

SOUTH BALTIC BRIDGE

DESCRIPTION OF INTERNSHIP PROGRAM

The aim of this program is to create an internship scheme, creating synergies between business and young talents in the green and blue economy fields and to ensure the continuity of the program.

Prepared by: „Klaipėda ID“ and „Lyderiai verslui“,
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European
Regional
Development
Fund

1. ABOUT SOUTH THE BALTIC BRIDGE INTERNSHIP PROGRAM

1.1. The SB BRIDGE project

SB BRIDGE is a project of the Interreg V-A South Baltic Cross-Border Cooperation Program. The main goal of the program is to encourage students to connect their lives with the green and blue growth.

The internship model has been developed during the implementation of the South Baltic program project "SB BRIDGE" – Building bridges for green tech future (implementation period 2018.07.25-2021.07.24). The lead partner of the project is a Klaipeda University. The implementation of the SB Bridge internship program (hereinafter the internship program) is coordinated by Public Institution "Klaipėda ID" and carried out by the Public Institution "Leaders for Business". Project partners are: ATI ert gGmbH (Germany), Gdansk Entrepreneurial Foundation (Poland), County Administrative (Sweden), Holbaek Municipality (Denmark).

The concept of the internship program is designed to help young people find opportunities for self-realization in blue and green enterprises, as well as to encourage voluntary unpaid internships and acquire the necessary professional competencies during their studies. The internship program aims to attract motivated and socially active young people, who would like to become youth ambassadors and share their experience with others in the field of green technologies. The coordinators of the internship program seek to make connections with companies applying or planning to apply "green" solutions in their activities. Companies are called and motivated to invite young people for internships, voluntary practice or volunteering in the company or to work under a recruitment contract.

1.2. Internship program objectives

- Inspire young people to be more interested in sustainable businesses and green growth solutions;
- To encourage young people to carry out voluntary practice or volunteering in green growth companies compatible to their school subjects or studies fields;
- Facilitate the young people integration into the labor market;
- Share experiences and good practices with SB Bridge project partner countries;
- Share real business problems and necessary solutions with higher education institutions in order for students to write final theses on green topics, relevant to the business needs.

1.3. Practice sharing

It is important for young people to share their good practice after the implementation of the internships, voluntary practice, volunteering or work in the companies. All program participants are asked to fill in a “good practice” questionnaire after completing their activity (<https://www.cognitofirms.com/InternshipLithuania1/SurveysFormsYouth>). The information obtained from the questionnaire is used to create success stories profiles, which are very useful in disseminate the information about socially responsible companies, as well as encourage young people interested in green and blue topics to join the program and ensure its continuity.

1.4. Selection priorities

1.4.1. For companies

The program is open to companies that match the criteria of socially responsible business, which are using "green" solutions, technologies or innovations in their activities or are planning to implement such solutions in the near future according to the SB Bridge project topics: Clean transportation, Water Management, Waste Management, Green Building, Renewable Energy.

The list of companies participating in the program is available in the separate section of the Internship Lithuania website platform: <https://internship.lt/partneriai/>.

1.4.2. For participants

This program collects the information about young people who are looking for opportunities to do an internship, voluntary practice, volunteering or work and contribute to socially responsible activities implemented in green and blue field companies. Each candidate must match the following criteria: are studying at school or higher education institution and fit the age between 16 and 29 years old. The internship program coordinators are actively working with schools and higher education institutions to provide information on curious, eager to learn socially responsible students with an apparently interest to the green and blue fields growth. All the recommended candidates are included in the list of priority candidates of the program.

1.5. Internship program tasks for the coordinators

The program coordinators are mediators between young people and green and blue economy fields companies. The coordinators are looking for companies that match all the program requirements. The companies should have a demand for internship, voluntary practice, volunteering or work. The participating companies are instructed how to use the online platform (<https://internship.lt>) for searching the leading candidates. The program coordinators compile and complete the database of participating companies on the internal pages of the platform. The internal page is also filled in with a youth database in the platform.

After receiving an offer from the company about an available internship, voluntary practice, volunteering or job, a list of candidates is provided to the company. The list is filled with the leading candidates selected by short interviews which are conducted by method of a survey.

The coordinator takes care of the feedback and collects "good practices" from the companies and young people about the internship, voluntary practice, work or volunteering after the participant of the SB Bridge internship program signs an agency agreement with the program coordinator (Annex No. 1).

