

## **MIFF Volunteer Terms of Engagement**

### **FILMFEST LIMITED**

ABN 12 006 391 902 (“**MIFF**”, “**Organisation**”)

1. You hereby agree to provide your voluntary services to MIFF from Saturday 29 July – Sunday 20 August 2023. This is inclusive of any induction dates, Festival delivery dates (3 August – 20 August) and any encore screening dates.
2. You will report directly to the MIFF Venue Coordinator at each venue, and the Volunteers Manager, Operations Manager, Venues Manager, and where applicable the Assistant Venues Managers Such MIFF personnel shall hereafter be referred to as your “Supervisor”.
3. You acknowledge and agree that you will undertake your volunteer responsibilities in accordance with all of MIFF’s standard operating policies and procedures (as provided to you by MIFF or as explained to you by your Supervisor). You will additionally undertake your volunteer responsibilities in accordance with all reasonable directions given to you by your Supervisor.
4. In volunteering with MIFF, you agree to provide acceptable evidence of at least two doses of an approved COVID-19 vaccine or valid medical exemption. This proof will be required as part of your volunteer application.
5. You acknowledge and agree to act in alignment with the current Government advised COVID-19 guidelines as well as adhere to MIFF’s COVIDSafe plan and undergo COVIDSafe training as part of the Volunteer Induction Day.
6. Rendering your voluntary responsibilities whilst under the influence of alcohol or drugs will result in Filmfest Limited immediately ending your volunteer relationship with MIFF.
7. You acknowledge that MIFF relies on their Volunteers arriving to their scheduled shifts on time. In the event that you fail to arrive on time to perform your volunteer responsibilities on two (2) or more occasions, MIFF reserves its right to end your volunteer relationship with MIFF.
8. Volunteers are expected to respect the Organisation’s procedures and policies and you agree to conduct yourself in an appropriate manner.

9. Volunteers are expected to wear their branded MIFF volunteer t-shirt for all shifts as their uniform and the rest of their attire must be professional and appropriate. This t-shirt will be provided to you. Your t-shirt must not be visible whilst travelling to and from venues and while on break. You must not consume alcohol or smoke/vape while wearing your volunteer t-shirt.
10. You acknowledge and agree that during your time as a MIFF Volunteer you will not promote, or cause to be promoted, any businesses or events at any MIFF venue or function without the express prior authorisation of MIFF management and that non-compliance with this clause will result in immediate termination of your volunteering with MIFF.
11. You agree to support the values, aims and objectives of the third-party organisations that have a direct relationship with your role. This includes, but is not limited to, external venues and partners.
12. You may be required to provide additional information as requested from our venue partners to comply with their policies and procedures regarding the engagement of Volunteers in their venue(s). This may be requested at any time throughout the recruitment period.
13. You will only be expected to perform the tasks as detailed on your Volunteer Position Description and agree to follow the instructions of the Volunteers Manager, your Supervisor and MIFF staff whilst on shift, within the scope of your role and training.
14. As a volunteer, you will be covered by MIFF's Insurance Policy with Berkshire Hathaway Specialty Insurance, as varied from time to time. In the event that you have any pre-existing health conditions or issues, it is a requirement that these are fully disclosed by you to ensure that you and any conditions or issues are fully covered by MIFF's insurance. In the event that any pre-existing conditions or issues would not be covered by MIFF's insurance, you will be required to sign a release in favour of MIFF accepting any risk that may arise from the performance of your volunteer responsibilities. If you fail to disclose any pre-existing health conditions or issues and as a result, MIFF's insurance does not extend to coverage of you or such pre-existing health conditions or issues, you will be solely liable for all costs of treatment related to such pre-existing health conditions or issues and you shall fully release and indemnify MIFF against the same.
15. You acknowledge and agree that you are not entitled to the payment of any remuneration including salary or superannuation with respect to any services provided to the Organisation.
16. You agree and acknowledge that as a Volunteer, you are not entitled to the benefit of any statutory entitlements applicable to any employee of the Organisation, such as annual leave, personal leave or long service leave.

17. You acknowledge and agree that during your time as a Volunteer with MIFF, you may be photographed or recorded and that such photographs or recordings may be used by MIFF in MIFF's promotional materials. You hereby consent to the use of your name and likeness being used in connection with such promotional materials and agree that you shall have no right to pre-approval of, nor any entitlement to payment for any such use.
18. You acknowledge and agree that as a Volunteer, you are not under any obligation to provide the services to the Organisation at any particular time, or at all and you may end the volunteer relationship with MIFF at any time.

### **Volunteer Benefits**

The Organisation may, in its absolute discretion, determine to award the following items to you during your time as a Volunteer with MIFF:

As a MIFF 2023 volunteer, you will enjoy:

- An official MIFF volunteer T-shirt
- An official MIFF 2023 festival identification pass
- **Four (4) single-session admit-one tickets on the Volunteer Induction Day and One (1) single-session admit-one ticket allocated at the end of each completed shift.** These admit-ones will be valid for in-cinema sessions for the 2023 festival only. Admit-ones are not linked to individual volunteers; this means that you can use multiple single-session admit-ones to attend films with friends or family, rather than being limited to attending films by yourself or with a paying companion. This also means, if you complete more than the required six shifts, you will receive more admit-ones and have an opportunity to see more films!
- After attending and completing ten (10) shifts within the 2023 festival's in-cinema dates (3 – 20 August), you will be offered a complimentary MIFF Membership valid for 12 months from the date of issue and two single-session codes to access two MIFF Play (digital) film streams. This conditional benefit is valid for the 2023 festival only and subject to change.
- Entry to the MIFF End of Festival Party
- Entry to the Volunteer Secret Screenings

Awarding of the above listed items shall be in MIFF's sole discretion and subject to availability of such items. You shall have no fixed entitlement to receive any of the items and receipt by you of any such item(s) shall not constitute payment for the volunteer services provided.

## **Confidential Information Policy**

1. You acknowledge that you may be given access to or obtain information which is confidential and that such confidential information is of considerable commercial value to the Organisation.
2. You agree that you will not disclose, divulge, sell or communicate to any person any confidential information that may come to your knowledge in the course of your engagement with MIFF, unless expressly authorised by MIFF or required by law or court order.
3. You will not use, or attempt to use, confidential information for your own or any other purposes, or in any manner that may injure or cause loss directly or indirectly to MIFF and/or its business.

## **Electronic Acknowledgment**

I hereby electronically accept MIFF's arrangement as a Volunteer, and the terms and conditions as set out in these terms of engagement.

Application execution acknowledged via electronic acceptance.