

RULES AND REGULATIONS OF VOLUNTEER WORK as part of the “Quests – Explorer Expeditions” Programme

The purpose of these Rules and Regulations is to introduce all Volunteers to basic principles, rights and responsibilities binding for Volunteers as well as for the “Calamita” and “Map of Passions” Foundations, the latter two hereinafter referred to as “Beneficiaries”.

The intent behind Volunteer work is to help evolve the “Quests – Explorer Expeditions” Programme designed to provide access to free-of-charge tourism-and-sightseeing games across Poland, adventures, and discoveries of little-known locations throughout the country.

Volunteering opportunities are open to everyone regardless of gender, race, nationality, creed, political beliefs or health condition. Anyone can be a Volunteer!

Volunteer work is an opportunity to develop personal skills, experiences, and interests, reach proficiency in new fields, contribute to social change, and join engagement campaigns.

I. GENERAL PROVISIONS

1. Volunteer work is a form of charitable, unpaid and conscious activity engaged in to the benefit of others.
2. Any individual meeting the criteria listed below can become a Volunteer taking action to back the Beneficiaries. Such an individual shall:
 - a) Perform assignments to back the Beneficiaries pursuant to principles stipulated in the Public Benefit and Volunteer Work Law,
 - b) Be registered on the “Quests – Explorer Expeditions” platform, and aware of the specificity of Beneficiaries’ core activities,
 - c) Notify his/her willingness to become a Volunteer assisting Beneficiaries by filling in the www.mpcqwo.pl/form/wolontariat application form, their candidature having been approved,
 - d) Be 18 years of age or older; sign a Volunteer Services Agreement with a Beneficiary selected on basis of the convergence of the Beneficiary’s operating territory with the Volunteer’s place of residence as specified in the Application Form, unless parties hereto decide otherwise; and sign all respective Statements and Consents required to engage in Volunteer work,
OR
 - e) Be 13 years of age or older, his/her legal guardians having signed a Volunteer Services Agreement with a Beneficiary selected pursuant to aforementioned rules, unless parties hereto decide otherwise – and a Statement of Legal Guardians,
 - f) Own a Volunteer Account on the www.mpcqwo.pl platform, and attend an online *Quest Volunteer Work Assignment* training course (spanning such topics as testing Quests; Quest maintenance service principles; navigating

the assignment & task platform; proper reporting),

- g) Be free of any health counterindications preventing him/her from performing duties specified in the Agreement.
3. All Volunteers will receive an invitation to join a private Volunteer Group on the Facebook platform. Informal in nature, the Group is designed as a supplementary communication and information exchange platform. Using this form of communication is voluntary.
 4. Regardless of the term of collaboration between the Volunteer and Beneficiaries, both parties shall enter into a Volunteer Services Agreement duly stipulating tasks assigned to the Volunteer, term of the Agreement, location(s) of discharging Agreement-related duties, and Agreement termination conditions.
 5. The Board of the Foundation / Volunteer Work Co-ordinator or an individual duly appointed by the same pursuant to the Volunteer Services Agreement shall be authorised to take all and any action on behalf of the Beneficiary with regard to co-operating with Volunteers.
 6. Volunteers will be obliged hereunder to perform services associated with the Beneficiaries' statutory goals.
 7. Should Volunteers perform aforesaid tasks/assignments on Beneficiary (office) premises, Beneficiaries will be obliged to provide said Volunteers with proper labour health and safety conditions, including:
 - a) Sufficiently spacious workstations, proper lighting, ventilation, heating, access to hygiene-and-sanitary facilities (bathrooms and suchlike), and access to office furniture and equipment in proper working condition,
 - b) Supervision of and assistance with Volunteer work, provided / guaranteed by a Volunteer Work Co-ordinator or an individual duly appointed by the same,
 - c) First aid and/or proper accident at work documentation, should such need arise, under special circumstances,
 - d) Introducing the Volunteers to the Volunteer Work Health and Safety Rules for office/field assignments.

8. Should Volunteers perform aforesaid tasks/assignments at home, they will be obliged to conform to labour health and safety conditions, in order for all duties to be discharged in safe conditions. Under such circumstances, Beneficiaries shall be relieved of the responsibility to care for the health and safety of respective work rooms, secure proper conditions in buildings and work rooms, or provide access to hygiene-and-sanitary facilities (bathrooms and suchlike).
9. Volunteers dispatched by Beneficiaries to perform tasks/assignments in the field (at events organised by Beneficiaries and/or during independent Volunteer field work) shall be obliged to conform to labour health and safety principles, in order for all duties to be discharged in safe conditions.