Program coordinators create participant profiles according to a questionnaire (<https://www.cognitofirms.com/InternshipLithuania1/SurveysFor> Questionnaire for Youth) and generate success stories after internship, voluntary practice, volunteering or work is completed.

Coordinators publicize the program on social media and take care of social network sites information and operations. Social network advertisements are prepared for each job, internship, voluntary practice or volunteering offer.

2. INTERNSHIP PROGRAM ACTIVITY FIELDS

The internship program operates in four fields, which are illustrated in the following scheme:



2.1. Internship in “green” and “blue” growth organizations

The term “internship” must comply with the legal requirements of the executor country. In the linguistic sense, an internship is a professional development and self-education, trainee including relocation, working in another organization or starting new job, in order to achieve competencies required for a specific activity or position. An internship is possible in the case of an employment relationship or in the absence of an employment relationship (ex. an internship during studies period). Paid traineeships (internships) can last up to 6 months or in exceptional cases even longer, if there is a temporary employment in the company. Internships are intended for young people aged 18 to 29.

The contract is concluded with the trainee during the internship. The contract includes determined agreements on the workplace, job functions, payment, obedience to the employer's procedures and etc. Both parts must sign the employment contract noting the position of "internship".

The paid trainee (internship) contract template is attached in the Annex No. 2.

2.2. Voluntary practice in “green” and “blue” groth organizations

The most appropriate way to gain an experience and choose the most attractive field of science while studying or going to school is voluntary practice. The voluntary practice contract is concluded on a tripartite basis when it is signed by the trainee himself, the host company or institution and the institution of studies. The voluntary practice execution procedure is organized by the employer who accepted the trainee. If there are any normative legal acts in the executor country it must be followed by the requirements regarding the time of the voluntary practice (ex. working hours, time planning and etc.).

In voluntary practice more attention is paid to practice tasks with educational tendency: the trainee is shown how certain work processes are working and is allowed to perform simple tasks that do not require a lot of responsibility (unlike an internship).

In addition to the above obligations the host party (company), as provided in the contract form, must also provide space and facilities, ensure that the trainee is supported by a qualified supervisor, and organize the necessary occupational safety and health and fire safety briefings (regarding all normative legal acts in the executor country).

Voluntary practice up to 2 months per calendar year may be performed voluntarily by persons aged 18 to 29 in a company, institution, organization or other organizational structure. A person performing a voluntary internship gets no payments, but during the practice time it is covered by health insurance and social insurance for any accidents at work and occupational diseases at the state's expense. Also a voluntary trainee retains the acquired rights and guarantees in the public work searching authority.

Persons under the age of 18 also have the right to sign a voluntary practice contract, unless the child's legal representative objects the contract. Such a practice is legally carried out only after the signing of a voluntary practice contract, otherwise it is considered as an illegal work.

The voluntary practice contract template is attached in the Annex No. 3.

2.3. Volunteering in “green” and “blue” groth organizations

Volunteering is a free of charged activity performed by a volunteer for the benefit of society under the conditions of which are determined by an agreement between the volunteer and the organizer of this activity.

All persons over the age of 14 can sign to volunteer in any non-profit organization, as provided for in the Law on Volunteering in Lithuania (if this specific requirement is different in the executor country it must followed as it in the normative legal acts). The host organization anticipates the need for volunteers and the corresponding profile. The meeting with the organization, leading volunteer and the program coordinator brings together the expectations: tasks, scope of activities, schedule, communication procedures, combining the capabilities of both host organization and volunteer. Any non-profit organization can sign a bilateral volunteering agreement and cooperate with volunteers.

The voluntary agreement template is attached in the Annex No. 4.

2.4. Recruitment in “green” and “blue” groth organizations

The internship program helps companies to discover talented young people who would be interested in green and blue economy topics and could start working in a company participating in the program. As the internship program collects the information about youth candidates, as well as information on youth internships, voluntary practice, volunteering and work experience, the program coordinators are able to select and offer highly talented and capable young people to potential employers. Internship program coordinators upload a job offer on the program website for young people who have the online registration. Also, potential candidates from earlier voluntary practice, internship, volunteering or work selections who might be suitable for the specific job position are contacted by the priority.

The employment contract template is attached in the Annex No. 5.

