

VOLUNTEER SERVICE AGREEMENT

Concluded pursuant to the Polish Act of April 24, 2003 on Public Benefit Activity and Volunteer Work (Journal of Laws of 2023, item 571, as amended)

Concluded on in Warsaw between:

FOUNDATION "INSTITUTE OF HUMAN RIGHTS AND MEDIA" (IPCiM)

based in Warsaw, KRS:, NIP:,

represented by:,

hereinafter referred to as the **"Beneficiary"**,

and

Mr./Ms.:

Citizenship:

Residential Address:

Passport / National ID Number:

E-mail: Phone:

hereinafter referred to as the **"Volunteer"**.

§ 1. Subject of the Agreement

1. The Beneficiary entrusts, and the Volunteer voluntarily and without remuneration undertakes to perform services for the Beneficiary to support the Foundation's statutory objectives.
2. The Volunteer's services include in particular:
 - support in organizing international and national projects and conferences,
 - preparation of analyses, reports, translations, and educational materials regarding human rights and media,
 - support in communication, social media, and international relations.
3. The Volunteer shall perform the services personally.

§ 2. Place and Time of Performance

1. Services will be performed stationary, remotely (online), or in a hybrid format, subject to mutual agreement between the Parties.
2. A Volunteer performing services from outside Poland (from abroad) undertakes to provide appropriate hardware conditions and a stable internet connection at their own expense.

§ 3. Duration of the Agreement

1. The Agreement is concluded for a fixed period from to / for an indefinite period.
2. Either Party may terminate the Agreement with a 7-day notice period or with immediate effect by mutual consent.

§ 4. Rights and Obligations of the Parties

1. The Beneficiary undertakes to:

- inform the Volunteer about health and safety risks related to the services provided and rules of protection against hazards,
- provide the Volunteer with appropriate conditions for performing the services,
- issue a written certificate and evaluation of performance upon the Volunteer's request.

2. The Beneficiary provides the Volunteer with Personal Accident Insurance (NNW) pursuant to the Act on Public Benefit Activity and Volunteer Work (applies to services up to 30 days; for services exceeding 30 days, coverage is statutory under Polish law).

§ 5. Reimbursement of Expenses

1. By agreement of the Parties, the Beneficiary is exempt from covering travel expenses and per diems of the Volunteer, unless agreed otherwise in writing/email prior to incurring them.

2. The Volunteer receives no monetary compensation for their services.

§ 6. Confidentiality & Data Protection (GDPR)

1. The Volunteer undertakes to maintain strict confidentiality regarding all sensitive information, including personal data, accessed during the performance of services.

2. The Volunteer declares that they have read and agree to comply with the Beneficiary's Personal Data Protection Policy (GDPR).

3. The Volunteer's personal data is processed solely for the implementation of this Agreement pursuant to GDPR.

§ 7. Intellectual Property Rights

If any copyrighted work is created during the performance of services, the Volunteer transfers all economic copyrights to the Beneficiary free of charge across all known fields of exploitation upon delivery.

§ 8. Final Provisions

1. In matters not regulated herein, the provisions of Polish law shall apply, in particular the Act on Public Benefit Activity and Volunteer Work and the Polish Civil Code.

2. Any disputes shall be resolved by the court having jurisdiction over the Beneficiary's registered office in Warsaw, Poland.

3. Concluded in two counterpart copies in English.

BENEFICIARY

Signature & stamp of Foundation Representative

VOLUNTEER

Legible signature of Volunteer

Legal note: Compliant with Polish Volunteer Work Act & GDPR. For remote volunteers working from abroad, electronic signatures or scanned signed copies are legally valid.