

**Work Regulations  
of the John Paul II Catholic University of  
Lublin**

Lublin 2019

## TABLE OF CONTENTS<sup>1</sup>

1. Section I 3	<i>Introductory provisions</i>	
2. Section II	<i>Rights and obligations of employees</i>	4
3. Section III 7	<i>Rights and obligations of the employer</i>	
4. Section IV 9	<i>Employment relationship</i>	
5. Section V	<i>Working time</i>	11
6. Section VI	<i>Attendance at work, justification of absence</i>	18
7. Section VII	<i>Employee leaves</i>	21
8. Section VIII	<i>Remuneration</i>	24
9. Section IX	<i>Work discipline</i>	25
10. Section X	<i>Occupational health and safety</i>	28
11. Section XI <i>intoxicants. Ban on smoking</i>	<i>Compliance with the duty of sobriety, prohibition of the use of</i>	34
12. Section XII	<i>Equal treatment in employment</i>	35
13. Section XIII 37	<i>Counteracting workplace harassment</i>	
14. Section XIV	<i>Social Labour Inspectorate</i>	39
15. Section XV	<i>Final provisions</i>	40
16. Appendices		41

---

<sup>1</sup> Consolidated text taking into account the changes introduced by the order of the Rector of the John Paul II Catholic University of Lublin as of 28 October 2021 (Monitor of the John Paul II Catholic University of Lublin item 512/2021)

## **SECTION I INTRODUCTORY PROVISIONS**

### Article 1

The Work Regulations establish the organisation and order of the work process at the John Paul II Catholic University of Lublin, as well as the related rights and obligations of the employer and employees.

### Article 2

1. The provisions of these Regulations apply to university teachers and non-academic employees performing work under an employment relationship, regardless of the position held, the type and length of working time, the period for which the employment contract was concluded, the act of appointment, to the extent not regulated by separate provisions.
2. A direct supervisor is responsible for the proper organisation of work in the unit and compliance with the Work Regulations.

### Article 3

Whenever in the Regulation reference is made to:

- 1) employer - it should be understood as the John Paul II Catholic University of Lublin, on behalf of which the Rector performs activities in matters related to labour law;
- 2) University - it should be understood as the John Paul II Catholic University of Lublin;
- 3) organisational unit - it should be understood as an organisational unit as defined in the Statute of the John Paul II Catholic University of Lublin;
- 4) direct supervisor - it should be understood as the head of the organisational unit in which the employee is employed; a direct supervisor of departmental administration employees is the Dean, a direct superior of the head of the organisational unit of general university administration may be the Rector, the relevant Vice-Rector, the relevant Director or the Bursar;
- 5) higher-level superior - it should be understood as the head of an organisational unit superior to the unit in which the employee is employed;
- 6) employees managing the workplace on behalf of the employer within the meaning of the Labour Code - it should be understood as, in particular
  - a) Rector;
  - b) Vice-Rector;
- 7) workload (minimum number of teaching hours) - it should be understood as the obligatory annual number of teaching activities;
- 8) act - it should be understood as the Law on Higher Education and Science of 20 July 2018 (Dz.U./Journal of Laws/ of 2018, item 1668 as amended).

## **SECTION II RIGHTS AND OBLIGATIONS OF EMPLOYEES**

### Article 4

1. The scope of an employee's responsibilities is determined by a direct superior.
2. The main duties of employees are:
  - 1) accurate, conscientious and efficient performance of work and adherence to work-related, legal and contractual orders of the supervisor, issued in an official manner;
  - 2) respecting the Catholic character of the University;
  - 3) adherence to the working time established by the employer and its full use for the performance of employee duties;
  - 4) compliance with the Regulations and the work order established by the employer;
  - 5) knowledge of and compliance with generally applicable laws and internal normative acts, relating to the scope of tasks performed by the employee;
  - 6) compliance with occupational health and safety regulations and fire protection regulations, participation in training in that area;
  - 7) caring for the good name of the University;
  - 8) taking care of the employer's property and using it as intended;
  - 9) compliance with data protection regulations;
  - 10) preventing hazards that threaten the life and health of other employees or the property of the employer and employees;
  - 11) keeping confidential information that constitutes the University's secrets or other information that is legally protected or that may damage the good name of the University;
  - 12) compliance with the principles of social coexistence, personal culture, respect for dignity;
  - 13) continuous improvement of professional qualifications and development of skills;
  - 14) implementation of the University's strategy in the scope corresponding to the held position or performed function;
  - 15) storage of business documents in a place designated for that purpose, properly secured against unauthorised access;
  - 16) taking care of order at the workplace;
  - 17) securing tools, equipment, apparatus and work premises after work;
  - 18) immediately notifying the direct supervisor of accidents at work, failures, thefts and other events causing harm to the employer or employees and actively preventing them;
  - 19) immediately reporting to the Human Resources Department changes in personal data and data conditioning the acquisition or loss of entitlements to benefits, primarily from the employer and from social and health insurance;

- 20) undergoing control and periodic medical examinations prescribed by law, carried out by the occupational health facility with which the employer cooperates;
- 21) adherence to the prohibition of alcohol consumption, using intoxicants and psychotropic drugs or other similarly acting substances in buildings and on University premises; the above does not apply to those taking medications prescribed by a doctor;
- 22) observance of the ban on smoking in buildings and on University premises, except in places designated for that purpose;
- 23) in the event of termination of the employment relationship - settlement with the employer.

## **RIGHTS AND DUTIES OF UNIVERSITY TEACHERS**

### Article 5

1. The duties of a university teacher within the applicable working time include:
  - 1) research work, i.e. in particular:
    - a) conducting scientific research, including initiating and implementing research projects, ensuring the highest quality of research and its dissemination;
    - b) preparation of and participation in scientific conferences and seminars, exhibitions and other events of a research nature;
    - c) improving professional qualifications;
    - d) training junior scientists and doctoral students and caring for their scientific development;
    - e) obtaining funds for scientific research and development work, in particular by applying in competitions and cooperation with the socio-economic environment;
    - f) disseminating the results of scientific or development research by publishing them.
  - 2) teaching work, i.e. in particular:
    - a) teaching in all types and modes of study within the framework of the established workload, ensuring the highest quality of classes;
    - b) preparation of course descriptions, materials and teaching aids necessary for the conduct of classes;
    - c) consultations for students;
    - d) verification and evaluation of the learning outcomes achieved by students in the courses, maintenance of documentation confirming the achievement of the intended learning outcomes, including completion of protocols in accordance with the procedure adopted at the University;
    - e) participation in examination committees;
    - f) participation in observations of classes;
    - g) thesis supervision;
    - h) reviewing diploma theses;
    - i) supervision over student internships;
    - j) taking care of students pursuing an individual course of study, MISHuS students, interns and students involved in field activities;
    - k) educational work, especially the formation of moral and patriotic attitudes of students.
  - 3) organizational work, i.e. in particular:
    - a) participation in meetings of the collegiate bodies of the University, especially faculty assemblies and councils of institutes;

- b) participation in the work of committees and teams established at the University or its organisational units, including committees appointed to conduct procedures for the award of titles of doctor and habilitated doctor and procedures leading to obtaining the academic title of professor;
  - c) participation in organisational work for the University, especially the department, institute, faculty;
  - d) performing functions assigned by superiors, including year supervisor, head of a student or doctoral organisation;
  - e) caring for the good name and shaping a positive image of the University;
  - f) active participation in the life of the University and University-wide and departmental events.
2. The provisions of sec. 1 item 2 and 3 apply to teaching personnel.
  3. The provisions of sec. 1 item 1 and 3 apply to research personnel.
  4. The provisions of sec. 1 item 1–3 apply to research and teaching personnel.

**SECTION III**  
**RIGHTS AND OBLIGATIONS OF THE EMPLOYER**

**OBLIGATIONS OF THE EMPLOYER**

Article 6

The obligations of the employer include, in particular:

- 1) familiarising new employees with the Work Regulations, the scope of their duties, how to perform work in designated positions and their basic rights;
- 2) organising work in such a way as to ensure full utilisation of working time and the achievement by employees of high productivity and due quality of work;
- 3) ensuring safe and hygienic working conditions and conducting systematic training of employees in occupational health and safety; periodic assessment of occupational risks at the workplace, informing the employee of possible hazards and eliminating them;
- 4) respecting the Catholic character of the University;
- 5) referring employees for initial, periodic and follow-up medical examinations at a health care facility designated by the employer;
- 6) timely and correct payment of remuneration;
- 7) helping employees improve their professional qualifications;
- 8) creating career paths (development plans, criteria for employee promotions);
- 9) creating conditions for new employees that are conducive to adaptation to the proper performance of work;
- 10) satisfying, within available means, the social needs of employees;
- 11) use of objective and standardised criteria for evaluating employees at particular positions;
- 12) maintaining records in matters related to employment relationships and personal files of employees;
- 13) protection of personal data of employees;
- 14) equal treatment of women and men in terms of establishing and terminating an employment relationship, employment conditions, promotion and access to training to improve professional qualifications;
- 15) countering mobbing and any manifestations of discrimination in employment.

**RIGHTS OF THE EMPLOYER**

Article 7

The employer has the right to, in particular:

- 1) use the results of work performed by employees;
- 2) give employees work-related orders to the extent that such orders are not inconsistent with applicable regulations and contracts.

Article 8

1. Business e-mail should be used for business purposes.
2. The employer, to ensure the organisation of work that allows the full use of working time and the proper use of the work tools made available to employees, to prevent the disclosure of confidential information and to monitor compliance with the obligation to use e-mail exclusively for business purposes, controls business e-mail of employees (e-mail monitoring).
3. To ensure the secrecy of correspondence and other personal rights of the employee, the employer allows the use of materials disclosed during e-mail monitoring only in situations

where there is a suspicion that the use of work tools entrusted to the employee and information obtained during employment is inconsistent with generally applicable law.

4. E-mail monitoring can be done manually (i.e. on an ad hoc basis in the event of a suspected breach of the security of the ICT infrastructure) or with the use of dedicated IT tools to automate such a process (24/7 continuously).
5. E-mail monitoring may be allowed for the full range of correspondence, i.e. access to the content of messages, attachments, information about message senders and recipients, information contained in message headers.
6. The data obtained during e-mail monitoring may be processed by the employer for a maximum of three months.
7. Monitoring employee e-mail must not lead to personal data protection violation.
8. The employer should notify employees of the e-mail monitoring via e-mail and by posting relevant notices on the information boards at the workplace.

## **SECTION IV EMPLOYMENT RELATIONSHIP**

### Article 9

1. The employment relationship is established and terminated in accordance with the rules set forth in the Labour Code and specific regulations on higher education.
2. The University employs academic and non-academic personnel.
3. Legal actions for the establishment and termination of the employment relationship are performed by the Rector.
4. The detailed scope and dimension of the duties of a university teacher are determined by the Rector.



5. The employment relationship with a university teacher is established on the basis of an employment contract.
6. A university teacher is employed in the following employee groups:
  - 1) research personnel;
  - 2) teaching personnel;
  - 3) research and teaching personnel;
  - 4) science librarians.
7. A university teacher may be employed in the position of:
  - 1) professor;
  - 2) professor of the John Paul II Catholic University of Lublin;
  - 3) assistant professor;
  - 4) assistant;
  - 5) lecturer;
  - 6) instructor;
  - 7) scientific custodian;
  - 8) senior scientific custodian.
8. The position of professor is filled by a person holding the title of professor.
9. The position of professor of John Paul II Catholic University of Lublin may be held by a person who holds at least a doctoral degree and has significant achievements:
  - 1) teaching or professional - in the case of teaching personnel;
  - 2) scientific or artistic - in the case of research personnel;
  - 3) scientific, artistic or teaching - in the case of research and teaching personnel.
10. The position of assistant professor may be filled by a person with the title of doctor or habilitated doctor and, in the case of a teaching employee, also with five years of experience in a teaching or research and teaching position in higher education.
11. The position of assistant may be filled by a person with a master's degree, master's degree in engineering or equivalent.
12. The position of lecturer or instructor may be filled by a person with a master's degree, master's degree in engineering or equivalent.

#### Article 10

1. An employment relationship with an employee who is not a university teacher is established on the basis of an employment contract unless specific regulations provide otherwise.
2. Non-academic personnel are:
  - 1) Administrative personnel (including, in particular, university-wide and departmental administrative personnel and librarians);
  - 2) service workers and workers in blue-collar positions.
3. Work may be performed regularly outside the workplace, using electronic means of communication within the meaning of the regulations on the provision of electronic services (telework).
4. The duties of a university teacher may also be performed outside the University, especially research and organisational activities.