Annex No. 1

Modified: 2019 February 8
APPROVED
Republic of Lithuania
Minister of Social Security and Labor
2017 June 29 by order No. A1-343

**EXAMPLE FORM OF EMPLOYMENT CONTRACT
EMPLOYMENT CONTRACTS**

20__ m. _____ d. No. _____

(location of employment contract)

Employer _____

(the name, code, registered office address, telephone number and e-mail address of the employer; if the employer is a natural person - name and surname, personal identification code (if not available - date of birth), address of permanent residence, telephone number and e-mail address; if a multi-employer contract is concluded, the names, codes, registered office addresses, telephone numbers and e-mail addresses of the first and other employers) represented,

(name and surname of the person representing the employer, position, basis of representation)

and Employee _____

(Name and surname; passport or identity card data (if these documents are not available - data from other identity documents) - personal identification code, if not available - date of birth; residence; telephone number and e-mail address) concluded this employment contract:

1. The employee is hired to work under these minimum terms of the employment contract:

1.1. _____
(workplace)

(structural organizational unit performing the activity of the employer (branch, representative office or other structural, production, trade or other activity unit, its address)

1.2. _____
(a description or description of the job function or the title of the job (position or positions, specialty) and, if established, its hierarchical and / or level of qualification or complexity (degree)

1.3. _____
(wages (monthly salary or hourly wage) and its components, allowances, bonuses, bonuses or other additional payment; payment procedure and deadlines)

2. Compiled _____ employment contract (the type of employment contract shall be indicated - open-ended employment contract, fixed-term employment contract, temporary employment contract, apprenticeship employment contract, project employment contract, job-sharing employment contract; multi-employer employment contract, seasonal employment contract - enter the required words; if a job-sharing employment contract is concluded, the name and surname of another employee, passport or identity card data (if these documents are not available - data from other identity documents) - personal identification code, if not available - date of birth, place of residence, telephone number number and email address)

3. The term of the employment contract is set _____.
_____.
(if applicable, the term of the employment contract, indicating the calendar date, the deadline, the task to be performed or the occurrence, change or termination of certain circumstances)

4. The working time rate is set _____.
(the number of working hours per day or week is determined; if an employment contract is concluded for several employers, the share of the working time rate for each employer may be indicated; if a work-sharing contract is concluded, the working time rate for each employee (number of hours per day or week) shall be indicated. If the reduced working time rate is not provided for in labor law or the parties do not agree on part-time work, a working time rate of 40 hours per week shall be deemed to have been agreed.)

5. Additional terms of the employment contract are established: _____.
_____.
(Indicate other additional terms of the employment contract - agreement on additional work, agreement on probation, if applicable, agreement on reimbursement of training costs, agreement on non-competition, agreement on protection of confidential information or other agreements which the parties may agree under Such agreements may take the form of annexes to the employment contract)

6. Other obligations between the employee and the employer _____.
_____.
(additional guarantees, compensation and other obligations of the employer and the employee, which are not obligatory under the legislation regulating the employment relationship, but do not contradict them. Such agreements may be formalized as annexes to the employment contract)

7. The employment contract enters into force and the employee starts working _____.
(indicates the start of the employee's work)

8. The duration of the annual leave, the procedure for granting it and the conditions for payment shall be determined in accordance with the provisions of Articles 126 to 130 of the Labor Code..

9. The employee is covered by state social insurance. State social insurance benefits and services are determined by the legal acts regulating the respective types of state social insurance.

10. The period of notice for termination of employment at the initiative of the employer or the employee or in other cases shall be determined in accordance with the provisions of Articles 55 to 57, 59, 61 and 62 of the Labor Code.

11. The employer processes the employee's personal data for the purpose of fulfilling the employer's legal obligations and ensures that the employer's processing of the employee's personal data complies with the 2016 April 27 Regulation (EU) 2016/679 of the European Parliament and of the Council on

the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 / EC (General Data Protection Regulation) (OJ 2016 L 119, p. 1) and The provisions of the Law on the Legal Protection of Personal Data of the Republic of Lithuania.

12. This employment contract may be amended or supplemented by a written agreement of the parties, except in the cases provided for in the Labor Code.

13. This employment contract may be amended or supplemented by a written agreement of the parties, except in the cases provided for in the Labor Code.

14. Disputes concerning this employment contract shall be examined in accordance with the procedure established by the Labor Code.

