



## GUIDELINES AND CODE OF CONDUCT

ArtSea Community Arts Council  
9656 Fifth Street, Sidney BC  
250.656.7400  
[volunteer@artsea.ca](mailto:volunteer@artsea.ca)

### Volunteer Guidelines

- ArtSea is a volunteer-run organization that works to ignite interest and appreciation for all forms of the arts and cultural activities on the Saanich Peninsula. Activities are open to the entire community, welcoming artists at all levels, from emerging to professional artists, arts and culture groups, students and community members curious about the arts.
- The Board of the ArtSea Community Arts Council recognizes the valuable role volunteers have had in its history and will play in its future. The Board ensures that there are fair, consistent and equitable procedures pertaining to volunteer practices and performance.
- Volunteers are individuals who, without expectation of payment, contribute time and service to the ArtSea Community Arts Council in the belief that their activity will be both beneficial to the community and satisfying to themselves. They are considered to be team members working alongside paid staff and other volunteers in fulfillment of ArtSea's mission.
- It is essential to the proper operation of this relationship that ArtSea and each volunteer understands and respects the needs and abilities of the other.

### Code of Conduct

- ArtSea provides equal opportunities to all people in accordance with the BC Human Right Code [www.bchrt.bc.ca](http://www.bchrt.bc.ca). The best candidate for the volunteer opportunity will be selected - based on their skills and experiences and will be matched with the needs of the organization for the mutual benefit of both the volunteer and ArtSea.
- All volunteers will complete and sign a Volunteer Application Form.
- To support and enrich a healthy workplace culture ArtSea will foster an open, respectful, positive and team-based work environment for all employees, volunteers and artists.
- All volunteers are expected to dress in a manner appropriate for their tasks and work environment.
- A volunteer is expected to meet high standards of professional and personal conduct in all activities related to their role and in all dealings with artists and the public. The conduct of a volunteer must not bring ArtSea into disrepute.
- Confidential information and materials including membership, patrons, sponsors, financial and credit card information that is not in the public domain must be treated as confidential by all volunteers in accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA) [www.priv.gc.ca](http://www.priv.gc.ca).
- ArtSea constantly strives to maintain a safe work environment and to protect employees, volunteers and visitors from accidents at events and at the ArtSea Gallery in Tulista Park. ArtSea, its Board of Directors, employees or volunteers cannot be held liable for any loss, damage or injury that may occur. All health or safety issues must be reported in writing directly to the Board of Directors.
- ArtSea wants all of its volunteers to be successful in their roles and is committed to providing constructive support to ensure their success. In the unlikely event that a volunteer does not adhere to the policies and procedures of ArtSea, or fails to perform their volunteer assignment, they may be terminated.