

# ***REGULATIONS FOR VOLUNTEERING AT THE STUTTHOF MUSEUM IN SZTUTOWO***

The following provisions are consistent with the Act on Public Benefit Activities And Volunteering of April 24, 2003.

## **General provisions**

### **§ 1**

The Volunteering Regulations (hereinafter referred to as the Regulations) establish the internal organization of volunteering at the Stutthof Museum in Sztutowo and the related rights and obligations of Volunteers and the Museum.

### **§ 2**

The text of the Regulations contains expressions which in this document mean:

**Act** – the Act on public benefit activities and volunteering of April 24, 2003, consolidated text, Journal of Laws of 2023, item 571. All references in the text of the regulations refer to this legal text.

**Volunteer** – a person who is over 13 years of age and voluntarily, without remuneration, performs work on the terms set out in the Act and these Regulations.

**Museum** – whenever the Museum is mentioned, it refers to the Stutthof Museum in Sztutowo.

**Coordinator** – a person appointed by the Museum Director who is responsible for all matters related to the functioning of volunteering in the Museum

**Tutor** – a person who, on behalf of the under age volunteers, signs the Agreement with the Stutthof Museum and who is responsible for the group during volunteering.

**Agreement** – is an arrangement concluded between the Tutor and the Museum, and regulating the scope, method and time of performing volunteer services.

A volunteering agreement in the case of an under age requires the written consent of parents or legal guardians and can only be implemented under such sanction.

### **§ 3**

A Volunteer engages in welfare work and does not receive remuneration for his work. The value of a Volunteer's work does not constitute a donation to the beneficiary within the meaning of the provisions of the Civil Code and tax regulations. The Volunteer is not entitled to reimbursement of travel costs to the place of work and related allowances. Signing a cooperation agreement with the museum by a Volunteer is tantamount to waiving the above-mentioned costs.

## **Admission of new volunteers.**

### **FORMAL CRITERIA FOR CANDIDATES**

#### **§ 4**

1. An adult natural person who possesses full legal capacity or a minor over 13 years of age who possesses limited legal capacity may be eligible to become a volunteer, provided that the declaration of will of the individual is confirmed by their statutory representative (permission of parents/legal guardians to provide services by the minor volunteer).
2. There are no medical contraindications to perform specific work. The Museum may require a medical certificate regarding the volunteer's health for their assigned tasks.
3. Education – education requirements are not mandatory. The Museum reserves the right to entrust certain works to people with specific skills. The volunteer will be required to provide documents confirming their possession of the required qualifications.

### **RECRUITMENT**

#### **§ 5**

The recruitment process for the Volunteer Program at the Museum is ongoing, except for special situations when recruitment is carried out to fulfill a specific task. Additional recruitment information is always available on the Museum's website. The recruitment process is conducted in stages and reports directly to the Coordinator. The stages of recruitment are as follows:

- A candidate interested in volunteering should review the Museum's website for requirements and rules.
- The volunteer candidate completes the survey that is accessible on the website and submits it either through the website or via mail to the designated address.
- The candidate is invited for an interview by the Project Coordinator. If setting a date is impossible, the Coordinator will establish an alternative method of communication with the volunteer.
- After completing the recruitment process, the Coordinator and candidate sign a Volunteering Agreement granting the candidate the status of Volunteer at the Stutthof Museum.
- The parties to the agreement are the Volunteer and the Museum, and, in the case described in § 4.1, the statutory or legal representative (guardian) and the Museum are also parties.

### **RULES FOR IMPLEMENTATION OF THE VOLUNTEER AGREEMENT**

#### **§ 6**

Upon signing the Volunteering Agreement, the current candidate obtains the status of a Volunteer and starts working.

1. The agreement is signed for a specified period of time. An agreement of this nature may be reached with the volunteer on multiple occasions.
2. The Coordinator appoints a Tutor to whom the Volunteer will report directly during the continuance of the contract.

3. The Tutor is the Volunteer's direct superior, to whom he/she turns in case of difficult and conflict situations, as well as in the daily performance of tasks.

The Tutor assigns the Volunteer's scope of work, e.g. sets a schedule and supervises the proper execution of tasks.

4. Before commencing work, the volunteer is required to undergo OHS (Occupational Health And Safety) training relevant to their position, as well as be acquainted with the internal work regulations applicable at the Museum.

5. Before starting work, the volunteer is informed and signs relevant documents regarding civil liability, criminal liability, the rules regarding professional secrecy, the protection of personal data, and ICT policy. This point applies only in cases where it is required at a given job position.

6. The Volunteer must confirm their attendance on the displayed attendance list. This list is used to calculate completed volunteer hours.

7. In case of absence, the Volunteer is obliged to notify the Coordinator or Tutor about the inability to appear at the workplace on a given day.

8. After completing the Agreement, the Volunteer receives a Certificate of Volunteering.

## **VOLUNTEER DUTIES**

### **§ 7**

The Volunteer is obliged to:

- Conscientiously and reliably perform duties as outlined in the Agreement and Regulations.
- Take care of the property entrusted to them to perform volunteer services, approach the place that is part of the museum zone with respect,
- Represent themselves and the Museum with dignity,
- Develop the knowledge and skills resulting from the assigned tasks and activities,
- Follow the instructions provided by the Tutor or the individual(s) designated by him/her,
- Respect the requirements of the OHS (Occupational Health and Safety) regulations, as well as the requirements of the job and other requirements applicable to the given position,
- Keep all information learned during Museum services confidential, including official/professional secrets and protected personal data.
- Report any noticed irregularities to the Tutor or Coordinator,
- Always act in accordance with the interests of the Stutthof Museum in Sztutowo,
- If you are unable to provide services, please notify the Coordinator immediately.

## **VOLUNTEER RIGHTS**

### **§ 8**

A Volunteer has the right to:

- Perform his/her duties in accordance with the signed contract and in compliance with the OHS (Occupational Health and Safety) regulations, work regulations, and these Regulations,
- Use shared rooms on equal terms with employees,

- Receive information about any changes in the functioning of the Museum, as long as they concern the scope of his/her responsibilities,
- Receive a certificate of completion of volunteering. At the volunteer's request, the Coordinator/Tutor may issue a written opinion on the cooperation.

## **TERMINATION OF VOLUNTEER WORK**

### **§ 9**

1. Termination of volunteer cooperation may occur:
  - a) after the expiry of the period for which the Agreement was concluded,
  - b) at any time by mutual agreement between the parties,
  - c) by a declaration from one of the parties after the notice period has expired,
  - d) at any time, by a declaration by one of the parties to terminate the Agreement without prior notice for significant reasons.
2. The Volunteering Agreement may be terminated by either party before the deadline. Such notice must be in writing.
3. The notice period is 7 days.
4. A written notice of termination should be given; otherwise, it will be null and void..
5. The Museum may release the volunteer from the obligation to provide services during the notice period.

## **OTHER**

### **§ 10**

1. The parent/legal guardian/guardian of the Volunteer Group, e.g. the class teacher or other designated person, is responsible for material damage caused by an underage volunteer in accordance with the signed Agreement.