#### Article 11

Before the employment relationship is established, the candidate should:

- 1) submit to the Human Resources Department the documents required by labour law and internal regulations of the University;

- 2) in the case of documents issued in a foreign language, a translation prepared by a sworn translator should be included;
- 3) submit documents of nostrification or a certificate of equivalence of a degree or academic title obtained abroad with those recognised in Poland, if professional qualifications were obtained abroad.

#### Article 12

1. Termination or expiration of the employment relationship takes place in the cases specified in the Labour Code, in the regulations on higher education and in the Statute of the University.
2. In the event of termination or expiration of the employment relationship, the employer immediately issues an employment certificate to the employee, in accordance with the rules set forth in the relevant regulations.
3. In the event of termination or expiration of the employment relationship, the employee is obliged to immediately settle accounts with the employer and document it with entries in the clearance form.

#### Article 13

1. The direct supervisor provides the employee with all information related to the employment relationship.
2. The scope of basic duties is provided to the employee by the direct supervisor in writing.
3. Applications, requests, explanations and other documents related to the course of employment should be addressed to the direct supervisor. The superior is obliged to immediately process the documents and provide the employee with information about the progress of the case.

### **SECTION V WORKING TIME**

#### Article 14

1. Working time is the time during which an employee is at the employer's disposal in the workplace or at another place designated for the performance of work for the employer.
2. Applicable working time should be spent on performing work.

### **WORKING TIME OF UNIVERSITY TEACHERS**

#### Article 15

1. University teachers are subject to a task-based working time system.

2. The working hours of a university teacher are determined by the scope of their duties regulated by higher education regulations.

#### Article 16

1. The mandatory annual teaching load (workload) of a full-time university teacher is:
  - 1) 180 hours - for research and teaching personnel with the title of professor employed at the position of professor,
  - 2) 210 hours - for research and teaching personnel employed as professors of the John Paul II Catholic University of Lublin,
  - 3) 240 hours - for research and teaching personnel employed as assistant professors and assistants,
  - 4) 360 hours for teaching personnel employed as professors, professors of the John Paul II Catholic University of Lublin, assistant professors and assistants,
  - 5) 540 hours - for teaching personnel employed as lecturers and instructors.
2. One teaching hour is 45 minutes.

#### Article 17

1. The workload of a university teacher holding a position of:
  - 1) Rector - is reduced by 120 hours,
  - 2) Vice-Rector - is reduced by 120 hours,
  - 3) Dean - is reduced by 90 hours,
  - 4) Vice-Dean - is reduced by 60 hours,
  - 5) head of an institute - is reduced by 60 hours.
2. The workload of a university teacher with the title of professor, who, before 1 October of a given academic year:
  - 1) is 68 years old - is reduced to 150 hours,
  - 2) is 69 years old - is reduced to 120 hours.
3. When entrusting a university teacher with the performance of tasks that are important for the University and require a significant amount of work, the Rector may reduce their workload, but not by more than 50% of the hours constituting the annual teaching load at the position.
4. The Rector, at the request of a dean of a faculty, may reduce the workload of a research and teaching employee due to the need to perform duties related to the implementation of a grant or other academic or research project in a given semester or academic year.
5. The Rector, at the request of a dean of a faculty, may reduce the workload of a university teacher due to the assignment of other duties to the university teacher, other than those referred to in sec. 4.
6. Provided for in sec. 1-5, the right or the possibility of reducing the workload applies only to full-time university teachers for whom the University is their primary place of work.
7. In the event of a reduction of workload, pursuant to sec. 1-5, overtime hours are added when the full annual teaching load specified for the position is exceeded.
8. The reductions of workload provided for in sec. 1-5 do not add up.
9. The number of teaching hours for part-time employees is determined in proportion to the workload applicable at the University for a given position.
10. Teaching activities entrusted to university teachers include the following, in particular: mandatory lectures, classes, conversation classes, language classes, laboratories, seminars, optional and monographic lectures specified in the study programme for first-cycle, second-cycle, long-cycle master degree studies, the Doctoral School and doctoral studies.

11. The following order of inclusion to the workload of classes referred to in sec. 10 is established:
  - 1) classes in full-time studies,
  - 2) classes in part-time studies,
  - 3) classes during training courses and postgraduate studies,while the classes referred to in item 3 may not exceed 20% of all classes included in the workload.
12. To determine the number of teaching hours assigned to a university teacher (workload and overtime) conducting individual classes (teaching to play instruments) provided for in the study programme, the following conversion rate is used: 1 hour of individual teaching classes corresponds to 0.5 calculation hour.
13. To determine the number of teaching hours assigned to a university teacher (workload and overtime) conducting foreign language classes provided for in the study programme (excluding classes in the field of philology, language learning classes in other fields and classes conducted by foreign teachers in their native language), the following conversion rate is used: 1 hour of teaching a foreign language is equivalent to 1.5 calculation hours.
14. To determine the number of teaching hours assigned to a university teacher (workload and overtime) conducting a diploma seminar provided for in the study programme for second-cycle studies and long-cycle master degree studies, the following conversion rate is used: 1 hour of a diploma seminar conducted for a group of up to 12 students corresponds to 1 calculation hour, while 1 hour of a diploma seminar conducted for a group of more than 12 students corresponds to 2 calculation hours.

## **WORKING TIME OF EMPLOYEES WHO ARE NOT UNIVERSITY TEACHERS**

### **Article 18**

1. The schedule and system of working time for non-academic employees is determined by the employer separately for each employee group or organisational unit.
2. The following working time systems are used at the University:
  - 1) basic working time system;
  - 2) equivalent working time system;
  - 3) task-based working time system;
  - 4) weekend working time system.
3. The equivalent working time system may be applied to employees who are not academic personnel if it is justified by the type of work or the way of its organisation.
4. In cases justified by the nature of the work, the way of its organisation or the place where the work is performed, a task-based working time system may be used. The working time of an employee subjected to the task-based working time system is determined by the dimension of specific tasks assigned to the employee.
5. The weekend working time system may include non-academic employees required to work only on Fridays, Saturdays, Sundays and holidays.
6. At the University, every Saturday is a day off from work, which results from the principle of an average five-day working week.
7. In cases justified by the need to implement the teaching process or the scope of tasks performed by the unit, it is possible, with the prior consent of the Rector, to define working days differently in a given organisational unit, provided that the principle of an average five-day working week

and the weekly working time standard specified for individual groups of employees are observed.

#### Article 19

1. Within the framework of the working time systems listed in Article 18 sec. 2, shift work is allowed.
2. Shift work means the performance of work according to a fixed working time system, providing for a change in the time when individual employees perform work after a certain number of hours, days or weeks.

#### Article 20

The employer, at the written request of the employee approved by the direct supervisor, due to specific conditions of commuting, for family, health or other legitimate reasons, may establish an individual schedule of working hours within the framework of the working time system to which the employee is allocated, while maintaining the applicable working time standards.

#### Article 21

1. An employee is entitled to at least 11 hours of uninterrupted rest during the day, at least 35 hours of uninterrupted rest during the week and to the days off specified by the law.
2. A week, within the meaning of section 1, is 7 consecutive days, starting from the first day of a given settlement period.
3. Weekly working time, including overtime, may not exceed an average of 48 hours in the adopted settlement period.
4. The limitation provided for in sec. 3 does not apply to employees who manage the workplace on behalf of the employer.

#### Article 22

At the University, the working time settlement period is 3 months.

#### Article 23

1. Work performed on a Sunday or holiday is considered to be work performed between 6:00 a.m. on that day and 6:00 a.m. on the following day.
2. In organisational units where work is also performed on Sundays, the employee should enjoy a Sunday off at least once every 4 weeks.
3. An employee who works on Sundays should be guaranteed by the head of the organisational unit another day off during the 6 calendar days preceding or following a given Sunday, and if this is not possible, by the end of the settlement period.
4. If an employee works on a holiday or day off resulting from the average five-day working week, they should be granted another day off from work by the end of a given settlement period.
5. The provisions in sec. 2, 3 and 4 does not apply to personnel employed under the weekend working time system.
6. An employee whose daily working hours are at least 6 hours is entitled to a 15-minute break included in working time. The starting time of the break is determined by a direct supervisor.

#### Article 24

1. Night work is considered to be work performed between the 10:00 pm and 6:00 am.

2. For work performed at night, there is an allowance specified in separate regulations.

#### Article 25

1. Work performed at the request of a supervisor beyond the established working time constitutes overtime work.
2. Overtime work is allowed in the case of:
  - 1) the need to carry out rescue operations to protect human life or health, protect property or the environment, or remove a failure;
  - 2) special requirements of the employer.
3. Performing overtime work is an employee's duty resulting from the obligation to care for the good of the University and the principle of subordination of the employee to the orders of the superior. It is up to the employer to assess whether there are special needs justifying overtime work.

#### Article 26

1. For overtime work, in addition to normal remuneration, employees are entitled to an allowance in the amount specified in the Labour Code.
2. The overtime allowance, in the case of employees working permanently outside the University, may be replaced by a lump sum amount corresponding to the expected amount of overtime work.
3. For overtime work, at the written request of an employee, time off work in the same amount may be granted.
4. The applications/requests referred to in sec. 3, are kept together with the employee's working time record card.
5. The employer may grant an employee, without their request, time off work in exchange for overtime work in an amount equal to half the number of worked overtime hours.
6. Time off work in the cases mentioned in sec. 3 and 5 is used by the end of the settlement period. In the case referred to in sec. 3 time off work may be used on another date indicated by the employee and accepted by the employer, but no later than within 6 months from the date of performing overtime work.

#### Article 27

1. Employees who manage the workplace on behalf of the employer should, if necessary, work overtime and on days off without the right to overtime allowance.
2. Heads of separate organisational units who, if necessary, work overtime on Sundays and holidays are entitled to another day off in return. If it is not possible to take a day off, such employees are entitled to an allowance for overtime work.

#### Article 28

1. An employee may be required to be on duty at the University, another place of work or their place of residence, outside normal working hours, in constant readiness to provide work.
2. The time on duty may not violate the employee's right to daily or weekly rest referred to in Article 21 sec. 1.
3. On-duty time is not included in working time if the employee does not perform work during that time.

4. For the on-duty time referred to in sec. 3, at the University or another place of work, the employee should be granted time off in the amount corresponding to the length of the on-duty time or should be paid the remuneration resulting from the employee's category.
5. On-duty time, during which the employee performed work, is counted as working time, and the time spent performing this work is treated as overtime with all the consequences.

#### Article 29

1. A direct supervisor must make sure that employees working with monitors perform a different type of work in the meantime that does not strain the visual organ and perform work in an unforced body position - after each hour of intensive, uninterrupted work at the monitor or get a 5-minute break, included in working time.
2. A monitor worker is considered to be a person who uses a monitor during work for at least half of the daily working time.

#### Article 30

For part-time employees, the head of the organisational unit establishes an individual working time schedule, including working days and days off, as well as a set number of hours to be worked, which corresponds to the full-time hours specified in the employment contract.

#### Article 31

1. An adolescent is a person who is at least 15 years old and under the age of 18.
2. The rules for the employment of adolescents are defined by separate regulations.
3. The list of jobs that may not be performed by adolescents is attached to the Regulations.

#### Article 32

1. Working hours of disabled persons classified as severely or moderately disabled may not exceed 7 hours per day and 35 hours per week.
2. Disabled employees are entitled to an additional 15-minute break at work, which is included in their working time.
3. The rules for the employment of the disabled are defined by separate regulations.

#### Article 33

1. Administrative employees provide work under the basic working time system, from Monday to Friday, from 7:30 am to 3:30 pm. Working time cannot exceed 8 hours a day and amounts to an average of 40 hours a week in the adopted settlement period.
2. In cases justified by the scope of the tasks carried out by the unit, it is permissible, with the prior approval of the Rector, to determine the working hours of a particular organisational unit differently, provided that working time standards are maintained.

#### Article 34

1. The basic working time system applies to drivers employed by the University.
2. The working hours of drivers are up to 12 hours per day, with an average of 40 hours per week in a 3-month settlement period.

#### Article 35

1. Employees performing shift work and employees subject to the equivalent working time system, perform work on the basis of individual working time schedules, taking into account the working time standards applicable to individual employee groups.
2. The working time schedule for individual employees is established for a period corresponding to the length of the settlement period by the head of the organisational unit in which the employee is employed.
3. The working time schedule is communicated to the employee by the head of the organisational unit no later than 7 days before the beginning of each month.
4. The employees confirm their familiarisation with the schedule with their own signature.

#### Article 36

1. An employer may instruct an employee to take a business trip, i.e. perform a business task outside the place where the employer's headquarters are located or outside the employee's permanent place of work.
2. Business travel time is included in working time only if the trip takes place during the employee's working hours.



