Standards for the Protection of Minors

"Wieliczka" Salt Mine S.A.

Park Kingi 1, 32-020 Wieliczka

Complete version

1. Introduction

The document *Standards for the Protection of Minors* introduced at the **"Wieliczka" Salt Mine S.A., Park Kingi 1, 32-020 Wieliczka** (hereinafter referred to as the *"Entity")*was developed in accordance with Article 22b of the Act of 13 May 2016 on counteracting the threat of sexual offences and the protection of minors.

The Employees of the Entity were introduced to the document.

The Standards for the Protection of Minors are made available in two versions: the complete version and the abridged version for Minors.

All stakeholders, including Minors and their parents or legal guardians, have an access to the Standards for the Protection of Minors applicable in the Entity via the website: https://www.wieliczka-saltmine.com/standards-for-the-protection-of-minors and on the premises of the Entity, in a publicly accessible place: i.e. at ticket offices on the premises of the "Wieliczka" Salt Mine at 10, Daniłowicza Street and at 9, Kościuszki Square.

2. Basic terms and definitions

In this document, terms and definitions with the following meaning are used:

1) Employee - a person employed in the Entity under the employment contract, contract of mandate or contract for specific work as well as interns, apprentices and volunteers and other personsadmitted by the Entity to activities related to the upbringing, education, recreation, sports, provision of tourist services or the pursuit of other interests by Minors, or care for the Minors;
2) Management Board - the President or a member of the Management Board of the Entity,
3) GDPR - Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC;
4) Child, Minor - any person under the age of 18 who is an Employee or who uses the services provided by the Entity;

5) Harm to a Child - committing an offence or a criminal act to the detriment of a Child by any person, including an Employee of the Entity, or a threat to the welfare of a Child, including through its neglecting or failure to perform the obligation imposed;
6) SOM - this document called Standards for the Protection of Minors;
7) Register - Register of Sexual Offenders;
8) Support Plan - the plan implemented as part of organising and providing support to the Minor in the Entity.

3. Verification of Candidates

1. Before entering into an employment relationship with a person or before allowing a person to engage in any other activity related to theupbringing, education, leisure, sports, provision of tourist services or the pursuit of other interests by or to the care of Minors (hereinafter referred to as the *"Candidate")*, the Entity shall be obliged to obtain information as to whether the data of that person is included in the Register with restricted access or the Register of persons in respect of whom the State Commission for the Prevention of Sexual Exploitation of Minors under the age of 15 has issued a decision on entry in the Register. The declaration for the purpose of verification of persons in the Register is contained in **Annex no. 1 to the SOM**.
2. The feedback received from the Register is printed by the Entity and stored in the Candidate's personal file related to the establishment of the employment relationshipor other documentation relating to the Candidate.
3. Before entering into an employment relationship with a Candidate or before allowing a Candidate to engage in any other activity related to the upbringing, education, recreation, sports, provision of tourist services or the pursuit of other interests by or with the care of Minors, the Entity shall collect from the Candidate information from the National Criminal Register on the Candidate's clean criminal recordin respect of the offences specified in Chapters XIX and XXV of the Criminal Code, in Articles 189a and 207 of the Criminal Code and in the Act of 29 July 2005 on Counteracting Drug Addiction, or for the corresponding offences specified in the provisions of foreign law. The information received must be filed either in the Employee's personnel file or the file relating to the person admitted to the above activity.
4. If the candidate has a nationality other than Polish, he or she should also submit criminal record information from the country of his or her nationality obtained for the purposes of professional or voluntary activities related to contacts with minors, or criminal record

information if the law of that country does not provide for the issuance of information for the aforementioned purposes.