15. This employment contract is concluded in two copies: one is submitted to the employer, the other to the employee.

16. Signatures of the parties to the contract:

Employer - a natural person or an employer's representative

(signature)

(name and surname)

Employee

(signature)

(name and surname)

The employment contract has expired _____.

The basis _____
(the date of the employee's statement, the date of the agreement on termination of the employment contract by agreement of the parties, the date and (if applicable) the number of the employer's decision to terminate the contract or declare the employment contract terminated)



INTERNSHIP LITHUANIA

Representation contract

2020-06-17 Nr. 2020-04

Klaipėda

The public body Leaders for Business, hereinafter referred to as Internship Lithuania, represented by the directors (name and surname) and candidate (name and surname), has entered into this agreement..

I. CONTRACT OBJECTIVES

1.1 Cooperation of the parties to the agreement for the implementation of the internship program in Lithuania.

II. INTERNSHIP LITHUANIA UNDERTAKES

2. 1. Internship Lithuania undertakes:

2.1.1. 6 months from the beginning of the candidate's employment / internship to consult and take an interest in the candidate's experience in the company.

2.1.2. To provide an opportunity to participate in all events organized by Internship Lithuania.

2.1.3. Conduct a survey by interview about the beginning of the candidate's work / practice in the company. Post the information of the interview on the website and social networks.

2.1.4. At the request of the candidate, Internship Lithuania must write a recommendation about the candidate and his / her experience / practice in the company.

2.1.5. throughout the internship, Internship Lithuania must provide mentoring services to the candidate if he / she needs help or advice.

2.1.6. Post a photo of the candidate on the Internship Lithuania website as an example of good practice.

III. THE CANDIDATE UDERTAKES

3.1 The candidate udertakes:

3.1.1. After getting employed or starting an internship in a company, the candidate must answer the questionnaire sent by the Internship Lithuania coordinator about the beginning of his / her work / internship in the company.

3.1.2. The candidate must complete a plan of planned work, which will be submitted by the coordinators of Internship Lithuania.

3.1.3. The candidate agrees that the information provided may be used for publicity purposes and posted on a website and social networks.

IV. OTHER OBLIGATIONS OF THE PARTIES

- 4.1. This contract is concluded until (6 months from the date of signing the internship / employment contract) and takes effect from the date of signing.
- 4.2. This Agreement may be amended, supplemented or terminated by agreement of the Parties upon the initiative of at least one Party.
- 4.3. The contract may be specified in separate agreements, which shall form an integral part of this contract.
- 4.4. The contract is made in two copies, each of which has equal legal force and is served on each party.
- 4.5. The contract may be terminated unilaterally if one of the parties fails to fulfill its obligations under the contract.

V. PARTICULARS AND SIGNATURES OF THE PARTIES

Public institution “Lyderiai verslui“:	Name and surname
Internship Lithuania	Phone number
Partizanų g. 61-806, Kaunas	E.mail adress
Company code 305393514	
Phone number	
E.mail adress: info@internship.lt	
Director	Candidate
Name and surname	Name and surname

Annex No. 3

(Voluntary practice agreement form)

VOLUNTARY PRACTICE AGREEMENT

_____ No. _____
(date)

(place)

_____ (hereinafter referred to as the host company, institution, organization or other organizational structure),
(the name of the host company, institution, organization or other organizational)
represented _____,

(name, surname, position)

Operating under _____, and

A person carrying out a voluntary traineeship _____
(name, surname, personal identification number or
year of birth, month, day, address of permanent residence)

hereinafter referred to as the Parties, in accordance with the provisions of the Law on Employment Promotion of the Republic of Lithuania and the Description of Voluntary Activities Approved by the Order of the Minister of Social Security and Labor of the Republic of Lithuania, enter into the following agreement:

I. GENERAL PROVISIONS

1. The person carrying out the voluntary placement and the host undertaking, body, organization or other organizational structure shall agree to carry out the voluntary placement under the following conditions:
1.1. Voluntary practice (nature of activity) – _____

_____ ;
1.2. the duration of the voluntary placement - begins _____ (year, month, day)
and ends _____ (no later than 2 months after the entry into force of this voluntary placement agreement);
(year, month, day)

1.3. the supervision of the voluntary practice is carried out by the head of the voluntary practice _____, (name, surname, position)

