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## Volunteer Code of Conduct

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The purpose of this Code of Conduct is to set out the standards of conduct required for those working as volunteers at the World Symposium on Choral Music 2020 (WSCM2020).

Volunteers are expected to act honestly, conscientiously, reasonably and in good faith at all times when carrying out their duties and in their relationships or interactions with other people.

### Expected Behaviours

At all times, we expect volunteers to:

- be present at the agreed times and tell us if they are not able to fulfil their rostered duty
- carry out duties and responsibilities in a safe, efficient and competent way
- maintain a good standard of dress
- comply with lawful and/or reasonable direction, instructions and policies
- maintain the confidentiality of any information obtained while volunteering and only use that information for the purposes for which it was intended
- advise the Volunteer Co-ordinator if a conflict of interest exists, occurs, or could potentially occur in the course of volunteering at WSCM2020
- neither use, nor allow the use of, WSCM2020 property, resources, information, intellectual property or funds other than for the intended purposes
- observe safety procedures, including:
  - keeping yourself and others safe at all times
  - notifying WSCM2020 about hazards or potential hazards in the working environment
  - notifying WSCM2020 about any accident, incident or property damage
  - complying with New Zealand laws.

### Volunteers will not:

- act in a way that may bring WSCM2020 into disrepute (including use of email, social media and other internet sites, engaging with media, etc...)
- create any liability for WSCM2020 without authorisation
- engage in any activity that may or causes physical or mental harm of another person (such as verbal abuse, physical abuse, assault, sexual or racial harassment, bullying) or that may endanger your own or others' safety
- be affected by alcohol, medication or non-prescription drugs while volunteering
- provide a false or misleading statement, declaration or claim
- falsify or change any documents or records
- engage in any activity that may damage WSCM2020 property, or the property where the event is being held
- engage in a criminal activity while volunteering at WSCM2020

### Breaches of the Code of Conduct

- Breaches of the Volunteer Code of Conduct may lead to a notification of unacceptable behaviour and a warning or the immediate end to your services as a volunteer.
- Repeated breaches of the Volunteer Code of Conduct will lead to the immediate end of your services as a volunteer.