

SteampunkNZ Trust



SteampunkNZ Volunteer and Contributors Code of Conduct Current as at 1st November, 2018

The purpose of this Code of Conduct is to inform volunteers and contributors of the standards of conduct required with the aim of promoting a safe and inclusive environment for the duration of the festival. Volunteers and contributors are expected act honestly, conscientiously, reasonably and in good faith at all times when carrying out their duties and in there relationships or interactions with other people.

Expected Behaviours

At all times, we expect volunteers and contributors to:

- be present at the agreed times and to communicate with your event lead if your circumstances change
- carry out duties and responsibilities in a safe, efficient and competent way
- maintain a good standard of dress
- comply with lawful and/pr reasonable direction, instructions and policies
- respect the privacy of individuals and only use confidential information for the purpose for which it was intended
- neither use, nor allow the use of, our organisation's property, resources, information, intellectual property or funds other than for the authorised purposes
- maintain the confidentiality of information obtained while volunteering
- observe safety procedures including:
 - keeping yourself and others safe at all times
 - notifying the organisation about hazards or potential hazards in the working environment
 - notifying the organisation about any accident, incident or property damage
 - comping with New Zealand laws

Volunteers and contributors will not:

- create any liability for our organisers without authorisation
- act in a way that may bring our organisation into disrepute (include use of email, social media and other internet sites, engaging with media, etc)
- seek or accept offers, gifts, rewards and benefits
- engage in any activity that may or causes physical or mental harm to another person (such as verbal abuse, physical abuse, assault, sexual or racial harassment, bullying, safety of yourself or others)
- be affected by alcohol, medication or non-prescriptive drugs while volunteering
- providing a false or misleading statement, declaration or claim
- falsify or change any documents or records
- engage in any activity that may damage our property

- have unauthorised possession of property belonging to anyone else
- engage in criminal activity in our workplace

Conflicts of interest

Volunteers and participants should avoid situations that may lead to conflicts of interest by:

- consulting with your event lead/festival coordinator before undertaking other roles in organisations, whose goals, purposes or activities conflict with our organisation
- making sure your other commitments do not conflict with the performance of your duties at our organisation
- advising your event lead/festival coordinator immediately if a conflict of interest exists, occurs or could possibly occur

Breaches of the Code of Conduct

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

SteampunkNZ Trust retains the right to amend this Code of Conduct at their discretion. Any changes to the above document will be updated on the SteampunkNZ Festival website.