

**Ordinance of the Managing Director No. 5/10/2019 of 1 October 2019
on the adoption of the Work Regulations of the University of Economics and
Human Sciences in Warsaw**

Pursuant to §13, sec. 3, point 11 of the Statutes of the University of Economics and Human Sciences in Warsaw, the following shall apply:

§1

1. Hereby, the Work Regulations applicable at the University of Economics and Human Sciences in Warsaw are adopted.
2. The content of the Work Regulations constitutes an appendix to this Ordinance.

§2

The Ordinance shall enter into force on 1 October 2019.

DYREKTOR GENERALNY
M. Godlewska
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MGR MARZENA GODLEWSKA

Appendix to the Ordinance of the
Managing Director No. 5/10/2019 of 1
October 2019

WORK REGULATIONS
at the University of Economics and Human Sciences in Warsaw

1. PRELIMINARY PROVISIONS

§1

1. These Work Regulations have been developed pursuant to Articles 104–104³ of the Act of 26 June 1974 – the Labor Code (consolidated text: Journal of Laws of 1998, No. 21, item 94, as amended), the relevant implementing acts, the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended), and the Statutes of the University.
2. Work Regulations define the organization and order of the work process and specify the rights and obligations of the Employer and Employees.
3. The provisions of the Regulations apply to all Employees regardless of the type of work performed and position held.
4. Individuals performing work on the premises and grounds of the University are additionally required to comply with the University's code of conduct.

§2

1. The Employer is obliged to familiarize every Employee, especially newly hired ones, with the content of this Work Regulation before allowing them to commence work. As proof, the Employee shall submit a written declaration to the Employer, which will be attached to their personnel file. The template of the declaration is attached as **Appendix 1** to the Work Regulations.
2. The provisions of this Work Regulation shall apply to academic teachers only to the extent not regulated by the provisions concerning higher education and the special regulations issued based on them.

§3

Whenever the Regulations refer to:

- a) **Employer or University** – this shall be understood as the University of Economics and Human Sciences in Warsaw;
- b) **Supervisor** – this shall be understood as the person to whom the Employee reports directly in accordance with the organizational structure;
- c) **Employee** – this shall be understood as the person employed on the basis of an employment contract or another legal act constituting the basis for establishing an employment relationship, as well as under a civil law contract;
- d) **Act** – this shall be understood as the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended).

§4

The organizational structure and the functional reporting lines in force at the University are defined in the Organizational Regulations.

II. EMPLOYEE OBLIGATIONS

§5

1. The Employee is obliged to perform their work conscientiously and diligently and to comply with the instructions of their Supervisors.
2. The Employee is obliged in particular to:
 - a) comply with the working hours established at the workplace;
 - b) comply with the Work Regulations and the order established at the workplace;
 - c) comply with the regulations and rules of occupational health and safety, as well as fire

- regulations;
 - d) To act in the best interest of the workplace, protect its property, and keep confidential any information the disclosure of which could harm the Employer;
 - e) respect the secrecy specified in separate regulations;
 - f) comply with the rules of social intercourse at the workplace;
 - g) comply with data protection regulations;
 - h) inform about changes in their personal data, the processing of which by the Employer is related to the employment relationship;
 - i) comply with the internal regulations of the University;
 - j) improve professional qualifications and work skills;
 - k) maintain a neat personal appearance and appropriate attire, showing respect for colleagues, visitors, and the institution as a place of higher education, in accordance with the applicable guidelines on professional dress;
 - l) take care of the cleanliness and orderliness around their workstation;
 - m) not disclose information protected under personal data regulations to which the employee has been granted access in accordance with the law, and comply with the institution's internal security policy in this regard.
3. Academic teachers employed in teaching positions are further required to:
 - a) Educate and guide students through teaching activities, consultations, assessments and examinations, discussions, and other forms of interpersonal engagement,
 - b) develop popular-scientific output to the extent necessary for conducting teaching activities,
 - c) participate in the organizational work of the University.
 4. The Employee is required to wear a name badge while on University premises.

§6

1. The Employer may stipulate in the employment contract that the Employee may not engage in any activity that competes with the Employer, nor may the Employee provide work under an employment relationship or on any other basis to an entity engaged in the same or similar activity.
2. In the event that damage is caused due to the employee's breach of the non-compete clause stipulated in the contract, the employer may seek compensation from the employee in accordance with the provisions set forth in Title V of the Labor Code.
3. In accordance with the Act, the employment contract with Employees employed as University teachers shall include a provision that the University is the primary place of work. This means that an Employee cannot, without the approval of the Rector, take up additional employment in another University as an academic teacher.
4. Establishing an employment relationship with another University without the approval of the Rector may result in termination without notice.

§7

1. Each Employee is required, upon finishing work, to tidy their workstation, switch off any equipment they have used, and secure the Employer's entrusted property, including but not limited to documents, seals, tools, and devices, in accordance with occupational health and safety regulations as well as the applicable Policy and Strategy for the Security of Personal Data Processing.
2. After finishing work, the Employee is obliged to turn off working electronic equipment and electricity consumption at the workstation and in the work room, and close the windows and the work room.

