

## **VOLUNTEER CODE OF CONDUCT**

As a valued member of the Ottawa International Chamber Music Festival team, I agree to the following:

- I will be a positive ambassador for the Ottawa Chamber Music Society (OCMS) and all the events that it presents, and will represent the OCMS in a positive way;
- I will remember that concert goers are the reason why we are here; I will be courteous and respectful of their needs, and make customer service my first priority;
- I will fulfill all volunteer responsibilities;
- I will not use OCMS property or monies for personal advantage;
- I will maintain confidentiality with respect to all OCMS information, whether this information involves staff, volunteers, patrons or other persons, or involves any OCMS business or records;
- I will not record any OCMS concert performances (audio/video).

We reserve the right to revoke volunteer privileges or decline individuals from registering for future years if any of the following is observed while representing the festival:

- Unreported absences or excessive, repeated tardiness;
- Smoking while on duty;
- Unnecessary use of electronic devices (i.e. cell phones, iphones, blackberries, ipods, etc.), while on duty;
- Consumption of alcohol or intoxication;
- Possession or use of drugs and/or illegal substances;
- Harassment, in any form;
- Destruction of OCMS property or harm to any venue used by the festival;
- Inappropriate requests toward artists;
- Insubordination;
- Breach of confidentiality;
- Theft;
- Failure to perform assigned tasks;
- Any other serious breach of the Code of Conduct.

By signing below, I agree to the above Code of Conduct.

Name: \_\_\_\_\_

(Please print)

\_\_\_\_\_

\_\_\_\_\_

Signature

Date