

SERVICE AGREEMENT (THE “AGREEMENT”) ENTERED INTO AS OF [*], BY AND BETWEEN VOLUNTREK, S.A. DE C.V., A SOCIEDAD ANÓNIMA DE CAPITAL VARIABLE ORGANIZED UNDER THE LAWS OF MEXICO (“VOLUNTREK”) AND [*], (THE “VOLUNTEER”), PURSUANT TO THE FOLLOWING:

REPRESENTATIONS

- I.** Voluntrek hereby represents, through its attorney-in-fact and under oath of telling the truth, that:
- a)** It is a corporation duly incorporated and validly existing under the laws of the United Mexican States (“Mexico”), fully authorized in accordance with its corporate by-laws to enter into this Agreement and to comply with its obligations hereunder.
 - b)** It has obtained all necessary or required consents and authorizations (whether corporate or otherwise) to enter into this Agreement and comply with its obligations hereunder.
 - c)** The execution, delivery, compliance and enforcement of this Agreement, will not breach or conflict with or result in a violation of (i) its corporate by-laws, (ii) any document, agreement, contract or other instrument to which Voluntrek is party or to which Voluntrek or its properties are subject to, or (iii) any law, rule, regulation, norm, decree, order, resolution of any court, administrative or governmental agency applicable to it.
 - d)** Its attorney-in-fact, Yvonne Nader Bichara, has sufficient authority to represent it in the terms of this Agreement, and that such authority has not been revoked or modified as of the date of this Agreement.
 - e)** It has entered into collaborative agreements with nonprofit organizations in Mexico (the “Partner Organizations” or “Partner Organization”), in order to provide the Volunteers with different programs in which to participate.
 - f)** It is willing to enter into this Agreement and render the services agreed upon in favor of the Volunteer.
- II.** The Volunteer, on his/her own behalf, hereby represents, under oath of telling the truth, that:
- a)** His/Her full name is [*], was born in [*], and has the Legal Age, or will have the Legal Age at the time on which he/she begins participating in the Program, and legal capacity to execute this Agreement and abide to the obligations derived herein. Legal Age will be understood as 18 (eighteen) years old;
 - b)** He/She desires to enroll in a volunteering program (the “Program”) with the Partner Organization, without receiving consideration for his/her services and wishes to contract Voluntrek in order to receive the services set forth herein;
 - c)** He/She has obtained a health and travel insurance which cover all the risks that the Volunteer may encounter in the duration of the Program.
 - d)** All the information and records provided to Voluntrek, relating to the Volunteer, the Volunteer’s medical history and the Volunteer’s medical state, are accurate and truthful and provide Voluntrek with a clear indication of the Volunteer’s state of health;
 - e)** He/She has discussed this trip, its remote location, potential risks and physical and mental demands with his/her personal physician, and it was determined that the Volunteer is physically and emotionally fit and able to undertake the trip; and
 - f)** He/She wishes to enter into the Agreement pursuant to its terms.

NOW THEREFORE THIS AGREEMENT WITNESSES that, in consideration of the respective covenants and agreements hereinafter contained and for good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged) the parties agree as follows:

ARTICLE 1
PURPOSE.

The Volunteer will hire Voluntrek to assist him/her enroll in the Program, for a term of up to six months, and to render the services described in this Agreement (the “**Services**”), during the Volunteer’s stay in Mexico.

ARTICLE 2
APPLICATION PROCESS.

The Volunteer’s inclusion in the Program shall be approved only after completely satisfying the requirements previously set by Voluntrek and the Partner Organization.

Unless agreed upon in writing by both Parties, the application process shall be initiated at least 90 (ninety) calendar days prior to the date on which the Volunteer plans to begin participating in the Program.

When the Volunteer satisfies all the requirements set by Voluntrek and the Partner Organization, Voluntrek may decide to choose said Volunteer, in which case, the Volunteer will be notified of his/her inclusion in the Program via email (the “**Confirmation Notice**”).

Voluntrek reserves the right to refuse to offer any of its Services to anyone and for any reason.