**SECTION VI**  
**ATTENDANCE AT WORK, JUSTIFICATION OF ABSENCE**

Article 37

1. Before starting work, the employees record their arrival at work on the attendance list by signing it. That obligation does not apply to teaching, research, research and teaching employees, employees who manage the workplace on behalf of the employer, heads of separate organisational units and other employees subject to the task-based working time system.
2. The attendance lists are available from direct superiors.
3. The employer keeps records of working time, prepares schedules and settles the working time in the manner adopted by the University.
4. Fulfillment of the obligations referred to in sec. 1 and 3 consists, in particular, of control by the direct supervisor of:
  - 1) the correctness of signing the attendance lists,
  - 2) punctual arrival at work.
5. Employees may stay on company premises outside their working schedule, including days off, only after obtaining the consent of their superior.

**ABSENCE AND OTHER LEAVES FROM WORK**

Article 38

1. The reasons justifying an employee's absence from work are the events and circumstances defined by labour law that prevent an employee from reporting to work and performing work, as well as other cases of inability to perform work indicated by the employee and recognised by the employer as justifying absence from work.
2. The employee should inform the employer about the reason and expected period of absence from work if the reason for such absence is known in advance or predictable.
3. In the event of circumstances preventing the employee from attending work, the employee is obliged to notify the employer immediately of the reason for their absence and the expected duration of their absence, no later than on the second day of absence from work. Such a notification should be given to the direct supervisor or an employee of the HR Department, personally or by another person, over the phone or using other means of communication, via an e-mail, and the date of the notification is considered to be the date of the postmark. The HR Department informs the direct supervisor of the absence of the employee.
4. Failure to meet the deadline provided for in sec. 3 may be justified by special circumstances that prevent the employee from timely fulfilment of the obligation set forth in this provision, especially their critical illness combined with the absence of household members or another random event. The provision of sec. 3 applies after the cessation of the circumstances

preventing timely notification to the employer of the reason and period of the employee's absence from work, respectively.

5. In the event of unjustified failure to perform the obligation specified in sec. 3, the period of absence is treated as an unexcused unpaid absence, constituting a violation of basic employee duties.
6. The duties of an employee who is absent from work are taken over by an employee designated by the direct supervisor.

#### Article 39

The evidence justifying absence from work is:

- 1) medical certificate of temporary incapacity for work, issued in accordance with the provisions on assessing temporary incapacity for work;
- 2) decision of the competent sanitary inspector issued in accordance with the regulations on the control of contagious diseases - in the event of isolation of the employee for reasons provided for by these Regulations;
- 3) statement of the employee - if there are circumstances justifying the need for the employee to provide personal care for a healthy child under the age of 8 due to the unforeseen closure of the day care centre or school the child attends;
- 4) request for the employee to appear in person, issued by the authority competent in matters of general defence obligation, government administration or local government unit, court, prosecutor's office, police - as a party or witness in proceedings before those authorities, containing a note confirming the employee's appearance;
- 5) employee's statement confirming that he/she completed a business trip at night, ending within 8 hours before the start of work, and the conditions made night rest impossible;
- 6) employee's statement about the sickness of the nanny or daily caregiver and a copy of the medical certificate referred to in art. 55 sec. 1 of the Act of 25 June 1999 on cash benefits from social insurance in the event of sickness and maternity leave, or a copy of a medical certificate issued as an ordinary form confirming the nanny's or daily caregiver's inability to work, certified by the employee as a true copy of the original - in the event of illness of the nanny with whom the parents have concluded an activation agreement referred to in the Act of 4 February 2011 on care for children under the age of 3 (Dz.U./Journal of Laws/ of 2013, item 1457) or a daily caregiver looking after a child.

#### Article 40

The employer is obliged to relieve the employee from work if such an obligation arises under the Labour Code, regulations implementing the Labour Code or other legal provisions.

#### Article 41

1. The employee is entitled to absence from work and retain the right to remuneration in the following cases:
  - 1) in the event of an employee's wedding or the birth of their child, in the event of the death and funeral of the employee's spouse, child, father, mother, stepfather or stepmother - 2 days;
  - 2) in the event of the wedding of the employee's child, death and funeral of the employee's sister, brother, mother-in-law, father-in-law, grandfather, grandmother, as well as any other person dependent on the employee or under the employee's direct care - 1 day;

- 3) mandatory medical examinations and immunisations provided for by the regulations on the control of contagious diseases, tuberculosis and venereal diseases, as well as periodic examinations and check-ups;
  - 4) if the person is a blood donor:
    - a) the time designated by the blood donation station to donate blood,
    - b) the time necessary to undergo periodic medical examinations recommended by the blood donor station, if they cannot be carried out during free time;
  - 5) if the person is a party or witness in the conciliation proceedings - the time necessary to attend the conciliation commission meeting;
  - 6) job search during the period of notice of termination of the employment contract by the employer:
    - a) 2 working days, in the case of a two-week and one-month notice period,
    - b) 3 working days, in the case of three-month notice period, also if it is shortened pursuant to Art. 36 § 1 of the Labour Code.
  - 7) employee's need to look after a child under the age of 14 - 16 hours or 2 days per calendar year; however, for a part-time employee, the leave granted on an hourly basis is determined in proportion to the employee's working time, with an incomplete hour of leave from work being rounded up to a full hour. The way of using the leave in a given calendar year (days/hours) is chosen by the employee in the first application for such leave submitted in a given calendar year,
2. The leave mentioned in sec. 1 points 1 and 2 should be granted on the days before or after the event justifying its granting, or on the day of the occurrence of the event. The above-mentioned leave is not available if the employee is absent from work for other justified reasons (e.g. annual leave, inability to work due to illness).
  3. After using the leave referred to in sec. 1 points 1 and 2, the employee should submit to the employer an abbreviated copy of the civil status certificate or a declaration concerning the event justifying the leave for review.
  4. After using the leave referred to in sec. 1 item 4, the employee should present the blood donor station certificate to the employer for review.

#### Article 42

1. An employee may be excused from work by their direct supervisor for the time necessary to attend to an important personal matter. Leave may be granted when there is an unavoidable and duly justified need under the terms specified by the Rector's order.
2. Employees are entitled to remuneration for the time off from work referred to in sec. 1 unless they have worked off the leave. Working off leave does not constitute overtime.
3. Private leave must be made up in a manner determined by the head of the unit or the employee's direct superior.
4. The time off from work to attend to matters related to the course of employment does not need to be worked off.

### **SECTION VII EMPLOYEE LEAVES**

#### Article 43

1. An employee is entitled to an annual, uninterrupted paid leave as determined by the provisions of the Labour Code and the Law on Higher Education and Science.
2. An employee may not waive the right to annual leave.
3. The length of annual leave is:
  - 1) 20 days if the employee has been employed for less than 10 years;
  - 2) 26 days if the employee has been employed for at least 10 years;
  - 3) 36 days for university teachers.
4. A part-time employee is entitled to annual leave in proportion to their employment period.
5. An employee is entitled to annual leave in proportion to the period of employment in the case of:
  - 1) employment during the calendar year,
  - 2) termination of the employment relationship during the calendar year,
  - 3) taking up work after returning from unpaid leave, parental leave.

#### Article 44

1. At the University, leaves of absence are granted to employees by agreement, taking into account the need to ensure the normal course of work. The agreement does not cover the portion of leave granted in accordance with Article 48.
2. The leave should be used by an employee in the calendar year in which the employee became entitled to it, based on a written request of the employee signed by their direct supervisor and submitted to the HR Department at least 3 days before the scheduled date of commencement of the leave.
3. Teaching and research and teaching employees may use the leave only during the non-teaching period, as determined by the Rector's order on the organisation of the academic year, as well as on days free from teaching for a given teacher, in accordance with the teaching schedule. The leave cannot conflict with organisational obligations towards the University.
4. The provision of sec. 2 does not apply to leave taken immediately after maternity and parental leave.

#### Article 45

1. An employee who is not a university teacher is granted leave on days that are working days for that person, according to their work schedule, at an hourly rate corresponding to the employee's daily working hours on a given day, assuming that one day of leave corresponds to 8 hours of work.
2. A university teacher is granted leave on working days, i.e. excluding Sundays, holidays and non-working days resulting from an average five-day working week.

#### Article 46

1. If an employee who is not a university teacher, for important reasons, was unable to use the leave by the end of the year in which he/she acquired the right to it, the employee should be granted leave by 30 September of the following calendar year.
2. The time for using the outstanding leave is set by the employer in consultation with the employee. In the absence of an agreement, the time for using the outstanding leave is determined by a direct supervisor.

#### Article 47

1. Employees holding managerial positions are obliged, in consultation with their immediate superior, to designate a person who will replace them during their leave.
2. At the request of the employee, leave may be split, with the proviso that at least one part of the leave lasts no less than 14 consecutive calendar days.

#### Article 48

1. At the request of an employee and at the time indicated by the employee, the employer is obliged to grant the employee no more than 4 days of leave (the so-called leave on demand) in each calendar year.
2. The employee requests the leave mentioned in sec. 1 no later than on the date the leave begins. If possible, the employee should notify the employer of the intention to take leave on demand at least 24 hours before taking it.
3. Leave on demand not used by 31 December becomes outstanding annual leave as of 1 January, to which the general rules on leave apply.

#### Article 49

The employer is obliged, at the request of the employee, to grant the employee scheduled and outstanding leave immediately after maternity and parental leave.

#### Article 50

The immediate supervisor is responsible for the timely use of leave by subordinate employees.

#### Article 51

An employee who improves their professional qualifications based on a referral from the employer is entitled to training leave or is released from part of the working day on the terms specified in the contract concluded with the employer.

#### Article 52

A university teacher under the age of 65, employed full-time, after 10 years of employment at the University is entitled to paid sick leave, which is granted in accordance with Art. 131 -133 of the Act and implementing acts to the Act, according to the following principles:

- 1) university teacher addresses through the HR Department to the Rector a request, along with the opinion of the immediate superior and the head of the institute, for a referral to a competent doctor authorised to perform preventive examinations for health leave;
- 2) the HR Department verifies the application formally;
- 3) once the application is reviewed by the persons mentioned in sec. 1 and 2, the university teacher is referred to the appropriate doctor authorised to perform preventive examinations for health leave;
- 4) health leave is granted based on a medical certificate stating that the state of health requires absence from work and specifying the recommended treatment and the time required for its implementation.

#### Article 53

1. The Rector may grant a university teacher:

- 1) with at least a doctoral degree, during a period of 7 years of employment at a given university - paid research leave not exceeding one year, in total, for the purpose of conducting research;
  - 2) preparing a doctoral dissertation, a paid research leave of up to 3 months;
  - 3) paid leave to complete education, research or teaching internship abroad, attend a conference or participate in a joint research project with a foreign entity under a scientific cooperation agreement,
  - 4) a paid leave to participate in joint research project with the Łukasiewicz Centre or a Łukasiewicz Network institute.
2. The detailed procedure for granting and using leaves listed in items 1-4 can be found in the Appendix to these Regulations.

#### Article 54

1. Unpaid leave may be granted at a written request of an employee, if this will not cause disruption to the normal course of work under the terms of the Labour Code.
2. Unpaid leave does not count towards the period of service on which the employee's rights depend, unless otherwise provided by special regulations.

### **SECTION VIII REMUNERATION**

#### Article 55

Remuneration and other monetary benefits resulting from the employment relationship are considered an employee's personal good and are confidential.

#### Article 56

1. Remuneration of employees who are not university teachers is paid once a month, in arrears, on the 28th day of each month.
2. If the payday is a public holiday or weekend, the remuneration is paid on the previous day.

#### Article 57

1. Service employees and workers in blue-collar positions are paid once a month in arrears, on the 10th day of the month.
2. If the payment day is a public holiday or weekend, the remuneration is paid on the previous day.

#### Article 58

1. University teachers are paid once a month, in advance, on the first working day of the month.
2. Remuneration for overtime is paid after the settlement of actual teaching hours, at the end of the academic year; however the Rector may order the settlement of those hours sooner.

#### Article 59

1. Remuneration is transferred to the employee's personal bank account advised by the employee. The transferred remuneration should be available in the banks designated by the employees on the day it is paid.
2. In exceptional cases, remuneration is available in the form of auto-withdrawal from the bank servicing the current account of the University.

### **AWARDS AND DISTINCTIONS**

#### Article 60

1. Employees who, through exemplary performance of their duties, showing initiative at work and improving the productivity and quality of work, make a special contribution to the performance of tasks, may be granted cash prizes and other awards.
2. The rules and procedures for awarding prizes are specified in separate regulations.

