

# VOLUNTEER CODE OF CONDUCT

The Sooke Fine Arts Society enjoys an exceptional reputation for organizing and presenting the largest juried fine art show on Vancouver Island. The show's success has been largely due to the extraordinary commitment of its volunteer community. To ensure that all volunteers, staff, visitors and participants have a positive, safe and valuable experience that safeguards the growth and reputation of the Society, we accordingly request all volunteers to comply with the Code of Conduct described herein.

## **RESPECTFUL CONDUCT**

Volunteers will behave with respect and communicate respectfully with all participants, staff, visitors and volunteers with whom they interact while conducting Society business. Harassment, discrimination or other behaviours that compromise the dignity and self-worth of others cannot be tolerated, and will be addressed promptly, in confidence, and in accordance with standards of due process developed by the Society.

The Society expects all staff and volunteers to abide by the B.C. Human Rights Code.

## **CONFLICT OF INTEREST**

Volunteers will avoid all situations in which their personal interests conflict or might conflict with their duties to the Society (for example, a volunteer who is also an artist exhibiting in the show must not be present during adjudication award decisions).

Volunteers shall, at the first opportunity, disclose any conflict of interest.

## **CONFIDENTIALITY**

At all times, the privacy, confidentiality and dignity of all participants, volunteers, visitors and staff will be respected.

## **PRIVILEGED INFORMATION**

Volunteers will not use for their purposes, including financial gain, or disclose for the use of others, information obtained as a result of their role with the Society (for example, lists of artists or sponsors). This applies both during and after the period in which the individual is a Society volunteer.

## **APPLICATION AND COMPLIANCE**

This Code of Conduct applies unreservedly to everyone who participates in a paid or unpaid role within the Society, or volunteers in any activity sponsored by the Society, regardless of the size, scope, or nature of that role or activity.

These are minimum standards and by no means cover every contingency. However, any material failure to comply with these standards will be sufficient grounds for disciplinary action up to and including removal of the individual from their volunteer position. Any volunteer who is uncertain of the application of this Code of Conduct should contact their Committee Team Leader or Event Coordinator, the Executive Director or a current member of the Board of Directors for clarification or further information.

I have read and understand the SFAS Code of Conduct as stated above and agree to abide it.

Printed Name: \_\_\_\_\_

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

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

Approved by the SFAS Board of Directors on January 14, 2014.