



Under the Law on volunteering (NN 22/13), Volunteer Code of Ethics (NN 55/8) and Statute of Association Hyla, Administrative Council of Association Hyla on its meeting held on 11th of December, 2017 define the

REGULATIONS ON VOLUNTEERING

Article 1

Volunteering is done voluntarily, of free will of the volunteer by investment of personal time, effort, knowledge and skills to perform the services or activities for the benefit of another person or the general public.

Article 2

A Volunteer can be any person who expresses an interest for volunteering in Association Hyla, in accordance with the Statute of the Association and in the manner mandated by the Law on volunteering without the possibility of monetary rewards or other pecuniary benefit for volunteering activities, unless it is otherwise specified by Law.

During the volunteering, the Volunteer is not allowed to cause harm to the Association by conducting volunteering activities. The Volunteer is obligate to respect and cooperate with other volunteers and employees, and is also obligated to keep confidential data of the Association safe.

Article 3

Volunteering is organised according the fundamental principles of the Volunteer Code of Ethics:

- principle of participation in social processes
- principle of voluntariness and free choice
- principle of non-discrimination
- principle of solidarity, the promotion and protection of human rights
- principle of the development of one's own potential
- principle of intercultural learning and exchange
- principle of environmental protection and conservation in line with sustainable development

Article 4



Udruga Hyla
Association Hyla
OIB:97526280302
Lipovac I br. 7, 10 000 Zagreb
info@hhdhyla.hr, www.hhdhyla.hr



The **Organiser of volunteering** organises the volunteering activities. The Organiser of volunteering is a legal person that connects volunteers with volunteer users who need their help. It is mandatory by the law that this be a legal person whose acquisition of profit is not the primary purpose. In addition, organisers of volunteering can be associations and public institutions, foundations, trade unions, religious and tourist communities, government bodies, local authorities and regional governments.

Article 5

The Volunteer and Organiser of volunteering should both be aware of the Volunteer Code of Ethics according to Article 23, Section 1 under the Law on Volunteering. The Code is a document that holds the rules of conduct for volunteers, organisers of volunteering and volunteering beneficiaries in accordance with the principles of volunteering in the Law on volunteering.

Each organiser of volunteering can bring their own ethical principles as a result of its activities, which are not inconsistent with the Code, the basic principles of volunteering from the Law and national and international regulations governing the volunteering.

Article 6

If the volunteering activity is performed in direct contact with any of the vulnerable groups (children, persons with disabilities, persons with developmental difficulties, the elderly and disabled persons, sick persons or persons who are fully or partially deprived of their legal capacity) it is necessary to attach additional information about the Volunteer, i.e. **an excerpt from the criminal record** (Article 10 of the Law on Volunteering).

Article 7

Minors aged 15 years or older must sign a written contract of volunteering with the Association only with written permission from their legal representative is written.

Minor volunteers may not be exposed to volunteering associated with heavy physical exertion or risks which endanger or might endanger their life, health, morals, development or fulfilment of school obligations.

Article 8

There are two types of volunteering – short-term volunteering and long-term volunteering, except in the case of special programs that define the long-term and short-term volunteer by different criteria.



- short-term volunteering is that which is conducted as a one-time only event or sporadically within a limited time-frame,
- long-term volunteering is a regular and continuous volunteer engagement, on a weekly basis for at least three months without interruption.

Article 9

There are two types of the volunteering contract – oral and written:

- oral contract – for oral contracts, the Organiser of volunteering is obligated to give a written confirmation about the contract concluded only if the Volunteer requests it.
- written contract – is mandatory for foreigner volunteers in Republic of Croatia; Croatian volunteers volunteering abroad if the organiser or co-organiser is conducted by an organiser of volunteering based in Republic of Croatia; long-term volunteering; when volunteering is connected with an increased risk for life and health of volunteers; for volunteering with children, persons with disabilities, persons with developmental difficulties, the elderly and disabled persons, sick persons or persons who are fully or partially deprived of their legal capacity; on the volunteer's request; in any other case specified under the Law on volunteering.