ARTICLE 3
THE VOLUNTEER

The Volunteer will have the following obligations pursuant to this Agreement:

- I. He/she shall carry out the work required in the Program, asked within their limitations, as long as such work is not illegal or illicit, pursuant to the Mexican laws;
- II. He/she shall cover the Fees set forth in Article 4 of this Agreement, as well as his/her travel and transportation costs and additional personal expenses not expressly included in the Fees;
- III. He/she shall fully disclose the extent of any conditions or limitations that might disable or make him/her unable to perform or safely complete his/her participation in the Program;
- IV. He/she shall notify Voluntrek of any changes in his/her physical and medical condition occurring after the Volunteer executes this Agreement;
- V. He/she shall replace any property that is lost or damaged through his/her carelessness or otherwise negligent behavior;
- VI. Ensure that he/she has the necessary documents, passport, visa and vaccinations in order to enter and stay in Mexico. If for any reason the Volunteer does not have the required documents in order to enter and stay in Mexico for the duration of the Program, the Volunteer’s participation in the Program will be cancelled pursuant to the terms set forth in Section I of Article 5;

Furthermore, the Volunteer acknowledges that the standard of living, including food, hygiene and accommodation in Mexico may be below the general standards of his/her own country, however, those Services will be provided using reasonable care and skill.

ARTICLE 4
FEES AND TERMS OF PAYMENT

I. Fees.

In order for the Volunteer to receive the Services offered by Voluntrek, he/she must first pay Voluntrek the fees published on its website www.voluntrek.com.mx and/or www.voluntrek.mx, unless both Parties agree on separate, specific fees. The fees shown in Voluntrek's advertising materials are subject to change and as such, all final payments shall be those displayed on Voluntrek's website, www.voluntrek.com.mx and/or www.voluntrek.mx, at the time of contracting the Services. The fees will only include the period of time on which the Volunteer participates on the Program, and Voluntrek will not render Services to the Volunteer if he/she chooses to spend additional time in Mexico, either before or after the Program.

The Volunteer agrees to pay Voluntrek an amount comprised of the following fees:

a) Registration Fee. A mandatory fixed fee which includes:

- i.** Placing the Volunteer in a Program with the Partner Organization
- ii.** Providing pre-departure material;
- iii.** Administering personality tests; and
- iv.** Following-up with the Volunteer, and his/her pre-departure requests.

The Registration Fee is in no case transferrable and/or refundable, except as provided in Article 5;

b) Participation Fee. A fee which includes providing local support. This fee varies depending on the Program and its duration; and

c) Program Fee. Each Volunteer may choose which Services are included in this fee; pursuant to Exhibit "A" herein, these may include:

- i.** Arranging suitable accommodation in Mexico;
- ii.** Arranging meals (the number of meals included shall vary depending on the Program);
- iii.** Arrival and pre-departure orientation.
- iv.** Arranging Spanish lessons;
- v.** Arranging airport or bus station pick-up;
- vi.** Arranging travel and health insurance; and

- vii. Arranging for the tours that the Volunteer may be interested in.

The total sum of the fees is included in Exhibit "A".

If throughout the duration of this Agreement an Act of God or Force Majeure occurs, pursuant to Article 9 and as a consequence, Voluntrek is forced to raise its fees, Voluntrek will request from the Volunteer to modify this Agreement and its applicable fees in order to reestablish the terms set forth in this Article within the 30 (thirty) calendar days following the occurrence of such event. If the Parties do not reach an agreement within the following 30 (thirty) calendar days starting from the date on which Voluntrek notifies the Volunteer about the need for a modification, Voluntrek may opt to cancel this Agreement, pursuant to Section V of Article 5.

II. Payment Date.

- a) The Volunteer must pay the Registration Fee within the 15 (fifteen) calendar days following the reception of the Confirmation Notice.

If, for any reason, the Volunteer does not fully pay the Registration Fee by such deadline, Voluntrek reserves the right to offer the position in the Program to a different interested party.

