

VOLUNTEER CODE OF “KAZAN VOLUNTEERS”

Principles of volunteer activities

1. **Voluntary involvement** – nobody can be forced to volunteer work. Volunteer activities are performed on the person’s free will.
2. **Gratuitousness** – volunteer work is unpaid and is not an alternative to paid employment.
3. **Respect** – the Volunteer respects the dignity, personality and cultural peculiarities of all people.
4. **Responsibility** – the Volunteer is responsible for their work, its quality and compliance with deadlines.
5. **Self-improvement** – the Volunteer is always open to acquiring new knowledge and skills.
6. **Healthy lifestyle** – the Volunteer does not smoke, drink alcohol or take drugs during the event in which they participate. They also try to follow this principle in everyday life.
7. **Morality** – the Volunteer follows moral and ethical principles.
8. **Equality** – the Volunteer recognises equal opportunities for each person to participate in volunteer activities.

Rights of Kazan Volunteers

1. The Volunteer has the right to choose the activity in which they are competent and which they consider the most appealing to them.
2. The Volunteer has the right to receive information about ongoing and upcoming events in a timely manner.
3. The Volunteer has the right to make proposals regarding the work of the event participants.
4. The Volunteer may refuse to participate in all activities or a particular event, or perform certain types of work, by notifying the organisers, responsible for the work of the Volunteer, in advance. Regular participation in activities is encouraged.
5. The Volunteer has the right to the respectful and friendly attitude from other event participants.
6. The Volunteer has the right to recognition and fair assessment of their contribution as well as to record of the time during their volunteer shifts.

7. The Volunteer has the right to get acquainted with the selection criteria for a particular event.
8. The Volunteer has the right to the preliminary training if it is necessary for staging the event.
9. The Volunteer has the right to receive uniform if it is stipulated in terms of the event organisation.
10. The Volunteer has the right to free meals if they work for 4 hours or more in a row.
11. The volunteer has the right to transportation if their shifts happen or end at night (from 22.00 to 6.00).

Obligations of Kazan Volunteers

1. The Volunteer has no right to conduct political and/or religious propaganda at the events they participate.
2. The Volunteer undertakes to treat other participants of the event with respect, including the staff of institutions (organisations) they cooperate with, as well as other Volunteers.
3. The Volunteer has no right to hinder preparation or staging of the event.
4. The Volunteer undertakes to comply with dress code set for the event.
5. The Volunteer is to coordinate all their activities performed during the event with the manager responsible for it.
6. The Volunteer has no right to discuss and condemn the activities of the manager and/or organisers of the event in public. All arising problems should be discussed privately with the manager and/or the organisers of the event.
7. The Volunteer has no right to disclose confidential information they learned during the preparation and staging of the event.
8. The Volunteer undertakes to provide a report on their activities to the manager.
9. The Volunteer undertakes to follow the instructions of the manager and organisers of the event.
10. The Volunteer shall adhere to the safety regulations.
11. If the Volunteer cannot carry out their duties, they are to notify the managers/organisers of the event in advance (as soon as possible!).

**Kazan Volunteers are the face of the event,
therefore they shall comply with the Kazan Volunteers Code**