

Volunteers Code of Conduct

Commitment from you as a Volunteer

- ➔ Respect the authority and decisions made by the LCBF Inc Board Members and Burradise Festival Organising Committee Members.
- ➔ Carry out given tasks to the best of your ability
- ➔ Follow policies, procedures and guidelines.
- ➔ Be honest and reliable
- ➔ Be punctual and professional

Attendance

Volunteers are requested to notify the Operations Manager and/or Volunteers Coordinator as soon as possible if they are unable to attend their shift so we can organise a replacement to fill that time.

Punctuality

We request that the Volunteers are punctual and arrive 10-15 minutes earlier than the allocated time to allow for check-in, collection and any important information to be given at handover from the team leader/previous volunteer.

Check-in / Check-out

Please ensure you sign on at the start of shifts as well as the end of your shift(s). This is important for insurance purposes, if you have not signed on or off you will not be covered if an accident happens. Signing on and off also assists the LCBF Inc in collecting statistical data for future festivals.

Dress code

At all times throughout your shift you must remain wearing your provided festival T-Shirt and Lanyard.

The use of alcohol and drugs are strictly prohibited while working your shift and while in your uniform. Any volunteer found to be under the influence will be asked to leave the venue and disciplinary action may be taken.

Privacy Statement

By registering as a Volunteer, you agree to the Love Culburra Festival Inc collecting your personal information you have provided. This information will be used solely by the Love Culburra Beach Festival Inc as your contact information regarding any events or projects conducted by the board, and maintaining health and safety records for all volunteers. This information may be given to third parties, where we are required to do so by law. You hold the right to request and amend any personal information held by the Love Culburra Beach Festival Inc at any given time.