**Date of Application: *DD)/(MM)/(YYYY***

**Thank you for your interest in volunteering with *Pearls of the Emirates (herein after named P.O.T.E.)*.**

**We are always keen to join hands with people who share the same humane principles where animals are protected and treated with respect. Volunteering for Education towards Animal welfare shows you care!**

*For compliance with the P.O.T.E.policy, we ask that all volunteers are at least* ***21*** years of age. *If you are below* ***21*** *years of age, a parent or guardian must sign a NOC (provided on request).*

|  |  |  |  |
| --- | --- | --- | --- |
| PRIMARY INFORMATION | | | |
| Full Name : |  | **Facebook ID :** |  |
| **Skype ID :** |  |
| Nationality : |  | **Language(s) you speak:** |  |
| Date of Birth: |  |  |
| U.A.E. ID # : |  | **Employment Company :** |  |
| Mobile # : |  |
| Email Address : |  |
| Emirates: |  | **Employed Position :** |  |
| Area: |  |
| Street: |  |

|  |  |
| --- | --- |
| BACKGROUND | |
|  | **Are you currently volunteering with any humanitarian organization…** |
| **Currently ? : In the Past ? :** |
| **If yes, what kind of work?** |
|  | **Please indicate a special skill(s) or interest(s) that you would like to share with P.O.T.E. :** |
|  |
|  |
|  | **Do you have any pets…** |
| **Currently ? : In the Past ? :** |
| **If yes, which kind of Pet(s) ? :** |
|  | **Would you be interested in fostering? :** |

|  |  |  |  |
| --- | --- | --- | --- |
| VOLUNTEER OPPORTUNITIES  Please mark the branch(es) you are most qualified to contribute towards | | | |
| ❒ADMINISTRATIVE | **❒LEGAL** | **❒DESIGN** | **❒SOCIAL MEDIA** |
| ❒PUBLIC RELATION | **❒SPONSORING** | **❒DRAFTING/EDITING** | **❒SCHOOL EVENT** |
| ❒DISTRIBUTION | **❒DIRECT SALES** | **❒OTHER :** | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| YOUR AVAILABILITY TO VOLUNTEER WITH P.O.T.E. | | | | |
| Days : | **❒All Week** | **❒Only week days** | | **❒Only week-ends** |
| No. of hours/day(approximatively): |  | | | |
| Timings: | **From : \_\_\_\_\_ to \_\_\_\_\_** | | | |
| Personal Transport: | **❒Yes** | | **❒No** | |
| Travel Plans/Vacations: | **❒1st Semester: ❒2nd Semester:** | | | |

**« P.O.T.E. CODE OF ETHICS »**

MAISON LUTECE FZCO dba ***Pearls of the Emirates***, duly registered at Dubai Silicon Oasis Authority – U.A.E. license 301 (herein-afternamed ***P.O.T.E.***), incorporates the best business standards as key pillars of its business practices.

**Compliance withlaws, rules and regulations:**POTE respects the UAE law at all times. The organization, its employees and volunteers are bound by the law. Compliance with all applicable laws and regulations must never be compromised. Additionally, employees shall adhere to internal rules and regulations as they apply in a given situation. Those internal rules are specific to the organization and may go beyond what is required by the UAE law.

**Confidential information :**We value and protect our confidential information and we respect the confidential information of others. Confidential information consists of any information that is not or not yet public information. It includes trade secrets, business, marketing and service plans, client, sponsor, partner and employee information, manufacturing ideas, designs, databases, records, salary information and any non-published financial or other data. Our success depends on the use of confidential information and its nondisclosure to third parties. Unless required by law or authorized by their management, employees shall not disclose confidential information or allow such disclosure. This obligation continues beyond the termination of employment. Furthermore, employees must use best efforts to avoid unintentional disclosure by applying special care when storing or transmitting confidential information. POTE respects that third parties have a similar interest in protecting their confidential information. In case that third parties, such as joint venture partners, suppliers or customers, share with POTE confidential information, such information shall be treated with the same.

**Conflicts of Interest:**We will always act in the best interest of POTE. In the case of a conflict of Interest when personal interests of an employee or volunteer or the interests of a third party compete with the interests of POTE, the concerned individual/ entity involved shall disclose the matter to their management to resolve the situation in a fair and transparent manner.

**Harassment Prevention And Discrimination Policies:**POTE prohibits employees from harassing any other employee, guest or other person in the course of the company’s business for any reason prohibited by law, including, but not limited to, race, religion, color, sex, sexual orientation, gender identity, national origin, age, marital status, mental or physical disability, pregnancy, or any other basis.

**Environmental Commitment:**All employees & volunteers should seek ways to proactively address the environmental impacts of our operations and incorporate the principles of the environmental mission statement into their work. At a minimum, we all must ensure that POTE business practices and activities comply with UAE Environment allows (https://www.ead.ae/Pages/Resources/environmental-laws.aspx). POTE understands that environmental responsibility is necessary if we hope to preserve our world for generations to come.

**Public Relations :** All information disclosed outside of the company must be accurate, complete and consistent, and disseminated in accordance with POTE policies. All media or investors must contact the appropriate POTE department to ensure that the correct procedure is followed to disseminate information.

**I have read and agree with the P.O.T.E. CODE OF ETHICS  and I certify that all statements I have made on this form are true.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E- SIGNATURE**