

# Volunteering Holidays: a life-changing experience.



*Telefónica*  
FUNDACIÓN

## XV CALL INTERNATIONAL VOLUNTEERING HOLIDAYS

### TERMS AND CONDITIONS FOR CANDIDATE PARTICIPATION

#### 1. TERMS AND CONDITIONS

International Volunteering Holidays is an initiative that allows Telefónica Group employees, pre-retirees and retirees to participate for two weeks in a project related to the social and educational activity of the Telefónica Foundation in Latin America and the ProFuturo Foundation in Africa, Asia and Latin America.

The purpose of these terms is to regulate the assignment of places and to establish the selection criteria for the volunteers who will participate in the 2019 International Volunteering Holidays.

#### 2. WHAT DO THE INTERNATIONAL VOLUNTEERING HOLIDAYS CONSIST OF?

The goal of the International Volunteering Holidays is to contribute to the improvement of the educational conditions of girls and boys through various projects aimed at training teachers in educational skills, training children, teachers and community members in the use of digital tools, improving community infrastructure, and promoting the social development of the local community.

The project implementation period will take place between the months of July and November 2019.

Each project will last for two weeks, with the activity starting on the Monday of the first week and ending on the Thursday or Friday of the second week.

Each project will entail the implementation of a specific activity program, which has been designed taking into account the needs of the beneficiaries, the community, and the environment where the initiative is taking place.

The specific activity plan for each project shall be presented to the volunteers prior to implementation.

The Telefónica Foundation will **exclusively** manage and bear the costs related to:

1. Economy class airfare from the country of origin to the volunteer's destination country and vice-versa. The trip dates for each group will be communicated once the assignment of places has been determined and the availability of tickets ensured.

If the volunteer wishes to delay their return trip, both the paperwork and the cost, must have to be assumed by the them.

2. International multi-assistance travel insurance.
3. Accommodation in shared rooms during the project implementation period.
4. Breakfast and lunch on the days when project-related activities are carried out. During the weekend, the Telefónica Foundation will only pay for breakfast and lunch-related expenses at the accommodation.
5. Transport for carrying out the volunteer activities.
6. Training and detailed information for the project on which the volunteer will participate.

Each of the volunteers will bear all the costs resulting from the prolongation of their stay or that are not connected to the activities of the solidarity project for which they have been selected.

#### 3. PARTICIPATION REQUIREMENTS AND SELECTION CRITERIA FOR VOLUNTEERS

Any active, retired or pre-retired employees of the Telefónica Group in any country where the company

is present, who are not currently working in another company or institution, and who have been with the Telefónica Group for at least one year as of 1st July 2019, may participate in the International Volunteering Holidays.

To apply, interested parties must sign in through the Telefónica Volunteers portal ([www.voluntarios.telefonica.com](http://www.voluntarios.telefonica.com)) and fill in the form that appears at the time of registration.

**The registration period for this year's edition of International Volunteering Holidays begins on 12th February and ends on 8th April 2019.**

The Telefónica Foundation will appoint a Selection Committee made up of members of the Telefónica Foundation management team and, when needed, of the Telefónica Volunteers Program management teams in each country, which will be responsible for evaluating and selecting the applications submitted by the volunteer candidates.

The Telefónica Foundation, by means of this Selection Committee, will evaluate applications and will assign the projects based on the following criteria:

1. Degree of participation and involvement in activities organised by the Telefónica Volunteers Program.
2. Knowledge of the Telefónica Foundation's and ProFuturo Foundation's social action.
3. Experience in social and solidarity projects.
4. Adequacy of the applicant's profile for participating in the activities to be carried out.
5. Motivation for participation.

To assign the projects, the Selection Committee will take into account the language of the country of destination and the level of knowledge the applicant volunteer has of it.

To allow a greater number of volunteers to experience the International Volunteering, the Telefónica Foundation will give preference to those applications submitted by candidates who have not participated in previous editions.

During the selection process, the Telefónica Foundation may request information and/or documentation in addition to what the candidate has stated on the

application form. Furthermore, the selection process may be completed with personal interviews, group activities or some other type of dynamic activities.

The Selection Committee is sovereign in its decisions and its ruling shall be final.

