

DIRECTIVE No. 5/2020

of the Director of the Institute of Physics of the Polish Academy of Sciences

of May 15, 2020

**regarding the Remuneration Regulations at the Institute of Physics of the
Polish Academy of Sciences**

§1

Based on Article 104, 104² and 104³ of the Labor Code (Journal of Laws No. 24 item 141 as amended) and Article 26 of the Trade Unions Act of May 23, 1991 (Journal of Laws 55 item 234, as amended), I am introducing a consolidated text of the Work Regulations.

§2

The Directive comes into force after 2 weeks from the day of announcement.

§3

Upon the entry into force of this Directive, the Directive of the Director of the Institute of Physics of the Polish Academy of Sciences No. 12/2017 dated July 14, 2017 and Directive No. 6/2019 dated March 29, 2019 regarding the Work Regulations at the Institute of Physics of the Polish Academy of Sciences ceases to apply.

WORK REGULATIONS

of the Institute of Physics of the Polish Academy of Sciences

Chapter I

Introductory provisions

§ 1

1. The Work Regulations establish the internal order at the Institute of Physics of the Polish Academy of Sciences (IF PAN) and define the duties of IF PAN and its employees.
2. The Work Regulations apply to all employees irrespective of the position and type of work performed.

§ 2

Whenever the Work Regulations mention:

- 1) the employer - this means IF PAN;
- 2) the employee - this means a person in an employment relationship with the employer;
- 3) the manager - this means an employee employed in a position separated in the organizational structure of IF PAN, who was entrusted with the duties of issuing orders and controlling the performance of tasks by subordinate organizational units or employees;
- 4) the Labor Code - this means the Act of June 26, 1974 - Labor Code (Journal of Laws of 2019 item 1049 as amended).

Chapter II

Basic rights and obligations of the employer

§ 3

The employer is entitled in particular to:

- 1) require that the employee provides personal data referred to in Article 22¹ § 1 and 3 of the Labor Code, when it is necessary to exercise the right or fulfill the obligation arising from a legal provision;
- 2) seek compensation from an employee which he/she suffered as a result of a breach by the employee of the non-competition clause stipulated in the contract, if such a prohibition is provided for in the contract;
- 3) use of the penalty of admonition, reprimand and fines.

§ 4

In particular, the employer is required to:

- 1) define the scope of responsibilities of each employee in accordance with the provisions of employment contracts/ appointment acts and regulations, whereby his/her direct superior is responsible for developing the employee's activities, which is to familiarize employees who are starting work with their duties, the method of performing their job in designated positions and their basic rights;
- 2) organize work in a way that ensures the full use of working time, as well as the use of employees' skills and qualifications to achieve high productivity and the proper quality of work;
- 3) organize work in a way that reduces the nuisance of work, especially monotonous work and working at a predetermined rate;
- 4) counteract discrimination in employment, in particular on grounds of sex, age, disability, race, religion, nationality, political beliefs, trade union membership, ethnicity, religion, sexual orientation, as well as due to employment for a definite or indefinite period, or in full or part-time work;
- 5) provide safe and hygienic working conditions and systematic training of employees in the field of occupational safety and health;
- 6) pay remuneration in a timely and correct manner;
- 7) help employees improve their professional qualifications;
- 8) satisfy the social needs of employees as much as possible through available means;
- 9) apply objective and fair criteria for the assessment of employees and the results of their work;
- 10) keep records on matters related to the employment relationship and personal files of employees;
- 11) keep records on matters related to the employment relationship and personal files of employees in conditions that are not damaged or destroyed;
- 12) and 2. influence the development of the rules of social coexistence in the workplace;
- 13) prevent mobbing;
- 14) inform employees in the manner accepted by a given employer about the possibility of full-time or part-time employment, and inform those employees with a fixed term of employment about vacancies.

§ 5

1. The persons managing employees are obliged to know, to the extent necessary to perform their duties, the provisions on labor protection and the rules of occupational safety and health.
2. The heads of organizational units are obliged to ensure that persons who are to undergo apprenticeships or internships at the Institute and other persons who are to be on the Institute's premises for research purposes, in particular in laboratories:
 - 1) concluded agreements with the Institute prior to their commencement specifying the nature of cooperation (internships, apprenticeships, etc.);
 - 2) have undergone OSH training, job instruction training and any other required training;
 - 3) become acquainted with the occupational risk at the job position.

Chapter III

Basic rights and obligations of the employee

§ 6

Employees are entitled in particular to:

- 1) be employed at a position in accordance with the employment contract, the act of appointment and qualifications held;
- 2) receive remuneration in a timely manner;
- 3) rest on off-work days, after the end of working time on weekdays and during holidays;
- 4) uniform and equal treatment by the employer on account of fulfilling uniform obligations;
- 5) perform work in conditions that are compliant with the rules of occupational safety and health (OSH);
- 6) create and join organizations representing employees.

§ 7

1. The employee is obliged to perform the work conscientiously and meticulously and to follow the instructions of the superiors, which concern the work, if they are not contrary to the law or contract of employment.
2. The employee is obliged in particular to:
 - 1) observe the work time set at IF PAN;
 - 2) abide by the Regulations of work and the order set by IF PAN;
 - 3) abide by the rules of occupational safety and health, as well as fire safety regulations;
 - 4) protect the interests of the employer, its property and keep confidential information, the disclosure of which might expose the employer to damage;
 - 5) respect the secret defined in separate regulations;
 - 6) abide by IF PAN's rules of social coexistence;
 - 7) comply with the provisions on the protection of personal data;
 - 8) use only the official e-mail address in official correspondence, unless this is not possible for technical reasons;
 - 9) get acquainted with the directives and decisions of the Director of IF PAN on an ongoing basis announced via e-mail and IF PAN's website.
3. Before commencing work, the employee should:
 - 1) take initial (general and induction) training in the scope of OSH and fire safety, as well as confirm in writing the fact of getting acquainted with these regulations;
 - 2) have current medical tests stating that there are no contraindications to work at a given position;
 - 3) be familiarized with the basic duties and authorizations;
 - 4) learn the methods of registering working time, confirming presence in the workplace, the rules of granting leaves from work and justifying absences from work;
 - 5) inform about obtaining the status of a disabled person within the meaning of the Act on Vocational and Social Rehabilitation and Employment of Persons with Disabilities.
4. The duties of employees employed at IF PAN consist in performing the planned tasks of

IF PAN, as well as the necessary administrative and technical-maintenance work. If necessary, after consultation with a direct superior, employees may also be appointed to commissions or teams created ad hoc at IF PAN to perform other tasks.