Article 10

A **volunteer contract** is concluded between a Volunteer and the Organiser of volunteering, in order to regulate reciprocal rights and obligations and other important aspects of the relationship. The contract is concluded at the beginning of the volunteering activities. Rights and obligations between Volunteers and the Organiser of volunteering must be respected and they are defined in Articles 30, 31 and 32 of the Law on volunteering.

Article 11

The written contract is valid only when it contains all essential elements prescribed in the Law on volunteering. They are listed in Article 27 of the Law on volunteering and include information on:

- contracting parties, their place of residence,
- location and duration of the volunteer work,
- volunteering activities and services,
- rights and obligations of the volunteers,



- personal safety of the volunteers during the volunteering process, respecting personal safety during arrival at the place of volunteering and returning from the place of volunteering, as well as during training,
- the way of ensuring the agreed rights of the volunteer,
- the termination of the contract.

Article 12

In addition to all Paragraphs from Article 27 of the Law on volunteering a volunteering contract should contain a **statement from the Volunteer** saying there are no mitigating circumstances which prevent the Volunteer from performing his/her duties or endanger the health and safety of the persons the Volunteer will come into contact with.

Article 13

The conditions of termination and termination of the volunteering contract are defined In Article 28 and 29 of the Law on volunteering.

Article 14

The organiser of volunteering is obliged to reimburse expenses only if they are predefined in the contract. Monetary allowances which cover the costs of volunteers are defined in Article 15 of the Law on volunteering.

Article 15

According to the Law on volunteering it is prohibited if:

- it replaces the job done by workers employed in accordance with the Law on labour, as well as volunteering which replaces the jobs done by the organisers of the activities based on service contracts,
- it is longer than 40 hours a week during a period of over three months without at least a three month break,
- it exploits and abuses the volunteers for the purpose of acquiring or increasing profits,
- the volunteer is a person completely deprived of legal capacity.



Article 16

The Organiser of volunteering is required to keep a **Book of volunteers** which is used to record the number of volunteers and volunteer hours.

Article 17

The **Book of volunteers** contains the following information about the volunteers:

- name and surname
- date of birth
- age group
- sex
- nationality
- OIB (= Personal Identification Number)
- address
- place of volunteering
- date of volunteering
- number of volunteering hours, number of volunteering hours per day, total number of volunteering hours
- type of voluntary agreements

Article 18

- (1) The Certificate of volunteering is issued to the volunteer in case of long-term volunteering.
- (2) In the case of short-term volunteering, the Association is obligated to issue a Certificate of volunteering only if the volunteer requests it.

Article 19

The **Certificate of volunteering** contains:

- personal information of the volunteer
- information on the volunteering hours
- information on education received
- a brief description of the volunteer activities
- other specific qualities of a particular form of volunteering
- the signature of the volunteer
- the signature of the person authorized to represent the Organiser of volunteering
- the stamp of the Organiser which guarantees the accuracy of the data.



Udruga Hyla
Association Hyla
OIB:97526280302
Lipovac I br. 7, 10 000 Zagreb
info@hhdhyla.hr, www.hhdhyla.hr



Article 20

The **Certificate of acquired competences** is mandatory only if the Volunteer requested it. The purpose of this certificate is to enable the volunteers to present their competences (including knowledge and skills and the associated autonomy and responsibility) acquired through the volunteer experience, to any third party.

Article 21

The **Certificate of acquired competences** contains:

- information about the Organiser of volunteering
- information about the volunteer
- a description of the volunteering position
- additional training received during the volunteering period
- competences acquired through volunteering

Article 22

The Organiser of volunteering is **obliged to inform the Ministry of Social Policy and Youth** about the services conducted or activities that are defined in Article 3 of the Law on volunteering. If the Organiser of volunteering does not meet the requirements defined by the Law on volunteering (Article 33) it can be fined.

Article 23.

This Regulation enters into force on the same day that it was defined by the Administrative Council of Association Hyla.