



## Terms & Conditions

### Email Access:

All main correspondence will be conducted via email. Please ensure you have a current and usable email, and is included on your registration form.

Photo ID: Photo ID may be required on check-in. Please note that some activities will be 18+

### Attitude:

All volunteers represent the Westrac Bunbury Geographe Gift. It is vital to bring a positive attitude and act with courtesy and in a safe manner at all times.

### Safety:

We take pride in observing high standards of Occupational Health and Safety throughout The Gift. We endeavour to provide you with the safest working conditions possible. As a member of the Volunteer team we ask you to comply with all safety requirements associated with your volunteer position. All positions require enclosed shoes. Please bring along your own water bottle. Refilling stations are available. We want all our volunteers to have an enjoyable experience. A volunteer t-shirt will be provided.

### Shifts:

You will be required to undertake work for a minimum of 4hours. If you are unable to do a shift due to illness, injury or family emergency, you **must contact the Volunteer Coordinator immediately**.

### Drugs, Alcohol and Smoking Policy:

The Bunbury Geographe Gift is committed to providing and maintaining a safe and healthy work environment. It has a strict no drugs, alcohol and smoking policy whilst on duty. The event is a smoke free event. All volunteers are required to report for work in a fit condition, able to perform the required duties in a safe and capable manner.

### Reporting:

Incident Report forms must be completed anytime there is an accident, incident or near-miss. These forms can be obtained from the Fringe Club. These must be logged at the Club during the event.

### Confidentiality:

All information and processes associated with the volunteer position will be considered confidential.