

Volunteer Agreement & Acknowledgement – Beaumont Days 2026

Volunteer and City Standards

To ensure an exceptional event experience for everyone, we ask all volunteers to follow our City Events Volunteer Standards. These guidelines help our events run efficiently and ensure your volunteer experience is safe, enjoyable, and rewarding.

Volunteers are expected to:

- Attend all required orientation sessions for their assigned role. Orientation details will be provided upon registration.
- Complete the listed hours for each role.
- Wear the provided event identifying vests during all scheduled shifts.
- Notify the Volunteer Coordinator as soon as possible if they are unable to attend a shift.
- Contribute to an atmosphere of mutual respect, inclusivity, and support.
- Let the Volunteer Coordinator know if they are uncomfortable with a task or unsure how to proceed.
- Request assistance whenever needed.
- Refuse any work they believe is unsafe—without fear of reprisal.
- Complete all required paperwork, including waivers and Criminal Record Checks, where applicable.
- Arrive on time for all scheduled shifts.
- Refrain from using cigarettes, alcohol, cannabis, or any illicit substances on-site.
- Avoid using personal phones during shifts unless required for the role.
- Direct any immediate concerns to the Volunteer Coordinator.
- Follow all current public health guidelines and safety measures.

What volunteers can expect from City event organizers:

- Foster an environment of respect, teamwork, and support.
- Be available to answer questions and help address any challenges.
- Recognize volunteer contributions and hard work.
- Provide leadership and direction in emergency situations.
- Offer safety briefings, emergency procedures, and clear instructions.
- Follow all public health measures and prioritize volunteer safety.



Volunteer Code of Conduct and Confidentiality

As a volunteer with the City of Beaumont, you may have access to confidential or sensitive information about event participants, other volunteers, staff, or internal City operations. Volunteers play an important role in maintaining the safety, professionalism, and integrity of City programs. By signing this agreement, you acknowledge the following expectations:

Confidentiality

- I will keep all information I access through my volunteer duties confidential, including information shared verbally, in writing, electronically, or through photos and recordings.
- I will only share confidential information with the authorized City staff. If I am unsure, I will treat all information confidentially.
- I will not use confidential information for personal benefit or to benefit another person.
- I will not share any non-public or internal information on social media or other platforms.
- My obligation to maintain confidentiality continues even after my volunteer role ends.

Protection of Information

- I will take reasonable steps to protect any confidential or sensitive information in my possession.
- I will return or destroy all such information when requested or when my volunteer term ends.
- I understand that the City follows FOIP legislation, and I will respect the privacy of participants, employees, and fellow volunteers.

Accurate Information & Reporting

- I will provide accurate information when completing forms, reporting incidents, or communicating with City staff.
- I will not falsify, conceal, or misrepresent information in any capacity.

Conduct & Respectful Behaviour While Volunteering at City Events or Programs, I agree to:

- Act respectfully, professionally, and inclusively toward all participants, staff, volunteers, and members of the public.
- Contribute to a safe, harassment-free, discrimination-free environment.
- Cooperate with City staff to maintain a positive and supportive atmosphere.
- Refrain from derogatory comments, gossip, or behavior that may harm others or the City's reputation.
- Follow the rules, expectations, and standards set by City event staff and venue coordinators.

Representation & Social Media

- I understand that, even as a volunteer, I may be perceived as representing the City of Beaumont.
- I will not publicly comment on City decisions, staff, programs, or internal matters in a way that could harm the City's reputation.
- I will not post confidential information or any photos/videos of participants unless explicitly authorized by City staff.
- I will not use social media or personal devices during volunteer shifts, except during approved breaks or in urgent situations with permission from staff.

Consequences of Breach I understand that not following this agreement may result in:

- Immediate termination of my volunteer role
- Possible legal or administrative consequences if confidential information is improperly disclosed.

