

**WORK REGULATIONS
OF
MIROSLAW MOSSAKOWSKI MEDICAL RESEARCH INSTITUTE
POLISH ACADEMY OF SCIENCES
in Warsaw**

**SECTION 1
Preliminary provisions**

Clause 1

1. Work Regulations introduced on the basis of Article 104 (1) of the Labour Code governs the organisation and order of work at Mirosław Mossakowski Medical Research Institute Polish Academy of Sciences in Warsaw hereinafter referred to as *the Institute* and the related rights and obligations of the Employer and the Employees.
2. Work Regulations shall apply to everyone employed at the Institute regardless of their job position and working time regulations.
3. Whenever the term *Employer* is used in these Regulations it shall mean the Institute, represented by the Director of the Institute or any person appointed by the Director.
4. Each Employee shall read Work Regulations before they are allowed to commence their work. The statement on reading Work Regulations including the Employee's signature and date is attached to the Employee's personal files. The template of the statement constitutes Appendix 1 to Work Regulations.

Clause 2

1. The Institute can employ:
 - 1) researchers,
 - 2) research and technical assistants,
 - 3) library service, research information staff and documentation management staff,
 - 4) engineering technician,
 - 5) organization and economy staff, and administration staff,
 - 6) employees for worker and service positions.
2. Researchers can be employed on the positions of:
 - 1) a professor,
 - 2) a professor of the Institute,
 - 3) an assistant professor,
 - 4) a research assistant.
3. Research and technical assistants can be employed on the positions of:
 - 1) a head specialist for core facilities,
 - 2) a specialist.



SECTION 2

Work organisation

Clause 3

1. The employer shall assign a workstation to an employee and determine the activities to perform therein.
2. The Employer shall equip Employees with the necessary materials, stationery and devices.
3. It is forbidden for the Employees to use the materials and devices of the Institute for any purposes which are not related to their work.
4. The Employees cannot stay on the Institute premises outside their working hours unless they have obtained the Employer's approval.

SECTION 3

The obligations of the Employee

Clause 4

The primary obligation of the Employees of the Institute is to perform their work conscientiously and with due diligence and comply with the work-related instructions given by their superiors unless they are contrary to the provisions of law and their contract of employment.

1. The Employee is particularly obliged to:
 - 1) Comply with the predetermined working time,
 - 2) act in the best interest of the Institute, protect its property and keep confidential all information the disclosure of which could act to the detriment of the Employer,
 - 3) comply with Work Regulations and the order established in the Institute,
 - 4) obey the occupational health and safety regulations and fire protection regulations,
 - 5) comply with internal regulations of information security and the related provisions of law,
 - 6) respect the rules of social coexistence,
2. The Employee shall undergo pre-employment, periodic and return-to-work medical examinations on the basis of the referral issued by the Employer. The medical examinations are performed at the occupational medicine outpatient clinics which are specified by the Employer and have signed a contract with the Employer to provide occupational medicine service.
3. Prior to the employment commencement the Employee shall undergo **pre-employment** health assessments which should result in their obtaining a certification of the ability to work on a specific job position. The certification should be submitted to the Employer on the date of the commencement of their employment at the latest.
4. All the Employees shall undergo periodic medical examination on the dates specified by the competent occupational medicine specialist who takes care of the Employees. The medical certification should be submitted to the Employer on the date of expiry of the previous certification at the latest.



5. After a period of sickness-related incapacity for work longer than 30 days the Employee shall undergo a return-to-work medical examination in order to confirm they are capable of performing work in the current position and submit it to the Employer on the date of return to work at the latest.

6. In the event of failure to produce the medical certification, either periodic or return-to-work, the Employee shall not be admitted at work and shall not receive remuneration until the appropriate certification has been submitted.

7. The Employee shall undergo the training in the occupational health and safety and fire regulations and confirm the fact that they are familiar with all the regulations in writing.
8. The Employee is obliged to know and respect the regulations on the protection of personal data and to absolute compliance with the safety rules of personal data processing defined in the Policy of Safety, Regulations of Use of Electronic and IT Resources of the Institute and other internal regulations of the Institute.