II. VOLUNTEER RIGHTS AND RESPONSIBILITIES

1. All Volunteers shall have the right to receive a Volunteer Work Confirmation Certificate.
2. In exchange for their engagement (i.e. tasks/assignments the completion of which has been confirmed by a Volunteer Work Co-ordinator), Volunteers shall be eligible for:
 - a. Original Quest Badges (virtual – displayed on the platform only – or physical) awarded according to specific rules:
 - i) Upon completing 5 tasks, the Volunteer shall be awarded the “Quest Volunteer Work” Virtual Badge (online display only),
 - ii) Upon completing 10 tasks, the Volunteer shall be awarded the “Quest Volunteer Work” Basic Badge (online display and metal item),
 - iii) Upon completing 25 tasks, the Volunteer shall be awarded the “Quest Volunteer Work” Bronze Badge (online display and metal item),
 - iv) Upon completing 50 tasks, the Volunteer shall be awarded the “Quest Volunteer Work” Silver Badge (online display and metal item),
 - v) Upon completing 100 tasks, the Volunteer shall be awarded the “Quest Volunteer Work” Gold Badge (online display and metal item).
 - b. Questing gadgets, including a unique captioned collector’s T-shirt,
 - c. Questing Club access,

- d. Priority right to participate in meetings, strategic and questing workshops, and actual influence on developing new notions for Quest evolution across Poland.
3. Volunteers shall be obliged to use the Volunteer Work System designed to manage all tasks/assignments (selecting tasks from the *List of Available Tasks/Assignments*, notifying issues, final reporting).
4. Volunteers will be obliged to conform to a specific process when selecting a preferred task in the System (assigning their names to the task/assignment in the System, notifying potential comments / withdrawing from the task/assignment, marking a task/assignment as completed by the pre-specified deadline).
5. Task/assignment completion shall be confirmed by a Volunteer Work Co-ordinator, and be tantamount to earning engagement points.
6. Volunteers shall have the right to suggest Quest tasks and/or assignments not included in the official list by notifying them in the System. Once having issued his/her approval, a Volunteer Work Co-ordinator shall assign them to the original task/assignment creator.
7. Volunteers shall have the right to withdraw from any chosen and pre-assigned tasks/assignment by notifying a Volunteer Work Co-ordinator by e-mail.
8. Volunteers shall be obliged to use any equipment received from Beneficiaries in conformity with its intended purpose.
9. Volunteers shall be obliged to refrain from disclosing any entrusted personal data and/or information considered by Beneficiaries confidential to any third parties.
10. While Volunteers shall have the right to entrust the performance of a task/assignment to a third party, they shall be held liable for conforming to the Volunteer Services Agreement entered into. They shall further be obliged to notify their Volunteer Work Co-ordinator to the effect of the above.
11. Should any *force majeure* prevent the Volunteer from participating in activities formerly declared for completion by a specific deadline, he/she shall notify Beneficiaries to the effect of the above no later than one day in advance.
12. Volunteers shall have the right to suspend their services at any time by notifying the respective Foundation by e-mail at: wolontariat-mapa@questy.org.pl (if co-operating with the “*Map of Passions*” Foundation), or wolontariat-calamita@questy.org.pl (if co-operating with the “*Calamita*” Foundation). Suspension shall result in a “*temporary inactive*” System status being assigned to the given Volunteer. In order to have active status restored, the Volunteer shall notify the Volunteer Work Co-ordinator by e-mail at the address used for suspension purposes.
13. Volunteers shall cover their own travel and/or accommodation expenses as required to perform their tasks/assignments, unless Beneficiaries decided otherwise.

