she explains, "is you don't have one boss and your editors don't care what you have to do for other publications. That doesn't matter to them so that can be a bit hectic in terms of prioritizing."

One of the most frequently mentioned challenges to working successfully as a freelancer is the need for outstanding organization skills, both in completing your work and managing your income.

"There are definitely highs and lows in terms of when there is work and when there isn't. You have to be pretty good at discipline and budgeting," explains Balkissoon.

That said, the current climate makes it a lot harder for freelancers to balance all the work necessary to make ends meet.

FREELANCER PROFILE: DENISE BALKISSOON

It's hard for new media workers to make a living from freelancing.

"I would say if you're starting out and money is an issue I would say that it's much more productive to have a job that is not journalism - whether it's waiting tables or whether it's corporate writing jobs - and if possible do that part time and do more substantial journalism which will pay better and also help you build your portfolio better."

Balkissoon's advice represents the reality of both the industry and how some freelancers are navigating it, it is important to recognize that having to take on other work to compensate for the precariousness, inconsistency and lack of standardized protection for freelancers may be a temporary solution for an individual budget. It is also a reflection of the lack of effective and comprehensive labour legislation.

Another concern Balkissoon identified is in the navigating of freelance contracts. Many publications are presenting freelancers with problematic contracts that demand increasing rights to writers' works without additional compensation. "I don't freelance for The Star because I don't like their agreement. It's not per article, it's not even annual; they just want their freelancers to sign one agreement now, forever, for every single piece and it doesn't cover libel and that's just unacceptable." As independent contractors, freelancers are more vulnerable than media organizations in the case of a lawsuit.

DENISE BALKISSOON TALKS MORE ABOUT FREELANCERS WITH JESSE BROWN ON CANADALAND.

Link to podcast: http://canadalandshow.com/podcast/short-cuts-4ghomeshirehtaehferguson

A final piece of advice from Balkissoon: reach out to editors you want to pitch to. Whether it's to grab a coffee or at a networking event, if you meet an editor in person you can get a better sense of what they're looking for.

"Be friendly and have good ideas," she says. "If you're going to talk to someone, have your number one idea that you're going to pitch them. Have your elevator speech ready."

YOU'VE SIGNED A CONTRACT, PRODUCED SOME GREAT CONTENT AND NOW YOU WANT TO GET PAID. WHAT GOES IN YOUR INVOICE?

- A professional header: This should have your full name and contact information including mailing address, phone number, email address, and website.
- The client's contact info: Below your header should be the information on the recipient of the invoice. Include their name, address, telephone number and email address.
- Invoice details: Every invoice should include an invoice number, the date it's prepared and the payment due date (this could be "due upon receipt" of the invoice or within a certain timeframe).
- A breakdown of services: This should include a) a description of the work or services, b) quantity (in hours, word count, etc.), c) the rate and d) the date. Each line should include a subtotal.
- Payment options: Finally, be sure to specify if you prefer to be paid by cheque, cash, credit card or an Electronic Funds Transfer service.

Source: "How to create your first invoice as a freelancer," October 7, 2013, http://thewritelife. com/how-to-create-your-first-invoice-as-a-freelancer/

TAX TIPS FOR FREELANCERS:

- 1. Set aside 30 percent for taxes if no one is withholding tax for you. But that's an estimate, and every situation is unique.
- 2. Register for the HST. Harmonized Sales Tax registrants always get to keep more money than non-registrants.
- 3. Even if you can't pay on time, file your tax return on time. The penalties for filing your tax return late can be hefty. You can always worry about paying it later.
- 4. Bonus: self-employed people and their spouses get an extra six weeks to file!
- 5. Even if you're late, you may be able to avoid the late filing penalty. You can look into filing under the Volunteer Disclosure Program: http://www.cra-arc.gc.ca/voluntarydisclosures/.
- 6. Always read Canada Revenue Agency (CRA)'s letters. Sometimes a disaster can be avoided with an easy action, if you respond quickly enough.

Most importantly: Don't panic!

Courtesy of Sunny Widerman at Personal Tax Advisors, www.personaltaxadvisors.ca.