1.4. other conditions and procedures for performing voluntary practice – _____

II. OBLIGATIONS OF THE PARTIES

2. The host company, institution, organization or other organizational structure undertakes:

2.1. to give the person carrying out the voluntary practice a place to carry out the voluntary practice _____,
_____ (name and address of the place of the voluntary placement)

to create conditions and provide the means necessary for voluntary practice;

2.2. to ensure that the volunteer is assigned a volunteer supervisor from qualified staff, with whom the volunteer prepares a volunteering plan (program), which supervises the volunteering and evaluates it after its completion;

2.3. to organize the necessary instructions for the safety and health of employees and fire safety;

2.4. in accordance with the rules of procedure and conditions in force in the host undertaking, establishment, organization or other organizational structure, provide the trainee with the necessary work equipment in accordance with occupational safety and health and hygiene standards, if necessary, work clothes and work footwear, other personal and collective measures for the safety and health of employees in accordance with the procedure established by legal acts, unless the parties to the contract agree otherwise in this contract;

2.5. to issue a document on the voluntary practice performed by the person carrying out the voluntary practice, taking into account the assessment of the volunteer practice manager;

2.6. to acquaint the person carrying out the voluntary practice with the regulations (statutes) and rules of procedure of the host company, institution, organization or other organizational structure, as well as to inform which information provided during the voluntary practice is a commercial or other secret of the host company, institution, organization or

other organizational structure , is not disseminated outside the host company, institution, organization or other organizational structure;

2.7. to inform the person performing voluntary practice that in accordance with the procedure established in Paragraph 4 of Article 341 of the Law on Employment Promotion he will be insured with health insurance and social insurance of accidents at work and occupational diseases only during the period of voluntary practice (validity of this contract);

2.8. to submit a notification on the commencement of voluntary practice to the territorial division of the Board of the State Social Insurance Fund at least 1 working day prior to the planned start of voluntary practice;

2.9. to submit a notification to the territorial division of the Board of the State Social Insurance Fund not later than within 3 working days regarding the end of the voluntary practice, when the voluntary practice contract expires or is terminated;

2.10. additional responsibilities of the host company, institution, organization or other organizational structure – _____.

3. The person carrying out the voluntary traineeship undertakes:

3.1. to carry out tasks received during voluntary practice; in the event of absence from a voluntary placement in the host company, institution, organization or other organizational structure, immediately inform the head of the voluntary placement, stating the reason, and in case of temporary incapacity, by submitting an electronic certificate of incapacity for work or an electronic maternity leave certificate or medical certificate (form 094 / a);

3.2. comply with the regulations (statutes) and rules of procedure of the host company, institution, organization or other organizational structure, keep secret the commercial and other secrets of the host company, institution, organization or other organizational structure and information specified by the host company, institution, organization or other organizational structure, in accordance with Clause 2.6 of this Agreement;

3.3. to protect the property of the host company, institution, organization or other organizational structure, to be liable for the material damage in accordance with the procedure established by law;

3.4. to comply with the requirements of the rules for the safety and health of workers and fire protection;

3.5. additional obligations of the person carrying out the voluntary practice– _____.

III. FINAL PROVISIONS

4. This Agreement may be amended only by written agreement of both parties. Amendments to the contract are an integral part of this contract.

5. This contract may be terminated:

5.1. if one of the parties breaches, fails to perform or performs its obligations under this Agreement;

5.2. by agreement of the parties, if such agreement is caused by unforeseen, objective and justified reasons.

6. The contracting party shall notify the other contracting party of the termination of the contract no later than _____ days.

7. All disputes, which the parties to the contract cannot resolve in good faith and by mutual agreement, shall be resolved in accordance with the procedure established by the legal acts of the Republic of Lithuania.

8. This Agreement is made in two copies of equal legal force, one for each party to the Agreement.

IV. DETAILS OF THE PARTIES

Host company, institution, organization or other organizational structure	Volunteer
_____ (title)	_____ (name and surname)
_____ (institution code)	_____ (personal identification number or year, month, day of birth)
_____ (address, tel., faks., e.mail)	_____ (address, tel., e.mail)
_____ (the job title of the manager or his authorized person)	
_____ (signature, name and surname)	_____ (signature)
A. V.	

Annex No.4

Example of a voluntary activity agreement

20_ year _____ month ___ day No.

