

Sekai Guild Volunteer Policies

1) Mission

Sekai Guild is a new not-for-profit created 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. We are looking for passionate and dedicated volunteers to join our team. As a volunteer, you will play a key part in Sekai Guild through planning and running a variety of events including Sekai Guild's annual meeting, Sekaicon.

2) Overview

This document has been developed to provide guidelines about volunteer policies and procedures for Sekaicon volunteers. These policies are intended to ensure fair and consistent treatment of all volunteers. It is the intention of Sekai Guild to foster an atmosphere of mutual respect, non-discrimination, and trust based on clear lines of authority, responsibility, and accountability, and to provide volunteers with the flexibility necessary to meet the volunteer needs as well as time to enjoy the atmosphere and events at the annual event. This manual will assist you in becoming familiar with the privileges and obligations of your work with Sekai Guild. None of the policies or guidelines are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of continued volunteer engagement. Additionally, these guidelines are subject to modification, amendment or revocation at any time, without advance notice.

3) Ethical And Legal Business Practices

Sekai Guild expects the highest standard of ethical conduct and fair dealing from each director, volunteer, and all others associated with the organization. Our reputation is a valuable asset, and we must continually earn the trust, confidence and respect of those who attend Sekai Guild events and our community.

These policies provide general guidance on the ethical principles that we all must follow, but no guideline can anticipate all situations. You should also be guided by basic honesty and good judgment and be sensitive to others' perceptions and interpretations.

If you have any questions about these policies, consult your supervisor or Lead.

You are expected to promptly disclose to the management of the organization anything that may violate these policies. We will not tolerate retaliation or retribution against anyone who brings violations to leadership's attention.

4) Attendance And Punctuality

Each volunteer is important to the overall success of Sekai Guild. Attendance is a key factor in your job performance and individual attendance affects organizational success. When you are not here, someone else must perform duties usually handled by you. Punctuality and regular attendance are expected of all volunteers. Volunteers are expected to report to work on time at the start of their shift. Reporting to work on time means that you are ready to start work, not just arriving at your scheduled start time. If you are absent for any reason or plan to arrive late or leave early, you must notify leadership as early as possible.

Except as provided in other policies, a volunteer who is absent from work for two consecutive shifts without notification to leadership or the Volunteer Coordinator will be considered to have voluntarily terminated their volunteer engagement.

5) Dress Code

Cosplay and other fun dress is allowed. Volunteers are held to the same standards as attendees. While on shift, volunteers must wear convention-provided identifiers to clearly indicate their status as volunteers, such as a vest. The identifier is subject to change from year to year. While on shift, cosplay and fun dress are allowed with the caveat that attire must not interfere with your ability to complete assigned tasks. Department Heads and above reserve the right to ask you to change clothes if it is found to interfere with your ability to complete tasks.

While off shift, you will be expected to follow all rules and policies put in place for attendees.

6) Policy Against Workplace Harassment

Sekai Guild is committed to providing a work environment for all volunteers that is free from sexual harassment, other types of discriminatory harassment and intimidation. Volunteers are expected to conduct themselves in a professional manner and to show respect for their coworkers.

Sexual harassment and other types of discriminatory harassment are illegal. Sekai Guild's property (e.g., telephones, printers, computers, and computer applications such as e-mail and Internet) may not be used to engage in conduct that violates this policy. Sekai Guild's policy against harassment covers volunteers and other individuals who have a relationship with Sekai Guild which enables the organization to exercise a degree of control over the individual's conduct in places and activities that relate to Sekai Guild's work (e.g., directors, officers, contractors, vendors, volunteers, interns, etc.).

Prohibition of Sexual Harassment: Sekai Guild's policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when: (1) submission to such conduct is made an express or implicit condition of engagement as a volunteer; (2) submission to or rejection of such conduct is used as a basis for evaluation decisions; or (3) such conduct has the purpose or effect of unreasonably interfering with an volunteer's work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances that constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances -- whether they involve physical touching or not; (2) requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued volunteer engagement; or (3) coerced sexual acts.

Depending on the circumstances, the following conduct may also constitute sexual harassment: (1) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; (2) sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; (3) displaying sexually suggestive objects, pictures, cartoons; (4) unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner; (5) sexual gestures or sexually suggestive comments; (6) inquiries into or discussion of one's sexual experiences.

It is also unlawful and expressly against Sekai Guild policy to retaliate against a volunteer for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

Prohibition of Other Types of Discriminatory Harassment: It is also against Sekai Guild's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her Protected Status (or that of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

The following examples constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to Protected Status; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of their Protected Status. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

It is against Sekai Guild's policy to retaliate against a volunteer for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

Reporting of Harassment: If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any volunteer of Sekai Guild, report the incident immediately to the Executive Director or your supervisor. Possible harassment by others with whom Sekai Guild has a business relationship should also be reported as soon as possible so that appropriate action can be taken.

