Volunteer Internal Regulations

Fundashon Mangazina di Rei | 2026

This document is an English translation of the signed Dutch original. In the event of a difference in interpretation, the Dutch original remains authoritative.

1. Purpose and scope

These internal regulations govern internal procedures and reimbursements within Fundashon Mangazina di Rei (hereinafter: the Foundation). They apply to all employees, volunteers and board members insofar as provided for in these regulations. Their purpose is to establish clear arrangements regarding the engagement of volunteers, a safe environment and the proper conduct of activities.

2. Definitions

2.1. Foundation: Fundashon Mangazina di Rei.

2.2. Roles: role titles within the Foundation, including Host, Coordinator, Process Facilitator, Maintenance Worker, Finance Officer and Board Member.

2.3. Reimbursements: expense reimbursements as set out in Articles 10 and 11.

3. General policy

3.1. The roles and tasks associated with the various activities are, or will be, set out in operating manuals. These serve as guidelines for carrying out activities within the Foundation.

3.2. We communicate rules clearly so that everyone understands as precisely as possible how to act.

3.3. Reimbursements are intended to cover expenses incurred and do not constitute salary or a monthly payment, unless otherwise stipulated.

3.4. Expenses incurred and hours worked are recorded digitally. Reimbursements are paid on the basis of signed claim forms that have been received. Monitoring and administration are the responsibility of the Coordinator and are used as supporting evidence and for accountability to the Board Member and any grant providers.

VOLUNTEER

4. Status of the volunteer

Volunteers are not employees and perform their duties without an employment contract. They form part of the organisation and accept that their work is carried out under the responsibility of the Foundation. With effect from 1 August 2026, volunteers sign a volunteer agreement.

5. Instructions and compliance

Volunteers follow the instructions of the Foundation and of the persons who direct the work on behalf of the Foundation. Instructions concern safety, organisation, conduct, confidentiality and all practical matters required for the orderly operation of the Foundation.

6. Standards of conduct

Volunteers behave respectfully, carefully and reliably. They are expected to contribute to a safe and professional environment for participants, employees and other volunteers.

7. Safety

Volunteers comply with all safety regulations applicable within the Foundation. If they observe situations on the grounds, in the museum or in other buildings that pose or may pose a risk, they must immediately report this to both the Coordinator and the Board Member. In the event of an emergency, they will assist Mangazina di Rei's guests while giving priority to their own safety.

8. Confidentiality

Information obtained by a volunteer during their work will not be shared with third parties unless the Foundation has expressly authorised this.

9. Non-compliant situations

If a volunteer acts contrary to the Foundation's rules or instructions, the working relationship may be terminated with immediate effect. The Foundation (meaning the Board Member or, where applicable, the Supervisory Board) will decide on appropriate measures on the basis of reasonableness and fairness.

REIMBURSEMENTS

10. Eligibility conditions

10.1. The person concerned must be assigned to one of the roles or positions listed in these regulations.

10.2. The work must have been performed during the period specified in the volunteer agreement.

10.3. Reimbursements will not be paid in addition to other similar reimbursements provided internally or already provided by third parties, unless approved in writing by the Board.

10.4. If the Foundation receives no grants or funds, or insufficient grants or funds, the reimbursements will be reviewed or may be discontinued entirely.

11. Expense reimbursement scheme (fixed monthly and incidental)

The Foundation provides fixed monthly reimbursements for three expense categories:

- **Transport reimbursement:** USD 15/25* per month
- **Telephone reimbursement:** USD 25 per month
- **Minor expenses:** USD 15 per month

* USD 25 when the person concerned depends on special transport.

The Foundation provides a variable incidental reimbursement for transport costs related to special activities:

- **Mileage reimbursement:** USD 0.25/km

The reimbursements are intended to cover travel expenses, telephone and communication costs, and minor operational expenses such as office supplies and copies.

12. Payment method and administration

12.1. Reimbursements are transferred to the beneficiary's bank account within 10 working days after the end of the relevant month.

12.2. The finance administration maintains a register recording the name, role or position, amount and date of the claim.

12.3. In the event of doubt or suspected misuse, the Board may request additional documentation. Proven misuse will result in recovery of the amount and may lead to disciplinary measures.

12.4. Application of reimbursements by role

Role / position	Transport	Telephone	Minor expenses (representation)	Mileage
Coordinator	Yes*	Yes	Yes	Yes*
Process Facilitator	No	Yes	No	No
Board Member	Yes	Yes	Yes	Yes
Host	Yes*	No	No	No
Maintenance Worker	No	No	No	No

* Applies when the person is engaged for at least 15 hours per month (50% below this threshold; 0% below 3 hours) and resides in Kralendijk (therefore excluding Rincon).

2026 reimbursement table

Volunteer reimbursement	Hourly rate	Maximum deployment
21 years and older	$15.00	Maximum 32 hours per month
20 years	$12.00	Maximum 20 hours per month
19 years	$10.00	Maximum 16 hours per week
16-18 years	$7.50	Maximum 20 hours per week

* Exceptions to a volunteer's maximum number of hours may be made only in special cases and with the Board Member's prior approval.

Positions
Host
Workshop Instructor
Coordinator
Maintenance Worker
Administrative Support
Activity Facilitator
Cleaner
Cashier
Food Service Staff (bar/kitchen)

13. Amendments and review

13.1. These regulations may be amended by resolution of the Board.

13.2. The internal regulations are reviewed annually and adjusted where necessary to reflect, among other things, financial and operational circumstances.

14. Entry into force

These regulations enter into force upon signature by the Board and no earlier than 1 August 2026. This version supersedes all previous arrangements concerning the engagement of volunteers.

15. Closing provision

These regulations form part of the arrangements between the Foundation and its volunteers. The Foundation may establish supplementary rules when circumstances require.

Place: Kralendijk **Date:** 30 June 2026

[signed in the Dutch original]
Ms M. Valdink, LL.M.
Interim Board Member
Mangazina di Rei