

2017 Victoria Film Festival
VOLUNTEER CODE OF CONDUCT

- **Represent The Festival in a Positive Manner** – While volunteering for VFF volunteers will represent the Festival in a positive manner adhering to the code of conduct outlined in the Policy Manual.
- **Dress Code** – During the festival, volunteers working with the public and festival guests will wear black clothing and the Festival t-shirt.
- **Working Your Shift** – Please arrive at the scheduled start of your shift and stay the required duration. While on shift, you are not an audience member: please stay alert so that you are able to fulfill your assigned duties.
- **Movie Viewing** – Is not permitted while on shift
- **Shift Cancellation** – Volunteers unable to make their shift will contact their Team Leader or the Volunteer Coordinator at least 24 hours before shift start time. In the event of an emergency or unforeseen circumstances, volunteers will contact their Team Leader or the Volunteer Coordinator as soon as possible.
- **Media** - The Festival Director, and the VFF staff are the sole spokespersons for the VFF. Volunteers may speak on behalf of the VFF in public if their job assignment specifically allows it. *In all other circumstances, volunteers will make it clear that they speak solely for themselves as individuals.*
- **Benefits** - If you have completed or are committed to at least 15 hours of volunteer work, you are entitled to a voucher for 5 free festival film admissions. Vouchers do not guarantee admission to all films and must be exchanged for a ticket at the Festival Office at least one day before the chosen film. Some films may sell out quickly. All volunteers are invited to the End of Festival Bash (TBA via email)
- **Disciplinary Action** – In the event that a volunteer does not adhere to the principles, policies and procedures of VFF, or fails to perform his/her volunteer assignment he/she may be subject to the same disciplinary action as a staff member (See policy manual for details).

I have read and I understand the above Victoria Film Festival Code of Conduct. I agree to adhere to the policies and procedures specified in this Code of Conduct. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a Volunteer.

By signing up for shifts, I declare that I have read and understand the VFF Code of Conduct.

Volunteer Name: _____

Signature: _____

Date: _____