Sekai Guild will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making the report. It would also generally be necessary to discuss allegations of harassment with the accused individual and/or others who may have relevant information. Sekai Guild's goals are to determine whether harassment occurred and if it must determine appropriate action steps.

If Sekai Guild determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include warnings, suspensions, and termination. Volunteers who report violations of this policy and volunteers who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Sekai Guild will inform the volunteer who made the complaint of the results of the investigation.

Compliance with this policy is a condition of each volunteer's engagement. Volunteers are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the Executive Director. In the case where the allegation of harassment is against the Executive Director, please notify the Board or the Volunteer Services Director.

7) Violence and Weapons

Sekai Guild is committed to maintaining a safe and healthy environment, in part by promoting open, friendly, and supportive working relationships among all volunteers. Violence is not an effective solution to any problem and violence, or threats of violence are unacceptable. Threats of violence or fighting will not be tolerated. If a work-related issue is causing undue stress or agitation, the volunteer is encouraged to discuss it immediately with their supervisor.

Volunteers are strictly prohibited from bringing any type of weapon including but not limited to knives, pistols, rifles, stun guns, mace et cetera to the venue grounds, or parking areas or to outside events hosted by Sekai Guild.

Volunteers are expected to immediately report to their supervisor any violation of this policy. Any volunteer found threatening another volunteer or attendee and/or carrying weapons to the worksite will be subject to disciplinary action up to and including immediate termination of their volunteer engagement.

8) Smoking/Vaping

Smoking/Vaping is not permitted at Sek events at which the volunteer is representing Sekai Guild except in designated outdoor smoking areas on break time.

9) Drug Free Workplace

Sekai Guild is a drug-free workplace. Sekai Guild does not tolerate the presence of illegal drugs or the illegal use of legal drugs in our workplace. The use, possession, distribution, or sale of controlled substances such as drugs or alcohol or being under the influence of such controlled substances is strictly prohibited while on duty or while on the company's premises or worksites. If you need to take a prescription drug that affects your ability to perform your job duties, you are required to discuss possible accommodations with your supervisor. Violation of this policy will result in disciplinary action, up to and including termination.

10) Non-Disclosure of Confidential Information

Any information that and volunteer learns about Sekai Guild, volunteers, or its members/attendees or donors, as a result of working for Sekai Guild that is not otherwise publicly available constitutes confidential information. Volunteers may not disclose confidential information to anyone who is not employed by Sekai Guild or to other persons employed by Sekai Guild who do not need to know such information to assist in rendering services.

The protection of privileged and confidential information, including trade secrets, is vital to the interests and the success of Sekai Guild. The disclosure, distribution, electronic transmission or copying of Sekai Guild's confidential information is prohibited. Such information includes but is not limited to the following examples: program, and financial information, including information related to attendees or donors, and pending projects and proposals.

Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. Conversations regarding confidential information generally should not be conducted on cellular phones, or in elevators, restrooms, restaurants, or other places where conversations might be overheard.

11) Solicitation

Volunteers are prohibited from soliciting (personally or via electronic mail) for membership, pledges, subscriptions, the collection of money or for any other unauthorized purpose anywhere on Sekai Guild property during work time, especially those of a partisan or political nature.

Non-working volunteers may not solicit or distribute to working volunteers. Persons who are not employed by Sekai Guild may not solicit or distribute literature on Sekai Guild's premises at any time for any reason.

Volunteers are prohibited from distributing, circulating, or posting (on bulletin boards, refrigerators, walls, etc.) literature, petitions, or other materials at any time for any purpose without the prior approval of the Executive Director or your supervisor.

12) Computer and Information Security

This section sets forth some important rules relating to the use of Sekai Guild's computer, tablets and communications systems. These systems include individual PCs provided to volunteers, centralized computer equipment, all associated software, and Sekai Guild's telephone, voice mail and electronic mail systems.

Sekai Guild may provide computer and communications systems to support its mission. Although limited personal use of these systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, Sekai Guild's ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed.

Sekai Guild expects the full attention of its volunteers while they are working. Although volunteers may occasionally have to take care of personal matters during the workday, volunteers should try to conduct such personal business either before or after the workday or during breaks. While working, volunteers are expected to exercise discretion in using cell phones, taking personal phone calls, or sending/receiving personal emails.

All data in Sekai Guild's computer and communication systems (including documents, other electronic files, email, and recorded voicemail messages) are the property of Sekai Guild and may be inspected and monitored at any time. No individual should have any expectation of privacy for messages or other data recorded in Sekai Guild's systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to Sekai Guild. Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate it from the system.

