



animania[®]

FESTIVAL

CODE OF CONDUCT for VOLUNTEERS

[Last updated 18/06/2006]

Volunteer Code of Conduct:

Volunteers play a critical role in the operation of event organisations and their activities. By carrying out their responsibilities the Volunteer receives rewards such as personal development, recognition, feedback, a tie to family and the Anime community, along with the personal satisfaction of helping others.

In return the volunteers must be expected to conduct themselves in a manner that will allow the values and goals of the Animedia Festival to be achieved.

The following Code of Conduct has been developed to assist Volunteers in achieving a level of behavior that will allow YOU to become well-rounded, self-confident Team members.

Remember to abide by all Policies stated by "Aurora Entertainment Pty Ltd (hereinafter referred to as "the Organisation")" - the Organisation convening Animedia Festival.

AS AN VOLUNTEER – YOU HAVE A RESPONSIBILITY TO:

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status.
2. Consistently display high personal standards and project a favorable image of the Organisation.
Guidelines to follow include:
 - (a) Refrain from public criticism of fellow volunteers, staff, vendors, stallholders, attendees and other people at the Convention.
 - (b) Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his / her duties as an Volunteer.
3. Take the personal initiative to learn, respect, communicate and adhere to the Rules and Regulations established by the Organisation.
4. Attend to your volunteer duties, as directed, in a timely manner.
5. In the case of Minors, communicate and cooperate with the parents or legal guardians, involving them in the decision process when selecting appropriate events for the child to attend.
6. Remember all the good points and skills you picked up during your Volunteer Training. Put them into practice on the day that counts the most!

WHAT MUST I DO TO JOIN THE VOLUNTEER TEAM !

This Code of Conduct for Volunteers also requires a Volunteer, during the course of their work with the Organisation to agree to the following Action Plans:

- Behave honestly, reliably and with integrity in the course of your volunteering.
- Act with care and diligence.
- Treat everyone with respect and courtesy, and without harassment.
- Be willing to learn and comply with the Organisations Policies regarding Health, Safety & Environment in the workplace.
- Comply with any lawful and reasonable directions given by the Organisation who HAS authority to give the direction.
- Use Animania Festival's resources in a proper manner.
- Not make improper use of volunteering at Animania Festival in order to gain / or seek to gain a benefit or advantage including the acceptance of gratuities.
- At all times behave in a way that upholds the Animania Festival values and the integrity and reputation of the Organisation.
- Not to give or disclose, directly or indirectly, to any person any information about Animania Festival's business or anything of which the staff member has official knowledge.
- Unless specifically delegated, not represent Animania Festival OR the Organisation on policy, operational or financial matters.
- Be willing to attend ALL training sessions as required.
- Be willing to wear the required clothing for any event / activity directly related to the Animania Festival.
- IF unable to perform rostered duty, notify the Animania Festival HR Team as soon as possible.

IF for whatever reasons, the Volunteer staff member finds any portion of this Policy unclear – it will be their responsibility to notify the Organisation's Human Resources Department to clarify those issues.