### **SECTION IX WORK DISCIPLINE**

#### Article 61

The following are considered gross violation of work order and discipline:

- 1) unjustified failure to show up for work;
- 2) careless, negligent, untimely performance of work;
- 3) performance of activities during work that are unrelated to the entrusted scope of duties and the orders of the superior;
- 4) being late for work, leaving the workplace without justification;
- 5) coming to work under the influence of alcohol or drugs and consuming alcohol or being intoxicated at work;
- 6) disruption of order and peace in the workplace;
- 7) failure to perform orders of the superiors;
- 8) disrespectful attitude toward superiors;
- 9) failure to observe state or official secrets;
- 10) failure to comply with data protection regulations;

11) failure to comply with occupational health and safety and fire protection regulations.

#### Article 62

1. For an employee's failure to observe the established organisation and order of the work process, occupational health and safety and fire protection regulations, as well as the accepted method of confirming arrival and presence at work and justifying absence from work, the employer may use:
  - 1) admonition,
  - 2) reprimand.
2. For an employee's failure to comply with occupational health and safety or fire protection regulations, leaving work without an excuse, coming to work intoxicated or under the influence of intoxicants, consuming alcohol or taking intoxicants at work, the employer may also apply a fine.

#### Article 63

1. The penalties provided for in the Work Regulations, in the form of an admonition, reprimand or financial penalty, may be applied to an employee within 2 weeks after the superior becomes aware of the violation of the employee's duty and up to 3 months of the commitment of the violation by the employee.
2. The penalty may be applied only after a discussion with the employee.
3. If it is not possible to talk with the employee due to their absence from work, the two-week period specified in sec. 1 does not begin, and the commenced period is suspended until the day the employee reports to work.

#### Article 64

1. The employee must be notified in writing about the applied penalty, the type of violation of employee duties and the date the employee committed the violation must be specified, the employee must also be informed about the right and deadline for raising an objection.
2. A copy of the notice of punishment is placed in the employee's personal file.

#### Article 65

1. 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.
2. The employer decides whether to accept or reject the objection after considering the position of the trade union representing the employee.
3. Failure to reject the objection within 14 days from the date of its submission means the acceptance of the objection.
4. If the objection is rejected, the employee who filed the objection may, within 14 days from the date of notification of the rejection of the objection, apply to the labor court to revoke the imposed penalty.

#### Article 66

1. The penalty is considered null and void, and the copy of the notice of the penalty is removed from the employee's personal files after one year of impeccable work or in the case when the employer acknowledges the objection of the employee or the labour court issues a decision to waive the penalty.
2. The employer may, on its own initiative or at the request of the trade union representing the employee, declare the penalty null and void earlier.



#### Article 67

University teachers are subject to disciplinary liability under the rules specified in specific regulations.

#### Article 68

An employee who, as a result of failure to perform or improper performance of his/her duties due to his/her fault, caused damage to the employer is materially liable according to the rules specified in the Labour Code.

#### Article 69

1. An employee entrusted with the obligation to return or account for:
  - 1) money, securities or pre-numbered forms;
  - 2) tools, equipment or similar items, as well as work clothing and footwear, is fully liable for any damage caused to such property.
2. The employee is also fully liable for damage to property other than that specified in sec. 1, entrusted to him/her with the obligation to return it or account for it.
3. From the liability specified in sec. 1 and 2, the employee may be released if the employee can prove that the damage was caused by reasons beyond the employee's control or, in particular, as a result of the employer's failure to provide conditions enabling the employee to secure the entrusted property.

### **DISCIPLINARY RESPONSIBILITY OF UNIVERSITY TEACHERS**

#### Article 70

1. A university teacher is subject to disciplinary liability for any disciplinary misconduct which constitutes an act violating the duties of an academic teacher or which offends the dignity of the academic profession.
2. The termination of employment in a higher education institution does not exclude disciplinary liability for a disciplinary misconduct committed in the course of such employment.
3. The liability referred to in this section does not exclude disciplinary or professional liability provided for in separate regulations.

#### Article 71

1. Disciplinary penalties include:
  - 1) admonition;
  - 2) reprimand;
  - 3) reprimand with a 10% - 25% reduction of basic salary for a period of one month to two years;
  - 4) deprivation of the right to perform the task of a thesis supervisor, reviewer and member of the committee in procedures for the award of the doctoral title, the habilitated doctor title and the title of professor for the period from one to five years;
  - 5) deprivation of the right to hold managerial positions in higher education institutions for a period from six months to five years;

- 6) dismissal from work at a higher education institution;
  - 7) dismissal from work at the university with a ban on working at universities for a period of six months to five years;
  - 8) deprivation of a licence to practice a profession of an academic teacher for the period of ten years.
2. For one disciplinary misconduct, one disciplinary penalty is imposed, and for several misconducts one, the most severe penalty is imposed.
  3. Information on a final and binding ruling on a disciplinary penalty referred to in sec. 1 item 4-8 is included in the POL-on system.
  4. Disciplinary proceedings are adjudicated by university disciplinary committees, the disciplinary committee at the General Council for Science and Higher Education and the disciplinary committee of the minister.
  5. The detailed procedure for disciplinary proceedings is governed by higher education regulations.

## **SECTION X OCCUPATIONAL HEALTH AND SAFETY**

### *Article 72*

1. The employer is responsible for the state of health and safety at the University.
2. The employer and persons representing the employer are obliged to protect the health and life of employees by ensuring safe and hygienic working conditions with appropriate use of the achievements of science and technology, in particular:
  - 1) ensure compliance with the regulations and rules of occupational health and safety, issue orders in this regard and control their implementation;
  - 2) provide training for employees such as general training, specific job instruction and periodic training;
  - 3) ensure compliance with all decisions issued by the bodies supervising working conditions and the recommendations of the Social Labour Inspectorate;

- 4) inform employees about the occupational risks associated with their work and the principles of protection against such risks;
  - 5) maintain buildings and their working spaces, as well as the land and facilities surrounding them, in a state that ensures safe and hygienic working conditions;
  - 6) consult activities related to occupational health and safety with employees or their representatives, in particular trade unions.
3. The tasks listed in sec. 2 should be performed by the employer with the assistance of the HSE Department, deans and the CAO.

#### Article 73

1. Heads of organisational units are obliged to:
  - 1) arrange workplaces in accordance with the provisions and rules of occupational health and safety;
  - 2) organise, prepare and carry out work taking into account the protection of the employee against accidents at work, occupational diseases and other diseases related to the conditions of the working and learning environment;
  - 3) maintain the safe and hygienic condition of work premises and technical equipment;
  - 4) ensure that personal protective equipment is in working order and that it is used as intended;
  - 5) enforce the observance of health and safety provisions and rules by employees;
  - 6) ensure that the recommendations of the physician in charge of health care of employees are complied with.
2. Persons representing the employer and persons in charge of employees are obliged to have knowledge, to the extent necessary for the performance of their duties - of labour protection provisions, including regulations and rules on occupational health and safety.

#### Article 74

It is the primary duty of University employees to comply with health and safety regulations. The employee is obliged to, in particular:

- 1) know the regulations and rules of occupational health and safety, take part in training and instruction in that field and undergo the required examinations;
- 2) perform the work in accordance with the regulations and rules of occupational safety and health, and comply with the orders and instructions of superiors issued in this regard;
- 3) keep machinery, devices, tools and equipment in good condition and maintain order and cleanliness in the workplace;
- 4) use collective protection measures, personal protective equipment, work clothing and footwear according to their intended use;
- 5) undergo initial, periodic and control medical examinations as well as other prescribed medical examinations and follow the doctor's instructions;
- 6) immediately notify a supervisor of an accident or danger to human life or health noticed on the territory of the University, warn co-workers and other persons in the area of danger;
- 7) co-operate with the employer and superiors in fulfilling obligations related to the health and safety at the workplace.

#### Article 75

1. An employee has the right to refrain from performing work when the working conditions do not comply with occupational health and safety regulations and pose a direct threat to the employee's health and life or when the performed work poses such a danger to other persons, as well as when the psychophysical condition of the employee does not guarantee safe performance of the work. The employee should immediately notify the superior of the danger.
2. If refraining from work does not eliminate the hazard referred to in sec. 1, the employee has the right to move away from the hazard area and immediately inform the superior.
3. For the time of refraining from work or being away from the place of danger to protect the health and life of the employee or if the work performed by the employee causes danger to others, the employee retains the right to remuneration.

#### Article 76

1. University teachers are directly responsible for the safety and health of students during classes/lectures.
2. Persons conducting classes in studios, laboratories and in the field are obliged to familiarise students with the rules of conduct applicable in such rooms and during classes in the field.
3. The person conducting laboratory classes arranges health and safety training for the participants, familiarises the participants with the safety data sheets of hazardous substances and mixtures, as well as information about their dangerous or harmful effects on health and the necessary precautions.

#### Article 77

1. University employees receive free personal protective equipment, work clothes and footwear intended for use in a given position.
2. The type of personal protective equipment, work clothing and footwear, as well as the expected periods of use of work clothing and footwear for individual jobs are determined by separate regulations.

#### Article 78

1. The employer provides employees with preventive health care by referring University employees for the following medical examinations:
  - 1) preliminary - for new employees and employees transferred to other positions where there are harmful to health factors and arduous conditions,
  - 2) periodic,
  - 3) follow-up - after inability to work due to illness lasting more than 30 days.
2. Medical examinations are conducted at a health care facility designated by the employer.
3. An employee may not be allowed to work without a valid medical certificate stating that there are no contraindications to work in a particular position.
4. If an employee is found to have symptoms indicating the formation of an occupational disease, the employer is obliged, on the basis of a medical certificate, within the time and for the period specified in the certificate, to transfer the employee to other position that does not expose the employee to the agent that caused the symptoms.

#### Article 79

1. The University has the following procedure for familiarising employees with the health and safety regulations:
  - 1) initial training;

- 2) initial training on the job - position-specific training;
  - 3) periodic training to update and refresh knowledge and skills in the field of occupational health and safety;
  - 4) other periodic training.
2. Completion of initial OHS training must be documented by the completion of an initial training sheet. The initial training sheet should be kept in the employee's personal file.
  3. Periodic training ends with an exam verifying the trainee's acquisition of knowledge covered by the training programme and the issuance of a certificate by the periodic training organiser. The certificate is kept in the employee's personal file.

#### Article 80

1. The employer is obliged to provide employees with information about:
  - 1) threats to health and life in the workplace, at individual workstations and during the performed work, including rules of conduct in the event of failures and other situations threatening the health and life of employees,
  - 2) protective and preventive measures taken to eliminate or reduce the risks referred to in sec.1;
  - 3) employees designated to:
    - a) providing first aid;
    - b) performing activities in the field of fire protection and evacuation of employees.
2. Information about employees referred to in sec. 1, point 3 should include:
  - 1) first name and surname;
  - 2) place of work;
  - 3) business phone number or details of other electronic means of communication.

#### Article 81

1. The employer is obliged to:
  - 1) provide the necessary means for emergency first aid, fire fighting and evacuation of employees;
  - 2) designate employees for firefighting and employee evacuation activities;
  - 3) ensure communication with external services specialising, in particular, in the field of first aid in emergency, medical rescue and fire protection.
2. The measures referred to above should be adapted to the type and scope of operations, the number of employees and other persons in the workplace, the type and level of hazards.
3. The number of employees referred to in sec. 2, their training and equipment should be taken into account depending on the type and level of hazards in the workplace.

#### Article 82

1. In the event of an accident on the University's premises, the employee is obliged to take the necessary measures to eliminate or reduce the danger, ensure the provision of first aid to those affected.
2. An employee who had an accident should immediately report it to the direct supervisor or to the HR Department.

#### Article 83

1. To ensure the safety of employees, the protection of property and the preservation of the secrecy of information, the disclosure of which could expose the employer to harm, special supervision over the premises and the area around the workplace in the form of technical means for recording images (monitoring) has been introduced.
2. The scope of the monitoring applies to publicly accessible facilities, premises and the area around the workplace. Monitoring does not include sanitary rooms, locker rooms, smoking rooms and rooms made available to the company's trade union organisation. There are signs displayed in the monitored buildings with the information that video monitoring is in use.
3. Video monitoring is used continuously in the form of recording images. The video monitoring system consists of monitors, cameras and workstations.
4. Image recordings are processed by the employer exclusively for the purposes referred to in sec. 1.
5. The storage period of the recordings should not exceed 3 months from the date of recording. Extension of the storage period of the recordings may occur when image recordings constitute evidence in proceedings conducted under legal provisions, or when the employer has become aware that they may constitute evidence in such proceedings. In such a case, the time limit for storing the recordings is extended until the conclusion of the proceedings.
6. Monitoring recordings may be released only with the consent of the employer, or a person authorised by the employer. The recording may be made available after considering the applicant's reasoned letter. The employer keeps a register of access to monitoring recordings.
7. Authorised persons have the right to access the image recorded in the monitoring system. Monitoring recordings may be made available to competent authorities and institutions for the purpose of ongoing proceedings, including the police, prosecutor's offices and courts.
8. The employer should inform employees about the introduction of monitoring, but no later than 2 weeks before its launch. Information about the introduction of monitoring may be provided in any form chosen by the employer, and the written form is reserved for employees who will be admitted to work.