- b) The remaining fees will be paid as follows:

- i. 50% (fifty) percent within the 30 (thirty) calendar days following reception of the Confirmation Notice;

- ii. The remaining 50% (fifty) percent shall be paid at least 45 (forty five) calendar days before the Volunteer commences his/her participation in the Program.

If a Volunteer is admitted to a Program after the deadline set forth in Article 2 herein, and any of the Payment Dates mentioned above are due after the 45 (forty five) calendar days before he/she joins the Program, he/she shall disregard that Payment Date and he/she will have to pay such fee/s 45 (forty five) calendar days before he/she joins the Program.

III. Third Party Fees.

All payments and, if applicable, refunds with respect to this Agreement, exclude the fees required by any third party for wire transfers or any similar transactions; accordingly, the Volunteer shall pay and/or bear the cost of such fees.

ARTICLE 5 **CANCELLATION POLICIES.**

- I. Cancellation by the Volunteer.** If the Volunteer cancels his/her participation in the Program:

- a) The Registration Fee will not be refunded; however, the Volunteer will be allowed to use the Registration Fee for another Program within 1(one) year after cancelling.

- b) The Program Fee may be refunded to the Volunteer as follows:

- i. If the Volunteer cancels 90 (ninety) calendar days before the Program's starting date, the Program Fee will be fully refunded, minus any irrecoverable expenditures that have already been incurred by Voluntrek in order to organize the Program.
 - ii. If the Volunteer cancels 60 (sixty) calendar days before the Program's starting date, 75% (seventy five) percent of the Program Fee will be refunded minus any irrecoverable expenditures that have already been incurred by Voluntrek in order to organize the Program.
 - iii. If the Volunteer cancels 30 (thirty) calendar days before the Program's starting date, 50% (fifty) percent of the Program Fee will be refunded minus any irrecoverable expenditures that have already been incurred by Voluntrek in order to organize the Program.
- c) The Participation Fee will only be refunded if the Volunteer cancels 90 (ninety) days before the Program's starting date.
 - d) The Volunteer will not be entitled to any refund if the cancellation occurs once the Program has started.

Notwithstanding the foregoing, the Volunteer may transfer the applicable paid Program Fee and Participation Fee, minus any irrecoverable expenditures that have already been incurred by Voluntrek in order to organize the Program, to a third party which meets the requirements set forth by Voluntrek and/or the Partner Organization, in the understanding that the initial Registration Fee will not be reimbursed and that the replacing third party will also fully pay Voluntrek the Registration Fee, and in the event in which the Volunteer did not fully transfer to the third party the Participation and Program Fees, the third party will also have to pay the remaining amounts of both of these.

Furthermore, if the Volunteer cancels his/her participation due to an Act of God or Force Majeure, as defined in Article 9, he/she will be reimbursed with the Participation Fee and Program Fee, minus any irrecoverable expenditures that have already been incurred by Voluntrek in order to organize the Program.

- II. **Cancellation by the Partner Organization.** If the Volunteer is placed in a Program which is then cancelled by the Partner Organization, Voluntrek will then try to place the Volunteer in a suitable alternate Program of his/her approval. If Voluntrek is not able to find a suitable alternate Program for the Volunteer, Voluntrek will refund the Volunteer the Participation Fee and the Program Fee, minus any irrecoverable expenditures that have already been incurred by Voluntrek in order to organize the Program.

The Registration Fee will not be refunded; however, the Volunteer will be allowed to use the Registration Fee for another Program within 1 (one) year after cancelling.

In the event that Voluntrek finds a suitable alternate Program which is more expensive than the cancelled Program, the Volunteer will pay Voluntrek the difference.

- III. **Cancellation by Voluntrek.** Voluntrek reserves the right to cancel or curtail the Program if, in its sole discretion, it believes that circumstances warrant it. In the event that the Program is cancelled, Voluntrek will make its best efforts to place the Volunteer in an alternative Program pursuant with the Volunteer's preferences. If Voluntrek cannot find an alternate Program or if the Volunteer does not accept the

alternate Program, the Volunteer shall be entitled to the full refund of the Administrative, Participation and Program Fee, minus any irrecoverable expenditures that have already been incurred by Voluntrek in order to organize the Program, in the event that the cancellation occurs prior to the beginning of the Program.

