

Directive No. 16/2021
of the Director of the Institute of Physics of the Polish
Academy of Sciences of September 30, 2021,
regarding the introduction of the Remote Work Regulations at the
Institute of Physics of the Polish Academy of Sciences

Pursuant to § 10 Sentence 1 Item 2 and sentence 2 of the Statute of the Institute of Physics of the Polish Academy of Sciences approved by the President of the Polish Academy of Sciences on April 22, 2011, amended by the resolutions of the Scientific Council of the Institute of Physics of the Polish Academy of Sciences approved by the President of the Polish Academy of Sciences on March 14, 2012, February 13, 2015, June 8, 2015, February 2, 2018, May 10, 2018, and May 17, 2018, it is ordered as follows:

§ 1.

The Remote Work Regulations at the Institute of Physics of the Polish Academy of Sciences are introduced to counteract COVID-19 and they constitute an appendix to this directive.

§ 2.

Directive No. 17/2020 of the Director of the Institute of Physics of the Polish Academy of Sciences of September 30, 2020, on the introduction of Remote Work Regulations at the Institute of Physics of the Polish Academy of Sciences, is hereby repealed.

§ 3.

The Directive enters into force on October 1, 2021.

**REMOTE WORK REGULATIONS
at the Institute of Physics of the Polish Academy of Sciences**

§ 1

General provisions

1. These Regulations define the rules of remote work and the related rights and obligations of the Institute of Physics of the Polish Academy of Sciences, hereinafter referred to as the "Employer" or "Institute", and Employees with regard to counteracting and preventing the spread of COVID-19.
2. Whenever the Terms and Conditions mention:
 - 1) remote work - means work specified in the employment contract performed for a specified period outside the place of its permanent performance in connection with counteracting COVID-19, if it is possible to perform work outside this place;
 - 2) employee - a person employed under a contract of employment;
 - 3) act - means the Act of March 2, 2020, on special solutions related to counteracting, preventing and combating COVID-19, other infectious diseases, and crises caused by them (Journal of Laws of 2020 item 374 as amended);
3. Remote work does not constitute telework, referred to in Article 67⁵-67¹⁷ of the Act of June 26, 1974 - the Labor Code (Journal of Laws 2020 item 1320).

§ 2

Conditions of admissibility of remote work

1. An employee can work remotely in connection with counteracting COVID-19:
 - 1) after the Director of IF PAN issues an order in written or electronic form regarding an order to perform remote work, a specimen of which is attached as Appendix No. 1 to the Regulations;

§ 3

Rights and obligations of the Employer

1. The immediate superior is obliged to delegate the tasks to be performed to the Employee, provide substantive information, and organize the work process in a manner enabling the Employee to work remotely.
2. The immediate superior and the Director have the right to control the performance of remote work and demand information from the employee about its results.

3. The Employer does not bear the costs related to access to media (telephone, Internet, electricity) in connection with the remote work performed by the Employee.

§ 4

Rights and obligations of the Employee:

1. The Employee performs remote work at the place of residence or in another place agreed with the Employer. The Employee is obliged to perform work following the content of the contract connecting them with the Employer and the scope of duties.
2. Furthermore, the Employee undertakes to:
 - 1) be at the Employer's disposal during the agreed working hours and accept current tasks passed on to the Employee within the scope of their duties, in particular, using electronic means of communication;
 - 2) provide information about the results of their work on an ongoing basis and present the results of the work to the immediate superior;
 - 3) confirm attendance at work in the manner specified by the Employer.
3. The Employee has the right to technical support from the Employer. The Employee immediately reports to the Employer any justified needs in this regard.
4. The Employee undertakes to organize a remote workstation in a manner that ensures safe and hygienic working conditions.

§ 5

Personal data and information protection

1. The Employee undertakes to secure access to the official equipment and held data and information (including those on paper) against outsiders, including those who live with them, and also against damage.
2. Performing work remotely does not release the employee from the obligation to comply with the provisions of the Personal Data Protection Policy adopted at the Institute of Physics of the Polish Academy of Sciences along with related documents.

§ 6

Final provisions

1. Remote work is performed for the time specified in the order of the IF PAN Director. The Employer may freely define the period of remote work, taking into account the degree to which there is a risk of COVID-19 spreading in a given area.
2. Before commencing remote work, the Employee undertakes to read the content of these Regulations, which is confirmed by a written commitment to comply with them.
3. In matters not covered by these Regulations, the internal procedures in force at the Institute of Physics of the Polish Academy of Sciences and the provisions of generally applicable law will apply.

Warsaw, date

Order to perform work remotely

Under Article 3 of the Act of March 2, 2020, on special solutions related to counteracting, preventing and combating COVID-19, other infectious diseases, and crises caused by them (Journal of Laws, item 374, as amended) and § 4 Item 2 of Directive No. 15/2021 of the Director of the Institute of Physics of the Polish Academy of Sciences of September 30, 2021, on counteracting the spread of SARS-COV-2 virus among employees and doctoral students of IF PAN on, as of I recommend Mr./Ms. to perform remote work outside the permanent place of work until

At the same time, you are obliged to determine the method of delegating to you the tasks to be performed during remote work with your immediate superior, to inform your immediate superior on an ongoing basis about the effects of work, and read and comply with the Remote Work Regulations in force at the Institute of Physics of the Polish Academy of Sciences.

In the event of contracting the SARS-CoV-2 virus, you are obliged to immediately inform your immediate superior and an Occupational Health and Safety employee.