(date)

(location)

Organizer of Voluntary Works (Organizer) _____,
(name of institution, organization)

Company number _____, **address** _____,
represented

(name and surname of the head of the institution or other authorized person, personal identification code)

and _____ **(volunteer), person code** _____,
(name and surname)

address _____, **later - Parties, concluded**

this Voluntary Activity Agreement (the Agreement). Later, in the Agreement, both parties are collectively referred to as the Parties.

I. Object and purpose of the contract

This agreement establishes the peculiarities of the performance of voluntary work, principles, rights and obligations of the Volunteer and the Organizer, as well as the procedure for organizing voluntary activities. By this Agreement, the Parties voluntarily agree to strengthen and expand their cooperation in accordance with their respective competencies.

II. Rights and obligations of the parties

2.1. The organizer undertakes:

- 2.1.1. Appoint a person responsible for coordinating volunteering.
- 2.1.2. Discuss possible activities with the Volunteer and draw up a plan for carrying out the volunteer work.
- 2.1.3. To acquaint the Volunteer with the Internal Rules of Procedure of the orphanage.
- 2.1.4. Inform the Volunteer about the nature and extent of the volunteering activity, its course, the existing and potential health and safety risks that may arise during the volunteering activity, and the use of safeguards against it.
- 2.1.5. Ensure the conditions for carrying out voluntary activities in the selected institution and provide advisory and technical assistance to the Volunteer.
- 2.1.6. Organize preparation courses for volunteering as needed.
- 2.1.7. Organize volunteer meetings and case studies related to volunteering as needed.
- 2.1.8. Reimburse the Volunteer for the costs incurred for the work carried out (indicate the nature of

- the costs) in accordance with the documents proving the fact of these costs.
- 2.1.9. If necessary, provide the Volunteer with accommodation (with access to common areas such as a kitchen and bathroom) and cover the cost of meals.
 - 2.1.10. Issue a certificate confirming the performance and content of the volunteer activity.

2.2. The volunteer undertakes:

- 2.2.1. Carry out voluntary activities free of charge and in good faith.
- 2.2.2. To perform voluntary unpaid work (indicate the name, nature, time, duration of work of a specific job) according to the drawn up plan.
- 2.2.3. To comply with the established requirements for the procedure for performing voluntary activities, time, safety and health at work, provided for in the Organizer's internal rules of procedure.
- 2.2.4. Participate in all meetings organized for volunteers and case studies related to volunteering (if any).
- 2.2.5. In addition to the knowledge and consent of the employee responsible for the coordination of volunteering, not to take decisions related to volunteering, not to take independent actions, to inform him / her about the progress and problems of volunteering, if necessary.
- 2.2.6. To co-operate with the person responsible for the coordination of volunteer work both in the orphanage and in other places provided for volunteering (to participate in the preparation for volunteering, if such is provided by the organizer of volunteering, to coordinate the performance of volunteer work).
- 2.2.7. Inform the volunteer coordinator in advance if there are any changes in the circumstances that will affect the volunteering activity (eg leave, change of residence, contact details, etc.).
- 2.2.8. Immediately notify the orphanage of circumstances that hinder volunteering, as well as of any events involving children living in the orphanage that have or may have an impact on the health, well-being or interests of the children.
- 2.2.9. Protect children from activities that are dangerous to health or life: alcohol, tobacco and the use of drugs, explosives, explosives, etc.
- 2.2.10. Do not encourage, give advice or recommendations to children to use violence in one situation or another, do not tolerate violent, unsafe behavior, illegal actions.
- 2.2.11. Do not use physical, sexual or emotional violence against children or other persons in front of children.
- 2.2.12. At the request of the organizer, provide a report on the volunteering activities carried out.

2.3. The organizer has the right:

- 2.3.1. Engage volunteers and volunteer with them.
- 2.3.2. To determine the goals, procedure and place of performance of voluntary work provided for in the voluntary activity plan.
- 2.3.3. Reject the Volunteer (s) in writing, stating the reasons for the withdrawal.
- 2.3.4. Depending on the nature of the voluntary activity and the legal requirements, persons wishing to carry out voluntary activities may be required to provide the necessary documents (eg health certificates, characteristics, recommendations) to assess their suitability to work with people with disabilities, personal and moral qualities and values. provisions.

2.4. The volunteer has the right:

- 2.4.1. To be informed about the scope of volunteering, current and potential health and safety risks that may arise during volunteering.
- 2.4.2. Receive the necessary tools, information, training, counseling and technical assistance to carry out volunteering activities.

