

**Ottawa Chamber Orchestra  
Volunteer Code of Conduct  
2014-2015**

As a valued member of the Ottawa Chamber Orchestra Concert team, I agree to the following:

- I will be a positive ambassador for the Ottawa Chamber Orchestra (OCO) and all the events that it presents, and will represent the OCO in a positive way;
- I will remember that concert goers are the reason why we are here; I will be courteous and respectful of their needs, and make customer service my first priority;
- I will read and understand the following policies:
  - OCO Anti-Harassment Policy
  - OCO Guidelines and Policies for Serving Members of the Community with Respect
- I will fulfill all volunteer responsibilities;
- I will not use OCO property or monies for personal advantage;
- I will maintain confidentiality with respect to all OCO information, whether this information involves staff, volunteers, patrons or other persons, or involves any OCO business or records;
- I will not record any OCO concert performances (audio/video).

We reserve the right to revoke volunteer privileges or decline individuals from registering for future years for any observed breaches of this Code of Conduct and the related policies while representing the OCO.

By signing below, I agree to the above Ottawa Chamber Orchestra Code of Conduct and the related policies.

Name \_\_\_\_\_ (Please print)

Signature \_\_\_\_\_ Date \_\_\_\_\_