



VOLUNTEER AGREEMENT

Thank you for your support of Phoenix Comicon by becoming a volunteer. Our volunteers play a vital role in organizing our show and making sure it runs smoothly. We strive to create an environment that is supportive, safe, and fun for all to participate in Phoenix Comicon.

Our goal with this Volunteer Agreement is to make our volunteer experience as rewarding as possible. This agreement will cover many of the details you will need to know to have a fun and effective experience with Phoenix Comicon.

As a volunteer, you are expected to adhere to the following “common sense” policies:

- 1) **Maintain a professional and helpful attitude in all dealings with attendees, exhibitors, guests, and fellow volunteers.** As a volunteer you are acting as a representative of Phoenix Comicon and may be one of the few Phoenix Comicon volunteers our attendees or exhibitors engage with during the weekend. Make their attendance a positive experience by being professional and helpful.
- 2) **Be knowledgeable of the convention.** Acquaint yourself with as much of the convention as possible, such as hours of operation, locations of key areas and the schedule of our programming. We make as much information available as possible on our website and in our program guide. Take advantage of the available information so you can be an informed volunteer when asked questions by attendees.
- 3) **Perform your duties to the best of your abilities, and show up a little early for your shift/duties.** If you find you are unable or unclear on how to perform a certain duty, please talk with your Manager/Director. We are all in this convention together and we do not want anyone to be overwhelmed or not succeed in their position.
- 4) **Dress casually and appropriately.** While we do not enforce any formal dress code, we ask that you not wear offensive t-shirts, or clothing that might offend guests or convention members. Certain areas may have higher requirements as determined by their Manager/Director.
- 5) **Be sober and clear headed.** No drinking or use of controlled substances is permitted while you are performing your volunteer duties. If you become intoxicated while on duty or report for work while intoxicated or under the influence of a controlled substance, you will be removed from staff and ejected from the convention.
- 6) **Be humble and modest in your position.** While you're volunteering at the convention, you do not have special privileges and you do not get priority access in autograph lines, for instance. If you are not on duty, you have exactly the same privileges as any other convention attendee.
- 7) **Get plenty of sleep, plenty to eat, and stay clean.** We strive to limit volunteers to eight hours or less of a work a day. Please get plenty of sleep during the convention weekend. Eat well balanced meals, drink plenty of water, and maintain high personal hygiene. Do not try to out-do your fellow volunteers in who can sleep less. Sleep deprivation and lack of nourishment will negatively impact your ability to successfully complete the above six policies and may result in you being replaced in your shift or position during the convention till a time you have rested, eaten, and bathed.



MEDICAL OR PHYSICAL RESTRICTIONS

Volunteering at Phoenix Comicon can be a very physically and mentally demanding endeavor. Please let us know if you have any physical, medical or movement restrictions that need to be accommodated. We will make every effort to take care of and accommodate everyone, but please be aware that volunteers are expected to manage their own well being while they are serving on the volunteer team.

HARRASSMENT FREE ENVIRONMENT

Our convention has worked hard to build a reputation for responsible behavior and fairness, a reputation that builds trust with our attendees, exhibitors, guests, and fellow volunteers. This philosophy is embodied in our policy on providing a harassment free environment.

All volunteers have a right to work in an environment free from the demoralizing effects of harassment or unwelcome offensive or improper conduct. Sexual harassment or harassment based on gender, color, religion, national origin, age, sexual orientation, gender identity, expression, disability, or veteran status, or any other status protected by law will simply not be tolerated at Phoenix Comicon.

While it is not easy to provide a complete list of the types of improper behavior, prohibited conduct certainly includes: unwelcome sexual advances, requests for sexual favors, obscene gestures, sending sexually explicit, racially offensive or derogatory emails or voicemails, and other verbal or physical conduct of a sexual or offensive nature, such as uninvited touching of a sexual nature or sexually-related comments.

There is a procedure for investigating and resolving issues of harassment during Phoenix Comicon and within Phoenix Comicon and it will involve the assistance of the City of Phoenix police department.

