

*We respectfully acknowledge and recognize that the work of the SAFMS takes place on the unceded traditional territory of the Secwepemc Peoples.*

## VOLUNTEERS

Volunteers are an integral part of the festival operations. They are included and are covered by the society's human resources policies to the extent applicable. Approximately 700 volunteers are recruited for the festival annually and some of these volunteers help with the concert series as well as with ongoing policies and procedures to ensure the retention and recognition of this group is achieved annually. The festival offers to the volunteers a volunteer's festival access, a thank-you party, food, parking, tee shirt, a recognition and appreciation program. Specifics of the volunteer program can be obtained from the Volunteer Coordinator and a synopsis is published on the website.

## CODE OF ETHICS AND RESPONSIBILITIES

- always show respect for my fellow workers, contractors, volunteers, Board members and customers by word and actions.
- always respect the SAFMS property.
- be honest and trustworthy.
- show up for work on time.
- call my supervisor if I am late or absent.
- not attend work under the influence of alcohol or drugs.
- be fair and not discriminate against others.
- attend work dressed in appropriate attire.
- conduct themselves in a professional businesslike manner.
- honor confidentiality on the business matters of the SAFMS.
- only use office equipment including computers, telephone, printers and fax machines for society business.
- put all tools and equipment away at the end of the working day. Following all [Worksafe BC](#) Guidelines.
- acknowledge that the SAFMS must be able to access any and all documents on society computers and therefore, will not change any settings in my computer such that it will adversely affect the SAFMS or their access to such documents. (includes passwords, e-mail addresses, or any SAFMS properties.)
- ensure that all materials and information collected for the purpose of any work done for SAFMS is the property of SAFMS and will remain in the office after leaving a position at the society.