§8

Employees are prohibited from:

- a) leaving the workplace during working hours without the approval of the Managing Director;
- b) use of machinery, equipment and tools for purposes not directly related to the performance of duties and activities;
- c) arbitrary disassembly of machine parts, equipment, and tools and their repair by unauthorized persons;

- d) removing equipment, apparatus, tools, machinery, documents, or other work materials from the workplace without the consent of the immediate Supervisor is prohibited.
- e) performing private work at the workplace or on the Employer's premises and using University-owned equipment for this purpose,
- f) violations of data protection rules,
- g) conducting activities to the detriment of the Employer,
- h) consuming alcohol and taking intoxicants in the workplace and coming to work after consuming alcohol and intoxicants,
- i) smoking except in areas specifically designated for this purpose.

§9

Severe violation of basic labor obligations within the meaning of art. 52 § 1 point 1 of the Labor Code is considered, in particular:

- a) leaving the workplace without authorization or having an unexcused absence from work,
- b) reporting to work under the influence of alcohol or consuming alcohol on the premises,
- c) reporting to work under the influence of drugs or using drugs in the workplace,
- d) persistent violation of health and safety and fire regulations and rules,
- e) violation of the prohibition against engaging in activities that conflict with or are related to those performed as part of official duties, which give rise to justified suspicion of bias or conflict of interest, as well as activities incompatible with obligations arising from the law.

III. EMPLOYER OBLIGATIONS

§10

In particular, the Employer is obliged to:

- a) familiarize employees starting work with the scope of their duties, the manner of performing work in the assigned positions, and their basic rights;
- b) organize work in such a way as to ensure the full use of working time, as well as the achievement by Employees, using their talents and qualifications, of high productivity and due quality of work;
- c) organize work in such a way as to reduce the arduousness of work, especially monotonous work and work at a predetermined pace;
- d) prevent discrimination in employment, particularly on the grounds of gender, age, disability, race, religion, nationality, political beliefs, trade union membership, ethnic origin, faith, sexual orientation, as well as on the basis of fixed-term or permanent employment contracts or full-time or part-time work arrangements;
- e) ensure safe and hygienic working conditions and conduct systematic training of Employees in occupational health and safety;
- f) pay wages in a timely and proper manner;
- g) facilitate Employees' professional development and skills enhancement;
- h) create conditions for Employees taking up employment after graduating from a school providing vocational training or a higher education institution that are conducive to adaptation to the proper performance of work;
- i) meet employees' social needs to the extent of available resources;
- j) apply objective and fair criteria for evaluating Employees and their performance;
- k) maintain and keep in paper or electronic form records on matters related to the employment relationship and Employee personnel files (Employee records);
- l) keep Employee records in a manner that ensures their confidentiality, integrity, completeness, and availability, in conditions that do not pose a threat of damage or destruction for the period of employment, and for a period of 10 years, counting from the end of the calendar year in which the employment relationship terminated or expired, unless separate regulations provide for a longer

- period of storage of Employee records;
- m) influence the development of principles of social coexistence within the workplace.

§11

- l) The Employer is obliged to prevent workplace bullying.
- m) Bullying means actions or omissions concerning or directed against an employee, consisting of persistent and long-term harassment or intimidation of the Employee, resulting in or aimed at lowering their professional competence assessment, causing or intending to humiliate or ridicule the Employee, isolate them, or exclude them from the team of coworkers.

IV. WORKING HOURS

§12

Working hours are the time during which the Employee is at the Employer's disposal at the workplace or at another location designated for performing work.

§13

1. Working hours should be fully utilized for professional work.
2. The Employee should arrive at work early enough to be at their workstation by the time specified in these Regulations as the start of the working day.
3. Nighttime includes 8 hours from 10 p.m. to 6 a.m.
4. Heads of organizational units of the University are obliged to organize work in such a way as to ensure full use of working time and achieve due quality of work, as well as to control the working time of subordinate Employees.

Working Hours of Employees Who Are Not Academic Teachers

§14

1. The working time of employees who are not academic teachers shall average 40 hours per week over a five-day workweek, within a settlement period not exceeding 3 months.

2. Employees who are not academic staff may be employed on a basic, equivalent, task-based working time system, as well as a shortened work week system.
3. Eight-hour working hours of 8:00 a.m. to 4:00 p.m., 9:00 a.m. to 5:00 p.m. or 10:00 a.m. to 6:00 p.m. are in effect, depending on the opening hours of the various organizational units related to customer service.
4. If justified by the nature of the work or its organization, an equivalent working time system and a flexible working schedule may be introduced for an employee upon their justified request. A flexible working schedule includes arrival hours between 7:00 a.m. and 11:00 a.m. and departure hours between 3:00 p.m. and 7:00 p.m., taking into account the opening hours of individual organizational units responsible for client services.
5. Employees who perform work according to individual schedules shall adhere to the indicated work time schedule specifying work days, days off, and starting and ending times.
6. In the event of necessity, the employee shall work overtime at the request of the head of the organizational unit, and in the case of heads of organizational units, at the request of the Managing Director. An Employee working overtime should first take the day or hours off in exchange for the overtime worked. If the time off in lieu is not taken, the Employer is obliged to pay remuneration for the hours worked in excess of the standard at the end of the settlement period, in accordance with the applicable regulations.
7. In any working time system that includes work on Sundays and public holidays, employees must be granted a total number of days off during the applicable settlement period that is at least equal to the number of Sundays, public holidays, and non-working days in an average five-day workweek occurring within that period.

§15

1. If an Employee's daily working time is at least 6 hours, they are entitled to a work break of no less than 15 minutes, which is included in the working time.
2. Employees with severe or moderate disabilities are additionally entitled to a 15-minute break intended for physical exercise or rest.
3. Employees working in positions involving the use of display screen equipment are entitled to a 5-minute break after each full hour of work at the monitor.
4. The above break periods are included in the Employees' working time.

