

Volunteer Code of Conduct

Attendance & Lateness

- If you will be late or absent, email volunteer@cranecreations.ca (24 hrs notice when possible).
 - 5 lateness or absences in one year may result in removal from volunteering.
 - No-shows without notice result in removal from volunteering.
 - Always notify your supervisor if you are leaving. Do not leave the premises during shift without permission. Violation will result in removal from volunteering and no hours credited
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Following Instructions

- Follow all staff directions, safety rules, and procedures at all times. Failure to do so may result in removal from volunteering and no volunteer hours credited.
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Conduct

- Be respectful and professional with staff, patrons, and volunteers. Rude, harassing, or inappropriate behaviour leads to removal from volunteering and no hours credited.
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Dress Code

- Adherence to the Dress code is required for all events at the Maja Prentice Theatre. See visual reference here: [Volunteer Dress Code Chart](#)
 - Volunteers not dressed accordingly will be sent home and hours will not be credited.
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Overstaying End of Shift

- Shifts end at the scheduled time — volunteers may not remain in the building after their shift ends. Arrange transportation in advance, especially for shifts ending after 5 PM or in colder months, as the building closes promptly.