5. The basic duties of academic staff include the implementation of statutory tasks of IF PAN, in particular conducting scientific research and development works, announcing and disseminating their results, and participation in the implementation of the educational tasks undertaken by the Institute.
6. Taking up additional employment by an academic employee under an employment relationship or conducting business activity without obtaining the prior consent of the Director of IF PAN is the basis for terminating the employment relationship with notice at IF PAN, if it is the primary place of work, except for taking employment under employment relationship in offices, referred to in art. 1 sec. 1 and sec. 2 point 1, 2 and 4a of the Act of September 16, 1982 on employees of state offices (Journal of Laws of 2020, item 537), in cultural institutions, at the Chancellery of the Academy, corporations of scholars and bodies of the Polish Academy of Sciences.
7. An employee who has been employed at a different job position at IF PAN than before has the obligation to transfer the entrusted property and tasks to the person who will take over his/her duties or to his/her immediate supervisor.

Chapter IV

Working time

§ 8

General Provisions

1. The working time is the time in which the employee remains at the employer's disposal in the workplace or in another place designated for work.
2. The employer keeps a record of the working time in order to correctly determine the remuneration for work and other work-related benefits, including overtime work, at night, on Sundays and holidays - on a daily, weekly basis, in the adopted settlement period.
3. Employees are obliged to fill in the attendance list by themselves, providing their working hours, according to the form attached as Appendix No. 1 to the Work Regulations.
4. The employee confirms his/her arrival at work with his/her own signature on the attendance list and by applying (authorizing) an access card issued to the employee in an electronic reader - the terminal located at the entrance to the Institute. When leaving the Institute, the employee is always required to authorize the access card in the terminal.
5. The managers of the organizational units of IF PAN are responsible for keeping the attendance list in order and controlling the working time.
6. The Director of IF PAN releases employees in the following positions from the obligation to sign the attendance list: professor, professor at the institute, and the IF PAN Directorate due to the nature of the work performed in the aforementioned positions.
7. In special cases, at the request of the head of the Research Branch/ Environmental Laboratory and after obtaining the written consent of IF PAN's Director, the academic, research-technician, as well as engineering-technician staff may carry out work (requiring a

high degree of concentration) at home, and this time is counted as working time.

8. Leaving IF PAN during working hours requires the consent of the direct superior and confirmation of exit and entry to the Institute by authorizing the access card in the terminal.

§ 9

1. The general rule is that employees have an eight-hour working day.
2. Working time can not exceed 8 hours a day and on average 40 hours in an average five-day working week in the adopted one-month settlement period, subject to sec. 9 point 2 and 3.
3. The weekly working time together with overtime may not exceed 48 hours on average in the adopted settlement period.
4. If the daily working time is at least 6 hours, the employee is entitled to at least a 15-minute break from work included in the working time.
5. The working week covers the days from Monday to Friday.
6. Saturdays and Sundays as well as public holidays are days off work.
7. The dates of off-work days (except Saturdays) agreed with trade unions are made available to employees by January 10 of a given calendar year.
8. Employees who manage the employees on behalf of the employer and managers of IF PAN's organizational units perform, if necessary, work outside normal working hours without the right to separate remuneration for overtime work.
9. Employees are employed in the following groups, in specific work systems:
 - 1) academic workers, research-technician workers, engineering-technician workers, organizational-economic and administrative workers, librarians, service staff, commercial-technician workers, cleaners - the basic system, one-shift with a one-month settlement period;
 - 2) employees in the guest rooms department: an equivalent, shift system with a three-month settlement period;
 - 3) doorkeepers: an equivalent, shift system with a three-month settlement period.
10. The start and end time of work for individual groups of employees is as follows:
 - 1) employees of the academic, research-technician, engineering-technician, and library departments are obliged to work under variable working hours, 8 hours a day: beginning: 8 AM - 11 AM, respectively ending: 4 PM - 7 PM;
 - 2) due to the necessity to carry out research work, it is permissible to adjust working hours to the current needs while maintaining a 40-hour working week;
 - 3) in each case, the applicable employee rest period and employee day must be observed;
 - 4) organizational-economic and administrative employees are obliged to work under variable working hours, 8 hours a day: beginning: 8 AM - 9 AM, ending respectively: 4 PM - 5 PM;
 - 5) service staff - commercial-technicians are obliged to work under variable working hours, 8 hours a day: beginning: 7 AM - 8 AM, ending respectively: 3 PM - 4 PM;
 - 6) due to the necessity to remove any failures, it is permissible to adjust working hours to the current needs while maintaining a 40-hour working week;
 - 7) in each case, the applicable employee rest period and employee day must be observed;
 - 8) service staff - cleaners working time between the hours 11 AM - 7 PM;
 - 9) service staff - doorkeepers working according to the schedule set by the head of the Administrative-Commercial Department;

- 10) employees of the guest rooms department working according to the schedule set by the head of the Guest Rooms department.
11. In justified cases, the Director of IF PAN may consent to the individual transfer of working time on the employee's written request and in consultation with the direct superior.
12. Hours of starting and ending work of part-time employees are determined individually by the branch / department manager pursuant to sec. 9 and 1.
13. The working time of adolescents, pregnant women and the disabled is determined in accordance with the provisions of the Labor Code.
14. The time for making up for a leave from work, provided to an employee at his/her written request to run personal errands does not constitute overtime work. Making up for a leave from work cannot violate the employee's right to daily or weekly rest.
15. The detailed rules on working outside the generally applicable working hours and the rules of being on the premises of the Institute by third parties are regulated by the directive of the Director of the Institute of Physics of the Polish Academy of Sciences (IF PAN).

