Volunteer Policy

By submitting the application form, the volunteer understands and accepts the Volunteer Policy governing their participation at the 23rd International AIDS Conference (AIDS 2020) as a volunteer.

IAS values and principles and values of conference participation
By volunteering at the 23rd International AIDS Conference (AIDS 2020), volunteers commit to behaving in compliance with the IAS values and the conference participation principles and values.

Volunteers Code of Conduct

Attitude
Volunteers are expected to act in a professional and respectful manner at all times. Aggressive, domineering and oppressive behaviour is not accepted and must immediately be reported to the IAS Volunteer Programme Team or the volunteer supervisor. People under the influence of drugs or alcohol will not be permitted to volunteer and will be immediately asked to leave. Any suspicion of substance abuse should be immediately reported to the IAS Volunteer Programme Team.

Attendance
Working times are proposed by the IAS Volunteer Programme Team and then confirmed by the volunteers individually prior to the conference. The volunteers commit to attend the Kick-off meeting, activity training and venue walkthrough organized by the IAS. On arrival at the Convention Centre, volunteers must immediately check-in by scanning their badges at the Volunteer Centre. All absences must be notified as soon as possible to the IAS Volunteer Team so that alternative arrangements can be made. Regular lateness or an unnotified absence may result in dismissal from the volunteer program.

Teamwork
Co-operation and teamwork amongst the volunteers, IAS staff, suppliers and other parties involved in the conference are required and encouraged.

Uniforms and badges
All volunteers must wear the volunteer t-shirt provided to them when they are performing volunteer duties. The uniform branding must not be covered. When they are present in the venue but not on volunteer duty (attending conference sessions for instance), they are not allowed to wear the AIDS 2020 volunteer t-shirt. Volunteers must wear their badges at all times, whether they are on duty or attending a session. The badge QR code must not be covered. Volunteers must inform the IAS Volunteer Programme Team immediately if their badge is lost.

Representation of the conference to the media or other third parties
Volunteers will not represent the event in any circumstance unless otherwise agreed. This includes, but is not limited to, statements to the media, joint initiatives with other organisations and agreements involving contractual or financial obligations.

Confidentiality
All information that is or has been obtained by the volunteer in the course of their involvement with AIDS 2020, or has otherwise been acquired in confidence, that particularly relates to the conference’s business, or that of others with whom we have dealings of any sort, 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 any documents or other material containing confidential information safe, and at the end of their volunteer involvement, or at any other time upon demand, return any such material in their possession.

Ending of the volunteer participation
Volunteers who do not adhere to the conference’s policies and procedures may be asked to leave. Grounds for dismissal 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 procedures
- Regular lateness 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 IAS 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 IAS does not accept responsibility for any personal property belonging to volunteers.

Insurance
Liability insurance is provided to cover all volunteers whilst active on their volunteer shifts inside the Convention Centre. However, the International AIDS Society insurance does not cover volunteers when travelling to San Francisco and Oakland, USA, coming to the venue, outside of their volunteer shifts, attending sessions, or outside the venue. Volunteers must ensure they are covered with their own liability insurance for all of these situations.

Image rights
By volunteering at AIDS 2020, the volunteer grants permission for photos and/or videos of themselves taken during their activities to be distributed on the Internet, in printed material and other media and will therefore be available to the general public. The AIDS 2020 volunteer acknowledges that the copyright for all photos or other media of them will be held by the IAS. This copyright includes without limitation any and all rights to include the work in this and any future publications of the IAS, in any format or media. The volunteer waives all rights to compensation for these photographs, regardless of how they are displayed.

Data privacy policy
Personal data collected will be kept confidential and will only be used for the purpose of organizing the AIDS 2020 Conference. Volunteers can ask for their personal data to be deleted at any time by contacting the IAS Volunteer Programme Team at volunteers@aids2020.org.