Working Hours of Academic Teachers

§16

1. The working hours of an academic teacher consist of:
 - a) conducting didactic classes (lectures, tutorials, consultations, office hours),
 - b) participation in scientific and research work,
 - c) participation in meetings, seminars, and conferences,
 - d) further training and improvement of their professional competencies,
 - e) organizational work for the University.
2. Working hours for teaching is based on class assignments, conducting credits and exams, performing reviews.
 1. An academic teacher is subject to a task-based working time system.
 2. The annual teaching load amounts to:
 - a) up to 240 teaching hours - for a research and teaching Employee,
 - b) up to 180 teaching hours - for a research and teaching Employee employed as a professor,
 - c) up to 360 teaching hours - for a teaching Employee,
 - d) up to 540 teaching hours - for a teaching staff member employed as a lecturer or instructor, if the University's Statutes provide for such a position,
- 1 teaching hour is 45 minutes.
3. The annual teaching load includes time devoted to the training of doctoral students.
4. Teaching activities may also be performed outside the University with the approval of the Rector.

5. In special cases, justified by the necessity to implement the study program, an academic teacher may be required to teach overtime, not exceeding:
 - a) 1/4 annual teaching load - for a research and teaching Employee;
 - b) 1/2 of the annual teaching load - for a teaching Employee.
6. An academic teacher, with their consent, may be assigned to conduct teaching duties beyond the standard workload, up to a maximum of twice the annual teaching load.
7. A University teacher who is pregnant or raising a child until the child is 4 years old may not be employed for overtime without their consent.

§17

1. An academic teacher is required to participate in organizational activities for the university and to continuously improve their qualifications, in particular to:
 - a) develop their skills by participating in courses and trainings organized by external entities,
 - b) participate in classes organized by the University in connection with the implementation of training projects financed by European funds supporting the development of the University under the terms and conditions specified in separate regulations,
 - c) use the new IT tools and solutions implemented at the University to support teaching processes and to participate in training on the use of these systems,
 - d) improve their education and professional skills.
2. All tasks assigned to academic teachers are to be performed within the working time framework based on established norms, i.e., a maximum of 40 hours per week in an average five-day workweek.
3. The teaching staff member is subject to a twelve-month settlement period.

V. JUSTIFYING ABSENCES FROM WORK AND LEAVE FROM WORK

§18

1. The employee is required to begin work punctually and confirm their attendance by signing the attendance sheet/time card.
2. The Employee is obliged to warn the Employer about their inability to come to work if the reason is known or foreseeable in advance, as well as about the expected time of absence.
3. If there is a reason preventing the Employee from reporting to work, the Employee is obliged to immediately notify the Employer of the reason for the absence, its expected duration, no later than the second day of such absence, in person or through another person, by telephone, electronically, or by mail.
4. Failure to meet the deadline specified in sec. 3 may be excused by exceptional circumstances that prevent the employee from fulfilling the obligation in a timely manner, in particular a serious illness combined with the absence of household members or other unforeseen events.
5. The Employee should justify their absence by submitting appropriate evidence in this regard, such as:
 - a) a medical certificate of temporary inability to work,
 - b) decision of the sanitary inspector,
 - c) a declaration— in the event of circumstances justifying the need for the Employee to personally care for a healthy child under the age of 8 due to the unforeseen closure of a nursery, kindergarten or school attended by the child, or confirming that the employee was on a business trip during night hours,
 - d) a personal summons addressed to the Employee to appear in person, issued by the competent authority in matters of universal military duty, a government or local administration body, a court, a prosecutor's office, the police, or an authority conducting proceedings in misdemeanor cases,
 - e) a statement by the Employee confirming the completion of a business trip during night hours,

which ended so close to the scheduled start of work that fewer than 8 hours remained and conditions did not allow for proper nighttime rest.

§19

1. The Employer is obliged to release the Employee from work if such an obligation arises from the Labor Code, its implementing regulations, or other legal provisions.
2. The reasons justifying an employee's absence from work are events and circumstances defined by labor law provisions that prevent the employee from reporting to work and performing their duties, as well as other instances of inability to work indicated by the employee and recognized by the employer as valid justification for absence.

§20

The Employer is obliged to release the Employee from work for a period that includes:

- a) 2 days – in the event of an Employee's wedding or the birth of their child, or the death and funeral of the Employee's spouse or child, father, mother, stepfather or stepmother;
- b) 1 day – in the event of the employee's child's wedding or the death and funeral of the employee's sister, brother, mother-in-law, father-in-law, grandmother, grandfather, or another person who is dependent on the employee or under their direct care.

§21

1. An Employee raising at least one child under the age of 14 is entitled to two days off per calendar year, with the right to remuneration calculated in the same manner as holiday leave pay.
2. This right can only be exercised by one of the child's parents or guardians.

§22

1. The Employer may grant permission for an Employee to be absent from work during working hours for personal purposes. The employee is required to make up for the time of absence; such work shall not be considered overtime.
2. For the time of leave mentioned in sec. 1, the employee is entitled to remuneration provided they have made up the time of absence.

§23

1. Any departure from the workplace requires the approval of the immediate Supervisor.
2. Willful departure from the workplace is a gross violation of work discipline and will result in the Employee's liability for disciplinary action.
3. In case of being late to work, the employee is required to report to their direct Supervisor. For the time of being late, the Employee is entitled to remuneration if they have made up the time lost due to lateness.
4. The Employee is obliged to notify their Supervisor of any obstruction in the course of work.