FREELANCE CONTRACTS 101

You should always get a written contact before you start work, and the terms of this contract should be negotiated fairly between you and the company. Employers/ engagers often present contracts like they are not a choice, but you always have the option of at least asking questions and suggesting changes.

If you don't get a written contract before you start, at the very least send an email to the person who hired you confirming the details you agreed to verbally to give them the opportunity to correct any misunderstandings and you some comfort in knowing the basic terms of your employment

Here's what to include:

- **1. Money:** Including your rate of pay, when will you get paid, late fees (will you get late fees if they don't pay you within 30 days?), and kill fee (how much you will be paid if the project you're working on gets cancelled?).
- 2. Length of contract or deadline for freelance piece.
- **3. Scope:** It is important to outline the exact tasks and deliverables, and to be as specific as possible, to avoid "scope creep." This is when the employer suddenly asks you for tweets, a blog post and a video on top of the article you originally agreed to. If what you agreed to is clearly outlined in your contract, it will be easier for you to ask for extra money for doing extra work.
- **4. Liability:** Warranty and indemnity clauses are common but such a clause should not leave you on the hook for liability if you've done everything you need to avoid legal challenges. Sample language: "The Freelancer warrants the work(s) submitted is/are original and, to the best of their knowledge, do(es) not compromise anyone else's rights. In the event of a claim against the work, the freelancer will co-operate in investigating and defending against the claim."
- 5. **Rights:** Look out for language that tries to grab your copyright and moral rights. Freelancers need these rights to repurpose their work and research into additional income. Ideally, you want to retain as much ownership and control over your work as possible, without tying the engager's hands too much.
 - **Copyright** the Copyright Act is clear that the creator of a work owns that work. If you have copyright you have the right to resell your work. More importantly, you own all the research and raw tape. You are free to recut and reuse that material.

- **Licensing** this refers to how the engager gets to use the piece of work. Often engagers don't need copyright, they need a license that's as unrestricted as possible. From a business point of view it's easier for them to pay you one fee up front for an unlimited unrestricted license so they can reuse it whenever they want.
- **Moral rights** this refers to your right to have your name associated with a piece of work. It also refers to the right to the integrity of the work the right to not have your work altered.

Before you sign a contract, take time to consider which clauses you might want to get changed, ask someone else to take a look at it and sleep on it. Don't feel rushed into signing something that you are not comfortable with!

Negotiating a fair rate of pay: What questions should you be asking?

The four numbers you need to keep in your head when negotiating your rate for a freelance project.

1

What's going to make it worth getting out of bed to do this piece of work?

What amount will cover your expenses, factoring in equipment, your rent, your health care costs, etc. So what happens when you take a stand on a contract? You feel good about yourself. You know you've done the right thing and that you have avoided compromising your principles or your integrity. And you haven't made things worse for the next writer who sits down at the negotiating table. That final point—not making things worse for other writers—counts as a victory in my books."

> Ann Douglas, a long-time freelancer, who decided to walk away from her regular column at the Toronto Star when they asked her to sign a nonnegotiable contract.

What's the going rate for this sort of work?

Talk to your freelance peers, or consult resources put together by professional organization, such as the Professional Writers Association of Canada or Society of Graphic Designers of Canada.

You can also get in touch with CMG Freelance about this.

How much would you really like to get for this piece?

Put another way: what do you think your work on this project is worth? If the item involved more research than would normally be the case, or you're writing on a subject that you know exceptionally well, you can and should attach greater value to your work. You can also consider the engager's "ability to pay"; it's not unreasonable to expect a well-known, highcirculation magazine to pay better than a community newspaper.

4

How much are you actually going to ask for?

Keeping these four numbers in mind will help give you some idea of what your time and your expertise are worth.

EMPLOYEE RIGHTS

The foundation of worker rights in Canada is the employee-employer relationship. Employment and labour laws across the country were designed with this relationship

in mind and most worker protections are aimed at making sure employees can expect some minimum standards of fairness.



©Carsten Reisinger

Volunteers, interns and freelancers lack many of the rights and protections of this relationship, which is why it can be in the interest of an employer to use incorrect classifications for a position and why unfair working standards have become such a pervasive problem.

