



ARTERION GROUP INC. VOLUNTEERING AGREEMENT

This agreement is entered into on this _____ (MM/DD/YYYY) by and between Arterion Group Inc., a non-profit, non-stock corporation incorporated under the Securities and Exchange Commission with the Company Registration Number 2023120128403-11 as registered in the Republic of the Philippines, and Vince Bernard Austria.

WHEREAS, Arterion Group Inc. desires to retain the services rendered of the applicant, and the applicant desires to render application services, these terms and conditions are set forth.

IN CONSIDERATION of this mutual understanding, the parties agree to the following terms and conditions:

1. Equal Opportunities

Arterion Group Inc. is committed to ensuring that every volunteer has equal access to opportunities within our organization. We do not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, or any other characteristic protected by law. We hope that you will uphold these values and treat everyone with respect and fairness.



2. Position and Duties

Arterion Group Inc. agrees to accept the applicant in the role of IT Director, under/as part of the . The applicant's primary responsibilities and duties are outlined in the attached Exhibit A: Positional Description, which is incorporated into and forms an integral part of this contract.

Exhibit A: Positional Description

IT Director

The IT Director at Arterion Philippines will lead the organization's technology strategy and operations, ensuring that our IT infrastructure supports our mission and programs. This role is crucial in leveraging technology to enhance efficiency, security, and innovation across all organizational activities.

- Develop and implement a comprehensive IT strategy aligned with Arterion's goals and objectives.
Oversee the maintenance and enhancement of IT systems, networks, and infrastructure to ensure optimal performance and security.
Lead and mentor the IT team, fostering a culture of excellence, collaboration, and continuous improvement.
Implement and manage robust cybersecurity measures to protect sensitive data and organizational assets.
Direct IT projects, from planning and budgeting to execution and evaluation, ensuring timely and cost-effective delivery.
Provide technical support and training to staff, enhancing their ability to utilize IT resources effectively.
Manage relationships with IT vendors and service providers, negotiating contracts and ensuring service quality.
Ensure all IT operations comply with legal, regulatory, and organizational policies.



Stay aware of emerging technologies and trends, recommending and implementing innovative solutions to enhance organizational effectiveness.

3. Compensation

The applicant may receive the following, subject to availability and issuance:

- **Stipends**

Staff may be provided a project-based stipend upon allocation of funds. This can include transportation allowance, meal allowance, etc.

- **Reimbursements**

Staff are reimbursed for all out of pocket expenses incurred during any project or events that are deemed detrimental to the operations, or handling. Given that such expense was not projected, or expected beforehand, and had not been anticipated during prior fund allocation.

4. Benefits

Arterion Group Inc. reserves the right to provide the following benefits, subject to applicability:

- **Event Admission / Participatory Access**

Staff are given free admission and/or an all-access pass to any Arterion-sponsored events such as conventions, summits, etc. This is effective for events as long as it bears the name of the organization as organizing bodies, and sponsors.



- **Software Access**

Staff are provided with software benefits that comes with being part of our staff here in Arterion Philippines. Position-specific benefits may only be applied to qualifying staff at a limited number of staff count. Access provisions to such softwares are provided as standard.

- **Remote Operations**

Staff outside of our operational area, shall be automatically granted to render services and maintain operations in a work-from-home (WFH) / Remote setup. Unless applicable, the said staff may render services physically if possible at their own discretion.

5. Volunteering Type and Duration

This agreement establishes the nature of the volunteering as part-time and defines the expected commitment level. The applicant may start rendering services on or after _____. The initial term of this contract shall be enforced and in full effect, during which both parties commit to fulfilling the obligations outlined herein. Upon the conclusion of the initial term, this contract may be subject to renewal by a mutual written agreement. The applicant acknowledges that the first 30 days after this contract has been taken in effect will serve as a probationary period. During this period, both parties will assess the applicant's performance and fit within the organization accordingly.

Arterion Group Inc. promotes inclusivity in its working environment. The applicant is not limited solely to Arterion, and can freely choose to apply to other existing organizations and positions, all while still being a key member to the organization.



6. Termination

Arterion Group Inc. may terminate this contract with cause if the applicant engages in misconduct, fails to perform indicated duties without prior clearance, breaches any material terms of this contract, or in direct violation of the code of ethics. Either party may terminate this contract without cause upon 30 days written notice to the other party.

7. Confidentiality and Non-Disclosure

The applicant agrees to maintain the strict confidentiality of all proprietary and confidential information belonging to Arterion Group Inc., both during and after the contract has been put into effect. The applicant shall not disclose, directly or indirectly, any confidential information to third parties without prior written consent from Arterion Group Inc.

8. Safeguarding

Arterion Group Inc. is dedicated to safeguarding the welfare of all of our stakeholders. There are safeguarding policies in place that the applicants are expected to follow. Should the applicants have any concerns about the welfare of anyone in connection with your volunteering, please report them to hr@arterionph.com.



9. Entire Agreement

This agreement constitutes the entire agreement between the parties and supersedes all prior understandings, oral or written, relating to the subject matter of volunteership.

By Signing below, the undersigned parties acknowledge that they have read, understood, and agree to the terms and conditions set forth in this volunteering agreement.

Arterion Group Inc.

Ara Ashley Cho
VP Human Resources

Applicant

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Vince Bernard Austria

Approved By:

Niko Luis L. Anchorez
Chief Executive Officer

Ma. Trina Alexi Cruz
Chief Human Resources Officer

