

## **2017 SFF VOLUNTEER AGREEMENT**

### **VOLUNTEER ROLE**

- Joining the volunteer team at the Sydney Film Festival means you agree to perform all duties on a voluntary basis and you will not receive remuneration or payment or claim expenses for your role.
- You accept that this role is not an employment or contractual relationship.
- SFF values its volunteers and we will provide you with a written position description so you understand your role and the tasks you are authorised to perform (in application form and volunteer manual), an induction, shift briefing, extra training as needed to perform the role, and a supervisor who is responsible for you and can answer any questions you have during your shifts.
- SFF respects your privacy, including keeping your private information confidential.
- Volunteers are covered under SFF's insurance policy when carrying out authorised activities on shift.

### **CODE OF CONDUCT**

I acknowledge and agree to:

- Be punctual, and arrive to shifts at assigned time, and comply with all reasonable instructions.
- Perform all duties with diligence, competence and good faith to the best of my abilities.
- Ensure supervising staff are informed of my whereabouts during volunteer shifts.
- Not engage with festival guests in personal conversations or ask for photos at red carpets or events.
- Wear appropriate clothing and attire when volunteering or representing SFF.
- Comply with our zero-tolerance policy to volunteering under the influence of illegal drugs or alcohol.
- Use appropriate language, tone, volume and content while undertaking activities associated with SFF.
- Maintain respect in all dealings with SFF stakeholders (audiences, volunteers, staff, guests, partners).
- Comply with SFF's policy of not providing statements to media, and providing staff as media contacts.
- Implement policies and decisions of SFF staff in a prompt, responsible and professional manner.
- Act as a responsible representative of SFF, enhance and protect the Festival's reputation in all contexts.
- Ensure any conflicts (internal or external) are dealt with promptly and fairly with supervising staff.
- Treat all SFF stakeholders in a non-discriminatory manner with regard for their rights and obligations.
- Actively avoid harassment and discrimination against staff, volunteers and general public on grounds of gender, sexual preference, age, race, cultural background, disability, political or religious conviction.
- Disclose conflicts of interest of yours either financial or personal in Sydney Film Festival's business.
- Agree to comply with all reasonable measures in respect of occupational health and safety of SFF.
- Immediately report any OHS risks or incidents such as injuries or medical incidents to your supervisor.
- Be efficient, economical and considerate in use of SFF resources, facilities, equipment and work time.

### **CONFIDENTIALITY**

I acknowledge and agree that:

- I may come into contact with or make use of confidential information in my SFF volunteer role.
- This includes information (including documents or statements) not released to the General Public and stakeholder and customer lists, names of contacts and terms of trade with stakeholders/customers.
- During or after my time volunteering with SFF, I must not, without written authority, divulge confidential information to anyone other than an employee authorized to receive this information.
- I will not use any such confidential information for my own personal gain.

### **INTELLECTUAL PROPERTY (IP) RIGHTS**

I acknowledge and agree that:

- All data and material (photographs, audio, video, etc) related to me, or featuring my likeness as a SFF volunteer is globally owned by SFF.

**In applying for a role as a volunteer for Sydney Film Festival 2017, I agree to these policies and codes.**