Employees are also generally the only workers that can join a union, which is another reason that employers can be wary of actually using employees.

The specific rights that employees have vary from province to province (see page 38). To find out the exact rights you have, consult the Employment Standards Act for your province. If you work in a federally regulated industry such as broadcast, consult the Canada Labour Code.

Fixed-term Worker vs. Permanent

If you signed on to do a job for a limited period of time, such as four months or a year, then you're a fixed-term employee. Some paid "internship" programs, such as the summer internships at the Globe and Mail or the Toronto Star, are actually fixed-term employee positions.

Fixed-term employees are entitled to the same benefits as permanent employees, except that your employer doesn't have to give you a termination notice when your contract runs out. Contract employees can also still join a union.

Basic Employment Standards

Though the specific details vary slightly from province to province, basic employment standards exist for employees working in any jurisdiction across Canada. The examples below are from Ontario. At the end of this section you can find links to other federal and provincial standards.

DON'T FORGET: Many workers called interns or freelancers should be treated as employees.

Ontario Employment Standards

RULES	EMPLOYEES	SELF-EMPLOYED CONTRACTORS	INTERNS VOLUNTEERS STUDENT PLACEMENTS
LIMITS ON HOURS OF WORK	An employee cannot be required to work more than 48 hours per week. This limit can be increased to 60 hours per week, but only if the employee has signed an agreement with the employer and the employer has formal approval from the Ontario Ministry of Labour.	×	*
MINIMUM WAGE	\$11.40 an hour. *as of October 2016	×	×
OVERTIME PAY	An employee must be paid overtime pay of at least 1.5 times the regular rate of pay for each hour of work over 44 hours in a work week.	×	×
BENEFITS	Employers must pay Employment Insurance and Canadian Pension Plan premiums on behalf of employees.	×	×
PUBLIC HOLIDAYS	An employee is entitled to receive a public holiday off from work and be paid for that day. An employee who agrees to work on a public holiday is entitled to either 1) another day off from work or 2) public holiday pay for the day worked plus premium pay (calculated at 1.5 times the employee's regular wage rate) for each hour worked on the public holiday. Public holidays are New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Christmas Day, and Boxing Day.	*	*

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VACATION TIME AND PAY	An employee is entitled to at least two weeks of vacation per year. If you don't get vacation time, you are entitled to vacation pay of at least 4% of your wages.	×	×
NOTICE	An employee who has worked for an employer for more than three months is entitled to at least one week's notice of termination or termination pay in lieu of notice; the amount increases by one week per year of service up to a maximum of 8 weeks.	×	×
SAFETY	Employer must provide safety equipment, protective devices necessary for the job; information, instruction and supervision to protect safety of worker; acquaint worker or supervisors with any hazard in the work. Employer must have a workplace violence and harassment program and review it annually. Workers have the right to refuse dangerous work and cannot be disciplined, fired or coerced for refusing (Ontario Occupational Health & Safety Act).		
HUMAN RIGHTS	Employees have the right to equal treatment without discrimination or harassment in the workplace. Prohibited grounds of discrimination include age, race, place of origin, sex, sexual orientation, gender identity, dis/ability, and family and marital status.		V

PAYING A LIVING WAGE PROFILE OF BURNABY'S CJSF-FM

Simon Fraser University's (SFU) radio station, CJSF-FM provides its four core staff members a living wage and benefits, according to Maegan Thomas, Talk Department Coordinator with CJSF-FM. They also have volunteer executives who receive honoraria. Members of the CJSF team, staff and non-staff put together a documentary called Living Wages and Equity for Media Works.

"We were already receiving living wages, but there had been a living wage campaign called 'Living Wage SFU' and we talk about it a little in our doc Living Wages and Equity that was researching and investigating the way that people were paid and how much people were paid at SFU, specifically focusing on workers who were doing food service and janitorial work who, as they found, were some of the lowest paid."

This campaign came to the attention of CJSF station manager Magnus Thyvold who, according to Thomas, "became interested in how this was a framework for explaining and for describing wage equity for the work that we were doing: media work."