VII. LEAVE

§24

1. Employees are entitled to annual paid and uninterrupted vacation leave in accordance with the principles set out in the Labor Code and the regulation of the minister responsible for labor affairs, issued pursuant to art. 173 of the Labor Code, which specifies detailed rules for granting vacation leave, determining and paying remuneration for leave, and the monetary equivalent for unused leave.
2. The Employee submits a leave application to the human resources department with the Supervisor's signature agreeing to the leave before the leave begins.

§25
Holiday Leave for Employees Who Are Not Academic Teachers

1. The rules for granting and the duration of holiday leave for Employees who are not academic teachers are defined by the provisions of the Labor Code.
2. Holiday leave for an employee who is not an academic teacher is granted by the immediate Supervisor, taking into account the Employee's request and ensuring the regular course of work.
3. At the request of the Employee, the leave may be divided into parts. However, in this case, at least one part of the holiday leave should last no less than 14 consecutive calendar days.
4. The leave schedule shall be made known to Employees in the manner adopted in the respective organizational unit of the University.
5. An Employee who is not an academic teacher is entitled to annual leave in the following amounts:
 - a) 20 days - if the Employee has been employed for less than 10 years,
 - b) 26 days - if the Employee has been employed for at least 10 years.
6. An Employee taking up employment for the first time in a calendar year acquires the right to annual leave at the end of each month of work, in the amount of 1/12 of the leave entitlement due after one year of employment.
7. Leave is granted on the days that are working days for the Employee, in accordance with their applicable work schedule, in an hourly amount corresponding to the Employee's daily working hours on a given day.
8. Postponement of leave may be made at the request of the Employee motivated by compelling reasons. Postponement of leave is also permissible due to the special needs of the Employer, if the Employee's absence would cause serious disruption to the course of work.
9. If the employee is unable to begin their leave on the scheduled date due to justified reasons for absence from work, particularly due to:
 - a) temporary inability to work due to illness;
 - b) isolation due to an infectious disease;
 - c) being called up for military exercises or military training for a period of up to 3 months;
 - d) maternity leave;the Employer is obliged to postpone the leave to a later date.
10. All matters not regulated in this chapter shall be governed accordingly by the provisions of the Labor Code concerning employee leave.
11. Any leave not used within the period established in the leave plan must be granted to the Employee no later than September 30 of the following calendar year.
12. In the case of unused holiday leave due to the termination or expiration of the employment relationship, the Employee is entitled to a cash equivalent for the period of unused leave

§26

1. Pursuant to art. 167² of the Labor Code, the university is obliged to grant, at the employee's request and on the date indicated by the employee, no more than 4 days of leave in each calendar year.
2. The Employee shall submit the request for leave no later than on the day the leave is to begin - either in person, through another person, by phone, text message, or email - before the start of the working day.
3. The total amount of leave taken by the employee under the terms and procedures specified in art. 167² of the Labor Code shall not exceed 4 days in a calendar year, regardless of the number of employers with whom the employee has consecutive employment relationships during that year.

§27

Unpaid Leave

1. At the written request of an Employee, the University may grant unpaid leave.
2. Approval for an unpaid leave of absence is granted by the Managing Director if it will not disrupt the normal course of work.

§28

Leave for Academic Teachers

1. Academic staff are entitled to a leave of 36 working days per year.
2. An academic teacher is required to take their annual leave during periods free from teaching duties, i.e., during semester breaks, the summer break (July, August, September), and holiday recesses. The days indicated in the first sentence shall be included in the Employee's annual leave entitlement regardless of the Employee's leave request.
3. An academic teacher starting work for the first time in a calendar year acquires the right to annual leave at the end of each month of work, in the amount of 1/12 of the annual leave entitlement.
4. An academic teacher is entitled to annual leave proportionate to the length of employment in the following cases: 1) starting employment during the calendar year, 2) termination of employment during the calendar year, 3) starting work after returning from unpaid leave, parental leave.
5. In the event of unused leave due to termination or expiration of employment, academic staff shall be entitled to a cash equivalent for the period of unused leave.
6. Days off resulting from a five-day work week schedule are not counted as vacation leave.

VII. BREACH OF WORKPLACE RULES AND DISCIPLINARY REGULATIONS

§29

In particular, the following are considered violations of established workplace rules and disciplinary regulations:

- a) poor and negligent performance of work, damage to work resources, and performing tasks unrelated to the employee's official duties,
- b) failure to arrive at work or leaving work arbitrarily without excuse; unexcused lateness to work more than 4 times a month will also be considered a violation of discipline,
- c) reporting to work intoxicated or under the influence of narcotics, as well as consuming alcohol or narcotics at the workplace,
- d) disrupting order and peace in the workplace,
- e) failure to carry out the orders of Supervisors,
- f) failure to comply with health and safety rules and fire regulations.

