

## **Code of Conduct**

As an volunteer for CinefestOZ you provide the public face of the Festival and also have a high level of interaction with the Festival attendees. CinefestOZ wishes to maintain a positive image of the festival by providing a Code of Conduct that details our expectations all volunteers.

### ***Why a Code of Conduct?***

While we all tend to behave within the norms of society there can sometimes be “grey areas” in which that is not clear. A Code of Conduct is simply an expression of the expected behaviors within a specific environment which assists when those “grey areas” arise.

The Code of Conduct may help you if you notice another volunteer acting outside the “norms” and can be used as a basis for discussion. It also provides guidance for how you interact with the public. In crowded public events with alcohol present, sometimes a situation may arise which takes you outside your comfort zone. A Code of Conduct provides guidance on how to handle the situation.

### ***What do I have to do?***

Most likely you will not have to do anything different to your normal behavior. However, we ask that you read the Code of Conduct and acknowledge that you understand them. If you have any questions or suggestions for the Code of Conduct you can discuss them with either Wendy Clutterbuck (Movie Crew Officer) or Malinda Nixon (CEO).

The following page is the Code of Conduct. When you have read it and understood its intent, please acknowledge on your Movie Crew Application Form (online) that you have read and accept the terms of the Code of Conduct.

## Code of Conduct & Confidentiality Agreement 2016 – CinefestOZ Movie Crew Volunteers



### CODE OF CONDUCT

**Serving Drinks:** It is a requirement that you have a current RSA (Responsible Service of Alcohol) to be able to serve drinks. A link is provided should you decide to obtain an RSA.

[http://www.ahawa.asn.au/training/responsible\\_service\\_of\\_alcohol\\_rsa\\_phtml](http://www.ahawa.asn.au/training/responsible_service_of_alcohol_rsa_phtml)

**Food and Drink:** Volunteers work around food and alcohol which is provided for the festival attendees at the event. We recognise that the volunteer work can be tiring and warm so understand the need to keep your fluids and strength up. We also appreciate you are volunteering and want you to enjoy yourselves. However, take care not to drink nor eat food until your break or as instructed by your Team Leader.

**Festival Attendees:** The festival attendees have paid, or in some cases been specifically invited, to attend the festival events. They may not know you are volunteers and thus may ask you to do something much the way they would ask a waiter in a restaurant or bar-person in a drinking venue. We request that you act professionally in meeting their request to ensure that the attendees are not offended or disappointed. If their request strikes you as outside what you consider your duties then please consult with the CinefestOZ Operations Manager, Marquee Officer or direct the attendee to one of these people. If the Operations Officer is not available, then consult with another member of the Festival staff.

**Photography:** Interns/Movie Crew need to ensure that guests are not requested for photographs/autographs in a way that would be deemed unprofessional. Please refrain from asking guests for photos/selfies without having first checked with your Team Leader.

**Inappropriate Behaviour:** Whilst this can cover a wide range of behaviour the following behaviours are not tolerated by the Festival Board or Management. A breach of the following may require you to leave your duties as a volunteer until the matter is discussed with Festival Management:

- Working as a volunteer while drunk
- Working as a volunteer while under the influence of recreational drugs
- Any approaches of a sexual nature to festival attendees or fellow volunteers
- Smoking while working as a volunteer
- The use of foul language while working as a volunteer.

**Dress:** Volunteers should be dressed in the Intern/Movie Crew Volunteer shirt and beret that is provided. Movie Crew need to wear the shirt for the duration of their rostered shifts during Festival week. Volunteers are required to wear black pants/skirts with their Movie Crew shirt. This will assist you in blending in with other volunteers who are dressed in the Volunteer shirt and beret.

**Declaration:** By acknowledging this declaration the volunteer declares that there is no known impediment to them working as part of the Festival, including, but not limited to, restrictions placed on them as part of a Workers Compensation Claim.