

Victoria Film Festival 2022  
**Volunteer Code of Conduct**

Thank you for supporting the Victoria film Festival! Please remember the following:

- You must have received two (2) COVID-19 vaccinations to volunteer for the Victoria Film Festival. **You must provide proof of your double COVID-19 vaccination with a BC COVID card and government-issued photo ID for EVERY VOLUNTEER SHIFT.** Unfortunately, there can be no exceptions to this rule. Other types of COVID cards will be accepted on a case-by-case basis (e.g. Canadian Armed Forces, out of province, etc.).
- **Represent the Festival in a positive manner** – While volunteering for the VFF, volunteers will represent the Festival in a positive manner
- **Dress Code** – During the event/festival, volunteers working with the public and guests will wear all-black clothing. No athletic clothing or ripped jeans.
- **Benefits for over 15 hours of volunteering** – Film vouchers; EndFest.
- **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.
- **Drinking and eating of vendor-supplied items** — drinking and eating any vendor-supplied item is not permitted while on shift. There is absolutely no alcohol consumption permitted while on shift.
- **Shift Cancellation** – Volunteers unable to make their shift will contact the Volunteer Coordinator at least one week before shift start time. In the event of an emergency or unforeseen circumstances, volunteers will contact the Volunteer Coordinator as soon as possible.
- **Media** – The Festival Director is the sole spokesperson for the VFF/event. Volunteers may speak on behalf of the VFF/event 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.*
- **Disciplinary action** – In the event that a volunteer does not adhere to the principles, policies, and procedures of VFF, or fails to perform her/his/their volunteer assignment s/he/they may be subject to the same disciplinary action as a staff member.

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 that I understand the VFF Code of Conduct.

Volunteer name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_