

## IRONMĀORI EVENTS LIMITED VOLUNTEERS AGREEMENT

### TOGETHER WE CAN ALL WORK SAFE

- 1.** All Kaitautoko (volunteers) are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to the use or **after-effects** of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance.
- 2.** Off the job and on the job involvements with alcohol or drugs can have adverse effects upon the workplace, the integrity of our work product, the safety of all, the wellbeing of our participants, and the ability to accomplish the goal of an alcohol and drug free event environment. IRONMĀORI therefore wants to emphasize that it has **zero tolerance** for kaitautoko who arrive under the influence of alcohol or drugs, and/or whose ability to volunteer is impaired in any way by the consumption of alcohol or drugs, or who consume alcohol or drugs on Company property.
- 3.** The Company strictly prohibits the use, making, sale, purchase, transfer, distribution, consumption, or possession of drugs or alcohol on company property. To this end, the Company reserves the right to conduct searches for drugs or alcohol, including, but not limited to, searches of lockers, filing cabinets, desks, packages, etc. which are on Company property or in a Company facility. Any drugs or alcohol found as a result of such a search will be confiscated and the occupant or user of the object searched will be subject to disciplinary action up to and including termination of employment.

This action may in certain circumstances include advising the Police.

Workplace bullying is unreasonable behaviour that generally is persistent, and that demeans, intimidates, and humiliates employees, either as individuals or as a group.

We believe that all kaitautoko should be able to work in an environment free of bullying. Directors must ensure kaitautoko are not bullied.

We encourage all kaitautoko to report workplace bullying. Directors must ensure that kaitautoko or witnesses who make complaints are not victimised.

Disciplinary action will be taken against anyone where a complaint of bullying is found

## **Health and Safety General Media**

### **Policy – Post Incident**

No person be they volunteers or any other person/persons either directly or indirectly associated to IRONMĀORI have authorisation to speak to the media on any matter of IRONMĀORI event and/or it's operations.

All media inquiries of **ANY TYPE** must be politely declined and referred to the Race Director.

Following a major incident the Race Director & Health and Safety Director will make a considered judgement as to the most appropriate response.

We are committed to providing and maintaining a safe and healthy workplace for all staff, and to providing the information, training and supervision needed to achieve this.

#### ***We will take all practicable steps by;***

- Providing a safe workplace, safe equipment and proper materials Monitor staff for prolonged exposure to hazards
- Insist upon establishment of safe methods and best practices  
Comply with all H&S legislation, regulations, and codes of practice

We will take responsibility for health and safety procedures; however, employees need to be aware of their responsibilities and comply with the business' health and safety policy.

#### **This includes:**

Employees WILL be responsible for themselves at ALL times

Observing safe practices and rules/instructions relating to their work procedures

#### ***Each employee is encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:***

- Being involved in the workplace health and safety system.
- Following correct procedures
- Safe and proper use of equipment.
- Wearing protective clothing and equipment as and when required. Reporting any pain or discomfort as soon as possible.
- Ensuring all accidents and incidents are reported.

- Help new employees, trainees and visitors to understand the right safety procedures and why they exist.
- Informing your manager immediately of any health and safety concerns.
- Keeping the work place tidy to minimise the risk of any trips and falls.

***We are committed to the safety of our staff, volunteers, most importantly, our event participants.***

There are many inherent hazards that exist in the outdoor environment and the nature of our event means we will at times be exposed to weather hazards.

Elimination of natural hazards is often not possible, and a proactive approach is taken to identify the hazards and manage them in the most appropriate manner possible.

In deploying this proactive approach, IRONMĀORI will:

- Assess the ability of staff (including volunteers) to determine whether they have the appropriate skills and experience for the task they are assigned
- Provide training to staff where required Communicate expectations to staff clearly
- Take all practicable steps to ensure the safety of staff at work Ensure that staff have all the necessary safety equipment
- Comply with any legislation regarding health and safety, and any other regulatory requirements such as relevant codes of practice

***IRONMĀORI requires its staff (including volunteers) to:***

- Take all practicable steps to ensure their safety and the safety of other staff and anyone else around the workplace
- Work in a responsible manner, and use all safety equipment
- Clearly communicate to race or safety director if they feel they do not have the skills for any task
- Proactively identify hazards and work to manage them

**As a Volunteer, I acknowledge and assume all the risks of volunteering in this Event:**

- I understand that my volunteering in the event may involve a risk of physical injury to me or others, damage to mine or others property, or other consequences. These consequences may be the result of the actions, inactions, or negligence of myself, and/or others, or from the various conditions of the event premises, including the equipment, or weather. There may also be unknown risks, or unforeseeable, including but not limited to; falls, collisions with participants, vehicles, pedestrians, spectators, other volunteers, or fixed objects; dangers arising from surface hazards, equipment failure, or inadequate safety equipment; and hazards that may be posed by spectators/bystanders.
- I acknowledge and confirm that I have no knowledge of any physical or mental limitations, conditions, or other restrictions that would inhibit my ability to safely volunteer.
- I agree to abide by the following code of conduct: 1) Not consume any drugs or alcohol that will impair my judgement and ability to volunteer for this event. 2) Respect the rights, dignity, and worth of every individual at the event, including athletes, spectators, and other volunteers. 3) To not discriminate against anyone based on sex, ethnicity, religion, ability, or performance. 4) Respect all property, including but not limited to, event venues, event equipment, property of athletes. 5) Act professionally and take responsibility for my actions, including demonstrating high standards in respect to my appearance, actions, and language.
- I consent to receiving any medical treatment for the likes of an injury, or accident that occurred during event set up, pack down, or during the event, that the Event Organisers or medical/ paramedical personnel deem as essential.
- I acknowledge and accept that the information gathered from this event (Including Registration Form Details) will be used to administer the event and may be used to promote and market future events. I understand that my details may be passed onto third parties (i.e. sponsors) for promotional purposes relating to the event. I give permission for the use of my picture for any promotional material for this event and future events.
- I agree to carry out tasks outlined in the Volunteer Role Description and abide by safety and risk management requirements.
- I agree to attend on the agreed time and day or contact the appropriate person if I am not available.
- I agree to participate in orientation, meetings, and trainings as required.
- I acknowledge, and will raise any matters of concern with the applicable IRONMĀORI Director

**Confidentiality Agreement**

- I hereby agree that any information heard, observed, or obtained during my volunteer's role at IRONMĀORI Events Limited, shall remain confidential to IRONMĀORI Events Limited. I agree that I shall not discuss any confidential information obtained as a volunteer with anyone, other than my assigned IRONMĀORI Director.

I affirm that I am eighteen (18) years of age (or will be on the date of the event) and older. I have read this waiver and release agreement, I understand its consent, and voluntarily agree to it.