COLLABORATORS AND VOLUNTEERS

Rules of engagement

How we work with the people who help bring our gatherings to life. Please read these before applying; everyone who works with us agrees to them.

01 How we engage you

- Collaborators work with us project by project. For each project you receive a written engagement letter setting out the scope, dates, deliverables, fee, payment terms and the person you report to. No work should begin until it has been agreed in writing.
- An engagement is a contract for services, not employment, unless a written employment contract says otherwise. You are responsible for your own taxes and statutory obligations.
- Volunteers are confirmed per event through a briefing that sets out the shift, responsibilities and lead. Volunteering is unpaid and does not create employment.

02 Professional conduct

- Treat guests, clients, partners, suppliers and colleagues with courtesy and respect at all times.
- Arrive on time for briefings, rehearsals and shifts, and tell your lead as early as possible if you cannot.
- Follow the dress code and event brief. Wear any badge or identification you are given.
- Do not consume alcohol or other substances while on duty, even where they are served to guests.
- We do not tolerate harassment, bullying, discrimination or abuse of any kind, in person or online. Any breach may end an engagement immediately.

03 Safeguarding

- Some of our gatherings include young people or vulnerable adults. Never place yourself alone and out of sight with a child or vulnerable adult, and never exchange private contact details with them.
- Report any concern about the safety or wellbeing of any person to your lead or the event's safeguarding contact straight away.

04 Confidentiality

- Information about clients, partners, guests, budgets, programmes and plans is confidential unless it has been made public by us or the client.
- Do not share confidential information during or after your engagement. Some projects require a separate non-disclosure agreement, which you will be asked to sign before you start.

05 Personal data

- We handle personal information under Kenya's Data Protection Act, 2019. Use guest lists, registration data, contact details and photographs only for the task you were given.
- Do not copy personal data to personal devices or accounts, share it with anyone outside the project team, or keep it after the project ends. Report any loss or misuse immediately.

06 Brand, media and social media

- Only speak to the press or publish statements on behalf of The Gathering & Co. or a client when you have been asked to.
- You may share that you worked on a public event once it has taken place. Do not post confidential details, behind-the-scenes material or images of guests without approval.
- Respect photography consent. If a guest asks not to be photographed or asks for an image to be removed, do so.
- Use our logos and brand materials only as directed and as set out in the media kit.

07 Intellectual property and portfolio use

- Unless your engagement letter says otherwise, work you create for a project belongs to The Gathering & Co. or the client, as agreed for that project.
- You may show work in your portfolio once it is public and with our permission, credited appropriately and without confidential information.

08 Conflicts of interest, gifts and suppliers

- Tell us about any personal or financial interest in a supplier, venue, client or partner before you are involved in a decision about them.
- Do not accept commissions, payments or favours from suppliers or partners connected to our work. Declare any gift beyond a modest token to your lead.

09 Health and safety

- Follow venue rules, safety briefings and the instructions of event and venue leads.
- Report any hazard, accident, injury or incident to your lead immediately, however minor. Do not take risks with equipment, rigging or electrics you are not qualified to handle.

10 Fees, invoices and expenses

- Invoice as set out in your engagement letter, quoting the project and any purchase reference. We pay within the period stated in the letter.
- Expenses are reimbursed only when approved in advance and supported by receipts.

11 Changes, cancellations and ending an engagement

- If a project changes or is cancelled, we will tell you as early as possible. What happens to agreed fees is set out in your engagement letter.
- If you can no longer take part, give as much notice as possible and help hand over your work.
- We may end an engagement if these rules are seriously or repeatedly breached.

12 Raising a concern

- If something feels wrong, whether about conduct, safety, money or how you are being treated, tell your lead, or email info@thegatheringandco.online. You can also contact the Director of Operations & Event Production or the Founder & Chief Executive Officer directly.
- Concerns are handled confidentially and fairly, and no one will be treated badly for raising a concern in good faith.

In short

Agree it in writing, treat everyone with respect, keep confidences, protect people's data, keep people safe, and speak up when something is wrong.

These rules sit alongside your engagement letter or volunteer briefing. If they differ, the engagement letter applies. Last updated November 2026.