#### 4. ASSIGNMENT OF PROJECTS

The assignment of each project shall be communicated via email to the selected volunteers as of April 8th. A waiting list of candidates shall be established in order of selection, according to the established criteria, to cover potential withdrawals. Once the email has been received, the volunteer shall have a **maximum** of five working days to:

1. Communicate their express acceptance via email to the email address [voluntarios@telefonica.com](mailto:voluntarios@telefonica.com).
2. Fill in the information that will be requested in the email.
3. Send a scanned copy of their passport to the Telefónica Foundation.

#### 5. COMMITMENTS AND RESPONSIBILITIES OF THE PARTICIPATING VOLUNTEERS

Acceptance of the assigned project implies acceptance of the present terms. Likewise, the selected volunteers must compromise to:

1. Ensure that their workload and/or work responsibilities enable them to have available holidays for the dates on which the assigned project is to be implemented. It is the volunteer's responsibility to inform his or her superior and, if needed, to obtain consent for the holiday period in question. Participation in the International Volunteering Holidays implies using the volunteers own vacation holidays.
2. Have the Saturday and Sunday prior to the start of the activity available, in order to travel to the country where the project is to be developed.
3. Participate in the training process prior to the implementation of the project.
4. Provide any additional information and

documentation required for the management of their participation in the International Volunteering Holidays.

5. Sign the documents related to their participation, including the transfer of image rights and consent to their data temporarily being processed in countries which are recognised by the European Council to not have an adequate level of data protection, solely for the management of the activity.
6. Comply with vaccination and prophylaxis measures appropriate for the program area in accordance with protocols established by the official bodies of the countries of origin and by the United Nations.
7. Have a passport that is valid for at least 6 months after the date of completion of the assigned project.
8. Acquire the necessary visas and travel permits (depending on the nationality of the volunteer) and criminal certificates, if required by the entity or the country where the activity is to be carried out. Each volunteer is responsible of managing their own paperwork to access the country where the project will be held, agreeing not to remain in that country for a longer period of time than the allowed and exempting the organization from any liability arising from the non-compliance of this obligation.
9. To remain in the assigned location where they carry out the volunteer activities during the established period, and to not leave without prior notification and justification to the Telefónica Foundation, which will be determined, as appropriate, for each case.
10. To perform the volunteer activities for which they have been selected during the period established.
11. To display, at all times, an attitude of maximum collaboration towards the local project managers, whether they are representatives of the collaborating entities, representatives of the educational centres, representatives of the Telefónica Foundation or of the local Telefónica/Movistar entity.
12. Respect, at all times, the rights of the children, adolescents and the communities in general with whom the volunteers shall be working.

13. During the period of stay in the country of destination, free time shall be permitted and considered only after the activities scheduled for that day by the social entity with which the projects are carried out, and each Telefónica Volunteer is solely responsible, at all times, for their behaviour and actions. The Telefónica Foundation shall not accept responsibility for any damages, demands or sanctions that occur as a result of the volunteer's actions during said free time.

14. Collaborate in the carried out actions for monitoring and verifying the volunteering activity.

15. Participate in the International Volunteering Holidays dissemination activities that the Telefónica Foundation may organise through the Telefónica Volunteers Program.

16. Authorise the Telefónica Foundation to collect their personal data and those resulting from the taking of photographs and filming of videos during the activities. Your authorisation for this transfer of image rights will imply the granting to the Telefónica Foundation of a non-exclusive, free and worldwide license to reproduce, communicate, transmit or report in any medium or technology in all the situations required by the Telefónica Foundation, without any time limit, and always in connection with the International Volunteering Holidays.

The volunteers must take into account potential disadvantages or obstacles that they will have to deal with when taking part in this experience in countries with other cultures, different customs related to hygiene, medical care, food, coexistence, citizen safety, accessibility and infrastructures, etc.

Volunteers participating in the International Volunteering Holidays represent the Telefónica Group in the country and communities where they are involved during the two weeks of their participation. Therefore, they are expected to maintain at all times an attitude of respect and responsibility both within the group they belong to and in their relations with the local entities and communities.

**Participation in International Volunteering Holidays implies knowledge and acceptance of these terms and conditions.**