



VOLUNTEER POLICY

By submitting the application form, the volunteer understands and accepts the Volunteer Policy governing his/her participation at the 10th IAS Conference on HIV Science (IAS 2019) as a volunteer.

IAS values and principles and values of conference participation

By volunteering at the 10th IAS Conference on HIV Science (IAS 2019), volunteers commit to behave 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 are not accepted and must immediately be reported to the IAS Volunteer 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 Team.

Attendance

Working times are proposed by the IAS Volunteer 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 absence must be notified as soon as possible to the IAS Volunteer Team so that alternative arrangements can be made. Regular lateness or unnotified absence may result in ending your volunteer involvement in the event.

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 to conferences/session for instance), they are not allowed to wear the IAS 2019 volunteer t-shirt. Volunteers must wear their badges at any time, whether they are on duty or just attending a session. The badge QR code must not be covered. In case of badge lost, volunteers must inform the IAS Volunteer Programme Team immediately.

Representation of the conference towards 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 during, or in the course of the volunteer's involvement, or has otherwise been acquired by him/her 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.

Ending of the volunteer participation

Volunteers who do not adhere to the conference'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 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 do 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 Mexico, coming to the venue, outside of their volunteer shifts, attending to sessions, or outside the venue. Volunteer must insure they are covered with their own liability insurance for all these situations.

Image rights

By volunteering at IAS 2019, the volunteer grants permission for photos or video of himself/herself taken during his/her activities to be distributed on the Internet, printed matters and other media and will thereby be available to the general public. The IAS 2019 volunteer acknowledges that the copyright for all photos or other media of him/her 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 be used only for the purpose of the IAS 2019 Conference organisation. Volunteers could ask for their personal data to be deleted at any time by contacting the IAS Volunteer Team at volunteers@ias2019.org