VIII. PENALTIES FOR VIOLATION OF WORKPLACE RULES AND DISCIPLINARY REGULATIONS

§30

1. For failure by an Employee to comply with the established organization and order in the work process, occupational health and safety regulations, fire protection regulations, as well as the accepted method of confirming arrival and presence at work and justifying absences, the employer may apply:
 - a) a warning
 - b) a reprimand
2. For failure to comply with occupational health and safety regulations or fire safety regulations, unauthorized absence from work, reporting to work intoxicated, or consuming alcohol during working hours, the Employer may also impose a financial penalty (fine).
3. The fine for one violation may not exceed one day's salary of the Employee, and the total fines may not exceed a tenth of the salary payable to the Employee after statutory deductions.
4. Proceeds from fines are used to improve health and safety conditions.
5. A fine cannot be imposed after 2 weeks have passed since the employer became aware of the employee's breach of duty, and after 3 months have passed since the breach occurred.
6. The fine can be applied only after the Employee has been heard. If, due to absence from the workplace, the Employee cannot be heard, the two-week period provided for in paragraph 5 shall not begin, and the period begun shall be suspended until the day the Employee appears at work.
7. The Employer shall notify the Employee of the fine in writing, indicating the type of violation of labor obligations and the date on which the Employee committed the violation, and informing the

Employee of the right to object and the deadline for doing so. A copy of the notice shall be filed in the Employee's personnel file.

8. When applying the penalty, particular consideration is given to the nature of the violation of Employee duties, the degree of the Employee's guilt and their previous attitude to work.
9. If the application of the penalty was in violation of the law, the Employee may, within 7 days from the date of notification of the punishment, file an objection. The Employer decides whether to uphold or reject the objection after considering the position of the company trade union organization representing the Employee. Failure to reject the objection within 14 days from the date it was submitted is equivalent to accepting the objection.
10. Disciplinary penalties imposed on an Employee are expunged after one year of exemplary work. In recognition of achievements at work and exemplary behavior, the Employer may cancel the penalty earlier.

IX. MATERIAL LIABILITY OF EMPLOYEES

§31

1. An Employee who, through their fault, causes damage to the Employer as a result of failure to perform or improper performance of Employee duties, bears material liability within the limits of the actual loss incurred by the Employer and only for the normal consequences of the act or omission that resulted in the damage.
2. The Employee shall not be liable for the damage to the extent that the Employer or another person contributed to its occurrence or increase. The Employee is not held liable for the damage to the extent that the Employer or another person contributed to its occurrence or increase.
3. In the case of damage caused by several Employees, each Employee is liable for a portion of the damage according to their contribution and degree of fault. If the degree of fault and contribution of individual Employees to the damage cannot be determined, they are liable in equal parts.
4. Compensation shall be determined in the amount of the damage caused, but shall not exceed the amount of three months' salary to which the Employee was entitled on the date of the damage.
5. The Employer is obliged to prove the circumstances justifying the Employee's liability and the amount of the resulting damage.

§32

If the Employee intentionally caused the damage, they are obliged to repair it in full.

§33

1. The Employee entrusted with an obligation to return or to account:
 - a) money, securities or valuables,
 - b) tools and instruments or similar items, as well as personal protective equipment and work clothes and shoes, shall be liable in full for the damage caused to such property.
2. The Employee shall also be liable in full for damage to property other than that listed in sec. 1, entrusted to him with the obligation to return or for calculation.
3. The Employee may be released from the liability specified in sec. 1 and 2 if they demonstrate that the damage occurred due to reasons beyond their control, in particular as a result of the Employer's failure to provide conditions enabling the safeguarding of the entrusted property.
4. Employees may assume joint material liability for property entrusted to them collectively, with the obligation to account for it. The basis for the joint entrustment of property is an agreement on joint material responsibility, concluded by the Employees with the Employer in writing under pain of nullity.

X. REMUNERATION

§34

1. Each Employee is entitled to a salary under the employment contract.

2. The employee's salary is paid via bank transfer to the account designated by the employee.
3. Salaries due to employees are disbursed monthly, at the end of the month, for the preceding period.
4. The Employer is not liable for delays resulting from the Employee providing an incorrect bank account number.

XI. OCCUPATIONAL HEALTH AND SAFETY AND FIRE PROTECTION

§35

The Employer and Employees are obliged to strictly comply with the rules and regulations of occupational health and safety and fire protection.

§36

The Employer is obliged to protect the life and health of Employees by ensuring safe working conditions for all staff, taking into account any individual contraindications related to the Employee's health or psychophysical condition.

§37

1. The Employer is responsible for the state of health and safety in the workplace. The Employer's responsibilities are not affected by the obligations of Employees in the field of occupational health and safety and the assignment of occupational health and safety services to specialists outside the workplace.
2. The Employer is obliged to protect the health and life of Employees by providing safe and hygienic working conditions, appropriately utilizing the achievements of science and technology. In particular, the Employer is obliged to:
 - a) organize work in a way that ensures safe and hygienic working conditions,
 - b) ensure compliance at the workplace with the regulations and rules of occupational health and safety, issue orders to remove deficiencies in this regard, and control the implementation of these orders,
 - c) respond to the needs for ensuring occupational health and safety and adjust the measures taken to improve the existing level of protection of workers' health and life, taking into account the changing conditions of work performance,
 - d) ensure the development of a coherent policy to prevent occupational accidents and diseases that takes into account technical issues, work organization, working conditions, social relations and the impact of work environment factors,
 - e) take into account the protection of the health of juveniles, pregnant employees or those breastfeeding, as well as employees with disabilities, as part of the preventive measures undertaken.
 - f) ensure the execution of orders, recommendations, decisions, and directives issued by authorities supervising working conditions.
 - g) ensure implementation of the recommendations of the social labor inspector.
3. The Employer carries out its occupational health and safety responsibilities by, among other things:
 - a) participating in training and instruction in occupational health and safety, and undergo the required verification examinations,
 - b) appropriate management and maintenance of buildings and installed equipment, internal communication routes, elevators, workstations, and their equipment.
 - c) strict adherence to the rules and regulations of occupational health and safety and fire regulations, as well as regulations on the training of Employees in this regard,
 - d) maintaining all technical equipment, especially electrical, plumbing, ventilation, heating, etc., in full working order,
 - e) introducing of a prohibition on the use of alcohol, drugs, and other intoxicants in the workplace, as well as a ban on being present in a state of intoxication or under the influence of drugs at the workplace - under the penalty of consequences provided for in the Labor Code.