§ 10

Work on Sundays and holidays and at night

1. Employees may be employed outside fixed working hours, including Sundays, public holidays and days off work, and work at night hours in accordance with the rules set out in applicable labor law regulations.
2. Work on Sundays and public holidays is work performed between the hours of 6 AM on Sunday or the public holiday, and 6 AM the following day.
3. Night work is considered to be work in the hours from 10 PM to 6 AM. An employee employed at night time is obliged to present a certificate from the occupational medicine doctor about the lack of contraindications to work at night.
4. An employee whose working time schedule includes at least 3 hours of work during the night or at least $\frac{1}{4}$ working time in the settlement period falls into the night time, is a night-working employee.
5. An employee who performs work at night is entitled to an allowance for each hour of work at night in the amount of 20% of the hourly rate resulting from the minimum remuneration for work determined on the basis of the Minimum Remuneration Act and executive acts to this Law.

§ 11

Overtime work

1. Work performed with the knowledge and consent of the employer, over the working time standards pursuant with § 9, constitutes overtime work. This work is only permitted if:
 - a) it is necessary to conduct a rescue operation aimed at protecting human life or health, protecting property or removing failures;
 - b) the employer has special needs at his written request, issued at the request of employee's immediate supervisor.
2. The number of overtime hours worked due to the circumstances set out in point 1 may not exceed for an individual employee 4 hours a day and 150 hours in a calendar year. Working

time including overtime may not exceed 48 hours per week in a one-month settlement period.

3. For an employee working in a 12 or 24-hour system, the number of permissible overtime hours in a calendar year may not exceed 280.
4. For overtime work, apart from the normal remuneration, there is an additional payment in the amount of:
 - a) 50% of the remuneration - for overtime work on weekdays and on Sundays and holidays that are the employee's working days in accordance with the applicable working time schedule,
 - b) 100% of the remuneration - for overtime work at night, on Sundays and holidays that are not the employee's working days in accordance with the applicable working time schedule, as well as overtime on an off-work day given in exchange for work on Sunday or on a public holiday which are working days for the employee in accordance with the applicable working time schedule.
5. The additional payment referred to in sec. 4(b) is also entitled for each hour of work exceeding the weekly average working time standard in the adopted settlement period.

Chapter V

Remuneration

§ 12

The employee is entitled to remuneration for work that is appropriate to the job in the amount specified in the employment contract or act of appointment.

§ 13

1. Payment of remuneration is made to the payment account indicated by the employee, unless the employee has submitted a paper or electronic application for the payment of remuneration to take place directly in cash.
2. Remuneration for the Institute's employees is paid once a month - on the 28th day of the calendar month for the month worked.
3. If the payday falls on a day off from work, the remuneration is paid on the weekday preceding it.
4. Detailed principles of remuneration are set out in the Remuneration Regulations binding at IF PAN.

Chapter VI

Holidays and leaves

§ 14

1. The employee is entitled to an annual, uninterrupted paid holiday leave.

2. The amount of annual leave is:
 - 1) 36 weekdays - for academic and research-technician employees;
 - 2) for other employees of the Institute:
 - a) 20 weekdays - if the employee has been employed for less than 10 years;
 - b) 26 weekdays - if the employee has been employed over 10 years.
3. The leave for a part-time employee is determined in proportion to the employee's working time. An incomplete holiday day is rounded up to the full day.
4. The employee should use his/her leave in consultation with the direct superior. The direct superior is responsible for the proper organization of work, including the use of holiday leaves.
5. The employer does not create a holiday plan, and the leave is granted with the consent of the organizational unit's manager, unless it conflicts with the work program of the unit.
6. At the request of the employee, the leave can be divided into parts. However, in this case, at least one part of the holiday should last no less than 14 consecutive calendar days.
7. During the notice period of the employment contract, the employee is obliged to use his/her entitled holiday leave if the employer gives him holiday leave during this period.
8. In a given calendar year, the employer is obliged to give the employee at his/her request four days of holiday leave, on the date indicated by him. The employee requests granting a holiday leave at the latest on the day the holiday begins.

§ 15

1. The employer is obliged to grant the employee a leave to the extent provided for by the Labor Code and executive provisions to the Labor Code.
2. The reasons justifying the absence of an employee at work are events and circumstances determined by the provisions of the Labor Law, which prevent the employee from appearing at work and providing work, as well as other cases of inability to perform work indicated by the employee and considered by the employer as justifying absence from work.
3. The employee should inform the employer about the reason and expected period of absence from work if the reason for this absence is known or predictable in advance.
4. In the event of reasons preventing attendance at work, the employee is obliged to immediately notify the employer of the reason for his/her absence and the anticipated period of its duration, but not later than on the second day of absence from work.

Chapter VII

Order provisions

§ 16

Rules for justifying absence from work

1. Absence for justified reasons is defined in the Labor Code and the Ordinance of the Minister of Labor and Social Policy of May 15, 1996 on the way of justifying absences from work and granting employees leaves from work (Journal of Laws 2014 item 1632).

