

## **Volunteer Regulations at the Treblinka Museum. The German Nazi Extermination Camp and the Labour Camp (1941-1944)**

### **Chapter I General Provisions**

#### **§1**

The Volunteer Regulations (hereinafter referred to as the "Regulations") establish the internal organization of volunteering at the Treblinka Museum. The German Nazi Extermination Camp and the Labour Camp (1941-1944), hereinafter referred to as the "Museum," as well as the rights and obligations of both volunteers and the Museum.

#### **§2**

The provisions of the Regulations apply to all volunteers of the Museum, regardless of the type of tasks they perform.

#### **§3**

In matters not regulated by these Regulations, the provisions of the Act of April 24, 2003 on Public Benefit Activity and Volunteerism (consolidated text: Journal of Laws of 2023, item 571) and the Civil Code shall apply.

#### **§4**

Whenever the Regulations refer to:

- a. **the Act** – it is understood as the Act of April 24, 2003 on Public Benefit Activity and Volunteerism,
- b. **volunteer** – it is understood as a person who voluntarily and without remuneration performs services under the principles set forth in the Act,
- c. **museum** – it is understood as the Treblinka Museum. German Nazi extermination and labor camp (1941-1944), as the entity benefiting from the volunteer's services,
- d. **coordinator** – it is understood as the volunteer coordinator, the person appointed by the Director to manage all matters related to the organization of volunteering,
- e. **supervisor** – it is understood as the volunteer's supervisor, the person appointed by the coordinator to oversee a specific volunteer,
- f. **agreement** – it is understood as the Volunteer Service Agreement between the volunteer and the Museum, specifying in particular the scope, manner, and duration of services (the template is included as Appendix No. 1),



- g. **consent** – it is understood as the consent of the legal representative or guardian of a minor for the minor to perform services for the Museum. Consent for volunteering at the Museum (the template is included as Appendix No. 2),
- h. **application form** – it is understood as the Volunteer Application Form available on the Museum's website (the template is included as Appendix No. 3),
- i. **certificate** – it is understood as the written certification of the services performed by the volunteer (the template is included as Appendix No. 4).

## §5

1. A volunteer is a person who voluntarily and without remuneration performs services in accordance with:
  - a. The Act of April 24, 2003 on Public Benefit Activity and Volunteerism,
  - b. These Regulations,
  - c. The agreement, and has been accepted by the Museum in this capacity.
2. Any Polish citizen or foreigner, regardless of their place of residence, may become a volunteer, provided that:
  - a. They are at least 18 years old or, if a minor, have obtained the appropriate written consent from their legal representative or guardian,
  - b. They identify with the Museum's statutory goals, mission, and vision,
  - c. They declare a willingness to support their implementation.

## Chapter II Volunteer Recruitment

### §6

The recruitment of volunteers is divided into two stages:

- a. First stage  
Filling out and submitting the application form available on the Museum's website. The application form should be sent electronically to the email address: **sekretariat@muzeumtreblinka.eu** or by mail to the address: **Treblinka Muzeum. Niemiecki nazistowski obóz zagłady i obóz pracy (1941-1944) Wólka Okrąglik 115 08-330 Kosów Lacki**, with the note "Volunteering."
- b. Second stage  
An interview between the volunteer candidate and the volunteer coordinator, during which the candidate's competencies necessary for the execution of volunteer activities specified by the Museum, as well as their motivations for undertaking volunteering, will be assessed.

### §7



1. In the case of a minor, the application form must be accompanied by the consent of the minor's legal representative or guardian.
2. After meeting the requirements described in section 1 of paragraph 6, the volunteer candidate will be notified via email or phone regarding the date of the interview with the coordinator, during which the scope, method, place, and time of the volunteer service will be determined.
3. If the volunteer candidate is a minor, the legal representative or guardian of the minor is required to participate in the interview with the coordinator.
4. After the candidate completes both stages, the coordinator will assign a supervisor for the volunteer.
5. The decision to select the supervisor and accept the volunteer is made by the Museum Director based on the coordinator's recommendation.

### **Chapter III**

#### **Agreement on the Provision of Volunteer Services**

#### **§8**

1. The scope, method, place, and duration of cooperation between the volunteer and the Museum are specified in each case by the volunteer service agreement. The agreement should include a provision allowing for its termination.
2. The scope of services may be amended based on a written annex to the agreement.

#### **§9**

The parties to the agreement are the volunteer and the Museum. In the case of a minor, the minor is represented by their legal representative or guardian.

#### **§10**

The agreement is prepared in writing in two identical copies: one copy for the volunteer and the other copy for the Museum.

A handwritten signature in black ink, consisting of a stylized, cursive letter 'K' with a vertical line through it, located in the bottom right corner of the page.

## **Chapter IV**

### **Supervision of the Volunteer**

#### **§11**

The supervision of the volunteer is carried out by the volunteer coordinator, the volunteer's supervisor, and the Museum Director.

#### **§12**

The Museum is obligated to provide accident insurance for the volunteer if the agreement is concluded for a period shorter than 30 days.

In the case of an agreement concluded for a period longer than 30 days, the insurance costs are covered by the State Treasury.

#### **§13**

The Museum ensures that the volunteer has safe and hygienic working conditions, including providing appropriate personal protective equipment depending on the nature of the services and the risks associated with performing them.

#### **§14**

The volunteer receives instruction on occupational health and safety (OHS) and participates in training sessions aimed at enhancing knowledge related to the tasks assigned.

## **Chapter V**

### **Volunteer's Tasks and Responsibilities**

#### **§15**

1. The volunteer's direct supervisor is the designated supervisor indicated in the agreement.
2. After signing the agreement, the volunteer coordinates a task schedule with the supervisor.
3. The volunteer, who has entered into the agreement, is obligated to carry out tasks in accordance with its content and the agreed-upon schedule, under the direction of the supervisor, and is required to follow the supervisor's instructions in this regard.
4. Any doubts regarding the work being performed should be reported by the volunteer to the supervisor.

#### **§16**

1. During the cooperation period, the volunteer is obligated to:
  - a. Comply with applicable laws, including:
    - 1) the volunteer regulations,
    - 2) occupational health and safety (OHS) regulations,
    - 3) internal regulations in force at the Museum,



- 4) established customs and principles of social coexistence,
- b. Perform the assigned tasks diligently and with due care in cooperation with Museum employees,
- c. Take care of entrusted property,
- d. Follow the instructions of the designated supervisor.

2. In case of absence, the volunteer is required to inform the supervisor as soon as possible and effectively.

## **Chapter VI**

### **Termination of Volunteer Services**

#### **§17**

The termination of volunteer work may occur:

- 1) By a statement from either party submitted to the other party, with a one-week notice period, particularly in cases of breach of any provision of these regulations or the agreement,
- 2) Upon the expiration of the term for which the agreement was concluded.

#### **§18**

Upon the conclusion of the volunteer service, at the request of the volunteer, their legal representative, or guardian, the Museum is obliged to issue a written certificate of the services performed by the volunteer, including the scope of those services.

## **Chapter VII**

### **Final Provisions**

#### **§19**

1. These regulations constitute an integral part of the volunteer service agreement.
2. Any amendments to the regulations must be made in writing.
3. The volunteer is required to familiarize themselves with the content of these regulations, which is confirmed in the agreement.

#### **§20**

1. The regulations come into effect by order of the Museum Director.
2. The regulations are available on the Museum's website and the Public Information Bulletin (BIP).

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