

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 and growth of the organization.

The SAFMS subscribes to the **Human Rights Code of British Columbia**.

SAFMS is firmly committed to creating a positive work environment for all volunteers, employees, board members, sponsors, contractors, artists, and patrons by ensuring that equality, diversity, cultural safety and inclusivity policies are implemented in all its forms at all organizational levels - throughout all programs, policy formulation, and decision making.

Recognition of the rights of all individuals to mutual respect; acceptance of others without biases based on differences of any kind.

We will provide each participant with a wonderful volunteer experience and will help each person reach their 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 inclusive, honest, and trustworthy.
- I understand my volunteer wristband is not transferable or for resale.
- I will show up 10 minutes before my scheduled shift.
- I will call my supervisor if I am going to 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 or Volunteer Coordinator immediately.

DIVERSITY, EQUALITY AND INCLUSIVITY POLICY

SAFMS promotes equality of opportunity by seeking to remove barriers, eliminating discrimination and ensuring equal opportunity and inclusivity for all groups of people. (ii) Diversity – we accept each person as an individual.

All volunteers will be treated with respect and are expected to not be disrespectful to others on the grounds of sex, race, colour, nationality, disability, ethnic or national origins, class, marital status, civil status, sexual orientation, gender re-assignment, age, trade union activity, political or religious belief. Applications from Deaf and disabled people are welcome.

Discrimination and harassment not only have a negative effect on our volunteers and Society, it is a violation of the law. Even when meant as a joke, discrimination or harassment is derogatory and humiliating and presents a poor reflection of the Society and our community.

“Discrimination and Harassment” means comments or conduct pertaining to an individual’s race, ancestry, place of origin, religious or political beliefs, citizenship, creed, gender, sexual orientation, age, record of offences, marital status or people with physical and mental conditions, 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.

All volunteers are expected to conduct themselves in a professional and businesslike manner at all times and not engage in or condone discrimination and harassment. Inappropriate comments or

conduct, sexual, racial, age, gender or similar types of jokes, male or female pin-ups or unwanted sexual advances (e.g. Derogatory comments, exclusion, touching, staring, assault, teasing, asking for dates, phone calls, comments about a person's appearance) will not be tolerated.

Ensuring that we are diverse and inclusive are some of our core strategic aims, led by the SAFMS staff, with support from the Board of Directors. All of our core processes and policies are driven by the aspiration to be an inclusive place of opportunity for all, particularly those who have historically been excluded.

We will review, refresh and revise our recruitment procedures and practices to ensure we are reaching, attracting and appointing a workforce and volunteer team who will bring to us a diversity of background and experience alongside their work-based skills.

Our mission is to build a team that represents the community we work in; encompassing diversity in race, ethnicity, faith, disability, gender, sexuality, class, and economic disadvantage.

CULTURAL SAFETY POLICY

Cultural safety is an outcome based on respectful engagement that recognizes and strives to address power imbalances, resulting in an environment free of racism and discrimination, where people feel safe. Cultural Humility is a process of self-reflection to understand personal and systemic conditioned biases and develops and maintains respectful processes and relationships based on mutual trust. Cultural humility involves humbly acknowledging oneself as a life-long learner when it comes to understanding another's experience.

SAFMS adopts and will implement Cultural Safety and humility into its environment to further enhance our relationship with our Indigenous communities.

SAFMS acknowledges that sexualized and gender-based violence is a pervasive and widespread issue within the music community. We recognize that there is much work to be done to address, respond, and prevent sexualized violence in our community and to build a safer environment for everyone in the music space.

SAFMS is committed to providing a harassment-free space for everyone, regardless of sexual orientation, gender, gender identity, disability, physical appearance, age, language, race, ethnicity, nationality, religion, socioeconomic status, or otherwise.

The SAFMS does not tolerate harassment or discrimination of patrons, artists, volunteers, affiliates, board or staff in any form. Anyone who violates this safe policy may be ejected or banned from our event spaces at the discretion of our event supervisor(s) and/or our event support team. This cultural safe policy applies to all SAFMS spaces and programs, including our events and our concert series. The goal of safe spaces is to encourage all participants to work together to prevent or reduce harm, particularly for those who are often the targets of violence and harassment. Oppressive and/or abusive behavior that makes others feel unsafe will not be tolerated.

Such behaviors include, but are not limited to:

- Offensive, derogatory, threatening, aggressive, or silencing comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, age, language, body size, race, ethnicity, nationality, religion, socioeconomic standing, or otherwise
- Violence, intimidation, stalking, or unwanted following of a person
- Persistent micro-aggressions in the form of comments, jokes, or otherwise
- Inappropriate physical contact without consent
- Unwelcome sexual attention
- Advocating or encouraging any of the above behavior

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
- Upon your discretion, report the unwelcome behavior to your supervisor. If the situation does not improve to make you feel safe, we urge you to report this to your supervisor.
- If they are not able to resolve your concerns, immediately contact the Volunteer Coordinator.

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

Open Door Policy

As a volunteer of the SAFMS, you are one of our 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.

GROUNDINGS FOR REMOVAL

The following situations are some examples of grounds for immediate removal with cause:

- Theft
- Being rude or disrespectful to: management, fellow volunteers, Board of Directors, staff, patrons, artists 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