5. The candidate shall submit a declaration on the country/countries (other than the Republic of Poland) in which he/she has resided in the last 20 years under the pain of criminal liability and shall at the same time submit to the Entity the information from the criminal records of these countries referred to in paragraph 4. A model statement is included in **Annex no. 1 to the SOM**.
6. If the law of the country from which the criminal record information is to be submitted does not stipulate the issuance of the information referred to in paragraph 4 or does not maintain a criminal record, then the Candidate shall submit, under pain of criminal liability, a declaration to that effect, together with a declaration that he or she has not been validly convicted of and has not been the subject of any other decision finding him or her guilty of such offences, and that he or she is not under any obligation under a court decision other authorised body or by law, to comply with the prohibition on occupying any or specific positions, practising any or specific professions or activities related to the upbringing, education, recreation, treatment, provision of psychological counselling, spiritual development, practice of sports or pursuit of other interests by minors, or to the care of minors. A model statement is included in **Annex no. 1 to the SOM**.
7. Employees are required to read and accept the rules set out in the SOM, which they acknowledge by submitting a written declaration, a template of which is attached as **Annex no. 2 to the SOM**.
8. The personnel of the Entity's Human Resources Management Department is responsible for acquiring the declarations referred to above.

4. Rules to ensure a safe relationship between the Minor and the Entity's Employees, in particular, prohibited behaviour towards the Minors

1. It is the responsibility of all Employees of the Entity to care for the safety of Children during their stay at the Entity. Violence towards Children in any form is not acceptable. The employees treat each child with due respect and support it in overcoming any difficulties, taking particular account of the child’s development skills, the opportunities arising from its disability and educational needs and those arising from the pursuit of child’s interests. The employees treat every Child equally, in particular regardless of gender, sexual orientation, ability/disability, social and ethnic status, culture, religion and belief.

2. The employee who witnesses any of the events or situations presented below must inform the person in charge and/or follow the applicable intervention procedure described in Chapter 5 of the SOM.
3. Employees must remain available to explain specific proceedings or situations in which they have been involved giving rise to a reasonable suspicion that they violate the rules set out in the SOM. Special care should be taken towards Minors who have experienced various forms of abuse and harm, including sexual, physical abuse or neglecting.

4.1. Employee communication that builds good relationships with Children

An employee of the Entity shall:

1) maintain patience, treat the Minor with calmness and respect;
2) listen attentively to the Minor and try to provide him/her with answers appropriate to the situation and his/her age;
3) show understanding for the Minor's difficulties and problems;
4) at all times maintain a professional relationship with the Minor, use communication and actions towards the Minor appropriate to the situation;
5) guarantee the Minor's bodily integrity - refrain from using any form of violence against the Minor, except in cases where the use of direct coercion is permitted under common law;
6) treat the Minor with respect and take into account his or her dignity and needs;
7) take measures in the best interests and welfare of the Minor;
8) refrain from embarrassing, disrespecting, humiliating or insulting the Minor;
9) refrain from raising his or her voice unless it results from a situation that threatens the Minor's safety;
10) refrain from threatening the Minor, speaking in a way that offends his/her dignity and self-esteem;
11) respect the minor's right to privacy and, if it is necessary to derogate from the principle of confidentiality in order to protect him or her, explains the situation and the reasons for the action;
12) leave the door to the interview room slightly open if it is necessary to talk to the Minor individually, and ensure to remain within sight of others. If the situation so requires, the Employee may ask another Employee to be present during such a conversation with the Minor.

4.2. Prohibited Behaviour towards Minors

In the communication between Employees and Children, it is prohibited to:

1) use a relationship of power or physical superiority (e.g.: intimidation, coercion, threats) towards Minors;
2) use any form of psychological violence towards the Minor, e.g.: isolation, exclusion, stigmatisation because of his or her health, appearance, sexual orientation, views or financial situation, ridicule, humiliation, name-calling, threats, scorn or abuse;
3) use any kind of physical violence towards the Minor, e.g. restraint, hitting, pushing, poking, pinching, slapping, hitting with objects, wringing hands, pulling hair, pulling ears;
4) post offensive, ridiculing drawings, photos and films of the Minor, disseminate any materials which are untrue, humiliating for the Minor;
5) use of statements with sexual overtones concerning, for example, sex, body, appearance, clothing, etc., which violate the dignity of the Minor;
6) use of discriminatory comments;
7) use of vulgar or inappropriate jokes and humour;
8) publish photos or other information about the Minor on personal social media, without the consent of the party concerned;
9) make sexual and pornographic proposals to a Minor, including the provision of such content;
10) disclose any sensitive information about the Minor, including information about the Minor's family, economic, medical, custodial and legal situation, views religion, etc;
11) enter into any relationship with the Minor other than arising from the nature of the relationship between the Minor and the Entity, including, in particular, romantic or sexual relationships, as well as making proposals to the Minor that are inappropriate or that could be misunderstood by the Minor.

