



REQUIRED READING FOR VOLUNTEERS

Volunteer Rights

- to be identified as a volunteer
- to be treated as a co-worker
- to be properly informed about the Festival, its policies, programs and procedures
- to feel comfortable with tasks assigned to you and to apply for a change or promotion in volunteer positions
- to know what is expected of you and to take part in planning. Crew meetings are a good place to share ideas with members of Festival staff
- to be recognized for your contribution to the Kingsville Folk Music Festival
- to make an appeal, should your Festival Access Pass be revoked - contact the Manager of Volunteers, in writing (including details of your situation) within 14 days following the Festival weekend to arrange for any appeal.

Volunteer Benefits

- A weekend pass to the Festival
- Access to the Festival Kitchen and meals on site in the kitchen
- A volunteer t shirt

Code of Ethics

All volunteers shall make every effort to present the festival to the public in a positive way and shall not do anything to intentionally embarrass the festival.

1. There shall be no use/consumption of alcohol by any volunteer who is on duty on the festival site and you must arrive sober. Off duty volunteers must not wear festival t shirts while consuming alcohol.
2. There shall be no use/consumption of illegal substances by any volunteer on the festival site or prior to a volunteer shift. Disregard of this regulation will result in immediate dismissal of the volunteer(s) from the festival site.
3. All volunteers shall treat other volunteers, performers, staff and the public with respect. If a problem arises, resolution should be deferred to the Crew Coordinator or Manager of Volunteers.
4. Volunteers shall make every effort to fulfill responsibilities of crew membership. Failure to contribute minimum requirements or failure to fulfill shift commitment without satisfactory excuse (which may require documentation) can result in dismissal from the festival.
5. No volunteers shall use to their own advantage any property or monies belonging to the festival. All volunteers must be honest and trustworthy.
6. Any volunteer in the position of Crew Coordinator must set a positive example for other volunteers. They must be prepared to respond to greater expectations, take on more responsibilities and follow through on commitments. Failure to fulfill commitments will result in their replacement as Crew Coordinators for the next festival.

Any volunteer found breaching these rules will not be eligible to volunteer for the festival in future years

Harassment Policy

The Kingsville Folk Music Festival considers the festival to be the workplace of the volunteers, staff, performers, concessionaires, crafters and contractors on the festival site.

Harassment is a form of discrimination. It refers to engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.

Harassment can take many forms but generally involves conduct, comment or display that is insulting, intimidating, humiliating, hurtful, demeaning, belittling, malicious, degrading or otherwise causes offence, discomfort, or personal humiliation or embarrassment to a person or group of persons.

Examples of harassment include:

- unwelcome remarks, jokes, nicknames, innuendo, or taunting linked to a prohibited ground, such as a person's age, sexual orientation, race ancestry, political opinions, etc.;;
- written or verbal abuse or threats linked to a prohibited ground;;
- racial or ethnic slurs;;
- displays such as posters or graffiti which may cause offence and are related to prohibited grounds;;
- use of terminology that reinforces stereotypes based on prohibited grounds;;
- vandalism or physical assaults motivated by prohibited grounds;; and
- condescension, paternalism or patronizing behaviour linked to prohibited grounds which undermines self-respect or adversely affects performance or working conditions.

Sexual harassment is unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature or related to a person's sex when:

- submitting to or rejecting this conduct can affect decisions about the individual;;
- the conduct has the purpose or effect of interfering with the individual's performance;; or
- the conduct detrimentally affects the environment.

Specific examples can include:

1. criminal conduct such as stalking, and physical or sexual assault or abuse;;
2. inappropriate comments about a person's body or appearance;;
3. inquiries or comments about an individual's sex life, sexual preferences, etc.;;
4. leering or other obscene or suggestive gestures;;
5. promises or threats contingent on the performance of sexual favours;;
6. sexual/sexist graffiti or any displaying of sexually explicit material or pictures;;
7. unwanted physical contact including touching, kissing, hugging, patting, etc.;;
8. unwelcome flirtation, sexual remarks, invitations or requests whether explicit or indirect;; and
9. use of inappropriate or derogatory sexual terms.

Please remember: You are part of a TEAM. Working together in a helpful, respectful and cheerful manner will help create positive memories not only for you, co-volunteers and staff, but for the public and the performers as well - without whom there would be no Festival!