Evidence justifying the employee's absence from work constitute:

- a) doctor's certificate referred to in [art. 55 sec. 1 of the](#) Act of June 25, 1999 on cash benefits from social insurance in the event of sickness and maternity;
 - b) decision of the competent national health inspector, issued in accordance with the provisions on combating infectious diseases - in the case of isolation of the employee for the reasons provided for in these regulations;
 - c) a statement of the employee in the event of circumstances justifying the necessity for the employee to exercise personal care over a healthy child up to 8 years of age due to an unforeseen closure of the nursery, crèche, kindergarten or school which the child attends;
 - d) employee statement about the nanny's or day carer's illness and a copy of the doctor's certificate referred to in [art. 55 sec. 1 of the](#) Act of June 25, 1999 on cash benefits from social insurance in the event of sickness and maternity, or a copy of a doctor's certificate issued in plain form, stating the nanny's or day carer's inability to work, confirmed by the employee as true to the original - in the case of the illness of the nanny with whom the parents have an activation agreement, referred to in the Act of February 4, 2011 on the care of children under the age of 3, or a day carer, caring for the child;
 - e) personal summons of an employee to appear personally, issued by a competent authority in matters of universal defense duty, a government or local government authority, court, prosecutor's office, police or body conducting proceedings in cases of offenses, as a party or witness in proceedings held before these bodies, containing an annotation confirming the employee's appearance in response to this summons;
 - f) employee statement confirming a business trip taking place during the night, completed in such a time that 8 hours did not pass to start work in conditions preventing night rest.
2. The employer is obliged to dismiss an employee from work in the manner and on the principles set out in separate provisions, in particular in order to:
- 1) perform the tasks or activities of:
 - a) juror in court,
 - b) councilor,
 - c) member of a conciliation commission,
 - d) social labor inspector.
 - 2) appearing before the competent authority within the scope of the universal duty of defense for the time necessary to settle the matter being the subject of the summons;
 - 3) appearing at the summons of a government administration body or local government, court, prosecutor's office, police, conciliation commission, Supreme Audit Office in connection with audit proceedings;
 - 4) conducting examinations provided for in the provisions on compulsory medical examinations, preventive vaccinations provided for in the provisions on combating infectious diseases, on combating tuberculosis or health examinations at specific job positions;
 - 5) blood donation;
 - 6) appearing as:
 - a) an expert in administrative, criminal preparatory and court proceedings;
 - b) a party or witness in proceedings before the conciliation commission.

- 7) participation in training for which he/she was referred by the employer.
3. The employee is entitled to leave from work while retaining the right to remuneration in the event of:
 - 1) the employee's wedding or the birth of his/her child or the death and funeral of the employee's spouse, child, father, mother, stepfather or stepmother - 2 days;
 - 2) the wedding of the employee's child or death and funeral of his/her sister, brother, mother-in-law, father-in-law, grandmother or grandfather or other person dependent on the employee or under his/her direct care - 1 day.
4. An employee who raises at least one child up to 14 years of age is entitled to a day off from work in the amount of 16 hours or 2 days during the calendar year, while retaining the right to remuneration.
5. The employee decides on how to use the leave referred to in sec. 4 in the given calendar year in the first application for such a leave submitted in the given calendar year.
6. Leave from work referred to in sec. 4, granted on an hourly basis, for a part-time employee, is determined in proportion to the employee's working time. An incomplete hour of work leave is rounded up to the full hour.
7. For the time of justified absence from work, the employee is entitled to remuneration based on the principles set out in the provisions issued on the basis of Article 297 of the Labor Code.

§ 17

Organization of work

1. Assigning employee duties to the employee takes place after establishing the employment relationship, in accordance with the delivered scope of duties and an oral determination of the work that the employee will be required to perform.
2. The employee is obliged to submit a confirmed so-called clearance card constituting Appendix No. 2 to the Regulations when terminating the employment relationship and for unpaid leave and foreign trips lasting at least 12 months.
3. Technological processes and test equipment remaining in laboratories without supervision (not posing a fire or explosion hazard) should be reported to security staff in accordance with the directive of the Director of IF PAN.
4. Pursuant to the arrangements agreed upon in the organizational unit, after the end of work, the equipment and tools must be left free from damage or loss, and the rooms locked.
5. Two sets of keys should be available for each room. One set is used for the daily opening of rooms and is stored in a display case located in the reception. The second set is a spare set and is stored in an additional sealed case with the Head of the Administrative-Commercial Department.
6. After office hours and on off-work days, the keys to the rooms should be in the correct case in the reception.
7. Employees and other persons may be on the premises of the Institute outside of the established working hours only on the basis of a permit issued in accordance with the Directives of the Director of IF PAN.
8. The carrying out/bringing of objects, materials and documents from or to the site of the Institute may only take place on the basis of a material pass issued according to the specimen defined in Appendix No. 3 of the Work Regulations and must be reported to the

security staff of IF PAN. The register of passes is kept by the security staff and stored at the reception of IF PAN.

9. The employee is obliged to inform the employer on an ongoing basis about changes in personal data, in particular regarding the address for correspondence.
10. In the case of sending a letter to an employee to a correspondence address which has not been updated by him, it is considered to have been delivered effectively.
11. In order to protect property, ensure employee security, and protect business secrets, the employer conducts video monitoring and monitoring access to buildings and rooms:
 - a) visual monitoring at IF PAN, implemented through video recordings, includes corridors, laboratory rooms, as well as the outside area of the workplace;
 - b) the areas covered by monitoring are clearly marked, recordings are stored for a period of 3 months, access to materials obtained from the monitoring are only provided to persons who are authorized to process the data contained therein;
 - c) an information clause regarding monitoring is available on the website of the Polish Academy of Sciences and the reception;
 - d) in situations where image recordings constitute evidence in proceedings conducted on the basis of the law or the employer becomes aware that they may constitute evidence in the proceedings, the monitoring recordings are secured and forwarded to the competent authorities;
 - e) access monitoring at IF PAN is conducted on the basis of verification of the use of access cards to buildings and registration of employees' entry and exit from the Institute;
 - f) cards are assigned to each employee and persons entitled to receive it;
 - g) employees are required to register their entry and exit with an access card at the terminal;
 - h) control over the access system is exercised by a person authorized by the employer, records are kept for a period of 3 months;
 - i) detailed rules for controlling access to the area and to buildings and rooms as well as personal traffic are regulated by the Personal Data Protection Policy.