- IV. If Voluntrek cancels his/her participation in the Program once it has already begun, and this cancellation is not due to the Volunteer's behavior, Voluntrek shall refund a fraction of the Participation Fee and Program Fee proportionate to the remaining duration of the Program, minus any irrecoverable expenditures that have already been incurred by Voluntrek in order to organize the Program.

Voluntrek reserves the right to expel or deny participation in any Program to any Volunteer who is in breach of any term or condition set forth in this Agreement.

The following misconduct by the Volunteer will be grounds for expulsion from the Program:

- a) Possessing, taking, or supplying illegal or illicit substances. The illegality or illicitness of the substances will be determined by Mexican laws.
- b) Displaying cruel, thoughtless or rude behavior or committing acts which could injure or harm themselves or any other person;
- c) Breaching any of Voluntrek's rules and regulations, as well as the terms set forth in its Code of Conduct, which will be attached hereto as **Exhibit "B"**,
- d) Breaching any of the Partner Organizations rules and regulations;
- e) Committing any illegal acts, acting without prudence, or acting in a manner detrimental to or which puts at risk the Program, Voluntrek, the Partner Organization and/or third parties; or
- f) Breaking local laws.

The expulsion will be carried out by Voluntrek at its own discretion, and is not subject to recourse. In such event, this Agreement will be terminated and the Volunteer will not be entitled to receive reimbursements from Voluntrek. Furthermore, Voluntrek will not be responsible for any additional costs incurred by the Volunteer as a result of his/her expulsion.

- V. **Cancellation due to Force Majeure or Acts of God**. If the Program is cancelled by either Voluntrek or the Partner Organization due to Force Majeure or Acts of God, pursuant to the terms set forth in Article 9 herein, the Registration Fee shall not be refunded, however, the Volunteer will be allowed to use the Registration Fee for another Program within 1 (one) year after the cancellation.

If available, the Volunteer may request Voluntrek to place him/her in an alternate Program. In the event that Voluntrek finds a suitable alternate Program which is more expensive than the cancelled Program, the Volunteer will pay Voluntrek the difference. Nonetheless, if the Volunteer is not placed in an alternate Program for any reason, Voluntrek will refund the Volunteer's Participation Fee and Program Fee, minus any irrecoverable expenditures that have already been incurred by Voluntrek in order to organize the Program.

ARTICLE 6
PROGRAM CHANGE.

All Program changes must be requested by the Volunteer with at least 90 (ninety) calendar days prior to his/her inclusion in the Program. If such request is made after the above mentioned time frame, the Volunteer will be required to pay an additional fee. If Voluntrek is not able to place the Volunteer according to his/her wishes, Voluntrek will consider his/her participation in the Program as cancelled pursuant to the terms set forth in Article 5 herein, in the understanding that the Registration Fee will not be refunded; however, the Volunteer will be allowed to use the Registration Fee for another Program within 1 (one) year after cancelling.

ARTICLE 7
CONFIDENTIALITY.

Voluntrek acknowledges that all the information which the Volunteer provides is strictly confidential, and cannot be used for any means outside of the Program. The Volunteer hereby authorizes Voluntrek to share its personal data with the Partner Organizations in order to be enrolled in the Program.

The Volunteer hereby authorizes the use of any pictures of him/her taken while participating in the Program or in any other activities organized by Voluntrek.

All research, data, reports, photographs and documentation related to the Program or otherwise provided by Voluntrek shall remain the property of Voluntrek, and it will be able to freely use such documents to promote its Services.

All the information provided by the Partner Organization and/or Voluntrek to the Volunteer is deemed confidential; if the Volunteer discloses any of the information provided to a third party he/she will be held responsible for any damages generated.

ARTICLE 8
LIABILITY RELEASE AND INDEMNIFICATION.