Volunteers should promptly report incidents of harassment to their immediate Coordinator, Manager, Director, or Convention Director.

All reported incidents will be investigated with an effort to keep the source of the report confidential except where we find disclosure necessary for resolution. Where inappropriate conduct has occurred, specific disciplinary actions, up to and including termination of volunteer status or revocation of attendee badge, will be implemented. Any volunteer or attendee who, in good faith, reports a possible violation of this policy will be protected from any form of retaliation.

FAMILY, PARTNERS, AND SIGNIFICANT OTHER CONFLICT OF INTEREST POLICY

To help prevent problems of supervision, business-related conflicts of interest, improper influence, favor/bias or consideration as it relates to volunteers who are related to each other or are dating.

II. SCOPE

This policy applies to all volunteers

III. DEFINITION

The following fall under the definition

Father, Father-in-Law, Uncle, Mother, Mother-in-Law, Aunt, Son, Son-in-Law, Nephew, Daughter, Daughter-in-Law, Niece, Brother, Brother-in-Law, Sister, Sister-in-Law, Grandfather,



Grandmother, Grandchild, Husband, Wife, Step Parent, Step Child, Cousins, Foster Parent, Foster Child, partners, domestic partners, individuals dating, or individuals who begin to date.

IV. POLICY

- A. Directors, Managers and Coordinators will not supervise or be supervised by either an immediate or extended relative or boyfriend/girlfriend, as defined in "Definitions" section above. There cannot be any direct or indirect supervisory chain of command under which the individual would work.
- B. Department Heads (Director) are prohibited from employing any individual per the definition within his/her department. The Convention Director is prohibited from employing any individual per the definition within the convention.
- C. Individuals per the definition will not be placed in positions where there is an actual or apparent conflict of interest, or where there will be interaction or potential interaction between them that can be deemed to be against the best interest of Phoenix Comicon.
- D. Should volunteers become related or start dating, the convention will work with the individuals to transfer one to a new team or to another department as needed. If the individuals do not decide within a reasonable time frame, the Convention Director reserves the right to make the selection after balancing the interests of the Convention and the volunteers.
- E. Any exceptions to this policy must be authorized by the Convention Director.

CONFIDENTIALITY

As a volunteer you are expected to maintain confidentiality with information received from Phoenix Comicon. We strive to share as much information on the inner workings of our convention with our volunteers as possible, with the knowledge that much of this information is proprietary to Phoenix Comicon. Certain information may be embargoed until a set time frame, such as guest announcements, and we ask that you respect our requests for confidentiality, as the release of said information will impact other aspects of the convention, such as marketing plans. You may also be privy to information and conversations between and with guests during the convention and you are expected to maintain the privacy and confidentiality of our guests as well. Should we find that information is being shared in a way that is detrimental to Phoenix Comicon, we will cease to share said information with volunteers.

AT WILL VOLUNTEER

Your volunteer status is at will. Phoenix Comicon is free to release volunteers from their positions for good cause, bad cause, or no cause at all. You are able to serve as a volunteer at your pleasure and equally free to quit with no liability.

TITLE AND BENEFITS

Your title within Phoenix Comicon is _____ and you qualify for the following Benefit Tiers:
_____.



VOLUNTEER MEDICAL WAIVER AND INDEMNITY AGREEMENT

I understand and agree that I am responsible for providing my own food, transportation and lodging. Any food or lodging provided by Phoenix Comicon as a benefit covers only the applicable terms of the specific benefit awarded. In the event of an accident or injury while volunteering for Phoenix Comicon, I authorize Phoenix Comicon to seek and obtain medical treatment. Furthermore, I agree to indemnify, defend and hold harmless Phoenix Comicon from any and all damages, losses, claims, liabilities, charges, suits, penalties, costs and/or expenses, including but not limited to court costs, attorneys' fees and expenses, resulting from any act (whether intentional or not), omission or negligence of any injury to myself.

By signing I agree that I have read all of the above information and agree to the policies, waivers, and indemnity herein.