"He was inspired to bring this to the NCRA to kind of reformulate how we approach wages."

The living wage movement has been on the SFU campus for two to three years now, but a living wage has been paid to CJSF staff for about five years.

"People just couldn't afford to be part-time staff at thirteen dollars an hour, for long term. That leads to is a high turnover and a slowing of cultural development at a station. It's not sustainable over the long term and so [volunteers] are either forced to move on to something that pays more or to lose focus on the actual production at the station. It also means those skills leave instead of being recommitted back into the station. So you get a lot of passionate, talented people moving on."

Thomas acknowledges that folks don't enter community media for the money but that doesn't mean you shouldn't be allowed to do this work and also live with dignity.

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"It's a passion-driven choice. It's a choice driven by love of what you're doing. A living wage is something that allows people to do that in a way that doesn't necessarily hurt them."

Check out CJSF-FM's documentary, Living Wages and Equity in British Columbia at www.ncra.ca/projects/mediaworks

HOW TO UNIONIZE YOUR WORKPLACE

Unions are democratic organizations funded and run by members. They are independent of both employers and government and exist to represent the needs and interests of workers. A union gives employees a collective voice to make improvements in the workplace. These improvements might include better pay and working hours, benefits, greater safety, a say in how the work gets done, protection from getting fired for no reason, and a process to resolve disputes.

So how does unionization work?

If a majority of employees in an organization decide they want to be represented by a union, they have a right to join one. Employees organizing a union in their workplace are legally protected from getting fired or disciplined by their employer for doing so.

If you are interested in forming a union for your workplace, the first step is to talk to co-workers you respect and trust to find out if they support the idea. If there is a kernel of support, you can reach out to a union for help with the next steps. A union organizer will provide union cards for workers to sign and will help develop a plan to get the support of a majority of your co-workers. Sometimes, workers will ask to hear a pitch from more than one union before deciding which union to join.

Once enough workers have signed a union card, the union will put in an application to the labour board for a bargaining certificate. The board will organize a secret ballot vote for all employees who would be included in the new union. If a majority vote for the Yes side, you have a union. The next step is to negotiate a collective agreement.

The employer never finds out who signed a union card or how individual employees voted. Joining a union is your right.

RIGHTS FOR ALL CATEGORIES OF WORKERS

Health and Safety

All workers in Canada are entitled to a safe work environment. Employees, freelancers, and interns in some jurisdictions (federal, Quebec, Ontario, Manitoba, Saskatchewan, Alberta and British Columbia) are covered by health and safety regulations set out by federal or provincial governments.



Brodie Frehlich © 2015

For a full list of Occupational Health and Safety contact information by province, check out the Canadian Centre for Occupational Health and Safety website: www.ccohs.ca/ oshanswers/information/ govt.html The company you work for has the ultimate responsibility for ensuring your safety. By law, the company needs to have and follow a Health and Safety policy and clear reporting lines as ways of avoiding accidents, injuries and death.

As the Ontario Ministry of Labour puts it, "If the employer knows about a hazard and doesn't take steps to eliminate or control it, as well as make sure the workers are told about how to deal with it, that employer is not doing what the law requires."

Employers must:

- Alert workers to hazards
- Respond to workers' concerns about hazards
- Show workers how to work safely and follow procedures and laws
- Make sure they use protective equipment required by the company and by law
- Plan the work so it can be done safely
- Report any incidents or concerns to their superior (executive producer or VP of production).

Workers must:

- Follow the policies and procedures set out by the company,
- Use and wear protective gear required by the company and by law,
- Act in a way that won't hurt themselves or anyone else, and
- Report anything unsafe to their supervisor or employer.

Workers cannot be fired for following their duties under the law.

Check the health and safety regulations in your province to make sure your workplace is within the law.

Harassment and discrimination

Harassment and discrimination are against the law. Unfortunately, we know they happen in our workplaces, and can fester when freelancers, employees, interns or volunteers don't feel they have the ability to speak out due to lack of job security.

