

## **Regulations of the #Welcome project!**

### §1 General Provisions

1. Regulations define the rules of admission to the project and participation in the #Welcome!
2. Project is co-financed by a grant from CITI Foundation, thanks to which participation in the project is free of charge.
3. The substantive partner of the project is the L. Kronenberg Citi Handlowy Foundation.
4. The implementer of the project is the Mom Work Foundation. Contact with the implementer is carried out through the e-mail address dedicated to the project: [krakow.welcome@mamopracuj.pl](mailto:krakow.welcome@mamopracuj.pl); [wroclaw.welcome@mamopracuj.pl](mailto:wroclaw.welcome@mamopracuj.pl); [olsztyn.welcome@mamopracuj.pl](mailto:olsztyn.welcome@mamopracuj.pl); [warszawa.welcome@mamopracuj.pl](mailto:warszawa.welcome@mamopracuj.pl). In each city there will be a dedicated local coordinator to contact the participants (this contact will be given to each Participant after qualifying for participation in the project).
5. Project communications (including promotional and informational activities, recruitment and meetings) will be conducted in Ukrainian, Polish and English.
6. The aim of the project is to help women, especially mothers (Polish citizens, but also refugees - especially from Ukraine) find/re-enter the labor market and obtain legal employment in Poland.
7. The project is implemented until 31.05.2023, and its activities are concentrated in 4 Polish cities: Krakow, Wroclaw, Olsztyn, Warsaw.
8. The number of places in the project is 300 women and is divided according to location:
  - A. Krakow - 1 group: 60 women
  - B. Wrocław - 1 group: 60 women
  - C. Olsztyn - 1 group: 60 women
  - D. Warsaw - 2 groups: 2 x 60 womenIn case the number of applications in a given location will be less than 60 people, it will be possible to increase the number of Participants in other locations.
9. Participants will be able to bring their children to the meetings. Children will be provided with care and animation and refreshments.

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#### § 2 Rules of admission to the project

1. The Project participant can be any woman who voluntarily declares her willingness to participate in the Project and meets the following requirements:
  - a) is a citizen of Poland who, due to the birth of a child, remains outside the labor market or is looking for a way to change her professional career,
  - b) is a refugee legally residing in Poland (including, in particular, a citizen of Ukraine who came to Poland due to the war conflict and crossed the Polish border after 24.02.2022),
  - c) is a woman ready to look for and take up a permanent job, a full-time job or a job based on civil law contracts or B2B employment,
  - d) is a woman who is ready for action, open to change and willing to participate in all activities that the project provides for,
  - e) is a woman with basic competencies to enable her to enter the labor market (the project does not envisage obtaining professional competencies/qualifications, but assistance in searching for and taking up employment),
  - f) is a woman focused on integration, exchange of experiences, sharing and mutual support,
  - g) is a woman with access to the Internet (recruitment and part of the project's events will take place online),
  - h) in the case of refugee women - is a woman who does not plan to leave the territory of Poland in the next 5 months.

#### § 2 Rules of admission to the project

1. The Project participant can be any woman who voluntarily declares her willingness to participate in the Project and meets the following requirements:
2. The project is NOT open to employees, associates and persons professionally affiliated with the Mom Pracuj Foundation, CITI Poland, CITI Foundation and Kronenberg Foundation or who are business partners of these entities.
3. In our project, we follow the principle of equal opportunities and non-discrimination. Admission to the project is determined by the criteria set forth in these regulations without regard to ethnic origin, race, religion or belief, age, sexual orientation or disability. Throughout the recruitment process, we pay attention to avoiding messages and any other elements that discriminate or perpetuate stereotypes. The aim of these activities is to enable all people to participate fairly, fully in all forms of support under the project and to ensure that Project Participants have the opportunity to choose their life path without restrictions arising from stereotypes.
4. Recruitment will take place in an online form, using a form that will be available on the project website ([www.welcome.mamopracuj.pl](http://www.welcome.mamopracuj.pl) and [www.mamopracuj.pl](http://www.mamopracuj.pl) and in social media). The condition for participation will be the completion of the online form and registration.
5. Recruitment for participation in the project will take place separately in each of the 4 cities (i.e., Krakow, Wroclaw, Olsztyn, Warsaw - 2 groups: the group interested in employment and the group interested in starting a business). Each time, information about the recruitment will be announced at least a week before the start of the first project event.
6. The call will continue until the required number of Participants has been registered, while the registration of applications in the number of 130% of available places will mean the closure of the call, and the selection of Participants will be made on the basis of information from the submitted application forms.