- 2.4.3. Receive a document confirming the volunteering carried out by the volunteer, its content and acquired competence.
- 2.4.4. Inform the Organizer in writing about the termination of volunteering.

III. Validity of contract

- 3.1. The Agreement shall enter into force on (specify date) upon signature by the Parties to the Agreement and shall remain in force until (insert date).
- 3.2. During the term of the contract, the volunteer is obliged to devote a certain number of hours to volunteering and to work according to the established plan. This plan may be changed by prior written agreement with the Organizer.
- 3.3. The Volunteer may suspend the Agreement indefinitely. In this case, the Volunteer must inform the Organizer in writing about his / her temporary departure and planned return time.
- 3.4. The Agreement may be terminated by agreement of the Parties or unilaterally if one of the Parties fails to comply with the terms of the Agreement.
- 3.5. The Organizer has the right to terminate the contract unilaterally if the Volunteer does not properly and / or poorly perform the obligations provided for in the contract or does not fulfill them. The Organizer must give notice of termination of the Agreement in writing no later than in advance (specify the deadline) and indicate the reasons for termination of the Agreement.
- 3.6. The Volunteer has the right to terminate the volunteer activity by notifying the Organizer no later than (specify the deadline) and stating the reasons for terminating the Agreement.
- 3.7. The Agreement may be amended and supplemented only by written agreement of the Parties. All amendments and / or additions to this Agreement shall become an integral part of this Agreement and shall become legally binding only if concluded and signed in writing by the Parties..

IV. Confidentiality

- 4.1. All information obtained in the course of voluntary work provided by the Organizer is considered confidential.
- 4.2. In carrying out the volunteering functions provided for in the Agreement, the Volunteer undertakes:
 - 4.2.1. To ensure the confidentiality and integrity of the information, keep all information received confidential and take all necessary precautions.
 - 4.2.2. In order to perform the tasks assigned by the Organizer, not to use or disclose information for purposes other than those specified in the Agreement.
 - 4.2.3. Without the prior written consent of the Organizer, not to disclose or transfer confidential information to third parties both during the entire term of the Agreement and after this period.
 - 4.2.4. To indemnify for the damage caused during the volunteer activity and to ensure that the Organizer is compensated for direct and indirect losses, damage and expenses incurred due to the Volunteer's illegal use and disclosure of confidential information.

V. Force majeure

- 5.1. The parties shall not be liable for failure to fulfill their obligations if they prove that the obligations failed due to force majeure circumstances.
- 5.2. Circumstances considered to be force majeure are specified in the Civil Code of the Republic of Lithuania Article 6.212 and the Rules of Exemption from Liability in the Event of Force Majeure, approved by the Government of the Republic of Lithuania in 1996. July 15 by resolution no. 840. In determining the circumstances of force majeure, the Parties shall be guided by the 1997 March 13 by resolution no. 222 "On the Approval of the Procedure for Issuance of Certificates Certifying the Circumstances of Force Majeure".

VI. Final provisions

- 6.1. Any disagreement or dispute arising between the Parties in connection with this Agreement shall be settled by amicable efforts of both Parties. If the Parties fail to reach an agreement, any disputes, disagreements or claims arising from or related to this Agreement, its violation, termination or validity, not resolved by agreement of the Parties, shall be settled in the competent court of the Republic of Lithuania.
- 6.2. In the course of voluntary work, the damage caused to the Organizer or Volunteer of the voluntary work shall be compensated in accordance with the procedure established by the laws of the Republic of Lithuania.
- 6.3. The Agreement is made in two copies with the same legal force, one of which is given to the Volunteer and the other remains to the Organizer.

