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Under the Volunteer Act (NN 22/13, 84/21), Volunteer Code of Ethics (NN 55/8), and Statute of Association Hyla, the Board of Directors of Association Hyla in its meeting held on 11th of December, 2024 defined the

REGULATIONS ON VOLUNTEERING

Article 1

Volunteering is done voluntarily, of the free will of the volunteer, by investing personal time, effort, knowledge, and skills to perform 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 in volunteering in Association Hyla, according to the Statute of the Association and the manner mandated by the Volunteer Act (NN 22/13, 84/21) without the possibility of monetary rewards or other pecuniary benefits for volunteering activities, unless it is otherwise specified by the Volunteer Act (NN 22/13, 84/21).

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

Article 3

Volunteering is organized according to the fundamental principles of the Volunteer Code of Ethics (NN 55/8):

- 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 potential
- principle of intercultural learning and exchange
- principle of environmental protection and conservation in line with sustainable development

Article 4

Volunteering is organized by a volunteering organizer, in this case, Association Hyla. The Volunteer Act (NN 22/13, 84/21) stipulates that volunteering organizers are legal entities whose primary purpose is not profit-making. A beneficiary of volunteering is a natural or legal person who receives services from volunteers. A volunteering organizer can also connect volunteers with beneficiaries who need their assistance. However, Association Hyla does not collaborate with beneficiaries of volunteering and does not offer such services.

Article 5

The volunteer and organizer of volunteering should both be aware of the Volunteer Code of Ethics (NN 55/8) according to Article 23, Section 1 under the Volunteer Act (NN 22/13, 84/21). The Code is a document that holds the rules of conduct for volunteers, organizers of volunteering by the principles of volunteering in the Volunteer Act (NN 22/13, 84/21).

Each organizer of volunteering can bring its ethical principles as a result of its activities, which are not inconsistent with the Code, the basic principles of volunteering from the Volunteer Act (NN 22/13, 84/21), and national and international regulations governing volunteering.

According to Article 7 of the Volunteer Act (NN 22/13, 84/21), in the implementation of European Union programs and international programs related to the financing of volunteering programs, the definition of a volunteering organizer and other terms related to volunteering are also governed by the relevant program rules.

Article 6

Anyone who commits to volunteering by the provisions of the Volunteer Act (NN 22/13, 84/21) has the right to become a volunteer for Association Hyla. According to the law, Association Hyla cannot exclude anyone from volunteering, provided that human rights are respected and contributions are made to the common good during the volunteering process, as prescribed by the Volunteer Act (NN 22/13, 84/21).

According to Article 14 of the Volunteer Act (NN 22/13, 84/21), Association Hyla is required to pay special attention to ensuring equal volunteering conditions, with an emphasis on including members of socially integrated groups and individuals at risk of social exclusion. This aims to foster their inclusion in society and provide social empowerment. If volunteers belong to socially excluded groups, Association Hyla must provide adequate support and supervision from qualified professionals.

For a person deprived of legal capacity in the area of independently undertaking actions related to contract signing, the volunteer agreement is signed by the guardian in written form, taking into account the opinion of the volunteer under guardianship. When volunteering exceeds the scope of the legal capacity of a person deprived of legal capacity, that person may cease volunteering activities at any time without consent but with the guardian’s knowledge.

Minors aged 15 years or older can volunteer only if a contract of volunteering is signed with the Association and a consent from their legal representative is written, following Article 12 of the Volunteer Act (NN 22/13, 84/21).

A minor under the age of 15 may participate only in educational volunteer activities aimed at their development and socialization, in a manner that contributes to their growth. Volunteering is permitted only with written consent from their legal guardian, following Article 13 of the Volunteer Act (NN 22/13, 84/21).

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

All other provisions related to volunteering by minors aged 15 and older, as well as older minors, are defined in Articles 12 and 13 of the Volunteer Act (NN 22/13, 84/21).

Article 7

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 8

There are two types of volunteering contracts – 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 foreign volunteers in the Republic of Croatia; Croatian volunteers volunteering abroad if the organizer or co-organizer is conducted by an organizer of volunteering based in the Republic of Croatia; long-term volunteering; when volunteering is connected with an increased risk for life and health of volunteers; on the volunteer's request; in any other case specified under the Volunteer Act (NN 22/13, 84/21).

Article 9

A **volunteer contract** is concluded between a volunteer and the organizer of volunteering, 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, 31a, 32, 33, 34, 34a and 35 of the Volunteer Act (NN 22/13, 84/21).

Article 10

The written contract is valid only when it contains all essential elements prescribed in the Volunteer Act (NN 22/13, 84/21). They are listed in Article 27 of the Volunteer Act (NN 22/13, 84/21) 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 11

In addition to all Paragraphs from Article 27 of the Volunteer Act (NN 22/13, 84/21) a volunteering contract should contain a **statement from the volunteer** saying there are no mitigating circumstances that 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 12

The conditions of termination and termination of the volunteering contract are defined In Articles 28 and 29 of the Volunteer Act (NN 22/13, 84/21).

Article 13

The organizer of volunteering is obliged to reimburse expenses only if they are predefined in the contract. Monetary allowances that cover the costs of volunteers are defined in Article 15 of the Volunteer Act (NN 22/13, 84/21).

Article 14

According to the Article 11 of the Volunteer Act (NN 22/13, 84/21):

- volunteering is prohibited if it replaces the job done by workers employed by the Law on labor (NN 64/23),
- It is not allowed to volunteer for more than 38 hours per week for a period longer than three months without a break of at least three months, nor is it permitted to engage in long-term or continuous volunteering that would otherwise constitute paid contractual relationships,
- It is prohibited to exploit and abuse the volunteers to acquire or increase profits,

Article 15

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 16

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 17

(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 Hyla is obligated to issue a Certificate of volunteering only if the volunteer requests it.

Article 18

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.

Article 19

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

Article 20

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 21

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 34 of the Volunteer Act (NN 22/13, 84/21). If the Organiser of volunteering does not meet the requirements defined in Article 33 of the Volunteer Act (NN 22/13, 84/21) it can be fined.

Article 22

This Regulation enters into force on 11th of December, 2024 in a meeting held by the Board of Directors of Association Hyla.