

**COOPERATION AGREEMENT**  
**regarding volunteer work**

entered into at ..... on .....

by and between<sup>1</sup>:

**The Ministry of Foreign Affairs of the Republic of Poland,**  
with its seat in Warsaw (postal code 00-580), located at ul. J. Ch. Szucha 23,  
represented by the Director General of the Foreign Service.....,  
acting through .....,  
**diplomatic post**.....,  
with its seat in ....., located at .....,  
represented by .....

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

Mr/Ms....., PESEL no....., holder of national ID  
card or passport no....., residing at .....,  
hereinafter referred to as the “**Volunteer**”,  
referred to jointly as the “Parties”,

The Parties have agreed as follows:

§ 1. The Beneficiary and the Volunteer hereby enter into a cooperation agreement in the scope of:  
.....  
.....

§ 2. The Volunteer shall undertake to provide the following work in the framework of the Agreement:

- 1) .....
- 2) .....

§ 3. The Beneficiary shall:

- 1) designate a unit where the Volunteer will pursue his/her volunteer work,
- 2) provide the Volunteer with a workplace,
- 3) develop an volunteer work plan,
- 4) designate a supervisor who shall be responsible for the course of the volunteer work, organize the work of the Volunteer and provide supervision over the Volunteer,
- 5) instruct the Volunteer in the field of health and safety at work, fire safety and civil defence, and carry out a workplace training,

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<sup>1</sup> Delete as appropriate

- 6) acquaint the student with the organizational structure of the Beneficiary, work regulations and diplomatic security issues.
- 7) issue a periodic ID card valid during the term of the volunteer work,
- 8) fill out the Volunteer evaluation sheet after the end of the volunteer work,
- 9) issue an volunteer work completion certificate to the Volunteer<sup>1</sup>.

§ 4. The Volunteer shall:

- 1) provide an electronic-format passport-sized photograph no later than 14 days prior to the commencement of the volunteer work,
- 2) on the date of commencement of the volunteer work at the latest, present his/her original personal accident insurance document covering the term of the volunteer work. The document confirming the insurance shall specifically consist of: a certificate issued by the university, an insurance policy issued by an insurance company, a Euro 26 ID card, an ISIC ID card,
- 3) participate in trainings in the field of health and safety at work, fire safety and civil defence, and in a workplace training organized by the Beneficiary,
- 4) acquaint himself/herself with diplomatic security issues,
- 5) comply with workplace regulations and the rules of internship and volunteer work at the ministry of foreign affairs and diplomatic posts constituting Appendix no. 1 to Ordinance no 13 of the Director General of the Foreign Service of 30<sup>th</sup> May 2011 on organizing and pursuing internships, volunteer work and traineeships at the Ministry of Foreign Affairs and diplomatic posts
- 6) perform work assigned by the volunteer work supervisor,
- 7) not remove any documents or their copies from the premises of the Beneficiary without the permission of the Director of the relevant organizational unit or the head of the diplomatic post,
- 8) not disclose any non-public information to which he/she was granted access in connection with the volunteer work performed in the Ministry or diplomatic post, and shall not use this information for purposes other than those referred to in the volunteer work programme, without the written consent of the Director of the relevant Ministry organizational unit or the head of the diplomatic post,
- 9) comply with generally accepted standards of good behaviour and with the recommendations concerning clothing and appearance which apply to the employees of the Ministry of Foreign Affairs and diplomatic posts while performing their duties and which arise from the staff regulations,
- 10) account for all provided equipment after the end of the volunteer work period (computer, telephone, ID card, etc.).

§ 5. The Parties agree that the provision of services shall begin on ..... and terminate on .....

§ 6. The Parties jointly agree that the present agreement covers the provision of free-of-charge volunteer services.

§ 7. The Beneficiary shall<sup>1</sup>:

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- 1) reimburse the expenses incurred by the Volunteer in the correct provision of services including business trips and daily allowances, pursuant to the provisions of separate regulations.
- 2) cover the costs of:.....

§ 8. The reimbursement of expenses as referred to in § 7 subparagraph 1 shall be effectuated within 14 of receipt of the delivery by the volunteer of the relevant expense sheet, together with a confirmation of the expenses, in the following scope:

- 1) .....
- 2) .....

§ 9. The Beneficiary has instructed the Volunteer with regard to the safe and hygienic provision of services and shall provide such conditions.

§ 10. The Volunteer shall be entitled to insurance coverage for accidents occurring while providing the services referred to in § 2 above, pursuant to the provisions of separate regulations.

§11. The Volunteer shall not disclose any information covering the scope of the agreement.

§ 12. The provisions of the Civil Code and the Public Benefit and Volunteer Work Act shall apply to matters not regulated by this Agreement.

§ 13. Any disputes that may arise in connection with the performance of this Agreement shall be resolved by the Parties amicably and failing that, they shall be resolved by a common court of law with jurisdiction over the seat of the Ministry.

§ 14. The Volunteer has been informed of his/her rights and obligations.

- § 15. 1. The Beneficiary may terminate the Agreement at any given time in the event of non-performance by the Volunteer of the conditions referred to in § 5.
2. Either Party may terminate the Agreement prior to the end of the period referred to in § 5 upon a 7 days' notice period.

§ 16. The Agreement has been drawn up in two counterparts, one for each Party.

BENEFICIARY

VOLUNTEER