4.3. Principles for Safe Relationships with Minors

1. It is the Minor's responsibility to comply with the rules and standards of behaviour defined in the Entity's regulations and other internal acts applicable.
2. Using verbal violence, physical and psychological aggression for any reason is prohibited.

3. If a Minor witnesses the use of any form of aggression or violence by another Minor, he/she is obliged to respond to it, e.g.: help the victim, protect the victim, seek help from an adult.
4. The Minor is obliged to respect the rights and personal freedoms of other Minors, including the right to their own opinion, to make mistakes, to have their own views, appearance and behaviour - in the framework of socially accepted norms and values.
5. The Minor recognises the right of other Minors to be different and to preserve their identity, in particular on the grounds of family characteristics, age, gender, sexual orientation, physical characteristics, disability, ethnicity, geographical origin, national origin, religion, economic status.
6. The Minor shall maintain a high culture when interacting with other Minors. The Minor shall use phrases of politeness such as "please, thank you, sorry".
7. The Minor shall not mock, deride or criticise the weaknesses of other Minors.
8. The Minor controls his/her behaviour and emotions in terms of expressing judgements and opinions; he/she is kind to other Minors and Staff, does not use vulgarities, expresses himself/herself in a calm manner that does not offend or hurt anyone.
9. The Minor accepts and respects other Minors. He/she builds relationships through mutual understanding and the constructive, non-violent resolution of problems and conflicts between each other.
10. The Minor shows understanding of the difficulties and problems of other Minors and offers to help them.
11. If a Minor has been the victim of aggression or violence, he/she may obtain assistance from the Entity, in accordance with the SOM.

5. Rules concerning the management of reports of incidents posing threat to a Minor, suspicion or information about Child Abuse and having a reasonable suspicion that the welfare of a Minor using the tourist service is at risk

1. The persons responsible for receiving reports of incidents posing threat to a Minor and providing support to the Minor in the Entity are the persons employed as assistant tourist operator.
2. Submitting a report and receiving the support is possible:
   1) in person, at the Daniłowicz shaft superstructure, during tourist reception hours,
   2) by telephone at 12 278 7606, during tourist reception hours,
   3) via e - mail: som@kopalnia.pl.

3. In the event of a threat to the life or health of a Minor, a notice of violence may be provided to any Entity Employee. A staff member who receives information about an incident posing threat to a Minor shall immediately refer it to the person responsible for accepting reports.
4. The notification can be made by the Minor himself/herself as well as by his/her parent, legal guardian, an Employee or any other person related or unrelated to the Child.
5. If the report refers to a person responsible for receiving reports, information about an incident posing threat to a Minor must be communicated to the Management Board.
6. Records relating to the report shall be kept and retained by a person responsible for accepting the reports until the case is concluded. The documentation must be protected from unauthorised access.