I. Details of parties

Organizer

(the name and address of the childcare institution)

(name, surname of the representative of the child care institution)

(signature of the representative of the child care institution)

Volunteer

(the name and address of the volunteer)

(address of the volunteer)

(signature of the volunteer)

Annex No.5

Modified: 2019 February 8
APPROVED
Republic of Lithuania
Minister of Social Security and Labor
2017 June 29 by order No. A1-343

EXAMPLE FORM OF EMPLOYMENT CONTRACT

20__ year _____ month __ day. No. _____

(location of employment contract)

Employer _____

(the name, code, registered office address, telephone number and e-mail address of the employer; if the employer is a natural person - name and surname, personal identification code (if not available - date of birth), address of permanent residence, telephone number and e-mail address; if a multi-employer contract is concluded, the names, codes, registered office addresses, telephone numbers and e-mail addresses of the first and other employers) represented,

(name and surname of the person representing the employer, position, basis of representation)

and Employee _____

(Name and surname; passport or identity card data (if these documents are not available - data from other identity documents) - personal identification code, if not available - date of birth; residence; telephone number and e-mail address) concluded this employment contract:

1. The employee is hired to work under these minimum terms of the employment contract:

1.1. _____
(workplace)

(structural organizational unit performing the activity of the employer (branch, representative office or other structural, production, trade or other activity unit, its address)

1.2. _____
(a description or description of the job function or the title of the job (position or positions, specialty) and, if established, its hierarchical and / or level of qualification or complexity (degree)

1.3. _____
(wages (monthly salary or hourly wage) and its components, allowances, bonuses, bonuses or other additional payment; payment procedure and deadlines)

2. Compiled _____ employment contract

(the type of employment contract shall be indicated - open-ended employment contract, fixed-term employment contract, temporary employment contract, apprenticeship employment contract, project employment contract, job-sharing employment contract; multi-employer employment contract, seasonal employment contract - enter the required words; if a job-sharing employment contract is concluded, the name and surname of another employee, passport or identity card data (if these documents are not available - data from other identity documents) - personal identification code, if not available - date of birth, place of residence, telephone number number and email address)

3. The term of the employment contract is set _____.

(if applicable, the term of the employment contract, indicating the calendar date, the deadline, the task to be performed or the occurrence, change or termination of certain circumstances)

4. The working time rate is set _____.

(the number of working hours per day or week is determined; if an employment contract is concluded for several employers, the share of the working time rate for each employer may be indicated; if a work-sharing contract is concluded, the working time rate for each employee (number of hours per day or week) shall be indicated. If the reduced working time rate is not provided for in labor law or the parties do not agree on part-time work, a working time rate of 40 hours per week shall be deemed to have been agreed.)

5. Additional terms of the employment contract are established: _____.

(Indicate other additional terms of the employment contract - agreement on additional work, agreement on probation, if applicable, agreement on reimbursement of training costs, agreement on non-competition, agreement on protection of confidential information or other agreements which the parties may agree under Such agreements may take the form of annexes to the employment contract)

6. Other obligations between the employee and the employer _____.

(additional guarantees, compensation and other obligations of the employer and the employee, which are not obligatory under the legislation regulating the employment relationship, but do not contradict them. Such agreements may be formalized as annexes to the employment contract)

7. The employment contract enters into force and the employee starts working _____.

(indicates the start of the employee's work)

8. The duration of the annual leave, the procedure for granting it and the conditions for payment shall be determined in accordance with the provisions of Articles 126 to 130 of the Labor Code..

9. The employee is covered by state social insurance. State social insurance benefits and services are determined by the legal acts regulating the respective types of state social insurance.

10. The period of notice for termination of employment at the initiative of the employer or the employee or in other cases shall be determined in accordance with the provisions of Articles 55 to 57, 59, 61 and 62 of the Labor Code.

11. The employer processes the employee's personal data for the purpose of fulfilling the employer's legal obligations and ensures that the employer's processing of the employee's personal data complies with the 2016 April 27 Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 / EC (General Data Protection Regulation) (OJ 2016 L

119, p. 1) and The provisions of the Law on the Legal Protection of Personal Data of the Republic of Lithuania.

12. This employment contract may be amended or supplemented by a written agreement of the parties, except in the cases provided for in the Labor Code.

13. This employment contract may be amended or supplemented by a written agreement of the parties, except in the cases provided for in the Labor Code.

14. Disputes concerning this employment contract shall be examined in accordance with the procedure established by the Labor Code.

15. This employment contract is concluded in two copies: one is submitted to the employer, the other to the employee.

16. Signatures of the parties to the contract:

Employer - a natural person or an employer's representative

(signature)

(name and surname)

Employee

(signature)

(name and surname)

The employment contract has expired_____.

The basis _____

(the date of the employee's statement, the date of the agreement on termination of the employment contract by agreement of the parties, the date and (if applicable) the number of the employer's decision to terminate the contract or declare the employment contract terminated)