#### Article 84

It is forbidden to employ women, especially pregnant women and women who are breastfeeding, in jobs and conditions that are particularly arduous or harmful to women's health. The list of jobs that may not be performed by women is attached to the Regulations.

### **FIRE PROTECTION**

#### Article 85

Each employee of the University is required to participate in fire protection training. The employee confirms the completion of the training with own signature.

#### Article 86

1. The Rector, administrator or user of a building, facility or land owned by the University, to ensure its fire protection is obliged to, in particular:
  - 1) comply with the fire protection requirements of construction, installation and technology;

- 2) equip the building, facility or area with firefighting and rescue equipment and firefighting agents, in accordance with the principles set forth in separate regulations;
  - 3) ensure the safety and possibility of evacuation of persons in the building, facility or premises of the University in case of fire;
  - 4) prepare the building, facility or site for rescue operations.
2. The procedure to be followed in the event of a fire, natural disaster or other local emergency is specified in the safety instruction for the facilities of the University.

#### Article 87

Employees' duties in the field of fire protection include:

- 1) performing all activities and tasks arising from the employment relationship, while observing fire safety rules;
- 2) compliance with fire safety regulations and avoiding events that could lead to a fire;
- 3) thoroughly inspection of the workstation before leaving it, to ensure that there are no circumstances that could cause a fire or other dangerous event;
- 4) knowledge of the operation and principles of use of fire-fighting equipment and devices and extinguishing agents;
- 5) not blocking escape routes and passages.

#### Article 88

Employees' responsibilities in the event of a fire include:

- 1) informing, using available means of communication, the State Fire Service unit, co-workers and the immediate supervisor;
- 2) arranging the evacuation of endangered people and property;
- 3) starting to eliminate the fire using available fire extinguishing equipment;
- 4) with the arrival of the first firefighting unit, compliance with the instructions of the person in charge of rescue and firefighting operation.

#### Article 89

Fire protection matters are defined in detail by an order of the Rector.

**SECTION XI**  
**COMPLIANCE WITH THE DUTY OF SOBRIETY,**  
**PROHIBITION OF THE USE OF INTOXICANTS**  
**BAN ON SMOKING**

Article 90

1. Every employee is obliged to observe the duty of sobriety. The responsibility for the day-to-day supervision of compliance by subordinate employees with the obligation of sobriety lies with the direct supervisors of such employees.
2. Implementation of the above duty means:
  - 1) not allowing to work persons whose condition or behaviour indicates:
    - a) alcohol consumption,
    - b) state under the influence of a drug, psychotropic agent or other similarly acting substance, hereinafter referred to as a narcotic;
  - 2) responding promptly and severely to cases of alcohol consumption or use of intoxicants during work or at the workplace, and removing from work employees who have committed such misconduct;
  - 3) in case of doubt, informing an authorised law enforcement agency to check the state of employees.
3. The superior is obliged to immediately report to the employer and the employee dealing with personnel matters the fact of suspicion of an employee's intoxication during work.
4. Employees must not:
  - 1) bring alcoholic beverages and intoxicants to work;
  - 2) enter the University premises to employees in a state of intoxication and after the use of intoxicants, both for work purposes and during the period of leave or other excused absence, exempting them from the obligation to perform work;
  - 3) serve and consume alcoholic beverages and intoxicants at work.
5. The employee's sobriety test is carried out by an authorised body appointed to protect public order in the presence of a direct superior or an employee of the OHS Department.
6. Testing for the presence of an intoxicant in the body is conducted by means of an intoxicant test by an authorised law enforcement entity in the presence of the immediate supervisor or an employee of the OHS Department.



7. In the event of confirmation of intoxication or the presence of an intoxicant in the body, the employee bears the cost of the test.
8. The persons performing sobriety checks prepare a report on the course of activities with the purpose of determining the violation of the sobriety obligation. A report is also prepared when an employee refuses to undergo the examination.

#### Article 91

Smoking is prohibited in all University facilities, except in properly marked areas designated for that purpose.

## **SECTION XII EQUAL TREATMENT IN EMPLOYMENT**

#### Article 92

Discrimination in employment is unacceptable.

#### Article 93

1. Employees should be treated equally with regard to the establishment and termination of an employment relationship, terms and conditions of employment, promotion and access to training to improve their professional skills.
2. Equal treatment in employment means the prohibition of any discrimination, direct or indirect, on the grounds referred to in sec. 1.
3. Direct discrimination occurs when an employee, on one or more grounds referred to in sec. 1, has been, is or would be treated in a comparable situation less favourably than other employees.
4. Indirect discrimination occurs when, as a result of an apparently neutral provision, criterion or action, there are disparities in terms of engagement to the detriment of all or a significant number of employees belonging to a particular group of employees distinguished by one or more grounds set out in sec. 1, if those disparities cannot be justified by other objective reasons.
5. A manifestation of discrimination within the meaning of sec. 1 is also:
  - 1) any action that encourages another person to violate the principle of equal treatment in employment;
  - 2) conduct with the purpose or effect of violating the dignity or humiliating or offending an employee;

#### Article 94

A violation of the principle of equal treatment in employment is understood as differentiation by the employer of the situation of the employees for one or more of the reasons set out in Article 93 sec. 1, resulting in the following:

- 1) refusal to establish or termination of the employment relationship;
- 2) unfavourable conditions of remuneration for work or other conditions of employment or restrictions on access to promotions or other work-related benefits;

- 3) limited access to training for the development of professional qualifications - unless a difference in treatment is justified by a legitimate aim demonstrated by the employer.

#### Article 95

1. The principle of equal treatment in employment is not violated by actions consisting of:
  - 1) not hiring an employee if it is justified by the type of work, the conditions of its performance or the professional requirements for employees;
  - 2) termination of an employee's employment conditions in terms of working hours, if justified by reasons not related to employees;
  - 3) application of measures that differentiate the legal position of the employee on the grounds of parental protection, age or disability of the employee;
  - 4) determination of terms and conditions of employment and dismissal, rules on remuneration and promotion and access to training with a view to improving professional qualifications – taking into account the criterion of seniority.
2. Actions taken for a specified period of time with the purpose of the creation of equal opportunities for all or a significant number of employees by reducing actual inequalities to the benefit of such employees, to the extent specified in this provision, do not constitute a violation of the principle of equal treatment in employment.
3. Differentiating employees based on religion or belief does not constitute a violation of the principle of equal treatment in employment if, in connection with the type and nature of activities conducted within churches and other religious associations or organisations whose purpose of operation is directly related to religion or belief, the employee's religion or belief constitutes an important and justified professional requirement.

#### Article 96

1. Employees have the right to equal remuneration for equal work or work of equal value.
2. The remuneration referred to in sec. 1 includes all components of remuneration for work, irrespective of their name or nature, as well as other work-related monetary or non-monetary benefits granted to employees.
3. Work of equal value is work that requires similar professional qualifications from the employees, confirmed by certificates defined in separate regulations, or similar practice and professional experience, as well as similar responsibility and effort.

#### Article 97

1. Any person in respect of whom the principle of equal treatment in employment is violated by an employer has the right to compensation equal at least to the amount of the statutory minimum wage, as defined in separate regulations.
2. The exercise by the employee of their rights under the principle of equal treatment in employment may not constitute a ground justifying the termination of the employment relationship by the employer or its termination without notice.

## **SECTION XIII COUNTERACTING WORKPLACE HARASSMENT**

### Article 98

1. The employer is obliged to prevent mobbing.
2. Mobbing means actions or behaviours concerning an employee or directed against an employee, involving persistent and prolonged harassment or intimidation of the employee, causing them to underestimate their professional suitability, causing or aimed at humiliating or ridiculing the employee, isolating them or eliminating them from the team of co-workers.
3. The internal procedure against harassment is regulated by an order of the Rector.

### Article 99

1. The employee is obliged to inform the employer of harassment committed against the employee.
2. The information should be in writing, indicating the persons who committed the harassment against the employee, the circumstances of the harassment and the evidence supporting the facts.
3. The provided information is confidential and cannot be shared with anyone until proceedings are initiated in this regard.
4. The employer immediately takes steps to clarify the situation. For that purpose, a special committee may be appointed.

### Article 100

The employer may take the following actions against individuals committing mobbing:

- 1) transfer of the employee to another position,
- 2) punishment with a disciplinary penalty or, in the case of university teachers, initiation of disciplinary proceedings,
- 3) termination of the employment relationship.

### Article 101

In the case of proven harassment, the employer, to prevent direct contact between the victim and the perpetrator of harassment, may, with the consent or at the request of the aggrieved employee, transfer the employee to another position that corresponds to their qualifications.

### Article 102

1. An employee whose health has deteriorated as a result of harassment at work may claim a sum of money from the employer as financial compensation for the suffered damage.
2. An employee who terminated his/her employment contract as a result of harassment has the right to claim compensation from the employer in an amount not lower than the minimum wage, based on separate regulations.

3. The employee's statement of termination should be made in writing, including the reason referred to in sec. 2, justifying the termination.

#### Article 103

In each case of detected mobbing, the employer takes measures to prevent similar situations from occurring in the work environment, in particular through actions of an informational nature.

**SECTION XIV**  
**SOCIAL LABOUR INSPECTORATE**

Article 104

1. Social labour inspectors exercise control over compliance with labour law, including occupational health and safety regulations and principles.
2. Social labour inspectors are elected for a four-year term of office by University employees from among all employees.

Article 105

1. Social labour inspectors represent the interests of all employees of the University.
2. Social labour inspectors have the right to request information and documents from the head and employees of each organisational unit on matters falling within the scope of their activities.
3. The organisation, tasks and powers of the social labor inspectors are defined by separate regulations.

## **SECTION XV FINAL PROVISIONS**

### Article 106

1. The Work Regulations are made available to employees by posting them in the LEX Document Database and providing them to the heads of individual organisational units with instructions to familiarise subordinate employees with their content.
2. Each employee who is affected by the provisions of these Regulations is obliged to familiarise themselves with their content.
3. A declaration of familiarisation with the content of the Regulations, with the employee's signature and date, is kept in the employee's personal file.

### Art. 107

1. In all matters not covered by these Regulations, the provisions of labour law apply.
2. Changes to the provisions and additions to the Regulations are made by the Rector in consultation with the company's trade union.
3. The interpretation of the provisions of the Regulations is done by the Rector.

### Art. 108

1. The Regulations come into effect on 1 October 2019, two weeks after being communicated to employees.
2. The Regulations of 4 January 2008 are no longer valid

## Appendix 1

### A LIST OF TASKS NOT TO BE PERFORMED BY ADOLESCENTS

#### I. Work that involves excessive physical exertion, forced body positions and that threatens normal mental development

##### 1. Work involving excessive physical exertion

- 1) Work involving only lifting, carrying and transporting loads and work requiring the repetition of a large number of uniform movements.
- 2) Work with the highest values of physical workload, measured by net energy expenditure for performing the work, exceeding:
  - a) for girls - in the case of a 6-hour daily working time - 2,300 kJ, and in the case of short-term efforts - 10.5 kJ per minute,
  - b) for boys - in the case of a 6-hour daily work time - 3030 kJ, and in the case of short-term efforts - 12.6 kJ per minute.
- 3) Loading and unloading work, carrying loads using means of transport, rolling barrels, logs, blocks, etc.
- 4) Manual operation of levers, cranks and control wheels, where the necessary force exceeds:
  - a) in the case of casual work (performed up to 4 times per hour, if the total duration of the work does not exceed half of the daily working hours of adolescents):
    - for girls - 70 N,
    - for boys - 100 N,
  - b) in the case of repetitive loading:
    - for girls - 40 N,
    - for boys - 60 N.
- 5) Foot operation of equipment components (pedals, footswitches, etc.) where the necessary force exceeds:
  - a) in the case of casual work:
    - for girls - 100 N,
    - for boys - 170 N,
  - b) in the case of repetitive loading:
    - for girls - 70 N,
    - for boys - 130 N.
- 6) Manual lifting and carrying by one person over a distance of more than 25 m of objects weighing more than:
  - a) in the case of casual work:
    - for girls - 14 kg,
    - for boys - 20 kg,
  - b) in the case of repetitive loading:
    - for girls - 8 kg,
    - for boys - 12 kg.

- 7) Manual lifting uphill, especially on stairs with the height exceeding 5 m and an inclination angle over 30°, of weights exceeding:
  - a) in the case of casual work:
    - for girls - 10 kg,
    - for boys - 15 kg,
  - b) in the case of repetitive loading:
    - for girls - 5 kg,
    - for boys - 8 kg.
- 8) Carrying of weights by girls on wheelbarrows and 2-wheeled carts moved by hand.