6. Principles and procedure for undertaking intervention in situations of suspected or known Child Abuse and for responding when there is a reasonable suspicion that the welfare of a Minor using a tourist service is at risk; principles for establishing the Support Plan

1. The person in charge of accepting reports shall undertake intervention upon receipt of information on Abuse to a Minor or on suspicion of Abuse to a Minor orin the case of a reasonable suspicion that the welfare of a Minor using the tourist service is at risk and shall call the parents or guardians of the Child who is reasonably suspected to have been or to be Abused or at risk and inform them of the suspicion.
2. The person in charge of accepting the reports shall prepare an intervention card for each report, a template of which is **attachedasAnnex no. 3 to the SOM**. The card shall be placed in a separate folder created for each notification, which shall be stored until the final conclusion of the proceedings conducted by the competent authorities on the basis of the report submitted as a result of the conducted proceedings. If an incident did not require a report, the file shall be kept until any claims by person against whom the investigation was carried out and action taken, resulting from the outcome of the investigation, have expired.
3. Based on the information collected, the person in charge of accepting the reports creates a Support Plan in accordance with **Annex 4 of the SOM**, which defines the scope of data and information necessary to create and monitor the functioning of the Support Plan. The support plan should be written in a clear, precise and feasible manner. The support plan should specify, in particular, other organisations and entities which should be involved in assisting the Minor.

4. The support plan shall be presented to the Child's parents/legal guardians with the recommendation that they cooperate in its implementation, unless they are the designated perpetrators of the Abuse; under such circumstances, the plan is presented to the person designated by the family court.
5. Where the suspicion of Abuse has been reported by the Child's parents/guardians and the suspicion has not been confirmed, the reporting parents/guardians must be notified in writing.
6. All Employees of the Entity and other persons who, in connection with the performance of their duties, have taken information about Child Abuse, its threat or information related to it, are obliged to keep this information confidential, excluding the transmission of information to authorised institutions as part of the intervention activities.

7. Persons responsible for reporting suspected offences against the Minor and notifying the guardianship court

1. In the event of suspicion that a crime has been committed against a Minor, the Management Board or the person indicated in Chapter 5 shall report this suspicion to the appropriate institution (public prosecutor's office/police or family court, social welfare centre, etc. - depending on the diagnosed type of Harm and the correlated intervention).
2. The persons referred to in paragraph 1 shall inform the parent(s)/legal guardian(s) that, on reasonable suspicion of committed criminal offence, they have decided to report it to the competent authorities, unless it is suspected that the parent(s)/legal guardian(s) is(are) the perpetrator(s) of the offence.

8. Terms of reference of a person responsible for preparing Employees for the application of the standards and supervising their application

1. The person designated by the Management Board is responsible for:
    1) monitoring of the implementation and compliance with the SOM;
    2) responding to any signals of breach of the SOM;
    3) accepting suggestions concerning proposed changes to the SOM;
    4) reviewing and updating the SOM according to actual and legal needs, in particular taking into account the suggestions made and the content of the accepted reports and undertaken interventions.
2. The person referred to in paragraph 1 of this chapter is also required to advise and assist other Employees in the application of the SOM.

3. The SOM should be reviewed and evaluated to ensure its adapting to current needs and compliance with the applicable legal regulations at least on a biannual basis. The conclusions of the evaluation should be documented in writing.
4. Any amendments to the SOM shall be communicated to Employees via the website: https://www.wieliczka-saltmine.com/standards-for-the-protection-of-minors and within the Entity by the heads of individual organisational units.

9. Rules on the use of electronic devices with access to the Internet and procedures for protecting children from harmful content and threats on the Internet and recorded in other forms

1. The Entity's network infrastructure allows both Employees and Children to access the Internet when staying on the premises of the Entity. Minors have a possibility to use wireless access. If a Minor is allowed to use the Entity's computers, separate accounts are created for the Minor.
2. Organisational solutions at the Entity level are based on current security standards and the financial capacity and competence of the Entity;
3. Network security is the responsibility of the Entity's IT Department. Their responsibilities include, in particular:
   1) securing the Entity's Internet network against unsafe content by configuration of rules and a list of allowed sites;
   2) updating the software as necessary, if possible by running automatic updates;
   3) regular scanning of devices for unauthorised content and software.
   4) setting authorisations on computers.

10. Final Provisions

1. The SOM shall enter into force on the date of its promulgation.
2. Any amendments to the SOM require a resolution of the Management Board of the Entity.

