

## SAFER RECRUITMENT POLICY

1. Before entering into an employment relationship or before admitting an employee or any other person to any other activity on a basis other than employment relationship, the Museum shall have the obligations set out in clauses 2–8.
2. The Museum shall obtain information on whether the data of a candidate for a position or other activity is included in Rejestr z dostępem ograniczonym (Polish Register with restricted access) or in Rejestr osób, w stosunku do których Państwowa Komisja do spraw przeciwdziałania wykorzystaniu seksualnemu małoletnich poniżej lat 15 wydała postanowienie o wpisie w Rejestrze (Polish Register of persons for whom the State commission for the prevention of sexual exploitation of minors under 15 years of age has issued an order of entry in the Register).
3. A candidate for a position or other activity shall submit to the Museum information from Krajowy Rejestr Karny (Polish National Criminal Register) for the offences specified in Chapters XIX and XXV of Kodeks karny (Polish Criminal Code), in Articles 189a and 207 of Kodeks karny and in Ustawa z dnia 29 lipca 2005 r. o przeciwdziałaniu narkomanii (Dz. U. z 2023 r. poz. 172 oraz z 2022 r. poz. 2600) (Polish Act of 29 July 2005 on the prevention of drug addiction [Journal of Laws of the Republic of Poland of 2023, item 172 and of 2022, item 2600]), or for the corresponding offences specified in foreign laws.
4. The person referred to in clause 3 who has a citizenship of a country other than the Republic of Poland shall, in addition, submit to the Museum information from the criminal register of the country of citizenship obtained for the purposes of professional or voluntary activities involving contact with children.
5. The person referred to in clause 3 shall submit to the Museum a declaration about a country or countries in which he or she has resided during the last 20 years, other than the Republic of Poland and the country of nationality, and shall at the same time submit to the employer information from the criminal registers of those countries obtained for the purposes of professional or voluntary activities involving contact with children.
6. If the law of the state referred to in clause 4 or 5 makes no provision for issuing information for the purposes of professional or voluntary activities involving contact with children, information from the criminal record of that state shall be submitted.
7. If the law of the state from which the information referred to in clauses 4–6 is to be submitted makes no provision for issuing such information or no criminal register is kept in the state, the person referred to in clause 3 shall make a declaration to the Museum to that effect and that he or she has not been subject in that state to any final conviction of offences corresponding to the offences specified in Chapters XIX and XXV of the Polish Criminal Code, in Articles 189a and 207 of the Polish Criminal Code and in the Polish Act of 29 July 2005 on the prevention of drug addiction, and that he or she has not been subject to any other court ruling regarding such offences, and that he or she is not obliged by a decision of a court, of another authorised body or the law to comply with a prohibition to hold any and all positions, to exercise any and all professions or activities related to upbringing, education, leisure, medical treatment, psychological counselling, spiritual development, practice of sports or pursuit of other interests by minors, or to the care of minors.
8. The declarations referred to in clause 5 and 7 shall be made under penalty of perjury. The person making the declaration is obliged to include the following clause: “I am aware of

the criminal liability for making a false declaration". This clause replaces the authority's instruction on the criminal liability for making a false declaration.

9. The information referred to in clause 2 shall be recorded by the Museum in the form of a printout and attached to the employee's personal file or to the file concerning a person admitted to activities related to the upbringing, education, recreation, medical treatment, psychological counselling, spiritual development, practice of sports or pursuit of other interests by minors, or to the care of minors. The information and declarations referred to in clauses 3–7 shall be included by the Museum in the employee's personal file or in the file concerning the person admitted to such activities.
10. In order to comply with the obligation set out in clause 2, the applicant for employment or other activity shall be obliged to provide personal data making it possible to obtain information from the Polish Register with restricted access or the Polish Register of persons for whom the State commission for the prevention of sexual exploitation of minors under 15 years of age has issued an order of entry in the Register, i.e.:
  - 1) PESEL number;
  - 2) first name;
  - 3) surname;
  - 4) family name;
  - 5) father's name;
  - 6) mother's name;
  - 7) date of birth.