Chapter VIII

Organizational and disciplinary responsibility of employees

§ 18

Violating the established order of discipline at work is considered as follows:

- 1) neglectful and careless execution of work and destruction of work tools, as well as performing other tasks not related to tasks resulting from the employment contract;
- 2) failure to follow instructions from supervisors regarding work that are not contrary to the law and the employment contract;
- 3) use, installation of computer software on computers belonging to IF PAN and other content without the required licenses that constitute copyright infringement;
- 4) failure to comply with the provisions contained in the Work Regulations and other regulations in force at IF PAN;
- 5) failure to comply with OSH and fire safety regulations;

- 6) improper attitude to superiors, co-workers and subordinates;
- 7) consuming alcohol and taking intoxicants on the premises of IF PAN as well as being under the influence of such beverages or substances on the premises of IF PAN;
- 8) smoking on the premises of IF PAN beyond the designated areas.

Penalties

§19

1. For the employee's non-compliance with the agreed order in the work process, the Work Regulations, occupational safety and health and fire safety regulations, as well as the manner of confirming arrival and attendance at work, and justifying absence from work, the employer may use:
 - a) the penalty of admonition,
 - b) the penalty of reprimand.
2. The employer may also apply a financial penalty for failure by the employee to comply with occupational safety and health or fire safety regulations, leaving work without justification, coming to work in a state of intoxication or drinking alcohol at work.
3. The application of these penalties is determined by the provisions of the Labor Code.

§ 20

Academic and research-technician staff employed at the Institute have disciplinary liability for the gross violation of duties or failure to fulfill the dignity of the academic worker in accordance with the Code of Ethics for Workers adopted by the General Assembly of the Polish Academy of Sciences and according to the provisions of the Act on the Polish Academy of Sciences.

Awards

§ 21

1. Employees who, by the exemplary fulfillment of their duties, manifesting initiative at work and raising its efficiency and quality, contribute especially to the tasks of the Institute, may be granted awards and distinctions.
2. A copy of the notification of granting an award or distinction is added to the employee's personal files.

Chapter IX

Occupational Safety and Health

§ 22

1. The employer provides employees with safe and hygienic working conditions in accordance with the applicable regulations.

2. The implementation of tasks in the field of occupational safety and health is carried out with the participation of the OSH service cooperating with the occupational physician, fire inspector, radiological protection inspector and environmental protection inspector.
3. The employer is obliged to provide employees with information about:
 - 1) threats to health and life occurring at IF PAN at individual work stations and during work, rules of conduct in the event of breakdowns and other situations threatening the health and life of employees;
 - 2) protective and preventive actions taken to eliminate or reduce the risks referred to in point 1;
 - 3) employees assigned to provide first aid and carry out activities in the field of fire fighting and the evacuation of employees.
4. Employer:
 - 1) evaluates and documents the occupational risk related to the work performed and applies the necessary preventive measures to reduce the risk;
 - 2) if the occupational risk is related to specific job positions, proper information about it is passed to every employee employed in such a position;
 - 3) reimburses employees who wear corrective glasses to work with a screen monitor in accordance with the Directive of the IF PAN Director;
 - 4) in agreement with the heads of the Scientific Departments / Environmental Laboratories, he/she prepares a list of works that require a second person's protection, contained in Appendix No. 4 to the Work Regulations;
 - 5) provides the employee free of charge with: personal protective equipment that protects against dangerous and harmful factors at the workplace, clothing and footwear, as well as cleaning agents. The list of the types of personal protective equipment and clothing and working footwear, as well as the periods of their use, are provided in Appendix No. 5 to the Work Regulations.

§ 23

The employer carries out, at his expense, the tests and measurements of harmful factors for health at IF PAN, records and stores the results of these tests, and informs the employees exposed to these factors about the results.

§ 24

1. Initial medical examinations are conducted for persons admitted to work at IF PAN and employees transferred to workplaces where there are health hazards or onerous conditions.
2. Initial examinations do not apply to persons:
 - 1) re-admitted to work at IF PAN for a position with the same working conditions, based on another employment contract concluded within 30 days after the termination or expiration of the previous employment contract;
 - 2) admitted for work at IF PAN for a given position within 30 days after the termination or expiry of the previous employment relationship, if they have a current medical certificate stating that there are no contraindications to work in the conditions of work described in the referral for medical examinations and the employer finds that these conditions correspond to the conditions occurring at a

given job position, with the exception of persons accepted for particularly hazardous work.

3. The employee is subject to periodic medical examinations. In the event of the incapacity to work lasting longer than 30 days due to illness, the employee is subject to medical follow-ups in order to determine the ability to perform work at the current position.
4. Periodic and follow-up medical examinations are carried out as far as possible during business hours.
5. The employer cannot allow the employee to work without a current medical certificate stating that there are no contraindications to work in a given position.
6. An employee may only be employed in a job position to which he/she has the appropriate qualifications (including induction training) and an appropriate condition of health confirmed by valid medical examinations.

§ 25

1. The employer provides for employee training in the field of occupational safety and health before being allowed to work and conduct periodic training in this area. It is not required to train an employee before he/she is admitted to work if he/she takes up work at the same job position that he/she held at IF PAN immediately before the next employment contract was concluded.
2. In the event of assigning other activities to the employee, it is necessary to carry out the relevant instructions in the new position.
3. The employer acquaints the employees with the regulations and rules of occupational safety and health, instructions on their work, and fire safety regulations as well as those pertaining to environmental protection.
4. The employee is obliged to confirm in writing that he/she has read and understands the provisions and principles of occupational safety and health.