- I. Both parties understand and agree that the execution of this Agreement does not entail or establish a labor link between Voluntrek and the Volunteer, nor between the Partner Organization and the Volunteer. Once the Volunteer is placed in a Program, Voluntrek will not be held responsible for any of his/her actions. The Volunteer hereby irrevocably and unconditionally releases and discharges Voluntrek and each of Voluntrek's affiliates, officers, directors, shareholders, beneficiaries, employees, representatives, advisors, successors and assignees (collectively the "**Voluntrek Affiliates**"), as well as the Partner Organization, from any liability, claim and action arising at any time thereafter in any manner in connection with the Program or any acts entered into or carried out by the Volunteer while staying in Mexico or carrying out the Program.

- II. The Volunteer agrees to take responsibility for and, indemnify and hold Voluntrek and the Voluntrek Affiliates harmless from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees, which may arise in connection with the Volunteer's participation in the Program or any activities arranged by or for the Volunteer by Voluntrek, the Voluntrek Affiliates and/or the Partner Organization.

- III. The Volunteer will be held responsible for the damages and liabilities, including but not limited to, caused by any action and/or activities which go against Mexican laws, or which cause damages or liabilities on third parties.
- IV. The Volunteer acknowledges that there are dangers in traveling, and as such, he/she participates at his/her own risk and assumes full responsibility for personal injury and property damage caused to himself/herself which arises out of such inherent danger.
- V. Voluntrek will not be held responsible of any damages or liabilities, including but not limited to, caused by:
- a) Any loss, cancellation, damage or injury due to Force Majeure or Acts of God, pursuant to the terms set forth in Article 9 hereto;
 - b) Any changes in the expected activities during the Program, possibly arising from the needs or financial situation of the Partner Organization;
 - c) Any loss related to the Volunteer's travel arrangements;
 - d) Any loss, wear or damage to any of the Volunteer's personal items;
 - e) Any claim related to the measurement of inconvenience, disappointment, discomfort or loss of enjoyment endured by the Volunteer;
 - f) Any consequence arising out of the Volunteer's failure to take advice or medication as prescribed by a medical practitioner both prior to departure and during the Program; and
 - g) The travel risks, including but not limited to, travelling to remote areas; travel by automobile, van, bus, plain, train or any other means of transportation; sickness, mishaps in isolated areas without immediate evacuation or medical facilities; or negligent acts of third parties.
- VI. The Volunteer agrees that the foregoing waiver and assumption of risks is intended to be as broad and inclusive as permitted by applicable law, and that if any portion within is held invalid, the remaining shall continue in full legal force and effect. The terms of this agreement shall further extend to the Volunteer's heirs, personal representatives, successors and assigns.
- VII. Any information provided by Voluntrek, including but not limited to, information about visas, vaccines, healthcare, weather, baggage, culture and special equipment is given in good faith and for information purposes only, but without responsibility for Voluntrek.

ARTICLE 9
FORCE MAJEURE AND ACTS OF GOD

Voluntrek shall not be responsible for any loss, cancellation, damage, injury, failure or delay in the compliance of its obligations hereunder, in the event they occur due to Acts of God or Force Majeure, including but not limited to fire, flood, storms, lightning, earthquakes, strikes, unavoidable accidents, war (declared or undeclared), obstructions, legal restraints, insurrections or any other Act of God or event outside the reasonable control of Voluntrek or the Partner Organization.

ARTICLE 10
ASSIGNMENT

The Volunteer will not be able to assign or transfer this Agreement without the prior written approval of Voluntrek.

ARTICLE 11
NOTICES.

