



Voluntary Worker's Contract

THE UNDERSIGNED:

[Name of the organization], established at _____ represented here by _____

and

name and initials _____ first name _____

address _____ town _____

postcode _____ telephone _____

date of birth _____ 19_____, hereafter referred to as the 'voluntary worker'

declares to be in agreement with the following contract for voluntary work.

ARTICLE 1 - START DATE

On behalf of [name of organization] the voluntary worker will commence activities described under Article 2 from

ARTICLE 2 - THEME: SPECIALIST OR GENERAL

2.1 The voluntary worker will carry out activities for the following theme, targets or -groups:

- ☐ Children
- ☐ Traffic parents
- ☐ Young people
- ☐ Seniors
- ☐ Businesses
- ☐ Driving under influences
- ☐ Safe residential area
- ☐ Coordinating promotion team
- ☐ Media and pr
- ☐ Sponsoring
- ☐ Association

2.2 ☐ The voluntary worker will carry out activities throughout the operational area of the organization as a coordinator or board member on local, regional or national level.

The voluntary worker who is deployed (at local or regional level) for a particular theme will notify functionaries in the region or location concerned when he/she becomes active in the operational area concerned.

2.3 The voluntary worker will hold the position and associated title of:



Voluntary Worker's Contract

ARTICLE 3 - TIME AVAILABLE

The voluntary worker is prepared to be available for an average of ____ hours per week for the performance of the above-mentioned activities.

ARTICLE 4 - AREA OF OPERATION

The voluntary worker will carry out the activities in principle within the area of

- ☐ Municipality: _____
- ☐ Province or region: _____
- ☐ National level: _____

ARTICLE 5 - REIMBURSEMENT OF EXPENSES

- 5.1 The voluntary worker is entitled to claim the actual expenses incurred in the course of carrying out the function referred to in art. 2 from [name of organization].
- 5.2 Reimbursement of the expenses referred to in the previous paragraph will take place in accordance with the stipulations in the Claims Guide, a valid copy of which is attached to this contract.
- 5.3 The stipulations referred to in the previous paragraph are set unilaterally by [name of organization], with the intention of issuing the payments free of tax as far as possible. Nevertheless, if required by the tax authority, [name of organisation], will provide notification of the payments made to the voluntary worker or will withhold income tax from these payments.

ARTICLE 6 - OBLIGATIONS OF THE VOLUNTARY WORKER

- 6.1 The voluntary worker subscribes to the aims described in the statutes and will act in accordance with the rules of the organisation.
- 6.2 The voluntary worker is responsible for the state of affairs during the course of his activities.
- 6.3 The voluntary worker undertakes to follow the training associated with the function referred to in Article 2 and to attend any return days. In the event that the voluntary worker is unable to follow the training fully or partly, [name of organisation] reserves the right to have the voluntary worker follow the course again.
- 6.4 The voluntary worker should carry out the activities in person.
- 6.5 The voluntary worker is aware that confidential information concerning [name of organisation] should be treated as such.
- 6.6 The voluntary worker will keep appointments and comply with valid regulations. If unable to keep an appointment, he will give timely notice of this, to allow a replacement to be found.
- 6.7 The voluntary worker is preferably a member of the association of [name of organisation]. The obligation of becoming a member of [name of organisation] is /is not* applicable.
If mandatory membership is applicable, and the voluntary worker is not yet a member of [name of organisation] at the time of commencement of this agreement, the voluntary worker is registered herewith, by signing the agreement, as a member of [name of organisation].
(*delete what does not apply.)



Voluntary Worker's Contract

Article 7 - Obligations of [name of organization]

- 7.1 [name of organisation] has taken out insurance that offers cover in respect of the voluntary worker's legal liability that may arise as a result of the activities referred to in art. 2.
- 7.2 [name of organisation] has further taken out accident insurance in respect of the voluntary worker.
- 7.3 [name of organisation] will authorise the voluntary worker for the use of the intranet.
- 7.4 [name of organisation] will provide introduction, training, supervision and support to the voluntary worker.

ARTICLE 8 - TERMINATION OF THE AGREEMENT

- 8.1 This agreement is valid for 12 months from the date stated in art. 1 and will be automatically extended for a further 12 months, unless [name of organization] terminates the agreement with a notice period of three months.
- 8.2 The voluntary worker may terminate this agreement at any time by means of written notification. The voluntary worker will give two months' notice if possible.
- 8.3 [name of organization] may terminate this agreement at any time by means of written notification in the event that the voluntary worker, in their opinion, shows serious shortcomings in carrying out the activities, or damages the good name of [name of organization] or threatens to damage it.
- 8.4 On terminating the agreement, the voluntary worker will ensure careful completion of the activities and will co-operate if necessary on a careful transfer. All properties of [name of organization] in the possession of the voluntary worker should be immediately transferred to [name of organization] upon termination of this agreement.
- 8.5 If required, the voluntary worker will receive a reference from [name of organization] after termination of this agreement.

ARTICLE 9 - DISPUTES

In the event of complaints or disputes between the voluntary worker and [name of organisation] or its representatives, the issue will be brought before the complaints commission, which will process the complaint.

ARTICLE 10 - AMENDMENTS AND ADDITIONS

Amendments and additions to this agreement are only valid if agreed in writing by the parties.

The statutes and regulations of [name of organisation] may be downloaded via the intranet or requested from [name of organisation].

Thus agreed and signed in triplicate at _____, on _____ [date]

[name of organization]

[director]

[voluntary worker]