§ 26

1. The employee is obliged to abide by the rules of occupational safety and health, as well as fire safety regulations and environmental protection,
2. The employee is obliged in particular to:
 - a) know and apply the provisions and rules of occupational safety and health, take part in induction training and instructions in this field and submit to the required examinations,
 - b) take care of the proper condition of machines, devices, tools and equipment as well as organization and order in the workplace,
 - c) apply collective protection measures, as well as use the assigned personal protective equipment and clothing and footwear, in accordance with their intended use,
 - d) undergo initial, periodic and follow-up and other prescribed medical examinations and adhere to the provided medical advice,
 - e) immediately inform his/her supervisor about any accident or threat to human life or health noticed at IF PAN, and warn all persons in the danger zone about the threat,
 - f) notify the employer and the OSH service of the intention to start new scientific research in order to determine whether their implementation requires the receipt of appropriate permits required by the relevant provisions. The same obligation applies

to employees before they commence work with chemical compounds that require special care due to their harmfulness to the environment or which cause the possibility of exceeding the standards indicated in the permits obtained by the Institute.

§ 27

1. It is not permitted to employ pregnant employees, among others, for overtime, at night nor can she be delegated outside her permanent place of work.
2. An employee who looks after a child under four years of age may not be employed without his or her consent, among others, for overtime or at night, nor can they be delegated outside their permanent place of work.

§ 28

Each employee is obliged to observe the obligation of sobriety in accordance with the Act of October 26, 1982 on upbringing in sobriety and counteracting alcoholism.

1. An employee's violation of the sobriety obligation occurs when:
 - a) the employee came to work in a state after consuming alcohol or in a state of intoxication;
 - b) the employee consumes alcohol while working or on the premises of IF PAN.
2. In the event of a suspicion that an employee has turned up to work in a state indicating alcohol consumption or that he or she consumed alcohol while working, the employer or person authorized by the employer to control compliance with the obligation of sobriety shall not admit the employee to work and summon the Police.

§ 29

1. In the event that the employee notices defects of machines, devices, tools, etc., he/she is obliged to immediately inform the superior about it.
2. In the event that an employee has an accident or noticed an accident at IF PAN, he/she should immediately inform the supervisor and the OSH service employee about the incident. If the injured party cannot provide information, such information should be immediately reported by the superior of the injured employee to the OSH unit.

Chapter X

Protection of women and adolescents at work

§ 30

1. The protection of women's work is governed by the provisions of the Labor Code and the executive act issued on the basis of Article 176 § 2 of the Labor Code.
2. The list of works on which women are not allowed to be employed is attached as Appendix No. 6 to the Work Regulations.

§ 31

1. The rules for employing adolescents, that is persons who are between 16 and 18 years of age, are determined by the Labor Code.
2. The list of works prohibited to adolescents is attached as Appendix No. 7 to the Work Regulations.

Chapter XI
Final provisions

§ 32

1. The employees of the Human Resources and Payroll Department and the OSH expert are obliged to provide employees with any explanations regarding the application of the Labor Code and these Regulations.
2. In matters not covered by these Regulations, the provisions of the labor law, in particular the Labor Code, shall apply.
3. The employer acquaints each employed employee with the content of the Regulations before he/she starts work at the Institute. The employee confirms having read the Regulations with his/her own signature.

§ 33

The employee has the right to inspect the Regulations and the right to make write-offs and photocopies.

Institute of Physics of the
Polish Academy of
Sciences

List of employee attendance
branch - building .. .

February 2020

Day	Kowalski Jan	
	Entry time	Exit time
01		
02		
03		
04		
05		
06	xxxxxxxxxxxx	xxxxxxxxxxxx
07	xxxxxxxxxxxx	xxxxxxxxxxxx
08		
09		
10		
11		
12		
13	xxxxxxxxxxxx	xxxxxxxxxxxx
14	xxxxxxxxxxxx	xxxxxxxxxxxx
15		
16		
17		
18		
19		
20	xxxxxxxxxxxx	xxxxxxxxxxxx
21	xxxxxxxxxxxx	xxxxxxxxxxxx
22		
23		
24		
25		
26		
27	xxxxxxxxxxxx	xxxxxxxxxxxx
28	xxxxxxxxxxxx	xxxxxxxxxxxx

CLEARANCE CARD
employee settlement in connection with the termination of employment

1. Employee's name and surname
2. Organizational cell ..
3. Position ..
4. Date of employment ...
5. Termination of the employment relationship

Settlement unit - place	Employee settlement - scope	Confirmation of settlement	Comments	Settlement date	Signature of the person accepting the settlement
Library Building I floor IV	books, publications				
Administrative-Commercial Department Building I room 101	personal seal - seal, referent integrity stamp key to the laboratory room (room number), remote control, mobile phone, SIM card, office equipment				
Financial and Accounting Department Building I room 105A	Employee Social Benefits Fund loans, business trips				
Employee Savings and Loan Fund Building I room 105A	loan settlement				
Public Procurement Department of Supply and Equipment Management Building II room 103	low-value items, fixed assets, apparatus				
Technological workshop	tools				
IT Department Building II room 105	hardware, e-mail, VPN passwords access card				
OSH Building II room 101	personal protective equipment, medical and sports package				
Immediate supervisor	software access passwords, material passes, transfer of responsibilities protocol				

This Card is solely informative; a signature of the above-mentioned unit does not constitute the resignation of the Institute from any claims against the employee, nor proof of settlement with the Institute.

On ... the rights granted to perform official duties will be withdrawn.

Human resources and Payroll Department

(date and signature)

MATERIAL PASS No.

Mr/Ms is permitted

onto:

bring

take

*borrow (planned return date ..) **

the following items, materials:

No.	Subject title	Inventory / factory number

Item origin

(IF PAN, name of the institution, private property)

the basis for issuing the pass

(IF PAN agreement, consent of the branch manager)

place and purpose of bringing / taking

Date..... time.....

Security worker.....

.....

