**VOLUNTEERING AGREEMENT**

\_\_\_\_\_\_\_\_\_\_\_\_, No. \_\_\_\_\_\_\_

Vilnius

State Scientific Research Institute Nature Research Centre (hereinafter referred to as the "NRC"), legal entity code 302470603, with registered office at Akademijos St. 2, 08412, Vilnius, represented by its Director Sigitas Podėnas, acting in accordance with the Articles of Association of the institution

and the volunteer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(name, surname, date of birth, residential address, telephone number, email address)*

(hereinafter referred to as the "Volunteer"), hereinafter collectively referred to as the "Parties", acting in accordance with the legislation of the Republic of Lithuania and the Description of the State Scientific Research Institute Nature Research Centre's Volunteering Procedures approved by State Scientific Research Institute Nature Research Centre's Director Order No V- 11 of 1 February 2022 (hereinafter referred to as the "Description"), hereby enter into this volunteering agreement ( hereinafter referred to as the "Agreement").

**CHAPTER I**

**SUBJECT OF AGREEMENT**

1. The object of the Agreement is to carry out, on a voluntary basis and without remuneration, activities for the benefit of the NRC and the public, the terms of which are set out in this Agreement.
2. Volunteering period: from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, with a commitment to volunteer: \_\_\_\_\_\_\_ hours.

**CHAPTER II**

**OBLIGATIONS AND RIGHTS OF THE STATE SCIENTIFIC RESEARCH INSTITUTE NATURE RESEARCH CENTRE**

1. During the term of the Agreement, NRC undertakes to:
	1. enable the Volunteer to carry out the voluntary activities listed below:
		1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
		2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
		3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
		4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
	2. appoint a volunteer mentor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
	3. inform the Volunteer about the nature, scope and course of the volunteering activity, current and potential health and safety risks that may arise during the volunteering activity and the use of measures to protect against these risks, safety and other requirements, and familiarise the Volunteer upon signature with the Description of the State Scientific Research Institute Nature Research Centre's Volunteering Procedures;
	4. draw up a timetable for volunteering together with the Volunteer and the Volunteer's mentor;
	5. provide the Volunteer with the necessary information, consultancy and technical assistance for the organisation and performance of the volunteering activity and to provide the Volunteer with the necessary means for the performance of the voluntary activity, if requested by the Volunteer and if there are possibilities;
	6. coordinate the Volunteer's activities and advise him/her on the specifics and complexities of his/her work;
	7. enable the Volunteer to participate in volunteer training and meetings with the NRC volunteering coordinator and volunteer mentor;
	8. A Volunteer who has entered into a Volunteering Agreement with the NRC shall be provided, upon request, with a document certifying the Volunteer's volunteering activity.
2. NRC rights:
	1. to suggest activities that the Volunteer can contribute to the NRC;
	2. to enable the Volunteer to implement his/her own initiatives, if these are in line with the needs and possibilities of the NRC;
	3. to require a Volunteer to attend volunteer group meetings and training sessions;
	4. to require the Volunteer to comply with the internal procedures laid down by the legal regulation of the State Scientific Research Institute Nature Research Centre, to respect the property of the NRC, and to claim damages in the event of damage caused by the Volunteer.
	5. to take photos of the Volunteer and publish information and photos about the Volunteer and the volunteering process.

**CHAPTER III**

**VOLUNTEER'S OBLIGATIONS AND RIGHTS**

1. During the term of the Agreement, the Volunteer undertakes to:
	1. volunteer responsibly and conscientiously for a minimum of \_\_\_ hours per week according to the agreed volunteering schedule;
	2. adhere to the terms and conditions agreed with the NRC (volunteering hours, tasks, accountability, etc.);
	3. attend all training sessions (if any), meetings with the volunteer mentor and other meetings;
	4. in the event of any difficulties in the volunteering activity or inability to carry out the volunteering activity (due to illness or other justifiable reasons), or in the event of being unable to attend the training planned, inform the volunteer mentor immediately;
	5. adhere to the volunteering objectives and timetable set for the volunteering activity;
	6. avoid breaching legal interests of the NRC and third parties;
	7. preserve and use NRC property efficiently, comply with the internal rules of procedure and familiarise yourself with the NRC Volunteering Policy;
	8. compensate the NRC or third parties for any damage caused by his/her fault;
	9. actively communicate with the volunteer mentor, NRC volunteering coordinator and other NRC staff as needed.
2. The Volunteer shall have these rights for the duration of the Agreement:
	1. to be informed about the nature, scope and course of the volunteering activity, the current and potential health and safety risks that may arise during the volunteering activity, and the use of measures to protect themselves against these risks;
	2. to access to the tools, information, advices and technical assistance needed to carry out their voluntary activities;
	3. to participate in volunteer training, where organised;
	4. to receive proof of the time spent volunteering.

**CHAPTER IV**

**AMENDMENT, TERMINATION OF AGREEMENT**

1. The Agreement may be terminated by written agreement between the Parties or by written declaration of one of the Parties, giving not less than 14 (fourteen) calendar days' prior notice.
2. The terms and conditions of the Agreement may be amended during the term of the Agreement by a written agreement between the parties, which shall become an integral part of the Agreement. Any additions and/or amendments shall be in writing, signed by the authorised representatives of the Parties and attached to this Agreement.

**CHAPTER V**

**FINAL PROVISIONS**

1. The Agreement shall enter into force upon signature by all Parties and shall remain in force until the obligations of the Parties have been fulfilled.
2. The Parties understand that they do not have an employment relationship under this Agreement, and therefore NRC does not provide accident insurance to the Volunteer. The Volunteer may purchase his/her own accident and/or liability insurance prior to volunteering with the NRC. Insurance premiums shall not be reimbursed to the Volunteer.
3. Volunteers' personal data and other persons' data related to volunteering activities shall be processed solely for the purposes of the implementation of the volunteering activities, in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (the "General Data Protection Regulation"), the Law of the Republic of Lithuania on the Legal Protection of Personal Data, and the Rules on the Processing of Personal Data in the State Scientific Research Institute Nature Research Centre approved by Order No V-4 of 28 January 2018 of the Director of the State Scientific Research Institute Nature Research Centre "On Approval of the Rules on the Processing of Personal Data at the State Scientific Research Institute Nature Research Centre (Privacy Policy)", and other legal acts of the Republic of Lithuania and of the State Scientific Research Institute Nature Research Centre regulating the protection of personal data.
4. Volunteers' personal data shall be obtained from the data subjects themselves or from the NRC core unit where the volunteering activity is carried out.
5. Volunteers' personal data may be provided to:
	1. NRC staff involved in organising volunteering;
	2. the Department of Youth Affairs under the Ministry of Social Security and Labour;
	3. other natural and legal persons whom the personal data for volunteering must be provided under the laws and other legal acts of the Republic of Lithuania for the purpose of enforcement of these legal acts.
6. Disputes arising out of the performance of the terms and conditions of the Agreement shall be settled by negotiation, and upon failure to agree, any such dispute shall be resolved under the procedures established by the Code of Civil Procedure of the Republic of Lithuania in the court of the place of NRC's registered office.
7. The Agreement is drawn up in the Lithuanian language in 2 copies, each having equal legal force, one for each of the Parties to the Agreement.

We undertake to comply with this Agreement:

Volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(Name, surname, signature)*

State Scientific Research Institute

Nature Research Centre

Legal entity code 302470603

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