



# 36<sup>th</sup> International Geological Congress

2-8 March, 2020  
Delhi, India



## VOLUNTEER PROGRAM POLICY & GUIDELINES

By submitting the application form, the volunteer understands and accepts the Volunteer Program Policy and Guidelines governing his/her participation at the 36<sup>th</sup> IGC as a volunteer.

### Roles and Responsibilities

1. Assistance in Opening/ Closing program, technical sessions, plenary sessions, public lecture sessions or any other session planned by the Congress
2. Assistance in E-Posters, and GeoExpo areas
3. Assistance in Business Meetings, Professional Development Workshops/ Short Courses
4. Assistance to Plenary/ Public Speakers
5. Assistance in Fieldtrip Program
6. Support to Registration desk
7. Support to the Secretariats of the 36<sup>th</sup> IGC, IUGS and IGCC
8. Any assistance required in other activities/ events not covered above, but deemed necessary by the organizers.

The volunteers need to take care of their own safety, security, medical conditions and other personal aspects during the period of the volunteer program. The 36<sup>th</sup> IGC cannot be held accountable/ responsible for any physical, financial or other exigency that occurs during the period of the volunteer program. By submitting the application form, the Volunteers undertake that they are medically fit to take up the volunteering work at the venue in Delhi-NCR or at any of the scheduled fieldtrip locations or other designated locations.

### Financial Support

Volunteers will receive the following financial support as reimbursement in their bank account (mentioned in the online application form) based on the successful completion of their volunteering work, and after producing valid tickets and other supporting documents.

1. Free Congress Registration
2. Free accommodation on sharing basis (for volunteers, it is mandatory to stay at the Volunteers' accommodation arranged by 36<sup>th</sup> IGC on all days)
3. Return fare as per actuals (by 3AC Train / Bus) to Delhi/ National Capital Region or any other location as specified by the Volunteer Program Committee
4. Financial support @ INR 2000/- per day while on duty

# Code of Conduct

## Attitude

Volunteers are expected to act in a professional, cordial and respectful manner at all times. Aggressive, domineering and oppressive behavior are not accepted. People under the influence of drugs or alcohol will not be permitted to volunteer and will be immediately asked to leave the volunteer program. Any suspicion of substance abuse noticed, should be immediately reported to the Volunteer Program Committee/ Security at venue for taking suitable action.

## Attendance

Working times proposed by the Volunteer Program Committee will duly be intimated to all Volunteers during briefing sessions prior to the Congress. The volunteers commit to attend the Kick-off meeting, activity training programs and venue walkthrough organized by the IGC. On arrival at the venue, volunteers must immediately check-in by scanning their badges at the Volunteer Centre. All absences must be notified by the volunteers well in advance to the Volunteer Program Committee so that alternative arrangements can be made. Unnotified absence or non-maintenance of punctuality may invite termination of volunteering in the Congress.

## Teamwork

Co-operation, coordination and teamwork amongst all the volunteers, IGC staff, PCO's representatives, suppliers and other parties involved in the conference are an essential pre-requisite.

## Uniforms and Badges

All volunteers must wear their uniforms and badges during duty provided by the 36<sup>th</sup> IGC. Any loss of the kit should be reported immediately to the Volunteer Program Committee.

## Engagement with the media/third parties

Volunteers shall, at no cost, engage with the media or any third party regarding the 36<sup>th</sup> IGC. This includes, but not limited to, statements to the media, joint initiatives with other organizations and agreements involving contractual or financial obligations.

## Confidentiality

All information that is or has been obtained by the volunteers during, or in the course of their involvement, or has otherwise been acquired by them in confidence, that relates particularly to the conference's business, or that of others with whom we have dealings of any sort, of which are not made public, is confidential. The volunteers shall not at any time, before or after the end of their involvement, disclose such information to any person without our written consent. Volunteers are expected to exercise care, to keep safe any documents or other material containing confidential information, and at the end of their volunteer involvement, or at any other time upon demand, return any such material in their possession.

## **Termination of Volunteer Participation**

Volunteers who do not adhere to the IGC's policies and procedures may be asked to leave. Grounds for being asked to leave include, but are not limited to the following:

- Gross misconduct, theft
- Being under the influence of drugs or alcohol
- Misuse of equipment and materials
- Abuse of suppliers and co-workers
- Breaches of confidentiality
- Failure to abide by policies and guidelines
- Non-maintenance of punctuality or unnotified absence

If a volunteer is deemed to have behaved with detriment to the conference and its reputation, or to the health and safety of others involved in the event, the IGC Volunteer Team reserves the right to end its relationship with the volunteer immediately.

## **Personal Property**

We strongly advise that volunteers do not bring any valuables to the event. The IGC does not accept responsibility for loss of any personal property belonging to volunteers.

## **Data Privacy Policy**

Personal data of the volunteers collected by the 36<sup>th</sup> IGC will be kept confidential and will be used only for the purpose of the 36<sup>th</sup> International Geological Congress.

-----