## **2. Work that requires a constantly forced and uncomfortable body position**

- 1) Work performed in a leaning forward or squatting position.
- 2) Work performed in a lying position, on the side or the back, including, in particular, involving the repair of motor vehicles.
- 3) Kneeling work including, in particular, manual sanding of floors, paving and flooring work.

## **3. Work that threatens normal mental development**

- 1) Work that could jeopardise further proper mental development of adolescents, in particular:
  - a) work related to the production, sale and consumption of alcoholic products, including customer service in catering units,
  - b) work related to the production, sale and advertising of tobacco products,
  - c) work related to slaughtering and post-slaughter processing of animals,
  - d) operation of bathing establishments and baths,
  - e) work in an animal control agency,
  - f) artificial insemination of animals,
  - g) work in hospitals (wards) for the neurologically and mentally ill.
- 2) Work under conditions that may constitute excessive mental stress, in particular:
  - a) requiring receiving and processing of a large amount of information or rapid succession of information and decision-making that may have dangerous consequences, especially in time-critical situations,
  - b) enforced by the rhythm of machinery and remunerated according to the performance.
- 3) Housekeeping work in holiday and tourist houses, guesthouses and hotels, including workers' hotels.
- 4) Participation in dancers' performances at catering establishments.

## **II. Work involving exposure to harmful chemical and physical agents**

### **1. Work involving exposure to harmful chemical agents**

- 1) Work involving exposure to substances or mixtures meeting the criteria for classification in accordance with Regulation (EC) No. 1272/2008 of the European Parliament and of the Council of 16 December 2008 on classification, labelling and packaging of substances and mixtures, amending and repealing Directives 67/548/EEC and 1999/45/EC, and amending Regulation (EC) No 1907/2006 (Dz. Urz. /Official Journal/ UE L 353 of 31 December 2008, p. 1, as amended) in one or more of the following hazard classes or categories along 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, category 1A, 1B or 1C (H314),
  - c) flammable gas, category 1 or 2 (H220, H221),



- d) flammable aerosol, category 1 (H222),
  - e) flammable liquid, category 1 or 2 (H224, H225),
  - f) explosives, "unstable explosives" category or explosives of subcategories 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 of type A or B (H240, H241),
  - i) specific target organ toxicity after a single exposure, category 1 or 2 (H370, H371),
  - j) specific target organ toxicity after 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 involving exposure to substances, mixtures or technological processes with a carcinogenic or mutagenic effect, as defined in the regulations on chemical substances, their mixtures, agents or technological processes with a carcinogenic or mutagenic effect in the working environment, as well as work with exposure to substances or mixtures arising from these processes.
  - 3) Work involving exposure to lead or its compounds, to the extent that the agents in question are absorbed by the human body.
  - 4) Work involving asbestos exposure.
  - 5) Work with vats, tanks or containers with chemical agents referred to in items 1-4.
  - 6) Work involving contact with psychotropic drugs.

## **2. Work involving exposure to harmful dust**

Work in an environment involving exposure to the harmful effects of:

- 1) dust with a fibrotic and irritant effect, whose concentrations exceed 2/3 of the values of the maximum permissible concentrations defined in the regulations on the maximum permissible concentrations and intensities of agents harmful to health in the work environment;
- 2) sensitizing dust;
- 3) dust with a carcinogenic or mutagenic effect, as defined in the regulations on chemical substances, their mixtures, agents or technological processes with a carcinogenic or mutagenic effect in the work environment.

## **3. Work involving exposure to harmful physical agents**

- 1) Work within the range of electromagnetic fields with intensities exceeding values for the safe zone, as defined in regulations on the highest permissible concentrations and intensities of harmful factors for health in the work environment.
- 2) Work in conditions of exposure to ionizing radiation at levels exceeding the dose limits specified by the Nuclear Law.
- 3) Work in conditions of exposure to laser radiation.
- 4) Work involving exposure to ultraviolet radiation, especially that emitted by technological industrial equipment, including in particular welding, cutting and hardfacing of metals.
- 5) Work in conditions of exposure to infrared radiation, including in particular metallurgical and heating furnaces and the sintering, casting, rolling and forging of metals.
- 6) Work in conditions involving exposure to noise:
  - a) when the exposure level relative to an 8-hour daily or average weekly working time, as defined in the Labour Code, exceeds 80

dB, <https://lex.online.wolterskluwer.pl/WKPLOnline/index.rpc-hiperlinkText.rpc?hiperlink=type=tresc:nro=Powszechny.2235316&full=1>

- b) when the C sound peak level exceeds 130 dB,
- c) when the A sound maximum level exceeds 110 dB;
- 7) Work in conditions of exposure to infrasound noise:
  - a) when G-rated noise emission level, related to the 8-hour daily or average weekly working time, specified in the Labour Code, exceeds 86 dB. <https://lex.online.wolterskluwer.pl/WKPLOnline/index.rpc-hiperlinkText.rpc?hiperlink=type=tresc:nro=Powszechny.2235316&full=1>
  - b) when the peak sound pressure level exceeds 135 dB.
- 8) Work in conditions of exposure to ultrasonic noise:
  - a) when equivalent sound pressure levels in the octave bands with centre frequencies from 10 kHz to 40 kHz, related to the 8-hour daily or average weekly working time, specified in the Labour Code, <https://lex.online.wolterskluwer.pl/WKPLOnline/index.rpc-hiperlinkText.rpc?hiperlink=type=tresc:nro=Powszechny.2235316&full=1>
  - b) when maximum sound pressure levels in octave bands with centre frequencies from 10 kHz to 40 kHz exceed the values given in the table:

Centre frequencies of the octave bands (kHz)	Equivalent sound pressure level related to 8-hour daily or average weekly working hours specified in the Labour Code (dB)	Maximum sound pressure level (dB)
1	2	3
10; 12.5; 16	75	100
20	85	110
25	100	125
31.5; 40	105	130

- 9) Work under conditions of exposure to vibrations affecting the body through the upper limbs:
  - a) when the value of daily exposure expressed in terms of energy-equivalent for 8 hours of the vector sum of effective frequency-weighted accelerations of vibrations determined for three directional components ( $a_{hw_x}$ ,  $a_{hw_y}$ ,  $a_{hw_z}$ ) exceeds  $1 \text{ m/s}^2$ ,
  - b) when the exposure value of 30 minutes and less, expressed as a vector sum of effective, frequency-weighted vibration accelerations determined for the three directional components ( $a_{hw_x}$ ,  $a_{hw_y}$ ,  $a_{hw_z}$ ), exceeds  $4 \text{ m/s}^2$ .
- 10) Work involving exposure to vibrations with a general effect on the human body:
  - a) when the value of daily exposure expressed in terms of energy equivalent for 8 hours of effective, frequency-weighted vibration acceleration prevailing among vibration accelerations determined for three directional components, taking into account the appropriate coefficients ( $1.4 a_{wx}$ ,  $1.4 a_{wy}$ ,  $a_{wz}$ ), exceeds  $0.19 \text{ m/s}^2$ ,
  - b) when the exposure value of 30 minutes and less, expressed in terms of effective frequency-weighted vibration acceleration dominating among vibration accelerations

determined for the three directional components, taking into account the appropriate coefficients ( $1.4 a_{wx}$ ,  $1.4 a_{wy}$ ,  $a_{wz}$ ), exceeds  $0.76 \text{ m/s}^2$ .

- 11) Work in premises where the air temperature exceeds  $30^\circ\text{C}$  and the relative humidity exceeds 65%, as well as in conditions of direct exposure to an open source of radiation, including in particular: operation of dryers, sintering and roasting of ores, rolling, smelting, pouring and casting of metals or their alloys, repair of metallurgical furnaces, operation of thermal heat service furnaces, in glassworks and glass processing plants - operation of smelting and annealing furnaces, repair of furnaces in glassworks, glass forming and any work on the platforms with active glass smelting furnaces, work involving firing dolomite and lime, boiling asphalt and working with hot asphalt, direct operation of baking ovens, work involving the preparation of caramel in cauldrons.
- 12) Work in premises with air temperature lower than  $14^\circ\text{C}$ , and relative humidity higher than 65%, including in particular: work in cold stores, food stores, freezers, in constant contact with water, brine and other liquids, earthworks in wet ground - drying and irrigation, as well as work in conditions that expose clothing to constant wetness causing a violation of the heat balance.
- 13) Work in an environment with large fluctuations of microclimate parameters, especially sudden changes of air temperature in the range exceeding  $15^\circ\text{C}$ , with no possibility of at least 15-minute adaptation in intermediate temperature rooms.
- 14) Work in conditions of increased pressure, in particular:
  - a) in high-pressure chambers or other hyperbaric surface or ground devices,
  - b) in air transport facilities,
  - c) divers and scuba divers,
  - d) work in caissons.
- 15) Work in low-pressure conditions, including, but not limited to, low-pressure chambers or other hypobaric surface or ground devices.

#### **4. Work involving exposure to harmful biological agents**

Work involving contact with biological agents classified as group 3 or 4 risks, in accordance with the provisions on biological agents harmful to health in the workplace and the protection of the health of workers occupationally exposed to such agents, in particular:

- 1) Work when the source of infection may be a sick person or infectious material of human origin, including blood, tissue, urine, faeces, in particular, any work in infectious diseases hospitals (wards).
- 2) Work involving contact with biological agents transmitted to humans through contact with animals or products of animal origin, in particular:
  - a) microorganisms that cause zoonotic diseases,
  - b) allergens of animal origin, including excreta, mites, hair, dander of farm animals, dust of natural silk, feathers, fish meal found in farming and processing.
- 3) Work involving contact with biological agents of plant origin or plant-borne microorganisms:
  - a) microorganisms found in plants, including bacteria, actinomycetes, and fungi that pose a threat during the storage, processing, and use of various plant raw materials,
  - b) allergenic dust of plant origin, including grain, fodder, tobacco and medicinal herb dust.

### **III. Work involving accident hazards**

- 1) Work where young persons are exposed to an increased risk of injury, including in particular:

- a) operation of power hammers, presses, rollers, shears, slicers, shredders, drives and attachments that transmit motion to machines,
  - b) starting up machines and other equipment immediately after repair,
  - c) catching fish, gutting and filleting fish and any work in the production departments of fish processing factories,
  - d) cutting, deboning and grinding meat,
  - e) operation of tractors and self-propelled machinery, direct operation of threshers, forage harvesters and other agricultural machinery with accident hazards, mowing with a scythe,
  - f) driving construction and road construction machinery and operating cranes, pile drivers, and turnstiles,
  - (g) operating steam boilers, equipment and vessels where the pressure exceeds 0.5 bar, operating gas generators and other equipment whose operation, failure and malfunction endanger the safety of the operator and other persons in the vicinity,
  - h) woodworking using electrically or mechanically powered chainsaws, operating circular, band and frame saws (sawmills), woodworking machines with direct manual feed, and all works involving skidding, harvesting and transport of timber,
  - i) contact with wild or venomous animals, handling of bulls, stallions, boars and rams and disposal of manure and slurry.
- 2) Work involving the manufacture and use of explosive and flammable agents and products containing such agents.
  - 3) Work involving the manufacture, use and storage of compressed, liquid and dissolved gases.
  - 4) Work involving the risk of electric shock, including in particular: work on or near live power lines, work in electrical switching stations, electrical substations, transformers and signal boxes, any work on live power equipment, with the exception of reduced (safety) voltage and maintenance work on telephone exchange equipment performed by graduates of vocational schools.
  - 5) Work in rail transport, including, in particular: in positions related to railroad traffic operation, especially as drivers of motive power units and railcars, traffic wardens, conductors, shunters, adjusters, signalmen, switchmen, track machinery operators, wagon cleaners and maintenance of the traction network.
  - 6) Work in transport and automobile and tramway communications, including in particular:
    - a) work of motor vehicle drivers and their assistants,
    - b) work of conductors on buses and trolleybuses,
    - c) manually rolling, strapping and unstrapping cars and trailers,
    - d) removing, mounting and inflating automobile and tractor tires,
    - e) guards.
  - 7) Work in shipping, including in particular: any work on vessels and work in ports related to ship maintenance, dredging and wreck excavation.
  - 8) Work in aviation, including, in particular: mechanics, aircraft pilots and work related to passenger service on the plane.
  - 9) Work involving a risk of collapse, including in particular:
    - a) underground work,
    - b) work in depressions more than 0.7 m deep, that are less than twice as wide,
    - c) construction and demolition works.
  - 10) Work at a height of more than three metres, which could lead to a fall from a height, including:
    - a) construction, repair and cleaning of chimneys,
    - b) involving forced position of the body, in a confined space,

- c) work involving exposure to changing microclimates, performed outdoors.
- 11) Work in quarries and open-pit mines and in the mining and processing of sulphur.
- 12) Work in conditions with inadequate lighting, where the lighting parameters do not meet the requirements set out in the Polish Standards.