Harassment includes unwanted touching and staring, "jokes" based on racist, sexist

ANONYMOUS WORKPLACE SAFETY REPORTING IN ONTARIO

If you're working in Ontario and you are concerned about dangerous work practices, you can make an anonymous report to the provincial ministry of labour. The ministry will investigate. The number to call to make an anonymous report in Ontario is 1-877-202-0008.

or homophobic stereotypes, unwanted sexual suggestions or requests, or unwanted comments about a person's body.

According to the B.C. Ministry of the Attorney General, "Harassment is harmful because it attacks the dignity and self-respect of the victim. In the workplace, it may negatively affect both the victim's ability to perform their duties and the work environment as a whole."

Discrimination includes unequal treatment based on gender, race, sexuality, ability and other grounds protected in the human rights code. It is illegal for an employer to deny you a job or promotion because you have children or because of your race, age or sexuality, for example.

Harassment and discrimination in a workplace create a toxic environment for everyone.

That's why it's so important for workers to support each other and make it clear that harassing and discriminatory behaviour is unwelcome and should not be tolerated by anyone, against anyone.

If the source of harassment or discrimination is a colleague or a supervisor, the employer has an obligation to put a stop to it. You should let the boss know it is happening and ask him or her to make it stop.

If it persists and is creating an unhealthy workplace, you can contact your provincial human rights commission for advice and to file a formal report.

Working collectively

Media workers the world over have a long history of coming together to improve their working and living conditions.

Here are a few recent examples:

• Interns at The Nation magazine in New York City, wanting to make the program more accessible to journalists from historically**66** The best way to make it in the freelance world, history suggests, is together and not alone."

> NICOLE COHEN, MEDIA LABOUR RESEARCHER

marginalized backgrounds, collectively fought for and won minimum wage.

- Students Against Internship Scams, Canadian Intern Association, and other groups undertook an advocacy campaign that led the Ontario Ministry of Labour to do an enforcement blitz in the spring of 2014. Many magazines using unpaid interns were found to be in violation of employment standards, and were told to start paying their workers the minimum wage.
- CMG Freelance and 11 other organizations worked with freelancers to put pressure on TC Media to retract a freelance contract that would have made it impossible for freelancers to earn a decent living. To learn more about this victory, read Errol Salamon's Media Works piece at www.media-works.org.
- Digital Media Workers recently formed unions at Gawker, Vice US, The Guardian US, Salon.com and The Huffington Post.

When facing problems or obstacles at work, your best bet is to speak with your colleagues and approach your employer as a group.

While it can feel impossible to have your voice heard or to create change alone, media workers can improve their working conditions by joining together! Get in touch with CWA Canada for guidance and support.

Employment Resources: Contacts by Province

JURISDICTION	EMPLOYMENT STANDARDS	HUMAN RIGHTS	HEALTH AND SAFETY
BRITISH COLUMBIA	www.labour.gov.bc.ca/ esb/ 1-800-663-7867	http://www.bchrt.bc.ca/ 1-888-440-8844	http://www.worksafebc.com/ 1-888-621-7233
ALBERTA	http://work.alberta. ca/employment- standards.html 1 877 427 3731	http://www. albertahumanrights.ab.ca/ Northern AB: 780-427-7661 Southern AB: 403-297-6571	http://work.alberta.ca/ occupational-health-safety.html 1-866-415-8690

A LABOUR RIGHTS AND REPORTING HANDBOOK

SASKATCHEWAN	https://www. saskatchewan.ca/ work/employment- standards 306-933-5042	http:// saskatchewanhumanrights.ca/ 1-800-667-9249	http://www.saskatchewan.ca/ work/safety-in-the-workplace 306-787-4496
MANITOBA	http://www.gov. mb.ca/labour/ standards/ 1-800-821-4307	http://www. manitobahumanrights.ca/ 1-888-884-8681	http://www.gov.mb.ca/labour/ safety/ 1-855-957-7233
ONTARIO	https://www.labour. gov.on.ca/english/es/ 1-800-531-5551	http://www.hrto.ca/hrto/ 1-866-598-0322	https://www.labour.gov.on.ca/ english/hs/ 1-877-202-0008
QUEBEC	http://www.cnt.gouv. qc.ca/en/ 1-800-265-1414	http://www.cdpdj.qc.ca/en/ Pages/default.aspx 1-800-361-6477	http://www.csst.qc.ca 1-866-302-2778
NEW BRUNSWICK	http://www2.gnb. ca/content/gnb/en/ departments/post- secondary_education_ training_and_labour/ People/content/ EmploymentStandards. html 1-888-452-2687	http://www.gnb.ca/hrc-cdp/ index-e.asp 506-453-2301	http://www.worksafenb.ca/ 1-800-222-9775
NOVA SCOTIA	http://novascotia.ca/ lae/employmentrights/ 1-888-315-0110	http://humanrights.gov. ns.ca/ 1-877-269-7699	http://novascotia.ca/lae/ healthandsafety/ 1-800-952-2687