14. Should a Volunteer suffer an accident when engaging in services to assist Beneficiaries, he/she shall notify Beneficiaries and/or a Volunteer Work Coordinator of any such accident immediately.
15. Any Volunteer engaging in services to assist the Beneficiaries for a term exceeding 30 days shall be eligible for provisions in case of accidents during the performance of duties and/or services pursuant to the Law of October 30th 2002 regarding provisions for accidents or occupational diseases arising under special circumstances (*Journal of Laws* 2002 No. 199 item 1674, as amended).
16. Volunteers shall not be eligible for any benefits due to injured individuals under provisions in case of accidents during the performance of tasks assisting Beneficiaries, should said accident occur through the Volunteer's wilful misconduct or gross negligence, or the Volunteer having failed to observe labour health and safety rules.
17. No injured individual who had been intoxicated or under the influence of intoxicants or psychotropic substances and had thus contributed to the respective accident shall be eligible for any benefits due under provisions in case of accidents during the performance of tasks assisting Beneficiaries.
18. Pursuant to the Personal Data Protection Law of May 10th 2018, Volunteers shall have assorted rights regarding their own personal data as stipulated thereunder.

III. FINAL PROVISIONS

Provisions of the Public Benefit and Volunteer Work Law (*Journal of Laws* 2010 No. 234 item 1536, as amended) shall apply to all and any matters unresolved in these Rules and Regulations.

VOLUNTEER SERVICES AGREEMENT

Entered into as of in Cracow,

By and between: the “Map of Passions” Foundation with its registered address in Cracow at Stańczyka No. 12/4, entered into the National Court Register under No. 0000643396, represented by President of the Board Anna Jarzębska,

Hereinafter referred to as
“**the Beneficiary**”, and

.....

Holder of ID Card / Passport No., with his/her registered place of residence at:
.....,

hereinafter referred to as “**the Volunteer**”.

§1

1. The Volunteer shall be obliged to perform the following services (tasks/assignments) to assist the Beneficiary:
 - a)
 - b)
2. The Volunteer hereby declares to have acknowledged and accepted the *Rules and Regulations of Volunteer Work*.
3. The Volunteer hereby:
 - a) Declares to have acknowledged the Personal Data Processing Information Clause,
 - b) **Consents / Does not consent** to having his/her image processed for purposes of promoting volunteer work and/or the “Quests – Explorer Expeditions” Programme,
 - c) Consents to phone and/or e-mail contact.
4. The Volunteer shall report directly to a Volunteer Work Co-ordinator duly appointed by the Beneficiary.

§2

Parties hereto hereby agree that this Agreement shall apply to unpaid volunteer work-based services.

§3

The Beneficiary shall provide the Beneficiary with the following:

1. An bootcamp training course and regular information assistance as required.
2. Volunteer Badges and other benefits (pursuant to *Rules and Regulations of Volunteer Work*).
3. Service provision conditions conforming to labour health and safety rules (should the Volunteer perform tasks/assignments on Beneficiary (office)

premises).

§4

1. This Agreement shall be entered into for an indefinite term, as of the date of its signing.
2. Parties hereto hereby agree that each party shall have the right to terminate the Agreement with seven days' notice.
3. The Beneficiary shall have the right to terminate the Agreement without notice, should gross negligence in the performance of services be found.

§5

1. The Civil Code and Public Benefit and Volunteer Work Law of April 24th 2003 (*Journal of Laws* 2010 No. 234 item 1536, as amended) shall apply to all and any matters unresolved in this Agreement.
2. Any amendments to the Agreement shall be made in writing, or else declared null and void.
3. Any disputes arising with regard hereto shall be resolved by a court of law with competent jurisdiction for the Beneficiary's registered seat.

§6

This Agreement has been concluded in two identical copies, one for each of the parties hereto.

Beneficiary	Volunteer / Legal Guardian
.....

Personal Data Processing Information Clause

I hereby acknowledge and accept that:

- a) The “Map of Passions” Foundation and “Calamita” Foundation shall be my Personal Data Controllers,
- b) My personal data shall be processed exclusively for purposes of delivering Volunteer work services (activities) and/or promoting the “Quests – Explorer Expeditions” Programme,
- c) My personal data may be transferred to other entities only in connection with Volunteer service delivery and/or volunteerism promotion,
- d) I have the right to access and/or rectify my personal data,
- e) Personal data is provided on a voluntary basis,
- f) I have the right to object to having my personal data processed for reasons of specific personal circumstances,
- g) I have the right to object to my personal data being transferred to another Personal Data Controller.

Date and signature
.....

