

Text consolidated by Valsts valodas centrs (State Language Centre) with amending laws of:

12 October 2017 [shall come into force on 1 April 2018].

If a whole or part of a section has been amended, the date of the amending law appears in square brackets at the end of the section. If a whole section, paragraph or clause has been deleted, the date of the deletion appears in square brackets beside the deleted section, paragraph or clause.

The *Saeima*<sup>1</sup> has adopted and  
the President has proclaimed the following law:

## **Volunteer Service Law**

### **Section 1. Purpose of the Law**

The purpose of the Law is to facilitate volunteer service and to promote public participation in volunteer service.

### **Section 2. Volunteer Service**

- (1) Volunteer service is organised physical or intellectual service performed by a natural person on the basis of good will and without remuneration for the benefit of the society.
- (2) Volunteer service does not have the purpose of profit-making.

### **Section 3. Organiser of Volunteer Service**

The following have the right to organise volunteer service:

- 1) associations and foundations, including trade unions and their associations;
- 2) State and local government institutions;
- 3) political parties and their alliances;
- 4) social enterprises.

[12 October 2017]

### **Section 4. Performer of Volunteer Service**

- (1) A performer of volunteer service is a natural person who has attained 13 years of age.
- (2) Persons who have attained 13 to 16 years of age are entitled to perform volunteer service if their legal representative has given a written consent.
- (3) A minor shall, during the time when he or she is free from studying, perform volunteer service corresponding to his or her age and harmless to his or her safety, health, and morals which promotes the development of knowledge, proficiency, abilities, and communication skills.
- (4) A performer of volunteer service shall not replace an employee.
- (5) Special criteria for the selection of performers of volunteer service, including age, conditions for involvement and training which are related to the special nature of volunteer service to be performed, may be provided for in other laws.

<sup>1</sup> The Parliament of the Republic of Latvia

## **Section 5. Establishment and Termination of Legal Relationships**

(1) Legal relationships of an organiser of volunteer service and a performer of volunteer service are established when the organiser of volunteer service and the performer of volunteer service have agreed upon the amount, the procedures for fulfilment, and the time period of the service to be performed, and also the performer of volunteer service has been made acquainted with his or her obligations and rights.

(2) Legal relationships shall be terminated unilaterally by notifying the other contracting party thereof not later than three days in advance. If a written contract on volunteer service has been entered into, the notification on termination of legal relationships shall be submitted to the other party in writing.

(3) A performer of volunteer service may terminate legal relationships without delay if he or she has an important reason for doing so. Each such circumstance shall be recognised as such reason which, on the basis of considerations of morals and fairness, precludes from continuation of volunteer service.

## **Section 6. Written Contract on Volunteer Service**

(1) A contract on volunteer service shall be entered into in writing if:

- 1) it is requested by one of the parties;
- 2) it is intended to cover the expenditures related to volunteer service for the performer of volunteer service;
- 3) it is intended to perform such volunteer service in which minors are involved.

(2) The following shall be indicated in a contract on volunteer service:

- 1) the name, registration number, and address of the organiser of volunteer service;
- 2) the given name, surname, personal identity number, and place of residence of the performer of volunteer service;
- 3) the amount, procedures for fulfilment, and time period of the service to be performed;
- 4) the place of volunteer service;
- 5) the responsibility, rights and obligations of the organiser of volunteer service;
- 6) the responsibility, rights and obligations of the performer of volunteer service;
- 7) the composition and amount of expenditures related to the performance of volunteer service which is intended to be covered for the performer of volunteer service;
- 8) other provisions if it is necessary for the performance of volunteer service.

## **Section 7. Rights and Obligations of the Organiser of Volunteer Service**

(1) The organiser of volunteer service has the right:

1) to request that the performer of volunteer service presents documents certifying his or her education or professional preparedness if a contract on the performance of such volunteer service is entered into for which special knowledge or skills are required;

2) to request that the performer of volunteer service presents a statement from the Punishment Register in case when previous criminal record might be an obstacle for the performance of the intended volunteer service;

3) to preclude the performer of volunteer service from performing volunteer service in case when there are justified suspicions on the performer of volunteer service being ill which endangers or may endanger his or her safety or health, or safety or health of other persons.