## **Appendix 2**

### **RULES FOR GRANTING PAID LEAVE TO UNIVERSITY TEACHERS UNDER THE PROVISIONS OF THE ACT**

Pursuant to the Law on Higher Education and Science of 20 July 2018 (consolidated text Dz. U. /Journal of Laws/ of 2021, item 478, as amended) and the Statute of the John Paul II Catholic University of Lublin, the following rules and procedures for granting paid leave to university teachers apply:

#### Article 1

1. If a university teacher wishes to apply for a paid leave to conduct research, as referred for in Art. 130 item 1 of the Act, the teacher is required to submit to the HR Department an application approved by the immediate supervisor, dean and head of the institute in accordance with the template constituting Appendix 2a to the Regulations;
2. The HR Department verifies the application to ensure that the statutory requirements for granting the leave are met.
3. Once the HR Department has verified if the statutory prerequisites for granting the leave are met, the application is forwarded to the Vice- Rector for Education, who assesses the application from a scientific perspective.
4. The application reviewed by the Vice-Rector for Education is forwarded to the Rector, who decides whether to grant or deny the leave.
5. The decision to refuse a paid leave to conduct research is made by the Rector, in particular in the case of:
  - 1) failure to meet statutory requirements;
  - 2) negative opinion on the application by the persons specified in sec. 1.
6. In justified cases, the Rector may decide to grant the leave despite the negative opinion of the persons specified in sec. 1 and 4.
7. Within one month after the end of the research leave, the university teacher is required to submit to the Vice-Rector for Education a report on the conducted scientific research along with an indication of the results of the research (to the extent that it does not violate the obligation of confidentiality under separate regulations and does not violate the possibility of obtaining legal protection of the research result).
8. The report referred to in sec. 7 should be reviewed by the persons referred to in sec. 1.

9. The report template constitutes Appendix 2d to the Regulations.

#### Article 2

1. If a university teacher preparing a doctoral thesis wishes to apply for a research leave, referred to in Art. 130 item 2 of the Act, the individual needs to prepare an application in accordance with the template constituting Appendix 2b to the Regulations.
2. Approved by the immediate supervisor, dean and head of the institute, as well as the thesis supervisor, the application is forwarded to the HR Department.
3. The HR Department verifies the application to ensure that it meets the formal requirements for granting the leave and forwards it to the Vice-Rector for Education, who assesses the application from a scientific perspective.
4. The application reviewed by the Vice-Rector for Education is forwarded to the Rector, who decides whether to grant or deny the leave.
5. The decision to refuse a paid leave to conduct research is made by the Rector, in particular in the case of:
  - 1) failure to meet formal requirements;
  - 2) negative opinion on the application by the persons specified in sec. 2
6. In justified cases, the Rector may decide to grant the leave despite the negative opinion of the persons referred to in sec. 2 and 4.
7. Within one month after the end of the research leave, the university teacher is required to submit to the Vice-Rector for Education a report on the use of leave. The report template constitutes Appendix 2d to the Regulations.
8. The report referred to in sec. 7 should be reviewed by the persons referred to in sec. 2. The report template constitutes Appendix 2d to the Regulations.

#### Article 3

1. If a university teacher wishes to apply for a paid leave, referred to in Art. 130 item 3 of the Act, to complete education, research or teaching internship abroad, to participate in a conference or to participate in joint research project conducted with a foreign entity based on a scientific cooperation agreement, the university teacher needs to prepare an application in accordance with the template constituting Appendix 2c.
2. The application referred to in sec. 1 should include:
  - 1) in the case of education abroad - the training plan and the opinion of the direct supervisor and Dean or Vice-Dean for Education;
  - 2) in the case of a research internship - the internship plan, including the purpose of the research, the programme of the research and the expected benefits for the participant and the University, as well as the opinion of the immediate supervisor and the dean and head of the institute;
  - 3) in the case of a teaching internship abroad - the internship plan, taking into account the purpose of teaching, the programme of classes and the expected benefits for the participant and the University, as well as the opinion of the immediate supervisor, the Dean or Vice-Dean for Education;
  - 4) in the case of participation in a conference abroad - the conference programme, information about the role in the conference, the expected benefits for the participant and the University, the opinion of the immediate supervisor, the dean and head of the institute;

- 5) in the case of participation in joint research project - an agreement with the foreign entity, the plan and description of the research, its purpose, expected benefits for the participant and the University, the opinion of the immediate supervisor, the dean and head of the institute.
3. After the above-mentioned persons and entities give their opinion on the application, the application is forwarded by the HR Department to the relevant Vice-Rector, who issues an opinion on the application.
4. The application bearing the position of the competent Vice-Rector is forwarded to the Rector, who decides whether to grant or refuse the leave.
5. A university teacher who gets the approval to travel abroad for the purposes specified in sec. 1, receives paid leave depending on the length and programme of a given project, but not exceeding 2 months during the calendar year.
6. If the limit referred to in sec. 5 is exceeded, making or the continuation of a trip abroad for the purposes specified in sec. 1 is possible within the framework of unpaid research leave obtained by a university teacher under Art. 174 of the Labour Code, subject to sec. 7.
7. In particularly justified cases, at a written request of a university teacher with a positive opinion of their direct supervisor and the appropriate Dean or Vice-Dean, the Rector or an authorised Vice-Rector may grant paid leave to the university teacher for a period exceeding the limit referred to in sec. 5, up to 12 months at a time.
8. In justified cases and if funds are available, a direct supervisor or budget administrator may grant funds for the airline tickets to a university teacher going on paid leave. The purchase must be made through a company that serves the University in the field of reservation and sale of airline tickets.
9. At a written request of a university teacher, the Rector or relevant Vice-Rector may grant permission for the performance of research duties (e.g. related to work on projects) during paid leave exceeding 14 calendar days, as long as it does not interfere with the purpose of the leave.
10. Within 10 days after the end of the leave for the purposes listed in Article 3 sec. 1, the university teacher needs to provide to the HR Department, in the case of:
  - 1) education abroad - a certificate of completion of training or participation in training;
  - 2) research or teaching internship abroad - a report on participation in the internship according to the template constituting Appendix 2d to the Regulations;
  - 3) participation in a conference abroad - a confirmation of participation in the conference or a report on participation in the conference according to the template constituting Appendix 2d to the Regulations;
  - 4) participation in joint research project - a report prepared in accordance with the template constituting Appendix 2d to the Regulations.

#### Article 4

1. If a university teacher wishes to apply for a paid leave, referred to in Art. 130 item 4 of the Act, the individual is required to prepare an application in accordance with the template constituting Appendix 2e.
2. Once the application has been reviewed by the direct supervisor, the dean and head of the institute, the application is forwarded by the HR Department to the appropriate Vice-Rector for review.
3. The application bearing the position of the competent Vice-Rector is forwarded to the Rector, who decides whether to grant or refuse the leave.

4. The length of the leave depends on the length and programme of the project in which the university teacher will participate.

**Appendix 2a**

Lublin, date .....

**Application  
for paid research leave,  
referred to in Art. 130 item 1 of the Act for the period from ..... to .....**

1. Applicant details:

<b>First name and surname</b>	
<b>Degree/academic title</b>	
<b>Starting date of employment at the University</b>	
<b>Position</b>	
<b>Performed functions</b>	
<b>Unit/Department</b>	
<b>Institute</b>	

2. Purpose of scientific research:

.....

.....

.....

.....

.....

.....

.....

3. Schedule of scientific research planned during the leave (please specify the place of scientific research):

Date	Description of research tasks	Name of the university/institution and department or other unit where the research will be conducted	Address of the university/institution and the name of the contact person (e.g. head of the department)




4. Information about the obtained research grant, scholarship, etc. (*grant title and number, scholarship type, period for which it was/is\* granted, description of the way of use of the grant and terms of the grant*) or lack thereof.

.....

.....

.....

.....

.....

.....

5. Anticipated results (outcomes) of planned scientific research (e.g. publication in high-rated scientific journals, solutions suitable for commercialisation).

.....

.....

.....

.....

.....

.....

6. Opinion of the applicant's direct supervisor:

.....

.....

.....

.....

.....

.....

7. Dean's opinion:

.....

.....

.....

.....

.....

.....

8. Opinion of the head of the institute:

.....  
.....  
.....  
.....  
.....  
.....

9. Verification of the application by the Human Resources Department.

Does the Applicant remain in an employment relationship with the University during the period entitling the Applicant to the requested leave?	
Does the Applicant have at least a doctoral degree?	
Has the Applicant taken paid research leave in the last seven years?	
Lublin, date..... signature) ..... (name-bearing stamp and	

10. Position of the Vice-Rector for science:

.....	
Lublin, date..... signature) ..... (name-bearing stamp and	

11. Decision of the Rector or authorised Vice-Rector:

CONSENT/NO CONSENT*	
Lublin, date..... .....	

signature)	(name-bearing stamp and
------------	-------------------------

\*delete as appropriate

**Appendix 2b**

Lublin, date .....

**Application  
for a paid research leave for a person preparing  
a doctoral thesis under Art. 130 item 2 of the Act for the period from.... to....**

1. Applicant details:

<b>First name and surname</b>	
<b>Degree/academic title</b>	
<b>Starting date of employment at the University</b>	
<b>Position</b>	
<b>Performed functions</b>	
<b>Unit/Department</b>	
<b>Institute</b>	

2. Information on the prepared doctoral thesis (*thesis title, thematic scope, field, discipline, description of the study area*).

.....

.....

.....

.....

.....

.....

.....

3. A plan for the use of the leave, including the doctoral programme schedule and the expected results (e.g. publication in high-rated scientific journals, solutions suitable for commercialisation).

.....

.....

.....

.....

.....

.....

.....

4. Opinion of the supervisor(s)\* on the progress of the doctoral thesis and the expected date of its defence:

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

5. Opinion of direct supervisor:

.....  
.....  
.....  
.....  
.....  
.....

6. Opinion of the head of the institute

.....  
.....  
.....  
.....  
.....  
.....

7. *Dean's opinion*

.....  
.....  
.....  
.....  
.....  
.....

8. Verification of the application by the Human Resources Department.

Does the Applicant remain in an employment relationship with the University for a period entitling to the leave?	
--	--

Has the Applicant already taken paid research leave for the purpose of preparation of a doctoral thesis?	
<p>Lublin, date.....</p> <p style="text-align: right;">..... (name-bearing stamp and signature)</p>	

9. Position of the Vice-Rector for science:

<p>Lublin, date.....</p> <p style="text-align: right;">..... (name-bearing stamp and signature)</p>	

10. Decision of the Rector or authorised Vice-Rector:

<p>CONSENT/NO CONSENT*</p>	
<p>Lublin, date.....</p> <p style="text-align: right;">..... (name-bearing stamp and signature)</p>	

**Appendix 2c**

Lublin, date .....

**Application  
for paid leave under Art. 130 item 3 of the Act**

1. Applicant details:

<b>First name and surname</b>	
<b>Degree/academic title</b>	
<b>Starting date of employment at the University</b>	
<b>Position</b>	
<b>Performed functions</b>	
<b>Unit/Department</b>	
<b>Institute</b>	

In connection with a trip abroad, I would like to request a paid leave for the purpose of:

- education,
- research internship,
- teaching internship,
- attending a conference,
- participation in research.\*

to (country, city/town).....

institution .....

in the period from ..... to .....

2. **Plan/programme** of the training, research, teaching internship, conference, participation in the joint research project\*:

Date	Description of tasks, programme and, in the case of conferences,	Purpose	Expected benefits for the Applicant and the University
------	--	---------	--



.....  
.....  
.....  
.....  
.....  
.....  
.....

6. Position of the Vice-Rector for science:

Lublin, date..... signature)	..... (name-bearing stamp and

7. Decision of the Rector or authorised Vice-Rector:

CONSENT/NO CONSENT*	
Lublin, date..... signature)	..... (name-bearing stamp and



**Appendix 2 d**

Lublin, date .....

**Report concerning the period from ..... to .....  
on paid leave for the purpose of:  
conducting scientific research/  
preparation of a doctoral thesis/  
participation in a conference abroad/  
research or teaching internship abroad/  
participation in joint research project abroad\***

<b>First name and surname</b>	
<b>Degree/academic title</b>	
<b>Starting date of employment at the University</b>	
<b>Position</b>	
<b>Performed functions</b>	
<b>Unit/Department</b>	
<b>Institute</b>	

<b>Date</b>	<b>Description of completed research/activities</b>	<b>Place of implementation</b>	<b>Results (e.g. publications in high-rated scientific journals, journal titles, trips to conferences, speeches, papers, etc.).</b>

the report)

.....  
(date and signature of the person submitting

\*Delete as appropriate.