* cross out inapplicable

/ signature of the branch manager if it concerns the property of IF PAN

or person bringing it in /

The list of the types of work that must be carried out by at least 2 people

1. Work in rooms where toxic, corrosive or asphyxiant gases or vapors are present, for which the use of personal protective equipment is required.
2. Works related to the operation of sewage wells and tanks.
3. Works related to the transport and use of explosive materials.
4. Welding works, gas and electric cutting as well as other works requiring the use of a source of fire in enclosed spaces or in premises endangered by fire or explosion.
5. Works on electrical power equipment located totally or partially under voltage, with the exception of works involving the replacement of fuses and incandescent bulbs (fluorescent lamps) in circuits with a voltage up to 1 kV.
6. Works carried out near unprotected power equipment or parts thereof, under voltage.
7. Work on inspections and maintenance of low voltage electrical switchboards up to 1 kV.
8. Works on inspections and maintenance of switchboards above 6 kV.
9. Works carried out at heights above 2 m in cases where it is required to use personal protective measures against falling from height.

INSTITUTE TABLE OF ALLOCATING WORK APPAREL AND FOOTWEAR FOR EMPLOYEES

No.	Job position	Scope of usability R - working clothes and footwear O - personal protection	Period of usability in months
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1.	Archivist, documentalist, librarian	R - smock	24
		O - textile gloves	until worn out
		O - dust mask	until worn out
3.	Commercial employee, workshop employee, warehouse employee	R - head cover	12
		R - overall, work apparel, smock	24
		R - leather / rubber / oil resistant boots	18
		R - flannel shirt / T-shirt	12
		O - reinforced gloves	until worn out
		O - rubber-latex gloves	until worn out
		O - insulated jacket	4 winter periods
		O - raincoat	24
		O - insulated cap	18
		O - insulated gloves	until worn out
		O - mask against chips or safety glasses	until worn out
4.	Doorkeeper	R - company clothing (doorkeeper)	36
		O - insulated jacket	4 winter periods
		O - raincoat	24
		R - footwear	24
5.	Maintenance operative for the building, electrical installations, central heating, water and sewage, telephone devices	R - cap	18
		R - overall, work apparel, smock	24
		R - footwear/rubber	18
		R - flannel shirt / T-shirt	12
		O - reinforced safety gloves	until worn out
		O - insulated jacket or vest	4 winter periods
		O - safety glasses	18
		O - insulated footwear	3 winter periods
		O - safety face mask	until worn out
		O - dielectric gloves	until worn out
		O - dielectric boots	until worn out
D - safety belt	until worn out		
6.	Driver of a passenger car, delivery truck	R - footwear	24
		R - flannel shirt / T-shirt	12
		R - head cover	18
		O - insulated jacket or vest	4 winter periods
		O - reinforced safety gloves acid resistant	until worn out
		O - safety face mask	until worn out
		O - safety face mask	until worn out
7.	Employees of chemical and technological laboratories	R - white linen apron, 2 pcs	36
		R - prophylactic, antistatic footwear	18
		O - safety glasses, dust mask / visor for working with chemicals	until worn out
		O - earmuffs for work related to noise production	until worn out
		O - gas mask with an appropriate filter	until worn out
		O - safety glasses for working with lasers	until worn out
		R - safety gloves	until worn out
		O - rubber-latex, dust-free gloves	until worn out
8.	Cleaner	R - smock	12
		R - prophylactic, antistatic footwear	18
		O - rubber-latex gloves	until worn out
		O - insulated vest	3 winter periods
		O - safety glasses as needed	18
9.	Welder	R - work apparel - fire resistance overalls	24
		R - head cover	18
		R - footwear for welders	24

		O - welding gloves	until worn out
		O - welding glasses	until worn out
10.	Receptionist	R - company clothing - shirt	12
		R - T-shirt	6

List of works that are onerous, dangerous or harmful to the health of pregnant women and breastfeeding women

Works that expose to the effect of an electromagnetic field with a frequency from 0 Hz to 300 GHz and ionizing radiation.

1. For pregnant women:
 - 1) work within the range of an electromagnetic field with intensities exceeding the values for the safe zone, defined in the regulations on the highest allowable concentrations and intensities of factors harmful to health in the work environment;
 - 2) work in conditions of exposure to ionizing radiation specified in the provisions of the Atomic Law.
2. For breastfeeding women - work in conditions of exposure to ionizing radiation specified in the provisions of the Atomic Law.

Works in contact with harmful biological agents

1. For pregnant women and breastfeeding women:
 - 1) work that poses a risk of infection with: hepatitis B virus, varicella zoster virus, rubella virus, HIV, cytomegalovirus, Hysterosiaceae, toxoplasmosis;
 - 2) work with handling animals suffering from infectious or invasive diseases.
2. For pregnant women - work in exposure to other biological agents classified in Hazard Group 2-4, in accordance with the provisions on harmful biological factors for health in the work environment and health protection of workers exposed to these factors - if the results of a risk assessment, taking into account therapeutic activities forced by specific biological factors, indicate an adverse effect on the health of a pregnant woman or the course of pregnancy, including fetal development.

Work in exposure to harmful chemical substances

For pregnant women and breastfeeding women:

- 1) work in exposure to substances and mixtures meeting the criteria for hazard class classification pursuant to Regulation (EC) No 1272/2008 of the European Parliament and of the Council of 16 December 2008 on the 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 (OJ L 353, 31.12.2008, page 1, as amended) in one or more of the following hazard classes or categories together with one or more of the following hazard statements:
 - a) germ cell mutagenicity, category 1A, 1B or 2 (H340, H341),
 - b) carcinogenicity, category 1A, 1B or 2 (H350, H350i, H351),
 - c) reproductive toxicity, category 1A, 1B or 2 or an additional category for effects on or via lactation (H360, H360D, H360FD, H360Fd, H360Df, H361, H361d, H361fd, H362),

- d) specific target organ toxicity after single exposure, category 1 or 2 (H370, H371),
- regardless of their concentration in the work environment;
- 2) work in exposure to the following chemical substances regardless of their concentration in the work environment:
 - a) chemical agents of known and dangerous absorption through the skin,
 - b) cytostatic drugs,
 - c) manganese,
 - d) synthetic estrogens and progesterones,
 - e) carbon monoxide,
 - f) lead and its organic and inorganic compounds,
 - g) Mercury and its organic and inorganic compounds;
- 3) work in exposure to organic solvents, if their concentrations in the work environment exceed the value of 1/3 of the maximum allowable concentrations, specified in the regulations on the highest allowable concentrations and intensities of agents harmful to health in the work environment;
- 4) work or technological processes where carcinogenic or mutagenic chemicals, their mixtures or agents are released, which are mentioned in the provisions on carcinogenic or mutagenic chemicals, their mixtures, agents or technological processes in the work environment.

