

2018 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. You have access to a written position description, an induction, shift briefing, extra training as needed, and a supervisor who is responsible for you so you understand your role and the tasks you are authorised to perform
- 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, including audiences, volunteers, staff, guests and 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 and responsible manner.
- Act as a representative of SFF, enhance and protect the Festival's reputation in all contexts.
- Treat all SFF stakeholders in a non-discriminatory manner.
- 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.
- Comply with all reasonable measures of occupational health and safety of SFF.
- Immediately report any OHS risks or incidents such as injuries or medical incidents to supervisors.
- Be efficient 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 2018, I agree to these policies and codes.