



## POLICY ON THE PROTECTION OF HISTORICAL ASSETS

### Purpose and Scope

This policy has been established to ensure the protection, maintenance, and transfer to future generations of registered or potentially registered historical structures, architectural elements, and movable and immovable cultural assets (artifacts) located within our organization. All employees, visitors, contractors, and business partners of our institution are obliged to comply with this policy. Our organization acts in accordance with the provisions of **Law No. 2863 on the Protection of Cultural and Natural Assets** and the relevant legislation.

### Legal Obligations and Management

#### 1. Legal Compliance

- Our organization commits to full compliance with **Law No. 2863 on the Protection of Cultural and Natural Assets** and the relevant regulations.
- Any intervention involving registered historical assets, including restoration, repair, alteration, or change of use, requires prior approval from the authorized **Regional Council for the Protection of Cultural Assets** and/or the **Museum Directorates**.

#### 2. Inventory and Documentation

- A detailed inventory of all movable and immovable historical assets is prepared and updated regularly.
- The inventory includes the identification of the asset, its dimensions, location, condition (including damage assessments), photographs, and legal registration information.

#### 3. Responsibility

- A **Cultural Heritage Officer** is appointed within the organization to oversee the implementation and monitoring of this policy.
- All personnel are responsible for complying with this policy regarding historical assets.

#### 4. Visitor and Guest Rules

- Visitors are clearly informed of the rules prohibiting touching artifacts, placing objects on them, or entering restricted areas.
- Individuals who fail to comply with these rules are warned and, if necessary, removed from the premises.

#### Emergency Management

- An **Artifact Rescue and Evacuation Plan** has been prepared for emergencies such as fire, flooding, and earthquakes.
- This plan details how artifacts will be protected or relocated to safe areas during emergencies. Emergency drills are conducted regularly.