- I. All notices, requests or other communications that shall be given pursuant to this Agreement shall be in writing, in Spanish or English and delivered in a reliable manner to each party hereunder, to the address provided below for such purposes or at such other address that any party designates by written notice to the other parties.
- II. Such notices, requests or other communications shall be delivered by hand, mailed by an internationally recognized overnight courier service, or email and shall be effective upon the earlier to occur (i) upon actual receipt, (ii) if sent by overnight courier service or delivered by hand, when signed for by or on behalf of the party to whom such notice is directed, or (iii) when sent by email, when a confirmation email is sent back to the original sender.
- III. The parties identify the following as their domiciles to receive any notice related to the Agreement:

Voluntrek:

Attention: Yvonne Nader Bichara
Paseo de los Laureles #458 PB4
Bosques de las Lomas
C.P. 05120, México, D.F.
Email: ynader@voluntrek.com.mx

The Volunteer:

Attention: [*]
[*]
[*]
Email: [*]

ARTICLE 12
ENTIRE AGREEMENT.

The Agreement contains all the terms and conditions approved by both Parties with regard to its subject matter, any agreements, understandings or legal acts relating to such subject matter are superseded pursuant to the terms set forth in this Agreement.

ARTICLE 13
SEVERABILITY.

If any provision contained in this Agreement should be held invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions of this Agreement shall not in any way be affected (it being understood that the invalidity, illegality and unenforceability of a particular provision shall not affect the validity, legality and enforceability of such provision in any other jurisdiction). The parties shall endeavor in good-faith

negotiations to replace invalid, illegal or unenforceable provisions with valid provisions the economic effect of which comes as close as possible to that invalid, illegal or unenforceable provisions.

ARTICLE 14
APPLICABLE LAW

This Agreement shall be interpreted and construed in accordance with and shall be governed by the laws of Mexico.

ARTICLE 15
JURISDICTION

For all effects, the parties hereto submit to the jurisdiction of the competent courts in Mexico City, Federal District, United Mexican States, in connection with any action or legal procedure that may arise in respect hereto, and waive any rights to any other jurisdiction to which they may be entitled as a consequence of their present or future domicile or otherwise.

ARTICLE 16
AMENDMENTS

This Agreement may be amended only by written agreement signed by the parties hereto, subject to compliance with the terms of applicable Mexican law.

ARTICLE 17
MISCELLANEOUS.

The section headings used in this Agreement are included herein for convenience and reference only, and shall not constitute a part of this Agreement for any other purposes or any in way affect the construction of this Agreement.

To be valid, amendments to this Agreement shall be executed by both parties in writing.

IN WITNESS WHEREOF, the parties hereto have themselves executed or caused this Agreement to be executed by their duly authorized representatives as of the date first above written.

[SIGNATURE PAGE FOLLOWS]

Voluntrek

By _____
Name: Yvonne Nader Bichara
Title: Sole Administrator

Volunteer

By _____
Name: _____

EXHIBIT “A”

TO THE SERVICES AGREEMENT ENTERED INTO BY AND BETWEEN VOLUNTREK, S.A. DE C.V. AND _____ HEREINAFTER REFERRED TO AS THE “VOLUNTEER” ON [*].

The Description of the Program in which the Volunteer will participate and the Services to be included in the Program Fee are listed as follows:

- ❑ Program Name:**
- ❑ Type of work:**
- ❑ Brief description of the Program:**
- ❑ Starting Date:**
- ❑ Ending Date:**
- ❑ Location:**
- ❑ Accommodation:**
 - a. Description:
 - b. Location:
 - c. Dates:
- ❑ Meals**
 - a. Meals included:
 - b. Location:
 - c. Special diet requirements:
- ❑ Spanish lessons**
 - a. Level:
 - b. Lesson Schedule:
 - c. Number of lessons:
 - d. Location:
- ❑ Airport or bus pick-up upon arrival to the Program**
 - a. Airport pick-up:
 - b. Bus pick-up
 - c. City in which the pick-up will take place:
- ❑ Travel and health insurance**
 - a. Number of days required:
 - b. Insurance Company:
 - c. Policy number:
- ❑ Tours in Mexico**
 - a. Tour Name:
 - b. Tour Provider:

- c. Date:
- d. Description:

■ FEES

- a. Registration Fee:
- b. Participation Fee:
- c. Program Fee:
- d. **Final Fee:**

