



The purpose of the Code of Conduct is to set the standards of behaviour expected from volunteers of the Nostalgia Music Festival. All volunteers must read and comply with this Code of Conduct.

Volunteers should maintain the highest standards of behaviour in the performance of their duties by:

- Performing their volunteer role to the best of their ability in a safe, efficient and competent way;
- Following the festival's policies and procedures as well as any instructions or directions reasonably given to them;
- Acting honestly, responsibly and with integrity;
- Treating others with fairness, equality, dignity and respect;
- Meeting time and task commitments and providing sufficient notice when they will not be available so that alternative arrangements can be made;
- Communicating respectfully and honestly at all times;
- Observing safety procedures, including any obligations concerning the safety, health and welfare of other people in line with training provided to volunteers;
- Reporting any health and safety concerns;
- Directing any questions regarding the festival's policies, procedures, support or supervision to the volunteer's supervisor;
- Addressing any issues or difficulties about any aspect of their role to their supervisor;
- Keeping confidential matters confidential;
- Exercising caution and care with any documents, material or devices, containing confidential information and at the end of their involvement with the Nostalgia Music Festival returning any such documents, material in their possession;

- Seeking authorisation before communicating externally, on behalf of the Nostalgia Music Festival, to media and/or guests;

Volunteers are NOT permitted to do the following:

- Wear their volunteer t-shirt on the festival grounds outside of their shift.
- Engage in any activity that may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability or race)
- Be under the influence of alcohol, drugs, or medication which will affect their abilities to carry out their duties and responsibilities while volunteering;
- Bring the festival into disrepute (including through the use of email, social media and other websites, engaging with media etc.);
- Engage in any activity that may damage property;
- Take unauthorised possession of property that does not belong to them.
- Engage in illegal activity while carrying out their role.

Where a volunteer is found to be in breach of the standards, outlined in this Code of Conduct or any of the Nostalgia Music Festival's policies and procedures, then this may result in the volunteer's position being terminated. Notwithstanding the foregoing, volunteers should note that the Nostalgia Music Festival may terminate a volunteer's position without cause.

Volunteers acknowledge that no employment relationship is created in the context of their role with the Nostalgia Music Festival.