List of appendices

1. Appendix 1 - Candidate Declaration
2. Appendix 2 - Declaration of understanding of the Standards for the Protection of Minor Visitors
3. Appendix 3 – Intervention Sheet
4. Appendix 4 – Support Plan

Appendix 1 to the Standards for the Protection of Minor Visitors

CANDIDATE DECLARATION

.....

(city and date)

Kopalnia Soli "Wieliczka" S.A.
Park Kingi 1, 32-020 Wieliczka

Personal data required for the verification in the Sexual Offenders Registry

PESEL ……

First name ……

Family name ……

Maiden name ……

Father's first name ……

Mother's first name ……

Date of birth ……

I confirm that the personal data provided above are up to date. I acknowledge that I am obliged to inform the Company of any changes concerning my personal data. I acknowledge that I am aware of criminal liability for making a false statement.

……

(date, signature)

I declare that within the last 20 years *I have not resided in a country other than the Republic of Poland / I have resided in the following country(-ies) other than the Republic of Poland:*

1) .....,

2) ……[1]

I acknowledge that I am aware of criminal liability for making a false statement.

……

(date, signature)

[2]Pursuant to the Article 21(7) of the Act of 13 May 2016 on preventing the risk of sexual offences and the protection of minors, I declare that *the law* .....[3] *does not allow the*

[1] *Delete as appropriate.*

production of criminal record information obtained for the purposes of professional or voluntary activities involving contact with children or criminal record information / .....[4] does not keep criminal record.[5]

I also declare that I have not been convicted in this country for criminal offences corresponding to the offences defined in Chapters XIX and XXV of the Penal Code, in Articles 189a and 207 of the Penal Code and in the Act of 29 July 2005. on Counteracting Drug Addiction and no other judgement stating that I have committed such offences has been issued against me, and that there is no obligation arising from a judgement of a court of law, other authorised body or any existing laws to comply with the prohibition to hold any or specified positions, to work in any or specified professions or to participate in activities related to upbringing, education, leisure, medical treatment, provision of psychological counselling, spiritual development, sports or the pursuit of other interests by minors, or to the care of minors.

I acknowledge that I am aware of criminal liability for making a false statement.

……

(date, signature)

I state that I have read the information on the processing of personal data.

……

(date, signature)

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[2]*The declaration shall be made only by citizen of a country other than the Republic of Poland or a person who has resided for the last 20 years in a country other than the Republic of Poland and the country of citizenship, if:*

1) *the law of said country does not provide for the obtaining of criminal record information for the purposes of professional or voluntary activities involving contact with children or criminal record information, or*
2) *the country does not keep criminal record.*

[3] *State the name of the country.*

[4]*State the name of the country.*

[5] *Delete as appropriate.*

Information on the processing of personal data

In connection with the legal obligation specified in Article 13 of the Regulation of the European Parliament and of the Council (EU) no. 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) [OJ L, 04.05.2016. L 119/1) (hereinafter referred to as "GDPR"), we inform you that:

1. The controller of your personal data is Kopalnia Soli "Wieliczka" S.A. with registered office in Wieliczka, Park Kingi 1, 32-020 Wieliczka.
2. The Controller has appointed a Data Protection Officer who can be contacted via the e-mail address: iod.sa@kopalnia.pl or by sending a letter to the Controller's registered office marked "DPO".
3. Your data will be processed for the purposes of recruitment with the Controller and subsequent employment, in connection with the Controller's activities related to the upbringing, education, leisure, sports or the pursuit of other interests by children, their care or the provision of tourism services, as well as other activities envisaged in applicable legislation.
4. The processing is carried out on the basis of Article 6(1)(c) and Article 9(2)(g) of the GDPR, namely in order to fulfil the Controller's legal obligations pursuant to the provisions of the Act of 13 May 2016 on the prevention of the threat of sexual offences and the protection of minors.
5. Your personal data may be shared with the Controller's authorised employees and entities providing services to the Controller, in particular companies providing IT and consultancy services - as processors, in addition to other entities, in the case of which the obligation to make the data available results from the law.
6. Your personal data will be retained until the purposes of the processing have ceased, namely until the termination of your employment with the Controller, and for the period for which the documents are archived in accordance with the applicable legal provisions and the clerical and archiving regulations applicable to the Controller.
7. In the cases set out in the provisions of the GDPR, you have the right to access the content of your data and the right to rectify, erase, restrict processing or object to processing and the right to data portability, as well as to lodge a complaint with the President of the Data Protection Authority.