§38

Compliance with the rules and regulations of occupational health and safety is the primary duty of the Employee. In particular, the Employee is obliged to:

- a) know the regulations and rules of occupational health and safety, participate in training and instruction in this area, and submit to the required verification examinations,
- b) perform work in a manner consistent with the regulations and rules of occupational health and safety, and comply with the orders and instructions of Supervisors issued in this regard,
- c) undergo initial, periodic, and follow-up medical examinations and comply with medical recommendations,
- d) take care of the proper condition of machines, devices, tools and equipment, as well as the order and orderliness of the workplace,
- e) use collective protection measures, as well as use the assigned personal protective equipment and work clothes and footwear, according to their intended use,
- f) immediately notify the Supervisor about any accident or threat to human life or health observed in the workplace, and also warn coworkers and other persons present in the danger zone about the impending hazard,
- g) cooperate with the Employer and Supervisors in the fulfillment of health and safety responsibilities,
- h) limit smoking at work to places and rooms specifically designated for this purpose,
- i) stay at their workplace
- j) Report immediately to the administrative director or record in the fault log any damage noticed in the assigned equipment or in the vicinity of the workstation.

§39

The employer may allow an employee to perform work if the employee has the required professional qualifications, has undergone the appropriate medical examinations, has completed initial occupational health and safety and fire safety training, and is equipped with personal protective equipment and work clothing (if required for the given position).

§40

1. The Employer shall determine the hazards present in the workplace, recording them on the job risk card.
2. The supervisor is required to acquaint the employee with the occupational risk assessment sheet for the position, which must be confirmed by the employee with an appropriate written statement.

XII. RIGHTS RELATED TO PARENTHOOD AND PROTECTION OF WORK FOR JUVENILE EMPLOYEES

§41

The types of work that women may not be employed to perform are specified in the list of particularly arduous and hazardous work, attached as Appendix No. 2 to the regulations.

§42

1. A pregnant woman must not be employed:
 - a) overtime or at night,
 - b) under an intermittent working time system.
3. A pregnant woman must not be assigned to work outside her regular place of employment without her consent.
4. An Employee caring for a child up to the age of 4 must not, without their consent, be employed during overtime hours or at night, under an intermittent working time system, or assigned to work outside their regular place of employment.

. §43

The Employer shall transfer a pregnant woman or a woman breastfeeding a child to other suitable work or exempt her from performing work if:

- a) she is employed in work that is particularly arduous or hazardous to health, as specified in the executive regulations to the Labor Code,
- b) she presents a medical certificate stating that, due to her pregnancy, she should not perform her current work; pregnancy must be confirmed by a medical certificate.

§44

- 1. An Employee who is breastfeeding her child is entitled to two half-hour breaks counted as working time. An Employee breastfeeding more than one child is entitled to two work breaks of 45 minutes each.
- 2. Employees employed for less than 4 hours a day are not entitled to feeding breaks. If an Employee's working hours do not exceed 6 hours a day, she is entitled to one feeding break.

§45

The University does not employ juvenile workers. In the event of a change in this situation, the types of work in which juvenile employees may not be employed will be specified in the list of work prohibited for juveniles.

XIII. FINAL PROVISIONS

§46

- 1. The Regulations come into effect on 1 October 2019.
- 2. The Regulations may be amended or supplemented in the same manner in which they were established or by introducing new regulations.

§47

In matters that arise from the employment relationship and are not regulated by these Regulations, the provisions of the Labor Code and other laws and executive acts in the field of labor law shall apply.

TEMPLATE

(employee's name)

(location and date)

DECLARATION

I hereby declare that I have read and understood the contents of the Work Regulations of the University of Economics and Human Sciences in Warsaw dated 1 October 2019.

(employee's signature)

Appendix No. 2 to the Work Regulations

LIST OF WORK PROHIBITED FOR WOMEN

Extract from the appendix to the Regulation of the Council of Ministers dated 3 April 2017, concerning the list of arduous, dangerous, or health-hazardous work for pregnant women and breastfeeding women (Journal of Laws 2017, item 796, as amended):