### Appendix 2e

Lublin, date .....

**Application  
for paid research leave,  
referred to in Art. 130 item 4 of the Act for the period from ..... to .....**

1. Applicant details:

<b>First name and surname</b>	
<b>Degree/academic title</b>	
<b>Starting date of employment at the University</b>	
<b>Position</b>	
<b>Performed functions</b>	
<b>Unit/Department</b>	
<b>Institute</b>	

2. Purpose of scientific research:

.....  
.....  
.....  
.....  
.....  
.....  
.....

3. Schedule of scientific research planned during the leave (please specify the place of scientific research):

Date	Description of research tasks	Name of the university/institution/	Address of the university/institution, name and surname of the contact person

		department or other unit where the research will be conducted	(e.g. head of the department)

4. Anticipated results (outcomes) of the planned scientific research (e.g. publication in high-rated scientific journals, solutions suitable for commercialisation).

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

5. Opinion of the applicant's direct supervisor:

.....  
.....  
.....  
.....  
.....  
.....  
.....

6. Dean's opinion

.....  
.....  
.....  
.....  
.....  
.....  
.....

7. Opinion of the head of the institute:

.....  
.....  
.....  
.....  
.....

.....  
.....  
.....

8. Verification of the application by the Human Resources Department.

Does the Applicant remain in an employment relationship with the University during the period entitling the Applicant to the requested leave?	
Does the Applicant have at least a doctoral degree?	
Has the Applicant taken paid research leave in the last seven years?	
Lublin, date..... signature) (name-bearing stamp and	

9. Position of the Vice-Rector for science:

Lublin, date..... signature) (name-bearing stamp and	

10. Decision of the Rector or authorised Vice-Rector:

CONSENT/NO CONSENT*	
Lublin, date..... signature) (name-bearing stamp and	



## **Appendix 3**

### **LIST OF JOBS PARTICULARLY STRENUOUS, HAZARDOUS OR DETRIMENTAL TO THE HEALTH OF PREGNANT AND BREASTFEEDING WOMEN**

#### **I. Work involving excessive physical exertion, including manual handling of loads**

##### 1. For pregnant women:

- 1) all works in which the highest physical workload, measured by net energy expenditure for work, exceeds 2,900 kJ per work shift, and in the case of occasional work (performed up to 4 times per hour, if the total duration of such work does not exceed 4 hours per day), 7.5 kJ/min;
- 2) manual lifting and handling of items with a weight exceeding 3 kg;
- 3) manual handling of equipment components (levers, cranks, steering wheels, etc.), requiring a force exceeding:
  - a) for one-hand operation- 12.5 N for permanent work and 25 N for occasional work, as defined in item 1,
  - b) for one-hand operation - 5 N for permanent work and 12.5 N for occasional work as defined in item 1;
- 4) foot operation of device elements (pedals, buttons, etc.), requiring the use of force exceeding 30 N;
- 5) manual uphill movement:
  - a) of items in the case of permanent work,
  - b) of items weighing more than 1 kg in the case of casual work, as defined in item 1;
- 6) movement of items using two hands if it is necessary to use force exceeding the following to initiate their movement:
  - a) 30 N - when pushing,
  - b) 25 N - when pulling;
- 7) manual rolling along and rolling up items with round shapes and participation in collective handling of items;
- 8) manual handling of liquid materials - hot, caustic or with properties harmful to health;
- 9) transporting loads on a hand-propelled single-wheel cart (wheelbarrow) and a hand-propelled multiple-wheel vehicle;
- 10) work in constrained posture;
- 11) work in a standing position for a total of more than 3 hours during a work shift, whereas the time spent in a standing position cannot exceed 15 minutes at a time, after which a 15-minute break should take place;

12) work at workplace with screen monitors - in the total time exceeding 8 hours a day, while the time spent using the screen monitor cannot exceed 50 minutes at a time, after which there should be at least a 10-minute break, counted as part of the working time.

2. For breastfeeding women:

- 1) all works where the highest values of physical workload measured by the net energy expenditure of the work, exceeds 4,200 kJ per work shift, and for occasional work, as defined in sec. 1 item 1 - 12.5 kJ/min;
- 2) manual lifting and handling of items with a weight exceeding:
  - a) 6 kg - in the case of permanent work,
  - b) 10 kg - in the case of occasional work, as defined in sec. 1 item 1;
- 3) manual handling of equipment components (levers, cranks, steering wheels, etc.), requiring a force exceeding:
  - a) for two-hand operation - 25 N for permanent work and 50 N for casual work, as defined in sec. 1 point 1,
  - b) for one-hand operation - 10 N for permanent work and 25 N for casual work, as defined in sec. 1 item 1;
- 4) foot operation of device elements (pedals, buttons, etc.), requiring the use of force exceeding:
  - a) 60 N - in the case of a permanent job,
  - b) 100 N - in the case of occasional work, as defined in sec. 1 item 1;
- 5) manual handling of objects weighing more than 6 kg - to a height of more than 4 m or at a distance of more than 25 m;
- 6) manual lifting uphill - on an uneven surface, inclines, stairs with a maximum inclination angle not exceeding 30° and height not exceeding 4 m - items with a weight exceeding 6 kg;
- 7) manual lifting uphill - on an uneven surface, inclines, stairs with a maximum inclination angle exceeding 30° and height exceeding 4 m - items with a weight exceeding:
  - a) 4 kg - in the case of permanent work,
  - b) 6 kg - in the case of occasional work, as defined in sec. 1 item 1;
- 8) movement of items using two hands if it is necessary to use force exceeding the following to initiate their movement:
  - a) 60 N - when pushing,
  - b) 50 N - when pulling;
- 9) manual rolling and rolling of round-shaped objects (in particular, barrels, large-diameter pipes), if:
  - a) the weight of the objects being rolled, on a horizontal area with a hard and smooth surface, exceeds 40 kg per woman,
  - b) the weight of objects rolled on the ramps exceeds 10 kg per woman;
- 10) participation in collective movement of items;
- 11) manual handling of liquid materials - hot, caustic or with properties harmful to health;
- 12) transporting loads exceeding:
  - a) 20 kg - when transporting on a wheelbarrow on terrain with a slope not exceeding 5% or 15 kg - on 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 transported on a three or more-wheel cart on terrain with a slope not exceeding 5% or 70 kg - on terrain with a slope greater than 5%.

The above-mentioned permissible load weights also include the weight of the transport equipment and refer to the transport of loads on an even, hard and smooth surface. When transporting loads on uneven or unpaved surfaces, the weight of the load including the weight of the transport equipment must not exceed 60% of the values given;

- 13) carrying loads on a rail cart of a mass exceeding, including the mass 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 loads:
  - a) on a wheelbarrow or a multiple-wheel vehicle on terrain with a slope greater than 8%,
  - b) on a wheelbarrow or a multiple-wheel vehicle over a distance exceeding 200 m,
  - c) on a rail cart on terrain with a slope of more than 4%,
  - d) on a rail cart over a distance exceeding 400 m.

## **II. Work in a cold, hot, changeable microclimate**

For pregnant and breastfeeding women:

- 1) works performed in a hot microclimate under conditions where the PMV index (predicted mean vote), determined in accordance with the Polish Standard for such work, is greater than 1.0;
- 2) works performed in a cold microclimate in conditions where the PMV index (predicted mean vote), determined in accordance with the Polish Standard for this work, is less than -1.0;
- 3) works carried out in an environment with large fluctuations in the microclimate parameters, especially in the case of sudden changes in air temperature in the range exceeding 15°C, when there is no possibility to arrange at least a 15-minute adaptation in a room with intermediate temperature.

## **III. Work in noise exposure and vibration**

For pregnant women:

- 1) work in conditions of exposure to noise of which:
  - a) exposure level related to an 8-hour daily or average weekly working time, as defined by the Labour Code, exceeds 65 dB,
  - b) the C sound peak level exceeds 130 dB,
  - c) the maximum A sound level exceeds 110 dB;
- 2) Work in conditions exposed to infrasound noise, where the equivalent level of acoustic pressure corrected by frequency characteristic G, referred to an 8-hour daily or average weekly period as defined in the provisions of the Labour Code, exceeds 86 dB;
- 3) Work in conditions of exposure to noise of which:
  - a) equivalent sound pressure levels in the octave bands with centre frequencies from 10 kHz to 40 kHz, related to the 8-hour daily or average weekly working time, specified in the Labour Code,
  - b) maximum sound pressure levels in the octave bands with centre frequencies from 10 kHz to 40 kHz

- exceed the following values:

Centre frequencies of the octave bands (kHz)	Equivalent sound pressure level related to an 8-hour daily or average weekly working time, as defined by the LabourCode (dB)	Maximum sound pressure levels (dB)
10; 12.5; 16	75	95
20	85	105
25	100	120
31.5; 40	105	125

- 4) works under conditions of exposure to vibrations affecting the body through the upper limbs of which:
- the daily exposure value, expressed as an energy equivalent for 8 hours of operation of a vector sum of effective, frequency-corrected vibration accelerations, determined for three directional components ( $a_{hw_x}$ ,  $a_{hw_y}$ ,  $a_{hw_z}$ ), exceeds  $1 \text{ m/s}^2$ ,
  - the exposure value of 30 minutes and less, expressed as a vector sum of the effective, frequency-corrected vibration accelerations determined for the three directional components ( $a_{hw_x}$ ,  $a_{hw_y}$ ,  $a_{hw_z}$ ), exceeds  $4 \text{ m/s}^2$ ;
- 5) all works under 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 ionising radiation**

- For pregnant women:
  - works within the range of electromagnetic fields with intensities exceeding values for the safe zone, as defined in regulations on the highest permissible concentrations and intensities of harmful factors for health in the work environment;
  - works performed under conditions of exposure to ionizing radiation as defined by Nuclear law.
- For breastfeeding women - work in conditions of exposure to ionizing radiation as defined by Nuclear Law.

#### **V. Work under increased or reduced pressure**

For pregnant and breastfeeding women - diving work, work in pressurized tanks, and all work under elevated or reduced pressure conditions.

#### **VI. Work involving contact with harmful biological agents**

- For pregnant and breastfeeding women:
  - work posing a risk of infection with: hepatitis B virus, varicella-zoster virus, rubella virus, HIV virus, cytomegalovirus, listeria monocytogenes, toxoplasmosis;;



- 2) working with animals infected with contagious and invasive diseases.
2. For pregnant women - work in exposure to other biological agents classified in hazard groups 2-4, in accordance with the provisions on biological agents harmful to health in the workplace and health protection of workers occupationally exposed to such agents - if the results of the occupational risk assessment, taking into account the therapeutic measures necessitated by specific biological agents, indicate an adverse effect on the health of pregnant women or the course of pregnancy, including fetal development.

## **VII. Work involving exposure to harmful chemicals**

For pregnant and breastfeeding women:

- 1) work involving exposure to substances or mixtures meeting the criteria for classification in accordance with Regulation (EC) No 1272/2008 of the European Parliament and of the Council of 16 December 2008 on classification, labelling and packaging of substances and mixtures, amending and repealing Directives 67/548/EEC and 1999/45/EC, and amending Regulation (EC) No 1907/2006 (Dz. Urz. /Official Journal/ UE L 353 of 31 December 2008, p. 1, as amended) in one or more of the following hazard classes or categories along 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 the additional category of harm to lactation or harmful to breastfed babies (H360, H360D, H360FD, H360Fd, H360Df, H361, H361d, H361fd, H362),
  - d) specific target organ toxicity after a single exposure, category 1 or 2 (H370, H371) - regardless of their concentration in the work environment;
- 2) work involving exposure to the following chemical substances regardless of their concentration in the working environment:
  - a) chemical agents with 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 involving exposure to organic solvents, where their concentrations in the work environment exceed 1/3 of the maximum permissible concentrations laid down in the provisions on the maximum permissible concentrations and intensities of factors harmful to health in the work environment;
- 4) work or technological processes involving a release of chemical substances, their mixtures or agents with carcinogenic or mutagenic effect, listed in the regulations on chemical substances, their mixtures, agents or technological processes with carcinogenic or mutagenic effect in the working environment.

## **VIII. Work which could cause serious physical or mental injuries**

1. For pregnant and breastfeeding women:
  - 1) work in trenches and in tanks and canals;
  - 2) working underground in all kinds of mines;
  - 3) work in a constrained work rhythm (for example, at a conveyor belt);
  - 4) other work that poses a risk of severe physical or mental injury, including firefighting, participation in chemical rescue operations, disaster recovery, work with explosives, work in slaughtering livestock and handling breeding stock.
2. For pregnant women - working at height - outside of fixed galleries, platforms, platforms and other fixed elevations with full fall protection (without the need for personal fall protection equipment), and climbing up and down ladders and brackets.