

## 1. BASIS OF THE WORKING AGREEMENT AS A VOLUNTEER

### 1.1 Parties to the agreement

The agreement regulates the relationship between the client, the Vinterfestuka Foundation in Narvik (hereafter referred to as VU) and those who will work voluntarily during the event (hereafter referred to as the volunteer / the volunteer).

Client: Stiftelsen Vinterfestuka, org. No. 979175744, Sleggesvingen 9-11, 8514 Narvik

### 1.2 Background and purpose of the agreement

- Working as a volunteer at VU provides pleasure and good experiences, but also involves a responsibility. In order for VU to be the best possible for the volunteer and for VU's guests and artists, some simple driving rules are set out in this agreement.
- The agreement declares voluntary employment relationship between VU and the volunteer, with associated responsibilities and rights. The agreement will ensure satisfactory working conditions for the voluntary and good event management for VU.
- VU names volunteers for Hosts. As a host, the volunteers help to give all visitors good experiences and help to create the distinctive VU atmosphere that is sought to be achieved during the festival.

### 1.3 Scope

The agreement applies to the running of the festival "Winter Festival". Workplace is Narvik.

### 1.4 Appendices / Background Documents

The following information must be provided to the volunteer:

- Work schedule and instructions - provided by the nearest manager, gives an overview of working hours and place of work.
- "Hosts Handbook" with contact list - provides an overview of relevant contacts and their responsibilities, with telephone numbers.
- Program / roadmaps for the event

## 2. RESPONSIBILITIES AND RIGHTS OF WINTERFESTUKA

### 2.1 Employer Responsibility

VU is obliged to provide a satisfactory working environment and to comply with current regulations and guidelines within HSE.

### 2.2 Volunteers

The volunteer receives the following volunteer benefits:

- Accreditation for events according to the rules that apply to volunteers during the festival at all times.
- Participation in Kick-off in advance of the Winter Festival with information about programs, regulations and other useful information.
- Free lunch / dinner at VU's festival canteen on the days you have tasks / guards.
- Participant needle and year mark with minimum 16h effort during the festival. Participant needle is only given once.
- Participation in the closing party with food / drink, preferably the same day as the festival ends.
- Kick-off and closing party will be adapted to corona rules and what we can carry out. A possible postponement may become relevant until we can gather all volunteers.

### 2.3 Insurance

Everyone who works voluntarily in the Winter Festival is insured during the time they perform agreed tasks.

### 3. RESPONSIBILITY AND RIGHTS OF THE VOLUNTEER

#### 3.1 Laws and guidelines

Follow Norwegian laws and VU's internal rules and guidelines, specified in work instructions and HSE permits. This also includes the use of protective and protective equipment.

#### 3.2 Guards

Follow the work schedule and meet exactly to the work sessions. If you are unable to work, the group leader must be notified as soon as possible, at the latest before the guard starts.

#### 3.3 Rest

Be sober in the work sessions. Volunteers should not consume or be affected by alcohol or other intoxicants when performing work for VU. Volunteers who are in concert outside set guards should not carry accreditation cards.

#### 3.4 Confidentiality

The volunteer is obliged to keep secret what he / she is told in connection with the employment and the arrangement, or about someone's personal and / or business matters.

Be careful about what you share on social media. It is not allowed to share photos / recordings from backstage areas or by artists / other volunteers without prior approval.

#### 3.5 Media

The volunteer shall not make statements to the press / media on behalf of VU. Any inquiries from the media / journalists should be referred to the festival administration.

#### 3.6 Handbook

The volunteer is obliged to familiarize himself with the "Handbook for Volunteers" for the Winter Festival.

#### 3.7 Outfits

Everyone who works in the Winter Festival should wear VU attire while working for the festival.

### 4. PENALTIES / TERMINATION OF THE AGREEMENT

#### 4.1 Organizer rights

If the volunteer does not comply with the responsibilities and rights under the agreement, VU reserves the right to terminate the employment contract, cancel compensation and possibly claim the value of used goods and / or documented expenses as a result of breach of contract.

#### 4.2 The Volunteer's Rights

If VU does not comply with responsibilities and rights under the agreement, the volunteer can terminate the employment relationship with immediate effect. Any loss due to breach of contract by VU may be required to be compensated in accordance with the general compensation rules.

### 5. COMMUNICATION / ACCEPTANCE OF THE AGREEMENT

VU can send information via sms and e-mail to the volunteer. By checking "I accept the terms" in the electronic application form, the volunteer has read and accepted the agreement and the conditions for being a volunteer.

The agreement enters into force when the assignment, which is voluntarily granted by the VU administration.

We look forward to working with you and wish everyone a wonderful and inspiring Winter Festival!

Frode Sollie (Sign)

Managing Director Winter Festival in Narvik