Consent to Image Processing

I hereby consent to having my image processed through the use of photographs featuring my image, and publication of the same on websites and/or platforms managed by the Beneficiary of Volunteer services, as well as on other websites and in publications and/or presentations, such as those owned and/or produced by project partners, to the exclusive purpose of disseminating information and/or promoting Volunteer work and the “Quests – Explorer Expeditions” Programme.

Date and signature
.....

Consent to Telephone, Short Text Messaging and E-mail Contact

- 1. I hereby consent to telephone, Short text Messaging, and/or e-mail contact for all and any matters associated with Quest-related Volunteer work.
- 2. I hereby consent to the collection and processing of data I have provided, and use of the same for all intents and purposes as indicated in this Consent by
- 3. I hereby declare to the effect of having been notified of the voluntary basis of providing all and any data, and further that all such data is correct and truthful.
- 4. I have acknowledged the *Personal Data Processing Information Clause*, including the manner and purpose of my personal data processing, and my right to access and/or rectify said data, and/or demand its erasure. I shall be hereby obliged to notify

any change to the following:

a) Telephone No.:

b) E-mail address:

Date and signature

.....

Parent's / Legal Guardian's Statements / Declarations

I, the undersigned (first and last names), ID card / Passport No. :

....., registered place of residence:

hereby represent and declare that I am the parent / legal guardian of Volunteer (first and last names) I hereby consent to the processing of my personal data for purposes of any contact associated with my child / mentee performing Volunteer services.

Signature of parent / legal guardian:

Child's Personal Data Processing Information Clause

I hereby acknowledge and accept that:

- a) shall be my child's Personal Data Controller,
- b) My child's personal data shall be processed exclusively for purposes of delivering Volunteer work services (activities) and/or promoting the volunteerism idea,
- c) My child's personal data may be transferred to other entities only in connection with Volunteer service delivery and/or volunteerism promotion,
- d) I have the right to access and/or rectify my child's personal data,
- e) My child's personal data has been provided on a voluntary basis,
- f) I have the right to object to having my child's personal data processed for reasons of specific personal circumstances,
- g) I have the right to object to my personal data being transferred to another Personal Data Controller.

Signature of parent / legal guardian:

Consent to My Child's Image Processing

I hereby **consent / do not consent** to having my child's image processed through the use of photographs featuring his/her image, and publication of the same on websites and/or platforms managed by the Beneficiary of Volunteer services, as well as on other websites and in publications and/or presentations, such as those owned and/or produced by project partners, to the exclusive purpose of disseminating information regarding and/or promoting Volunteer work.

Signature of parent / legal guardian:

Statement regarding the Acknowledgement of Rules and Regulations of Volunteer Work

I hereby declare to have acknowledged the content of the *Rules and Regulations of Volunteer Work as part of the Questing Programme.*

Date and signature of parent / legal guardian:

LABOUR HEALTH AND SAFETY MATERIALS FOR VOLUNTEERS

Pursuant to legal regulations regarding the provision of volunteer work/services, any beneficiaries of the same shall be obliged to introduce volunteers to Labour Health and Safety rules.

Labour Health and Safety issues on Questing trails pertinent to Quest Custodian functions and roles:

Whenever embarking on the performance of his/her duties, the Volunteer shall be healthy, sober, dressed appropriately for local weather conditions, and carry indispensable equipment.

Chief hazards potentially encountered by Volunteers when discharging their duties include slipping and falling, and suffering minor cuts* or injuries. Volunteers may be exposed to such risk in connection with aforesaid weather conditions (rain, snow, ice), or modernisation works in progress within or in the neighbourhood of Questing areas.

In view of the above, Volunteers shall remain particularly cautious and attentive when walking/hiking in such conditions. Footwear shall at all times be appropriate for local conditions. Volunteers shall refrain from accessing locations posing a potential risk of injury, and/or locations excluded from use, and/or marked with appropriate signage and/or information. Particular attention will be paid to assorted obstacles protruding from the ground's surface, as they can cause the Volunteer to fall or suffer other injury.

The Volunteer Custodian / Volunteer Work Co-ordinator shall be notified of any irregularities, emergencies, failure to observe safety rules and regulations, and other non-standard behaviours.

** In case of serious cuts, wounds, and/or injuries, we strongly suggest seeing/consulting a physician to discuss the need for a tetanus shot. Should the physician decide to administer a shot, the Volunteer will not be obliged to make any payment – the procedure will be covered by the National Health Service system.*