

Rules & Regulations for Volunteers

International Arab Film Festival Zurich (IAFFZ)

These Rules & Regulations govern the collaboration between the association International Arab Film Festival Zurich (hereinafter referred to as "IAFFZ" or "Association") and the volunteers (hereinafter referred to as "Volunteers"). They serve to protect both parties and are based on the legal foundations of Switzerland, in particular the Swiss Civil Code (ZGB), the Code of Obligations (OR), and the Federal Act on Data Protection (FADP).

1. Status and Nature of the Activity

The activity as a volunteer for the IAFFZ is on a voluntary, unpaid basis. It is expressly stated that this agreement does not establish an employment relationship within the meaning of Art. 319 et seq. of the Swiss Code of Obligations. The volunteer has no claim to wages, salary, or other financial compensation unless expense reimbursements have been explicitly agreed upon in writing.

As compensation, volunteers will be issued a one-day festival pass (so-called Volunteer Pass) for each day of assignment. In addition, they will receive a goodie bag and, if possible, a small financial compensation, provided the financial result of the festival permits this.

2. Confidentiality and Non-Disclosure

During the preparation phase and the execution of the festival, volunteers will have access to confidential information.

- **Confidentiality:** The volunteer undertakes to maintain strict confidentiality regarding all internal processes, data of filmmakers, guests, sponsors, partners, as well as all internal association matters.
- **No Disclosure to Third Parties:** Confidential information, documents, passwords, or communication records may not be disclosed verbally, in writing, or digitally (including social media) to unauthorized third parties.
- **Duration of Confidentiality:** This obligation of confidentiality applies indefinitely, i.e., both during the active assignment period and after the termination of the activity for the IAFFZ.
- **NDA:** A separate Non-Disclosure Agreement (NDA) will be presented for signature before the start of the assignment.

3. Data Protection (according to FADP)

- The IAFFZ takes the protection of personal data seriously. The volunteer undertakes to strictly comply with the provisions of the Swiss Federal Act on Data Protection (FADP).
- Personal data of festival visitors, guests, other volunteers, or association members may only be processed for the intended festival purpose and under no circumstances used or stored for private purposes.
- Any form of unauthorized copying, storage, or forwarding of address lists or contact details is strictly prohibited.

4. Conduct and Representation

Volunteers act as representatives of the IAFFZ during their assignment.

- A friendly, respectful, and professional demeanor towards the audience, guests, partners, and the rest of the team is expected.
- The IAFFZ stands for dialogue, tolerance, and cultural exchange. Any form of discrimination, racism, or harassing behavior will not be tolerated and will lead to immediate exclusion.
- Media inquiries are generally to be forwarded to the official media office or the festival management of the IAFFZ. Volunteers are not authorized to make official statements on behalf of the festival.

5. Liability and Insurance

- **Duty of Care:** The volunteer undertakes to perform the assigned tasks carefully and to treat the materials provided to them (e.g., mobile phones, badges, technical equipment) with care.
- **Liability:** In the event of intentional or grossly negligent damage to association property or the property of the rented cinemas, or in the event of a breach of confidentiality, the IAFFZ reserves the right to hold the volunteer liable for the damage incurred and to take legal action.
- **Insurance:** Accident and liability insurance is generally the responsibility of the volunteer. The IAFFZ declines any liability for the personal belongings of the volunteers.

6. Binding Nature of the Assignment Commitment

The IAFFZ is a non-profit association whose entire operation relies on the commitment of volunteers. The careful planning of volunteer assignments is essential for the smooth

running of the festival. For this reason, the registration as a volunteer is understood as a binding commitment.

We are aware that unforeseen events can occur and ask for the earliest possible notification in such cases. In the event of an inability to attend during the festival phase (February 2 to 7, 2027), please notify the management of the IAFFZ Volunteer Team immediately. A short-notice absence without a valid reason – especially without a medical certificate in case of illness or corresponding proof in case of bereavement – cannot be accepted. As a non-profit organization with limited resources, it is not possible for the IAFFZ to organize replacements at short notice without jeopardizing the festival operations.

We sincerely thank all volunteers for their understanding and sense of responsibility. Your reliability is a significant contribution to the success of the festival.

7. Breach of Contract

Violations of these Rules & Regulations, in particular against the obligation of confidentiality and data protection, may result in immediate exclusion from the festival operations. The IAFFZ expressly reserves the right to take legal (civil and criminal) action in the event of serious breaches of the confidentiality obligation.

8. Final Provisions

Should individual provisions of this document be or become invalid, the validity of the remaining provisions shall remain unaffected. This legal relationship is exclusively governed by Swiss law. The place of jurisdiction is Zurich.