9. The provision of data to the extent required by law is mandatory. Your refusal to provide your data precludes employment with the Controller.

Appendix 2 to the Standards for the Protection of Minor Visitors

DECLARATION OF UNDERSTANDING OF THE STANDARDS
FOR THE PROTECTION OF MINOR VISITORS

.....
(place and date)

I, the undersigned

…….
(full name)

declare that I have read and understood the Standards of the Protection of Minor Visitors adopted by a resolution of the Management Board of Kopalnia Soli “Wieliczka" S.A. on ..... and undertake to abide by them, in particular to report any incidents and actions in breach of these Standards.

…….....
(signature of the person making the statement)

Appendix 3 to the Standards for the Protection of Minor Visitors

INTERVENTION SHEET		
Full name of the Minor		
Date of filling the intervention sheet		
Reason for intervention (form of abuse)		
Person reporting the suspicion of abuse (full name, position or relationship)		
Description of actions taken	Date and place	Description
Interviews conducted with the Minor's parents or legal guardians	Date and place	Description
Form of intervention taken		
Intervention details (name of the authority to which the intervention was reported) and date		
Outcome of the intervention: action taken by the authorities / action taken by parents or legal guardians, if the individual has relevant	Date and intervening authority	Description

information		
Comments and summary		

Appendix 4 to the Standards for the Protection of Minor Visitors

SUPPORT PLAN	
Reason for developing the Support Plan	
Date of drafting the Support Plan	
Full name of the Minor	
Full name of the Support Plan author	
Diagnosis of the situation of the Minor following the discovery of abuse	
Goal of support	
Scope of support provided by the Company and cooperation with external entities	
Scope, hours, duration of support provided to the Minor	
Forms of support for the Minor	
Methods for supporting the Minor	

Signature of the Support Plan author:

.....

Data privacy notice for intervention reports

In connection with the legal obligation specified in Article 13 of the Regulation of the European Parliament and of the Council (EU) no. 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) [OJ L, 04.05.2016. L 119/1) (hereinafter referred to as "GDPR"), we inform you that:

1. The controller of your personal data is Kopalnia Soli "Wieliczka" S.A. with registered office in Wieliczka, Park Kingi 1, 32-020 Wieliczka.
2. The Controller has appointed a Data Protection Officer who can be contacted via the e-mail address: iod.sa@kopalnia.pl or by sending a letter to the Controller's registered office marked "DPO".
3. Your data will be processed for the purposes of fulfilling the legal obligations of the Controller in connection with the Controller's activities related to the upbringing, education, leisure, sports or the pursuit of other interests by children, their care or the provision of tourism services, as well as other activities envisaged in applicable legislation.
4. The processing is carried out on the basis of Article 6(1)(c) and Article 9(2)(g) of the GDPR, namely in order to fulfil the Controller's legal obligations pursuant to the provisions of the Act of 13 May 2016 on the prevention of the threat of sexual offences and the protection of minors.
5. Your personal data may be shared with the Controller's authorised employees and entities providing services to the Controller, in particular companies providing IT and consultancy services - as processors, in addition to other entities, in the case of which the obligation to make the data available results from the law.
6. Your personal data will be retained until the purposes of the processing have ceased and for the period for which the documents are archived in accordance with the applicable legal provisions and the clerical and archiving regulations applicable to the Controller.
7. In the cases set out in the provisions of the GDPR, you have the right to access the content of your data and the right to rectify, erase, restrict processing or object to processing and the right to data portability, as well as to lodge a complaint with the President of the Data Protection Authority.
9. The provision of data to the extent required by law is mandatory.