

VOLUNTEER CODE OF CONDUCT

The Sooke Fine Arts Society (SFAS) 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 by it.

Printed Name: _____

Signature: _____

Date: _____

VOLUNTEER INFORMATION

Name: _____

Phone: _____

Email: _____

EMERGENCY CONTACT

In case of emergency, whom should we contact?

Name: _____

Phone: _____

Email: _____

MEDICAL CONDITIONS

Please list any medical conditions that you think might be relayed to medical assistance should it be necessary. (An event where an Epi Pen might be needed, asthma, heart conditions, epilepsy, fainting spells, etc.)

I understand that I am responsible for my own welfare, and that if I have physical or other health limitations, I will act within those limitations while volunteering.

Initials: _____

FOOD ALLERGIES

Do you have any food allergies? If yes, please list below:

FOOD REQUIREMENTS

Do you have any food specifications (i.e: vegan, vegetarian, gluten intolerance, lactose intolerance, etc)? If yes, please list below:

MEDIA RELEASE

I grant Sooke Fine Arts Society permission to use my image (photographs and/or video) for use in future promotional materials.