



VOLUNTEER AGREEMENT

VOLUNTEER ROLE

- Joining the volunteer team at the Castlemaine Documentary Festival (C-Doc) means that you agree to perform all duties on a volunteer basis and you will not receive remuneration or payment or claim expenses for your role unless otherwise agreed in writing.
- You accept that this role is not an employment or contractual relationship.
- Volunteers are covered under C-Doc'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.
- 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 C-Doc.
- Maintain respect in all dealings with C-Doc stakeholders, including audiences, volunteers, staff, guests and partners.
- Act as a representative of C-Doc, enhance and protect the Festival's reputation in all contexts.
- Treat all C-Doc 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.
- Comply with all reasonable measures of occupational health and safety of C-Doc.
- Immediately report any OHS risks or incidents such as injuries or medical incidents to supervisors.

CONFIDENTIALITY

I acknowledge and agree that:

- I may come into contact with or make use of confidential information in my C-Doc 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 C-Doc I must not, without written permission, divulge confidential information to anyone other than an employee authorised 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 C-Doc volunteer is globally owned by C-Doc.

In applying for/accepting a role as a volunteer for the Castlemaine Documentary Festival 2022, I agree to these policies and codes.