I. Work involving excessive physical exertion, including manual carrying of heavy objects

1. For pregnant women:

- 1) All work where the highest physical workload values, measured by net energy expenditure for performing the work, exceed 2900 kJ per work shift, and in the case of occasional work (performed up to 4 times per hour, provided the total time spent on such work does not exceed 4 hours per day) - 7.5 kJ per minute;
- 2) manual lifting and carrying of objects weighing more than 3 kg;
- 3) Manual operation of device components (levers, cranks, steering wheels, etc.) requiring the use of force exceeding:
 - a) for two-handed operation - 12.5 N during continuous work and 25 N during occasional work as defined in point 1,
 - b) for one-handed operation — 5 N during continuous work and 12.5 N during occasional work as defined in point 1;
- 4) foot operation of equipment components (pedals, buttons, etc.), where force in excess of 30 N is required;
- 5) manual carrying uphill of:
 - a) objects during continuous work,
 - b) objects weighing more than 1 kg during occasional work, as defined in point 1;
- 6) two-handed moving of objects, where initiating their movement requires the use of force exceeding:
 - a) 30 N - when pushing,
 - b) 25 N - when pulling;
- 7) Manual rolling and maneuvering of round-shaped objects, as well as participation in team-based moving of objects;
- 8) manual handling of liquid materials - hot, corrosive or hazardous to health;
- 9) transporting items using a single-wheel cart (wheelbarrow) or a manually operated multi-wheel cart;
- 10) work performed in a forced posture;
- 11) work in a standing position for a total of more than 3 hours during a work shift, with the time spent standing not to exceed 15 minutes at a time, followed by a 15-minute break;
- 12) work at screen monitor workstations for a total time exceeding 8 hours per day, where continuous use of a screen monitor must not exceed 50 minutes at a time, followed by a break of at least 10 minutes, which is included in the working time.

2. For women who are breastfeeding:

- 1) All work where the highest physical workload values, measured by net energy expenditure for performing the work, exceed 4200 kJ per work shift, and in the case of occasional work, as defined in sec. 1 point 1 - 12.5 kJ per minute;
- 2) manual lifting and carrying of objects weighing more than:
 - a) 6 kg - for continuous work,
 - b) 10 kg - for occasional work, as defined in sec. 1 point 1;

3) Manual operation of device components (levers, cranks, steering wheels, etc.) that requires the use of force

exceeding:

- a) for two-handed operation - 25 N during continuous work and 50 N during occasional work, as defined in sec. 1 point 1,
 - b) for one-handed operation - 10 N during continuous work and 25 N during occasional work, as defined in sec. 1 point 1;
- 4) Foot operation of device components (pedals, buttons, etc.) that requires the use of force exceeding:
- a) 60 N - for continuous work,
 - b) 100 N - for occasional work, as defined in sec. 1 point 1;
- 5) Manual carrying of objects weighing more than 6 kg - to a height of over 4 m or over a distance exceeding 25 m;
- 6) manual uphill carrying - over uneven surfaces, ramps, or stairs with a maximum incline of 30° and a height of up to 4 m - of objects weighing more than 6 kg;
- 7) Manual uphill carrying - over uneven surfaces, ramps, or stairs with a maximum incline exceeding 30° and a height of up to 4 m - of objects weighing more than:
- a) 4 kg - for continuous work,
 - b) 6 kg - for occasional work, as defined in sec. 1 point 1;
- 8) two-handed moving of objects, where initiating their movement requires the use of force exceeding:
- a) 60 N - when pushing,
 - b) 50 N - when pulling;
- 9) manual rolling and maneuvering of round-shaped objects (in particular barrels, large-diameter pipes), if:
- a) the weight of the objects being rolled on a flat, hard, and smooth surface exceeds 40 kg per woman,
 - b) the weight of objects rolled up ramps exceeds 10 kg per woman;
- 10) participation in team lifting or moving of objects;
- 11) manual handling of liquid materials - hot, corrosive or hazardous to health;
- 12) carrying loads of more than:
- a) 20 kg - when transporting on a wheelbarrow over terrain with a slope not exceeding 5%, or 15 kg - over terrain with a slope greater than 5%,
 - b) 70 kg - when transported on a 2-wheel cart on terrain with a slope not exceeding 5% or 50 kg - on terrain with a slope greater than 5%,
 - c) 90 kg - when transporting on a three- or more-wheeled cart over terrain with a slope not exceeding 5%, or 70 kg - over terrain with a slope greater than 5%.

The above-mentioned permissible cargo weights also include the weight of the transport device and apply to transporting cargo on a level, hard, and smooth surface. When transporting loads on uneven or unpaved surfaces, the weight of the load including the weight of the transport device must not exceed 60% of the specified values;

- 13) carrying loads on a rail cart with a weight exceeding, including the weight of the cart:
- a) 120 kg - when transporting on terrain with a slope not exceeding 2%,
 - b) 90 kg - when transporting on terrain with a slope of more than 2%;
- 14) transporting cargo:
- a) on a wheelbarrow or multiwheel cart on terrain with a slope of more than 8%,
 - b) on a wheelbarrow or multiwheeled cart for a distance exceeding 200 m,
 - c) on a rail cart on terrain with a slope greater than 4%,
 - d) on a rail cart for a distance exceeding 400 m.

II. Work in cold, hot, and variable microclimates

For pregnant women and women who are breastfeeding:

- 1) Work performed in a hot microclimate under conditions where the PMV index (Predicted Mean Vote), determined according to the applicable Polish Standard for such work, exceeds 1.0;
- 2) Work performed in a cold microclimate under conditions where the PMV index (Predicted Mean Vote), determined according to the applicable Polish Standard for such work, is less than -1.0;
- 3) Work performed in an environment with large fluctuations in microclimate parameters, particularly involving

sudden changes in air temperature exceeding 15°C, without the possibility of at least a 15-minute adaptation period in a room with an intermediate temperature.