(2) The organiser of volunteer service has the obligation:

1) prior to commencing volunteer service, to make the performer of volunteer service acquainted with the working conditions, the tasks to be performed, and the obligations and rights of the performer of volunteer service;

2) to indicate in writing what information is to be considered confidential;

3) to ensure safe work conditions which are harmless to health by taking measures necessary for the prevention or mitigation of risks, prior to commencing volunteer service to instruct the performer of volunteer service on safe working methods, use of work equipment and protective equipment, safety signs, and also to provide information on essential work environment risk factors and their impact on safety and health;

4) to ensure such conditions of volunteer service that the performer of volunteer service would be able to carry out the service tasks laid down for him or her;

5) upon request of the performer of volunteer service, to issue a statement on the volunteer service performed and its duration;

6) prior to involvement of a minor in volunteer service, to inform one of the legal representatives of such person of essential work environment risk factors and their impact on safety and health;

7) to request that the performer of volunteer service presents a document certifying the state of health if the intended volunteer service is related to potential risk to health of other persons;

8) to cover the expenditures related to the performance of volunteer service for the performer of volunteer service if such are provided for in the contract;

9) once a year, when submitting an annual financial statement, to provide information on volunteer service by indicating:

a) the place of volunteer service;

b) the total number of performers of volunteer service at a particular place of volunteer service;

c) the total number of hours worked by performers of volunteer service;

d) at discretion of the organiser of volunteer service, the most significant measures, projects, activities, and other information.

(3) In the case referred to in Paragraph one, Clause 2 of this Section expenditures which are related to the receipt of a statement from the Punishment Register and in the case referred to in Paragraph two, Clause 7 the expenditures which are related to health examination shall be covered by the organiser of volunteer service.

## **Section 8. Rights and Obligations of the Performer of Volunteer Service**

(1) The performer of volunteer service has the right:

1) prior to commencing volunteer service, to receive the tasks of the service to be performed;

2) to safe working conditions that do not cause harm to health;

3) to request a statement on the volunteer service performed and its duration;

4) to refuse to perform volunteer service if it does not conform to his or her proficiency and skills or if the service task is not acceptable for him or her.

(2) The performer of volunteer service has the obligation:

1) to carry out the service tasks entrusted to him or her by himself or herself;

2) when performing volunteer service, to comply with the instructions of the organiser of volunteer service;

3) to be mindful of the property and financial resources transferred into his or her disposal;

4) to inform the organiser of volunteer service without delay of any obstacles which have a negative impact or may impact the course of volunteer service, and also of threats of occurrence of losses or losses which have already occurred;

5) not to disclose the information obtained during performance of volunteer service which the organiser of volunteer service has indicated in writing as confidential;

6) upon request of the organiser of volunteer service, to present a statement from the Punishment Register.

## **Section 9. Insuring the Performer of Volunteer Service**

- (1) The organiser of volunteer service is entitled to insure health and life of the performer of volunteer service against accidents during performance of volunteer service.
- (2) The works in case of performance of which the organiser of volunteer service has an obligation to insure health and life of the performer of volunteer service against accidents during performance of volunteer service and the insurance procedures shall be determined by the Cabinet.

## **Section 10. Information System of Performers of Volunteer Service**

- (1) The purpose of the information system of performers of volunteer service (hereinafter – the Information System) shall be to develop the possibilities of volunteer service, to ensure and coordinate exchange of information among persons who wish to perform volunteer service and the organisers of volunteer service, and also to ensure the application of a person for volunteer service.
- (2) The Information System is a component of the State information system “Information System for Record-keeping of Unemployed Persons and Registered Vacancies” under the management of the State Employment Agency.
- (3) Personal data shall be processed in the Information System on the basis of a consent of a person.
- (4) The Cabinet shall determine the amount of information to be included in the Information System, and also the procedures for the inclusion and use of information.

The Law shall come into force on 1 January 2016.

The Law has been adopted by the *Saeima* on 18 June 2015.

President,

A. Bērziņš

Rīga, 2 July 2015