VOLUNTREK

By _____
Name: Yvonne Nader Bichara
Title: Sole Administrator

VOLUNTEER

By _____
Name: _____

|

EXHIBIT "B"

VOLUNTREK'S CODE OF CONDUCT

Voluntrek welcomes you to what we are sure will be a life changing experience! Volunteers are the most important part of this adventure, and without you we cannot be a change agent and our mission would not be possible:

*Offer our participants **volunteer experiences in Mexico** that will provide them with a **different and new experience** and an **understanding of our country's culture**, at the same time that they **help** people in need and **strengthen human values** in our society, achieving a **transformation** in our country and in the world.*

To accomplish these and our partner organizations' goals, and in order to ensure that you will have an extraordinary experience with us, we need all volunteers to behave with responsibility and politeness and follow this Code of Conduct, which has been created based on local customs and Voluntrek's core values and mission. The Code of Conduct applies during all phases of Voluntrek's Volunteering Program participation.

Any violation of the Mexican law and/or of this Code of Conduct will cause your expulsion of the Volunteering Program without recourse or reimbursement, and you will be solely responsible for all costs associated with an early departure. If you broke local laws you will have to answer to the Mexican authorities.

As a Voluntrek volunteer you agree to:

1. Encourage and be a vivid example of Voluntrek's core values in all of your activities, acting with:
Generosity: think and act towards others, not towards yourself; give without expecting anything in return, help those in need.

Joy: it comes from within, from your mind and soul, it is a happiness and well-being that is reflected throughout all your body and touches everyone around you.

Commitment: carry out your obligations with responsibility, surprising by doing more than what is expected from you.

Empathy: the effort made to identify and understand other people's feelings, attitudes and the circumstances through which they are going through.

Flexibility: be able to easily adapt to the circumstances, times, places and people, rectifying your attitudes and points of view to get along better with others.

Respect: recognize that your possibilities to do or not to do something end where others' possibilities to do or not to do something begin; to show consideration or thoughtfulness.

Service: to help someone spontaneously, as a permanent attitude of collaboration towards others.

2. Respect Voluntrek's objectives and do not seek to damage relations between Voluntrek and our partner organization.

3. Accept and comply with the reasonable directions or instructions given by our partner organization or Voluntrek. Follow our partner organizations guidelines and Code of Conduct.

4. Behave with honesty, decency and responsibility at all times.

5. Care and provide help to the local people, other volunteers and our partner organization's team.
6. Avoid any behavior that can threaten the safety, health or well-being of yourself or anyone else.
7. Avoid violent or inappropriate behavior or disruption of public peace.
8. Respect and follow local laws and culture at all times.
9. Take good care of all property and do not take any property without permission of the owner. Causing destruction of property will require you to replace any property that was lost or damaged.
10. Use appropriate language, dress and manners.
11. Dress appropriately for the job you will be performing. In order to avoid any disruption in the working process and to maintain the health, safety and welfare of yourself and others, you are not allowed to be shirtless nor wear any of the following garments:
 - spaghetti straps
 - tank tops with a strap less than 3 fingers wide
 - low-cut garments
 - shorts or skirts that are shorter than the tips of the fingers when your arms are straight
12. Avoid smoking, using tobacco, drinking any alcoholic or illicit substances. You will not possess, use, be under the influence of, offer to buy or sell a controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxicating substance, alcohol, or paraphernalia.
13. Avoid engaging in inappropriate displays of affection, such as kisses or long embraces.
14. Avoid any love affairs with Voluntrek employees.
15. Be in your place of work at the assigned time. If you will be late or are unable to get to work, you shall let Voluntrek and our partner organization know.
16. Avoid leaving work without permission from our partner organization and/or Voluntrek.
17. Have a minimum of 80% of attendance at work. Failure to do so without a valid reason will lead to expulsion from the Program.

18. Avoid giving any kind of donation to the local people you are working with. If you wish to make a donation, it must be done with our partner organization's approval or through them.

I acknowledge that I have read Voluntrek's Code of Conduct and I accept it entirely.

Volunteer's Name

Volunteer's Signature

Date