



**Booking terms**

Each booking will be governed by these terms and any special terms specified in the relevant booking documentation. In the event of any inconsistency between these terms and any booking terms, these terms prevail to the extent of the inconsistency unless specifically stated otherwise.

**Location**

You will be advised of the location of a booking by your booker/manager. The BBC may require you to work at other locations anywhere in the United Kingdom or overseas



## **BBC Budgetary Limits**

You shall comply with relevant BBC budgetary limits (if applicable to your booking) and in the event that you exceed such limits without the prior approval of the BBC, the BBC shall not be liable to reimburse you in respect of any sums over such limits.

In certain circumstances, you may be asked by the BBC as part of a booking to act as a buying and/or paying agent of the BBC for the purchase of goods, facilities or services on behalf of the BBC. Where this is the case, any expenditure must be agreed with the BBC in writing prior to the purchase and you shall obtain a



### **Sickness**

If you accept an offer of work but are subsequently unable to work the time agreed, you must notify your manager/booker of the reason for your absence as soon as possible on the first day of absence.

You will not be entitled to receive any pay in respect of any period of sickness or injury during a booking. If you are receiving pay with deduction of national insurance, you may be entitled to claim Statutory Sick Pay.

### **Expected Behaviour**

The BBC will not tolerate any form of bullying and harassment and is committed to providing a workplace in which the dignity of individuals is respected. You agree that, whilst providing your services, you will not act in a way that could be regarded as bullying and/or harassment under the [bullying-and-harassment-policy.pdf](#) (or any replacement policy). Acts of bullying and/or harassment are regarded as a serious breach of contract and could place your continued





subsequently, not to conform to a booking as specified, the BBC may





but are not limited to:

Special Effects and Pyrotechnics Experts

Armourers

Workers specifically engaged to provide personal security/protection or health and safety related services

Workers specifically engaged to perform rope access and scuba diving supervisory services.







applicable BBC policies, and that you have provided the BBC with proper supporting evidence of the expenses incurred.

- d) If you are contracted as a Television Director for any booking, subject to you (i) duly rendering all of the services required by you under any bookings and (ii) not being in material default of any terms within this arrangement or any specific terms in your booking documentation, you shall be entitled to a credit for the services provided by you, to be made by the BBC as the director of the programme, normally in last position in the front credits, the precise form of such credit to be in accordance with the BBC Credit Guidelines.
- e) Any bookings you have with the BBC shall be operated by you and the BBC in accordance with the BBC's Terms and Conditions of Business on Creative Rights and Responsibilities (i.e. relating to Drama or Factual Productions as appropriate).
- f) You shall report to The Producer on all matters concerned with the production of the programme(s) covered by these terms (including 1.13(r)-3(t))



- a) it considers that you are in material breach of your obligations which are not capable of remedy, or
- b)



**Changing Terms  
& Conditions**

The BBC may review its requirements for workers from time to time and/or update the terms on which it offers such work. In the event of any changes to the terms on which it is prepared to engage workers, the BBC will notify you.

**Governing Law**

These terms and the terms of any of your bookings will be governed by English law.