Sekai Guild's systems must not be used to create or transmit material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on protected status. Sekai Guild's systems must not be used to transmit personal comments or statements through e-mail or post information to news groups that may be mistaken as the position of Sekai Guild. Similarly, Sekai Guild's systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.

The following activities, which present security risks, should be avoided:

- Attempts to bypass, or render ineffective, security facilities provided by Sekai Guild
- Sharing passwords in the absence of legitimate business reasons
- Accessing the specific document files of other users in the absence of legitimate business reasons
- Changing or modifying hardware or software configurations of computer equipment without IT staff approval
- Loading personal software (including outside email services, games, instant messaging software) to company computers
- Downloading programs or installing programs copied from Sekai Guild computers without IT staff approval
- Loading unlicensed software on Sekai Guild's computers
- Attempting to obtain unauthorized access to or use of other organizations' computer systems and/or data
- Copying company software (whether developed internally or licensed) onto other media other than for legitimate business reasons.
- Removing software documentation from the company's offices.
- Changing the location or installation of computer equipment in offices and work areas without approval from IT staff

There are a number of practices that individual users should adopt that will foster a higher level of security. Among them are the following:

- Exercise judgment in assigning an appropriate level of security to documents stored on Sekai Guild's networks, based on a realistic appraisal of the need for confidentiality or privacy.
- Back up any information stored locally on your workstation (other than network-based software and documents) on a frequent and regular basis.

Should you have any questions about any of the above policy guidelines, please contact your supervisor or the IT staff.

13) Internet Acceptable Use

Access to the Internet is provided to volunteers to support the mission of Sekai Guild on Sekai Guild owned devices. No use of the Internet should conflict with the primary purpose of Sekai Guild, its ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed.

Sekai Guild reserves the right to monitor Internet usage by volunteers, including reviewing a list of sites accessed on Sekai Guild owned devices. No individual should have any expectation of privacy in terms of his or her usage of the Internet. In addition, Sekai Guild may restrict access to certain sites that it deems are not necessary for business purposes.

In addition to the restrictions named in Section 15, Sekai Guild's Internet connections may not be used for any of the following activities:

- To download or disseminate copyrighted material that is an infringement of copyright law
- To transmit personal comments or statements through e-mail or to post information to news groups that may be mistaken as the position of Sekai Guild
- To disclose confidential information
- To send or participate in chain letters, pyramid schemes or other illegal schemes
- To solicit for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.

14) Electronic Mail (Email) Policy

The e-mail system is provided by Sekai Guild to assist volunteers with the performance of Sekai Guild's work. Messages that are created, sent, or received using Sekai Guild's e-mail system are the property of Sekai Guild, and Sekai Guild reserves the right to monitor this system and retrieve the contents for legitimate reasons, such as to find lost messages, comply with investigations or to recover from system failure.

Volunteers may not retrieve or read e-mail that was not sent to them unless authorized by appropriate staff. No personal business is to be conducted using Sekai Guild's e-mail.

All e-mail communications should be handled in the same manner as a letter, fax, memo, or other business communication.

If you have any questions regarding any of the policy guidelines listed above, please direct them to your supervisor or the Operations Director.

15) Personal Electronics Acceptable Use

Sekai Guild understands that many volunteers have cell phones and other handheld communication devices. Sekai Guild prohibits the use of cell phones in any way that violates federal, state, or local laws or that is otherwise unsafe.

Volunteers whose job responsibilities include driving are expected to use good judgment if the need to use a cell phone arises while driving and comply with all local and state laws. Safety must come before all other concerns. Volunteers are strongly encouraged to pull off to the side of the road and stop their vehicle before placing or accepting a call. Volunteers are encouraged to keep the calls short. Special care should be taken in situations where there is traffic, inclement weather, or the volunteer is driving in an unfamiliar area.

Volunteer Receipt and Acceptance

I hereby acknowledge receipt of the Volunteer Policies of Sekai Guild. I understand that it is my ongoing responsibility to read and understand the policies. I also understand and agree that the Volunteer Policies are not a contract for any specific period of time.

I have read, understand, and agree to all of the above. I have also read and understand Sekai Guild's Volunteer Policies.

Signature _____ Date _____

Print Name _____

Confidentiality Policy and Pledge

Any information that a volunteer learns about Sekai Guild, or its members or donors, as a result of working for Sekai Guild that is not otherwise publicly available constitutes confidential information. Volunteers may not disclose confidential information to anyone who is not employed by Sekai Guild or to other persons employed by Sekai Guild who do not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission or copying of Sekai Guild's confidential information is prohibited. Any volunteer who discloses confidential Sekai Guild or Sekaicon information will be subject to disciplinary action (including possible termination), even if he or she does not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose confidential information.

Signature _____ Date _____

Print Name _____