Work that threatens serious physical or mental injuries

For pregnant women - work at heights - outside permanent galleries, bridges, platforms and other permanent elevations, with full fall protection (without the need to use personal protection against falling), and climbing and descending using ladders and harnesses.

List of jobs prohibited to juveniles

Work in exposure to the harmful effects of chemical, physical and biological factors

1. Work in exposure to the harmful effects of chemical factors

- 1) Work in exposure to substances or mixtures meeting the criteria for hazard class classification pursuant to Regulation (EC) No 1272/2008 of the European Parliament and of the Council of 16 December 2008 on the 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 (OJ EU L 353 Journal of Laws – 6 – Item 1509, 31.12.2008, page 1, as amended) in one or more of the following hazard classes or categories together with one or more of the following hazard statements:
 - a. acute toxicity, category 1, 2 or 3 (H300, H310, H330, H301, H311, H331),
 - b. skin corrosion/irritation, category 1A, 1B or 1C (H314),
 - c. extremely flammable gas, category 1 or 2 (H220, H221),
 - d. extremely flammable aerosol, category 1 (H222),
 - e. extremely flammable/high flammable liquid and vapor, category 1 or 2 (H224, H225),
 - f. explosives, the categories "unstable explosives" or explosives of the subclasses 1.1, 1.2, 1.3, 1.4, 1.5 (H200, H201, H202, H203, H204, H205),
 - g. self-reactive substances and mixtures of types A, B, C or D (H240, H241, H242),
 - h. organic peroxides type A or B (H240, H241),
 - i. specific target organ toxicity after single exposure, category 1 or 2 (H370, H371),
 - j. specific target organ toxicity, repeated exposure, category 1 or 2 (H372, H373),
 - k. respiratory sensitization, category 1, subcategory 1A or 1B (H334),
 - l. skin sensitization, category 1, subcategory 1A or 1B (H317),
 - m. carcinogenicity, category 1A, 1B or 2 (H350, H350i, H351),
 - n. germ cell mutagenicity, category 1A, 1B or 2 (H340, H341),
 - o. reproductive toxicity, category 1A or 1B (H360, H360F, H360FD, H360Fd, H360D, H360Df).
- 2) Work in exposure to carcinogenic or mutagenic substances, mixtures or technological processes defined in the regulations on chemical substances, their mixtures, carcinogenic or mutagenic agents or technological processes in the work environment, as well as work in exposure to substances or mixtures arising in these processes.
- 3) Work in exposure to lead or its compounds, to the extent that the factors in question are absorbed by the human body.
- 4) Work in exposure to asbestos.
- 5) Work with vats, tanks or containers containing chemical agents referred to in points 1-4.
- 6) Work in contact with psychotropic drugs.

2. Work in exposure to the harmful effects of dusts

Work in an environment where there is exposure to harmful effects:

- 1) dusts of fibrosis and irritating effect, the concentration of which exceed the value of 2/3 of the maximum allowable concentrations specified in the regulations on the highest allowable concentrations and intensities of agents harmful to health in the work environment;
- 2) dust with sensitizing effects;

- 3) carcinogenic or mutagenic dusts as defined in the provisions on carcinogenic or mutagenic chemical substances, their mixtures, agents or technological processes in the work environment.

3. Work in exposure to the harmful effects of physical factors

- 1) Work within the range of electromagnetic fields with intensities exceeding the values for the safe zone, defined in the regulations on the highest allowable concentrations and intensities of factors harmful to health in the work environment.
- 2) Work in conditions of exposure to ionizing radiation at a level exceeding the limit value limits specified in the provisions of atomic law.
- 3) Work in conditions of exposure to laser radiation.
- 4) Work in conditions of exposure to ultraviolet radiation, in particular emitted by industrial technological devices, in particular in the welding, cutting and napping of metals.
- 5) Work in conditions of exposure to infrared radiation, in particular at metallurgical and heating furnaces as well as sintering, casting, rolling and forging metals.
- 6) Work in conditions of exposure to noise of which:
 - a. the level of exposure referred to the 8-hour daily or average weekly, as defined in the Labor Code, the working time exceeds the value of 80 dB,
 - b. the peak sound level C exceeds 130 dB,
 - c. the maximum sound level A exceeds 110 dB.
- 7) Work in conditions of exposure to infrared noise of which:
 - a. the equivalent level of sound pressure corrected by the frequency response G referred to the 8-hour daily or average weekly, as defined in the Labor Code, the working time exceeds the value of 86 dB,
 - b. the peak of uncorrected sound pressure level exceeds 135 dB.
- 8) Work in conditions of exposure to ultrasound noise of which:
 - a. the equivalent levels of sound pressure in 1/3 octave bands with a center frequency from 10 kHz to 40 kHz referred to the 8-hour daily or average weekly, as defined in the Labor Code, working time,
 - b. maximum sound pressure levels in 1/3 octave bands with center frequencies from 10 kHz to 40 kHz.

4. Work generating accident hazards

- 1) Work related to the operation of steam boilers, devices and vessels with pressure above 0.5 bar, operation of gas generators and other devices whose operation, damage and incorrect operation is a danger to the safety of the operator and other persons in the vicinity,
- 2) Work related to the manufacture and use of explosive and easily flammable agents and products containing these agents.
- 3) Work involving the manufacture, use and storage of compressed, liquid and dissolved gases.
- 4) Work in the wrong lighting, in which the performance of lighting parameters do not meet the requirements specified in the Polish Standards.