

# RULES

## The organiser of the volunteer programme

The organiser of the cultural volunteering programme is **Welcome Point**

*(Human Resources Department) of the NCBJ.*

## The scope of cultural volunteering

Cultural volunteering at NCBJ concerns activities to proactively support foreign employees and students in their daily life at the Institute and in Poland, in getting to know the Institute, Poland - especially the Warsaw and Otwock areas and in shaping attitudes of openness to people with different cultural experiences. We understand cultural volunteering as teamwork and building a common good based on co-creating the Institute's international community.

## Aims and content of volunteering

1. Through the implementation of volunteering, we aim to create an international working environment that is open to cultural diversity;
2. Volunteering includes the following types of activities-collaboration with Welcome Point:
  - a) helping to organise and participate in integration events co-organized by Welcome Point;
  - b) Submitting ideas for events enabling people to get to know Poland, the surroundings of Warsaw and Otwock;
  - c) Submitting ideas for events enabling people to get to know other cultures;
  - d) cooperation in creating information materials for foreigners - NCBJ employees and students of the Doctoral School
  - e) providing information and individual support for individual foreigners - NCBJ employees and students of the Doctoral School in everyday life at NCBJ.
  - f) exchange of knowledge and experience in multicultural (international) teams.

## Coordination of the Volunteer Programme

- 1 The Welcome Point Coordinator is responsible for coordinating the programme.
2. the Welcome Point Coordinator reserves the right to decide on the participation of individuals in volunteering.
- 3 An Employee may join the Programme by submitting an application to the Coordinator and completing questionnaire. The questionnaire aims to determine the Employee's preference for specific forms of Volunteering and his/her competencies that may be relevant to the provision of Volunteering. The Coordinator shall determine the model of the application form referred to above. By submitting an application, the Employee confirms that he/she has familiarized himself/herself with the contents of the Principles. Upon submitting the application and the questionnaire, the Employee becomes a Volunteer.
4. A Volunteer may resign from the Programme at any time by submitting a declaration of resignation to the Coordinator . The application should be submitted sufficiently in advance to take over the Volunteer's ongoing projects and tasks.

## Principles of Volunteering

1. Participation in volunteering is voluntary and unpaid.
2. Volunteering is performed during the volunteer's free time.