



## VOLUNTEER RULES & REGULATIONS

If I am selected as a CBFF volunteer, I understand that I am expected to adhere to the following Rules & Regulations:

- I must be at least 18 years of age in order to be eligible to volunteer with CBFF.
- I will read all materials provided to me and attend all necessary orientations or training sessions to ensure I know what my specific position entails. I understand that I will be working under the supervision and guidance of a CBFF Staff member or people who have years of experience. I will follow instructions from the Volunteer Coordinator or Acting Supervisor.
- I will remain dedicated to my responsibilities until I have completed the assigned shift of duty. I will arrive on time and volunteer for my entire schedule. I will contact the Volunteer Dept to give them at least 24 hours advance notice if I have to cancel a shift. If I am a no-show for a shift, I will no longer be eligible for any volunteer privileges.
- I will take responsibility for any personal items, the CBFF and their venues are NOT responsible for any personal items that may be lost or stolen.
- I will inform the Volunteer Coordinator/Supervising Staff if I have any problems with my assigned position.

### CODE OF CONDUCT

- As a representative of CBFF, I will conduct myself in a respectful and professional manner at all times. I will treat all parties (staff, volunteers, filmmakers, talent, sponsors, media and attendees) with respect when speaking with them. I agree to comply with the Ontario Human Rights Code.
- As a CBFF representative, I will not participate in any of the following behaviours - self-promotion, seeking autographs or taking photos while on duty or wearing my volunteer uniform, scalping of vouchers or tickets for profit, or abusing volunteer privileges of any kind.
- I will return any equipment used during the course of the event in good working condition.
- I will not get involved with any inappropriate behavior or altercation if any problems with patrons or other parties arise while on duty. I will inform the Volunteer Coordinator or a CBFF Staff Member immediately.
- I understand that I must adhere to the **Volunteer Confidentiality Policy** as outlined when handling sensitive information.

### CBFF PRIVACY STATEMENT

The Canadian Black Film Festival (CBFF) honours and respects your privacy. We will protect any personal information that is provided to us and adhere to all legislative requirements. We will not share your personal information, such as your name, address and contact information to any external organizations.

If you have any questions or concerns regarding the **CBFF Privacy Policy**, please read the policy in full at [www.cbff.ca](http://www.cbff.ca). If at any time you wish to be removed from this or any other CBFF Contact List, please contact us at [volunteers@cbff.ca](mailto:volunteers@cbff.ca) or contact the Volunteer Hotline at xxx-xxx-xxxx.

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**Thank you for your interest in volunteering for CBFF!**