



## **CinefestOZ Code of Conduct**

This Code of Conduct applies to every board member, employee, contractor, volunteer and intern that works with CinefestOZ. In the spirit of an open and inclusive Festival, we ask you to commit to the following:

- Treating each other with respect.
- Being honest and transparent.
- Embracing difference & diversity and never discriminating based on gender, age, sexual orientation, disability, race, culture or religious affiliation, or any other protected characteristic.
- Never using power or position to manipulate or take advantage of another person.
- Understanding and demonstrating that unwelcome or non-consensual sexual behaviour is never acceptable.
- Supporting individuals to speak up and asking individuals to be accountable for their actions and behaviours.

CinefestOZ does not tolerate sexual harassment, bullying, discrimination, harassment, intimidation or abuse of power in any of our work places or venues and we encourage and empower individuals to question and report inappropriate behaviours.

We support anyone who has experienced or witnessed offensive treatment to stand up for themselves and others. Our grievance process is designed to protect the victims and witnesses of inappropriate conduct and is free from bias.

CinefestOZ expects all individuals to comply with this Code of Conduct to ensure a safe, inclusive and welcoming environment for all.

Our Festival is a safe place and we behave in a way that fosters this.

The following page is the Code of Conduct. When you have read it and understood its intent, please acknowledge by signing the register. Feel free to keep your copy. If you have any questions or suggestions for the Code of Conduct you can discuss them with either Malinda Nixon (CEO), Megan Hemsley (Admin Officer) or Sara Warren (Events Manager).

## CinefestOZ Code of Conduct & Confidentiality Agreement



**Serving Drinks:** It is a requirement that you have a current RSA (Responsible Service of Alcohol) to be able to serve drinks.

**Food and Drink:** Staff, contractors and volunteers work around food and alcohol which is provided for the festival attendees at the event. We recognise that the work can be tiring and warm so understand the need to keep your fluids and strength up. We also appreciate many of 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 manager or 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 many of 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 Venue Officer or another member of the Festival staff.

**Photography:** Staff, contractors and volunteers 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 manager or 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 while drunk
- Working while under the influence of recreational drugs
- Any approaches of a sexual nature to festival attendees or fellow staff, contractors and volunteers
- Smoking while working
- The use of foul language while working.

**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.

**Declaration:** By acknowledging this declaration the staff member, contractor or 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.