

Sekaicon Volunteer Code of Conduct

As a volunteer with Sekaicon, you are expected to maintain ethical and professional conduct while on our premises, during volunteer shifts or activities, and/or when representing our organization in the community.

This Volunteer Code of Conduct aims to clearly communicate the required standards of behavior while volunteering with Sekaicon. We expect our volunteers to act respectfully, honestly, and ethically while fulfilling their responsibilities, and in their interactions with fellow volunteers, venue staff and Sekaiguilid members.

All volunteers, including members of the Board, are required to adhere to the Code of Conduct as outlined. This Code establishes the standards of behavior and ethical practices expected of everyone involved with our organization. Compliance with these guidelines is mandatory to ensure a respectful, professional, and supportive environment. By participating in our activities, all volunteers and Board members acknowledge their commitment to upholding these standards and are accountable for their actions in alignment with the Code. Failure to comply may result in corrective actions as deemed necessary by the organization.

Introduction

Sekaicon aims to promote cross-cultural understanding through inclusive spaces that celebrate, educate, and inspire a sense of global citizenship, primarily through the promotion of the arts. As a Volunteer you will assist this goal by ensuring a safe and inclusive environment for all Members and Volunteers.

Obligations and Expectations

Volunteers are expected to follow the ethical standards outlined in this code of conduct and all Sekai Guild Volunteer Policies. Moreover, volunteers are expected to uphold Sekaicon's mission and maintain a professional image while representing the organization in public.

Anti-Racism, Harassment, and Bullying

Sekaicon has a zero-tolerance policy for racism, discrimination, sexual harassment, and bullying of any kind.

These behaviors include but are not limited to: offensive physical actions such as lewd gestures; statements meant to humiliate a person publicly or individually; the use of racial slurs or “jokes”; sexually explicit communication that is either written or spoken; any unwelcome physical contact with other volunteers, venue staff, or members; any unwanted sexual attention; harassment due to a person’s race, color, gender, identity, religion, language, medical condition, age, culture, national origin, gender expression, disability, marital status, or sexual orientation.

If you witness these behaviors, you are required to notify any member of senior leadership, the operations director (Liam (Cable) Rigsby) or the Volunteer Coordinator (Kirsten Reinahrd) immediately. If you engage in any of these behaviors, you will receive prompt disciplinary action and/or termination without notice.

Attendance and Punctuality

Sekaicon depends on you to arrive on time for your scheduled shift. We ask that if you know you will be late or absent, please notify a member of your leadership team or the Volunteer Coordinator (Kirsten Reinhard) as soon as possible. Repeated tardiness or absences may result in disciplinary action or termination.

Confidentiality

During the course of their duties, volunteers will likely have access to, deal with, or become aware of confidential information and circumstances surrounding those we serve. This information must be kept strictly confidential. Any breach of confidentiality will result in disciplinary action up to and including the termination of volunteer services.

Social Media

Releasing information to the public prior to its authorized release or without verification of accuracy can lead to inconsistencies, resulting in potential confusion and mistrust.

Volunteers of Sekaicon and Sekai Guild are not permitted to make announcements or post on behalf of either organization on any social media platform unless they have

received explicit authorization from the Executive Director or the Marketing Director. This includes discord or chat conversations as well as traditional social media posts.

Dress Code

It is important that volunteers dress appropriately for their volunteer role so that they can fulfill their volunteer duty safely and comfortably. We ask that you refrain from wearing clothing that displays obscene language or offensive material while representing Sekaicon.

Drug, Alcohol, and Tobacco Use

Volunteer activities must be conducted without the influence of alcohol or illicit drugs. These substances are prohibited from the convention premises.

If alcohol is served during a volunteer event or business function, volunteers are expected to conduct themselves in an appropriate and professional manner.

Tobacco use is prohibited inside the building. Tobacco products may only be consumed in designated smoking areas and disposed of responsibly.

Breaches of the Volunteer Code of Conduct

By failing to uphold the ethical considerations in this document, volunteers should expect disciplinary action. It is at Sekaicon's discretion whether to issue a warning or to terminate services as a volunteer. Sekaicon has the right to release or terminate volunteers at its discretion. Sekaicon] is not responsible for any monetary losses accrued as a result of breaches of conduct.

By signing this Volunteer Code of Conduct, I indicate that I have read, understood, and agree to uphold and abide by the outlined values. I also agree to accept consequences as a result of not following our Volunteer Code of Conduct.