III. Work involving exposure to noise or vibrations

For pregnant women:

- 1) work in conditions of exposure to noise, of which:
 - a) The exposure level, based on an 8-hour daily or average weekly working time as specified in the Labor Code regulations, exceeds 65 dB,
 - b) peak C-weighted sound level exceeds 130 dB,
 - c) maximum A-weighted sound level exceeds 110 dB;
- 2) Work in conditions exposed to infrasound noise, where the equivalent sound pressure level, weighted by the G frequency characteristic and based on an 8-hour daily or average weekly working time as specified in the Labor Code regulations, exceeds 86 dB;
- 3) work in conditions of exposure to ultrasonic noise, of which:
 - a) equivalent sound pressure levels in one-third octave bands with center frequencies from 10 kHz to 40 kHz, based on an 8-hour daily or average weekly working time as specified in the Labor Code regulations,
 - b) maximum sound pressure levels in one-third octave bands with center frequencies from 10 kHz to 40 kHz

- exceed the following values:

Center frequency of one-third octave bands (kHz)	Equivalent sound pressure level based on an 8-hour daily or average weekly working time, as specified in the Labor Code regulations (dB)	Maximum sound pressure level (dB)
10; 12,5; 16	75	95
20	85	105
25	100	120
31,5; 40	105	125

- 4) Work involving exposure to vibrations affecting the body through the upper limbs, where:
 - a) the daily exposure value, expressed as the energy-equivalent sum for 8 hours of the vector sum of frequency-weighted root mean square accelerations, measured for the three directional components (a_{hwx} , a_{hwy} , a_{hwz}), exceeds 1 m/s²,
 - b) the exposure value for a duration of 30 minutes or less, expressed as the vector sum of frequency-weighted root mean square accelerations measured for the three directional components (a_{hwx} , a_{hwy} , a_{hwz}), exceeds 4 m/s²;
- 5) all work in conditions of exposure to vibrations with general effects on the human body.

IV. Work involving exposure to electromagnetic fields with frequencies from 0 Hz to 300 GHz and ionizing radiation

1. For pregnant women:

- 1) work within the range of electromagnetic fields with intensities exceeding the safe zone limits specified in the regulations on maximum allowable concentrations and intensities of harmful agents in the workplace environment;
- 2) Work in conditions involving exposure to ionizing radiation, as defined by the Atomic Law.
2. For women breastfeeding a child - work involving exposure to ionizing radiation as specified in the provisions of the Atomic Law.

V. Work under increased or decreased pressure

For pregnant women and women who are breastfeeding a child - diving work, work in pressure vessels and all work in conditions of increased or decreased pressure.

VI. Work in contact with harmful biological agents

1. For pregnant women and women who are breastfeeding:

- 1) Work posing a risk of infection with: hepatitis B virus, varicella-zoster virus, rubella virus, HIV, cytomegalovirus, Listeria bacteria, toxoplasma;
- 2) work in handling animals affected by infectious or invasive diseases.
2. For pregnant women - work involving exposure to other biological agents classified in risk groups 2 to 4, in accordance with the regulations on harmful biological agents to health in the workplace environment and on the health protection of workers occupationally exposed to these agents - if the results of the occupational risk assessment, taking into account therapeutic measures required by specific biological agents, indicate an adverse effect on the health of the pregnant woman or the course of the pregnancy, including fetal development.

6. Work in exposure to harmful chemicals

For pregnant women and women who are breastfeeding:

1) Work involving exposure to substances and mixtures meeting the classification criteria in accordance with Regulation (EC) No 1272/2008 of the European Parliament and of the Council of 16 December 2008 on classification, labeling, and packaging of substances and mixtures, amending and repealing Directives 67/548/EEC and 1999/45/EC and amending Regulation (EC) No 1907/2006 (Official Journal of the EU L 353 of 31.12.2008, p. 1, as amended), in one or more of the following hazard classes or categories, accompanied by one or more of the following hazard statements indicating the type of risk:

- a) mutagenic effect on germ cells, category 1 A, IB or 2 (H340, H341),
- b) carcinogenicity, category 1A, IB or 2 (H350, H350i, H351),
- c) reproductive toxicity, category 1A, IB or 2 or an additional category of harmful effects on lactation or harmful effects on breastfed children (H360, H360D, H360FD, H360Fd, H360Df, H361, H361d, H361fd, H362),
- d) toxic effects on target organs - single exposure, category 1 or 2 (H370, H371)

- regardless of their concentration in the working environment;

2) work in exposure to the following chemicals regardless of their concentration in the work environment:

- a) chemical agents with known and dangerous absorption through the skin,
- b) cytostatic drugs,
- c) manganese,
- d) synthetic estrogens and progestones,
- e) carbon monoxide,
- f) lead and its organic and inorganic compounds,
- g) mercury and its organic and inorganic compounds;

3) work involving exposure to organic solvents, if their concentrations in the work environment exceed one-third of the maximum allowable concentrations specified in the regulations concerning the highest permissible levels of harmful factors in the work environment;

4) work or technological processes involving the release of chemical substances, their mixtures, or agents with carcinogenic or mutagenic effects, as listed in the regulations concerning chemical substances,

their mixtures, agents, or technological processes with carcinogenic or mutagenic effects in the work environment.

VIII. Work involving risk of serious physical or psychological injuries

1. For pregnant women and women who are breastfeeding:

- 1) Work in excavations as well as in tanks and channels;
- 2) underground work in all kinds of mines;
- 3) Work performed at a forced work pace (for example, on an assembly line);
- 4) Other work posing a risk of serious physical or psychological injury, including firefighting, participation in chemical rescue operations, disaster cleanup, handling explosive materials, slaughtering livestock, and working with breeding animals.

2. For pregnant women - work at heights is prohibited except on fixed galleries, platforms, scaffolds, and other permanent elevations that provide full protection against falls from height (without the need to use personal fall protection equipment), as well as climbing up and down ladders and rungs.