

Volunteer Liabilities

The Arts Station agrees to:

1. Protect volunteer personal information in accordance with British Columbia's Freedom of Information and Protection of Privacy and the Personal Information Protection Acts.
2. Provide adequate training, information, and tools to complete duties, including a clear Complaints and Incidents procedure.
3. Provide a complete schedule of volunteering dates and times in advance of events.
4. Treat volunteers respectfully and protect all our staff and volunteers from discrimination by proactively creating a culture of respect at all of our events.
5. Protect our volunteers under the same internal policies as employees and board members, including Equal Opportunities (including Accessibility Policy, Harassment Policy and GSD & Inclusion Policy).
6. Provide a reference to confirm volunteer hours and duties for further employment if requested.
7. Volunteers are not expected to cover expenses with their own monies. Should this happen, all approved expenses will be reimbursed.
8. Thank and recognise our volunteers with privileges as decided by the Arts Station administration.
9. Should a volunteer wish to make a complaint, to honour our Complaints Procedure, as detailed on our website www.theartsstation.com.

The Volunteer agrees to:

1. Submit in full the contact information form, provide availability information in advance, fulfill the shifts that are signed up for and give 48 hrs notice if you become unavailable.
2. Treat Arts Station staff, board, fellow volunteers, and event patrons with respect. Please see our Equal Opportunities and Harassment Policy for further information or speak to a member of staff.
3. Act as an ambassador for the event to the public using the information provided by the Fernie District Arts Council.
4. Sign the appropriate Volunteer Liability Waiver 's & Code of Conduct 's prior to your first shift.

Volunteering privileges are subject to the discretion and approval of the Volunteer Coordinator.

Volunteers must not be under the influence, possess or consume alcohol while on shift.

Volunteers must not be under the influence, possess or use illegal drugs/ substances while on site. Failure to comply will result in the authorities being notified.

Smoking while on duty is not permitted. If volunteers cannot get through their allotted shift without smoking, they must speak to the event

supervisors at the start of their shift so appropriate arrangements can be made.

Volunteers must not use profane and offensive language.

Volunteers will not use Arts Station properties or monies for their own personal advantage.

Volunteers will respect any equipment given to them for their assigned positions and use the equipment only as they have been trained. All equipment must be returned at the end of each shift.

Volunteers should limit cell phone use while on duty. Please remember that customers and duties always come first.

Volunteers should have fun and enjoy their time with the Fernie Arts Station!