PRINCE EDWARD ISLAND	http://www.gov. pe.ca/labour/index. php3?number=1004723⟨=E 1-800-333-4362	http://www.gov.pe.ca/ humanrights/ 1-800-237-5031	http://www.wcb. pe.ca/Workplace/ OHSActAndRegulations 1-800-237-5049
NEWFOUNDLAND AND LABRADOR	http://www.gov.nl.ca/lra/index. html 1-877-563-1063	http://www.justice.gov. nl.ca/hrc/index.html 1-800-563-5808	http://www.servicenl.gov. nl.ca/ohs/ 1-800-563-5471
YUKON	http://www.community.gov.yk.ca/ es.html 1-800-661-0408 local 5944	http://www.yhrc.yk.ca/ 1-800-661-0535	http://www. healthandsafety.gov.yk.ca/ 867-667-8144
NORTHWEST TERRITORIES	http://www.ece.gov.nt.ca/ advanced-education/employment- standards 1-888-700-5707	http://nwthumanrights. ca/ 1-888-669-5575	http://www.hr.gov.nt.ca/ resources/workplace- health-and-safety 1-866-475-8162
NUNAVUT	www.justice.gov.nu.ca/i18n/ english/ 1-877-806-8402	http://www.nhrt. ca/english/general_ information 1-866-413-6478	www.justice.gov.nu.ca/ i18n/english/ 1-877-806-8402
FEDERAL	http://www.labour.gc.ca/eng/ standards_equity/st/ 1-800-641-4049	http://www.chrc-ccdp. ca/eng 1-888-214-1090	http://www.ccohs.ca/ 1-800-668-4284

MEDIA WORKS AIMS TO INFORM MEDIA WORKERS OF THEIR RIGHTS AND TO IMPROVE LABOUR REPORTING

We hope you have found this booklet useful to your work as media interns, freelancers and employees!

An online version of this guide and original labour reporting articles and audio documentaries can be found at <u>www.media-works.org.</u>

For advice on anything covered in this book or dealing with a concern that arises in your work, please get in touch with CWA Canada Associate Member coordinator Kayla Perry at <u>kperry@cwa-scacanada.ca</u> or by phone at 1-800-465-4149 EXT. 223 or 416-566-1264.

Any student, volunteer or precarious (intern, temporary, part-time) media worker can join CWA Canada for free as an associate member. Find out more: <u>www.</u> <u>emergingmediaworkers.ca</u>



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CWA Canada: Supporting the next generation

CWA Canada is the country's only all-media union, with over 6,000 members at publications across the country, including the CBC, Vice, Canadian Press, Thomson Reuters, APTN, Ottawa Citizen and more.

We support emerging journalists, photographers, graphic designers, marketers, coders and other media and communications workers by providing training, networking and mentorship opportunities, all of which help build sustainable careers in the media.

Any student, entry-level or career-transitioning media workers are eligible for a free associate membership in CWA Canada.

Why join? You'll get access to:

- 1. Mentoring by professional media workers.
- 2. Training courses and union conferences.
- 3. Networking events.

More information:

- 4. Paid freelancing and internship opportunities.
- 5. E-newsletters with program updates and links to helpful resources.
- 6. Info and advice on your rights as a worker.

Sign up:



Visit: emergingmediaworkers.ca Contact: Kayla Perry, Program Coordinator, kperry@cwa-scacanada.ca, 416-566-1264

