

SAFMS Volunteer Code of Conduct

By agreeing to our Volunteer Waiver and Release of Liability you agree to the following:

The Salmon Arm Folk Music Society (SAFMS) believes that qualified and dedicated human resources contribute to the innovative development of the organization. The SAFMS strives to provide a healthy work environment where volunteers, patrons, and suppliers are given the responsibility, guidance, and respect needed to work efficiently.

The SAFMS subscribes to the Human Rights Code of British Columbia. No one shall discriminate against any client, employee, volunteer, patron, or supplier and applicant on this basis of race, colour, ancestry, place or origin, political belief, religion, union affiliation, marital status, sexual orientation, age, gender, or because that individual has been convicted of a criminal or summary conviction that is unrelated to the employment or intended employment of that person.

We will provide each participant with a wonderful work experience and will help each person reach his or her work experience goals with respect to a non-profit organization and the festival.

CODE OF ETHICS AND RESPONSIBILITY

- I will always show respect for my fellow volunteers, patrons, suppliers, and staff.
- I will always respect the property of fellow volunteers and the SAFMS.
- I will be honest and trustworthy.
- I understand my volunteer wristband is not transferable or for resale.
- I will show up 10 minutes before scheduled shift.
- I will call my supervisor if I will be late or absent.
- I will not attend a shift under the influence of alcohol or drugs.
- I will be fair and take action not to discriminate.
- I will attend a shift dressed in appropriate attire.
- I will honour confidentiality on the business matters of the SAFMS
- I will put all tools and equipment away at the end of the working day.
- I will report any inappropriate behavior including breach of conduct to my Head Supervisor of Volunteer Coordinator immediately.

RESPECT IN THE WORKPLACE - WORKPLACE HARASSMENT POLICY

The SAFMS is firmly committed to creating a positive work environment for all Employees, Board members, Volunteers, Patrons, and Suppliers by ensuring that harassment is eliminated from our workplace. Harassment not only has a negative effect on the participants within the work workplace, it is a violation of the law. Even when meant as a joke, harassment is derogatory and humiliating and presents a poor image of our Society.

“Harassment” means comments or conduct pertaining to an individual’s race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, record of offenses, marital status or handicap that a reasonable person would find to be insulting, intimidating or embarrassing and which ought to be known by an individual or group of individuals to be unwelcome.

In order to create a positive work environment everyone is expected to conduct themselves in a professional and businesslike manner at all times and not engage in or condone harassment; Inappropriate comments or conduct, sexual, racial or similar types of jokes, male or female pin-ups or unwanted sexual advances (eg. Touching, staring, assault, teasing, asking for dates, phone calls, comments about a person's appearance) will not be tolerated.

If you have been the victim of harassment please follow these steps:

- Make it known to the person(s) involved that their behaviour is not wanted and ask them to stop;
- Keep a written record of dates, times, what happened and who was involved, and witnesses to the incident(s), if any'
- In the event that the unwelcome behaviour continues after telling the person(s) to stop, discuss the matter with the Head Supervisor.
- If they are not able to resolve your concerns contact the Volunteer Coordinator immediately.

All participants are advised that failure to abide by this workplace harassment policy will result in disciplinary action up to and including immediate removal from the grounds. Anyone found to be abusing this policy (false accusation) will also be subject to disciplinary action up to and including immediate removal.

Open Door Policy

As a member of the SAFMS, you are one of most important assets. We will strive to keep the lines of communication open. Should you have any questions or concerns, please use our open door policy. All matters discussed will be considered confidential. To express a comment or concern, you may speak with your immediate supervisor. If you do not feel comfortable discussing your concerns with an immediate Supervisor please contact a staff member in charge. If you feel that your concerns are still not being met, and you have followed the above steps, you may contact the Human Relations Chair of the SAFMS Board of Directors.

GROUNDS FOR REMOVAL

The following situations are grounds for immediate removal with cause:

- Theft
- Being rude or disrespectful to: Management, fellow employees, Board of Directors, Volunteers, Patrons, or Suppliers.
- Selling or transferring volunteer wristbands
- Insubordination (deliberately not following instructions from supervisor)
- Falsifying employment documents or applications
- Deliberately misrepresenting an absence from work
- Willfully damaging the property, building, or equipment
- Selling, possessing, or using alcohol or controlled illegal substances on the job
- Harassing a co-worker or customer
- Walking off the job
- Using profane or offensive language
- Being frequently late or absent without notice