



Forster-Tuncurry Lakeside Festival VOLUNTEER CODE of CONDUCT & AGREEMENT

Volunteer Code of Conduct

As a volunteer at the Lakeside Festival, I agree to contribute to the success of the Festival by:

- Having a positive, friendly approach to ensure Festival attendees and volunteers have an enjoyable and memorable experience
- Being reliable, arriving on time and carrying out the duties allocated to me to the best of my ability
- Behaving in a professional manner and treating members of the public with honesty, fairness, sensitivity and dignity
- Respecting all people I come in contact with regardless of their race, religion, colour or age
- Being aware of any issues that may cause problems and reporting to the Volunteer Coordinator and asking for help if it is needed.
- Upholding the standards and values of the Festival
- Following WH&S practices and policies
- Ensuring I will not use, possess or be under the influence of alcohol or illegal drugs at any time while volunteering or on the Festival site
- Ensuring I will not verbally harass or abuse any person or use foul language

I understand that the Lakeside Festival will:

- provide me with orientation and induction
- provide me with a healthy and safe workplace
- provide me with sufficient training to carry out my allocated duties safely
- provide a clear job description
- respect me as a valuable team member
- acknowledge and value my contributions
- welcome and value my feedback

Volunteer Agreement

To indicate your willingness to participate as a volunteer worker for this year's Lakeside Festival, we ask you to sign and agree to the following:

Code of Conduct

- I have read & I agree to abide by the Lakeside Festival Volunteer Code of Conduct.

Voluntary Basis

- I acknowledge that my appointment is on a voluntary basis and that I am volunteering my services freely of my own choice.
- I acknowledge and agree that I am not an employee, agent, or contractor of the Festival. I further acknowledges that I have received no promise regarding and has no expectation of compensation of any sort.



Termination of Appointment

- I acknowledge that both the Lakeside Festival and I may terminate the appointment at any time and at will.
- I understand that these consequences apply primarily to the responsibilities of maintaining a respectful environment, of showing up for scheduled shifts and of not being under the influence of drugs or alcohol while working.

Shifts

- I agree to attend all shifts, as detailed in the schedule supplied to me by the Volunteer Coordinator. If I am unable to attend any shift, I shall advise the Volunteer Coordinator at the earliest possible opportunity. I understand that the schedule may be subject to change, even though all care will be taken by the Volunteer Coordinator to give 24 hours' notice of any changes.
- I understand I am expected to arrive on time and complete each shift. I will endeavour to give the Volunteer Coordinator at least 24 hours' notice if I am unable to fulfil my commitments due to unforeseen circumstances or emergencies
- I agree to check in at the Lakeside Festival Entrance Gate approximately 20 minutes prior to the scheduled shift start.

Sign-on / Sign –off

- I understand I am covered by Volunteer Insurance for all volunteer work carried out during my scheduled shifts, on the condition I 'sign-in' and 'sign-out' of the workplace every shift.

Roles & Tasks

- I agree to fulfil the duties as required within the volunteer role that I have signed up for & I understand I may be re-assigned to different positions by the Volunteer Coordinators in accordance with the needs of the Festival for the scheduled shift I have agreed to.

Confidentiality

- I agree to not disclose confidential information that I may acquire because of my volunteer appointment to any third party except with the express permission of Lakeside Festival.

Work Health & Safety

- I agree to attend Work Health and Safety inductions and will avoid the creation of dangerous situations for myself or others.
- I agree to alert the Festival organizers to any limitations in relation to proposed roles e.g. lifting.

Representation to Third Parties

- I will not represent to any third party that I am an employee or agent of Lakeside Festival but clearly make it known that I am a volunteer.

Media

- I understand that unless otherwise authorised by the Lakeside Festival, I am not to make any statements or comments to the media and, if approached, I am to advise that all media enquiries should be directed to the Festival organizers.



Authority to use image

- I agree to the Lakeside Festival recording my voice or image (including but not limited to, taking photographs and video images) and using such recordings at any time for any lawful purpose.

Costs

- I acknowledge that the Lakeside Festival is under no obligation whatsoever regarding any costs to me, including transportation to and from the Festival.

Personal Items

- I understand that the Lakeside Festival will not accept any responsibility for the loss of any personal items whilst I am serving as a volunteer at the Festival.

Insurance

- I understand that as a volunteer I am covered under the Lakeside Festival's insurance whilst I am acting within the scope of their duties for and on behalf of the Festival

I have read and understood the above:

Name_____

Signature_____

Date_____