This selection will be based on the evaluation of the following criteria:

- a) the Participant's ability to take up employment / start a business on the basis of her competence and experience
  - b) motivation to take advantage of the assistance offered by the project
  - c) readiness of the Participant to undertake a change in the area of professional development.
7. The Foundation stipulates that the selection of Participants is subjective in nature and there is no appeal against the decision in this regard.
  8. Participants will receive information about the outcome of the recruitment process by phone (SMS) and/or electronically (email).
  9. No later than 2 days before the start of the first event, Participants sign a contract, on the basis of which support will be implemented (described in paragraph 3).
  10. In case of resignation of any Participant a reserve list will be prepared.
  11. Participants from the reserve list may be included in the project in case of resignation or discontinuation of participation in the project by persons from the basic list.

### § 3 Scope of support

1. The project offers the following forms of support:
  - a) Starting meeting (stationary) in cities: Krakow, Wroclaw, Warsaw, Olsztyn - finding a permanent job. The subject of these meetings will be getting acquainted with the competencies necessary to navigate the labor market, i.e. discovering your professional potential - identifying your strengths, building your personal branding, working on increasing your self-esteem. In Warsaw, for group #2 - starting and developing your own business.
  - b) Thematic groups/mini group mentoring carried out online or offline. There will be 3 meetings in each city (including 1 offline and 2 online); these will be small group meetings (up to 20-25 people) with experts in HR, recruitment, career coaching, labor law, business, etc. This will allow Participants to talk about the challenges of returning to the labor market. Topics: consultation of elements of a resume/profile on LinkedIn, preparation for a specific job interview, etc. Meetings and mentoring in a group focused on starting a business will focus on registering, running and developing a business in Poland.
  - c) English language course for 50% of the Participants (150 people in total). The course will be in online form; in groups of 5-8 people for a total of 48 class hours. Qualification for the course will be based on: a language competency test (on-line) and an assessment of the degree of usefulness of the English language on the career path of a given Participant.
  - d) Moderated Facebook group dedicated to each location + group dedicated to starting a business, a total of 5 groups. The groups will also be a place to exchange professional experiences, mutual inspiration and motivation.
2. Participation in the project for a given Participant is about 3-4 months of training and integration process in the community described above. In addition to knowledge, practical guidance and inspiration during the meetings, a strong emphasis will be placed on building a network of mutual support for women. This will allow refugee women who do not yet know many people in the new place to build their network of acquaintances. No less important aspect is building cross-cultural understanding related to similar goals and challenges between women from Poland and other countries (and in the current situation - especially from Ukraine).

### § 4 Rights and responsibilities of the Project Participant

1. Female participants of the project are obliged to:
  - a) regular, punctual and active participation in classes,
  - b) to confirm with their signature their participation each time on the attendance list (in the case of stationary meetings),
  - c) participating in online meetings with the camera on,

- d) to complete evaluation questionnaires and tests related to the implementation of the project and monitoring of its subsequent results until 31.05.2023,
  - e) to inform the project implementer of a change in his/her status on the labor market
2. The project participant is obliged to keep the project implementer informed of all events that may disrupt or prevent further participation in the project.

#### §5 Processing of personal data

1. In accordance with Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) (hereinafter: "RODO"), we inform that:
2. The administrator of the personal data of the Project Participant is the Mamo Pracuj Foundation, ul. Zamknięta 10/lok 1.5 Kraków (hereinafter: the "Foundation").
3. The Foundation has a designated Data Protection Officer, who can be contacted by e-mail: [rodo@mamopracuj.pl](mailto:rodo@mamopracuj.pl).
4. The purpose of the processing of the Participant's personal data by the Foundation is the implementation of the "Welcome" project.
5. Provision of personal data by the Participant is voluntary (Article 6(1)(a) RODO), but necessary in order to participate in the project.
6. The project participant has the right to request from the Foundation access to personal data, rectification, erasure or restriction of processing, and the right to object to processing, as well as the right to portability of personal data.
7. The Participant has the right to withdraw consent to the processing of personal data at any time, without affecting the legality of the processing of personal data before the withdrawal of consent.
8. The Participant's personal data, after the Project is completed, is not processed by the Foundation.
9. A Participant has the right to lodge a complaint to the supervisory authority - the President of the Office for Personal Data Protection.
10. For more information, see the Privacy Policy and RODO of the Working Mom Foundation.

#### § 6 Final provisions

1. During the course of the workshop, photographic and/or video documentation will be made of the Participants taking part in the project, therefore the person joining the project agrees to make their image public.
2. By giving consent, photographs, videos or recordings taken during the meetings may be posted on websites, press materials, promotional materials and social media in the context of the aforementioned event. This consent is given irrevocably and free of charge.

3. Giving consent is voluntary, although necessary for participation in the Project.
4. Should a dispute arise over the implementation of the provisions of these Terms and Conditions, the parties will try to settle it amicably.
5. The Project Promoter reserves the right to delete a Participant from the list of Project participants in case of violation of these Regulations.
6. The Organizer reserves the right to make changes to the regulations. Participants will be notified of any changes via e-mail.