Clause 5

1. The work of organisational units of the Institute is managed by their heads.
2. The tasks and obligations of the Employees of the Institute are strictly connected with the tasks of the unit they are employed in.
3. The tasks and obligations of each Employee are defined by the head of the unit and, after the approval of the Director of the Institute, are included in the personal files of the Employee.

Clause 6

1. The major obligations of researchers include carrying out statutory tasks of the Institute, especially conducting scientific research and development, publishing and promotion of the research outcomes and engagement in the educational initiatives implemented by the Institute.
2. Research tasks for the researchers are specified by the superiors on the basis of the scientific research plan of the Institute. The performance in the area of research is the basic measurement of the fulfilment of the researcher's responsibilities. Researchers should participate in meetings and scientific conferences of the Institute. Moreover, they are obliged to take part in the organisation of scientific conferences and congresses, visits of overseas guests etc.
3. Research assistants and assistant professors shall perform work which is necessary to obtain scientific degrees and to be actively involved in training programmes.
4. Professors and professors of the Institute shall be engaged in the training schemes for young researchers that are organised by the Institute.

Clause 7

1. The responsibilities of the head of the scientific unit include the management of current organisational tasks including keeping necessary documentation, designing projects of plans and drawing up reports on the performance of the unit, team and laboratory. However, the head of the unit can assign the management of current organisational tasks to a subordinate Employee, regardless of their research work, provided that the basic obligation of the Employee is not compromised.

2. Each Employee shall submit a report on the implementation of the research plan through their immediate superior to the Director of the Institute on the predetermined dates. The report should also include a list of publications and other research activities. The reported results should be approved by the research supervisor and discussed at the scientific meetings (reporting meetings) held by the internal units of the Institute or the management of the Institute whichever shall be deemed necessary.
3. The researchers of the Institute are recommended to be engaged in research and teaching activities of doctoral schools.
4. The researcher has the right to apply for science scholarship and to participate in scientific internship programmes in other research centres in compliance with the regulations in force at the research institutions of Polish Academy of Sciences.
5. The researchers are obliged to participate in scientific meetings of their home unit (department, laboratory, team).

Clause 8

In the event of the termination of the relationship of employment the Employee shall settle all the matters with the Institute and obtain all the required notes on the clearance slip.

Clause 9

1. The Employee is forbidden to leave their workstation within their working hours without the superior's approval, to stay on the premises of the Institute when under the influence of alcohol and to perform during their working hours any activities that are unrelated to their work obligations.

Clause 10

Smoking is prohibited on the Institute premises.

Clause 11

The Employee shall notify the Employer forthwith of any changes to their personal data or any changes that entail the acquisition or loss of relevant benefits by submitting the relevant documents.

SECTION 4

The obligations of the Employer

Clause 12

The Employer shall:

- 1) ensure a workstation for the Employee to perform work in accordance with their contract of employment,
- 2) inform the Employee of the scope of their duties, methods of work in their positions, and their fundamental rights,



- 3) apply objective and fair criteria for the evaluation of Employees and their performance,
- 4) keep records of all the matters related to the employment relationship and the personal files of the Employees,
- 5) provide safe and healthy workplace and training in Occupational Health and Safety (OHS),
- 6) pay the remuneration in a timely manner,
- 7) facilitate professional qualifications acquisition and an increase of occupational skills,
- 8) prevent any discrimination in employment, particularly with regard to gender, age, disability, race, nationality, political persuasion, union membership, ethnicity, religion and sexual orientation,
- 9) grant statutory leave and sick leave which are governed by separate regulations,
- 10) exert influence on the principles of social coexistence in the workplace,
- 11) prevent workplace harassment.

SECTION 5

Working time

1. Working time means the time when the Employee is available for the Employer in the workplace or any other location designated for their work.
2. Working time should be fully used by the Employee exclusively for the performance of their work duties.
3. At the Institute the standard working time regulations are applied i.e., 8 hours per day, on average 40 hours per week, in one-month settlement period.
4. The Employees are obliged to perform work for 5 days a week, from Monday to Friday, the Employees shall begin work between 7.00 a.m. and 9.00 a.m. and finish 8 hours later i.e., between 15.00 and 17.00 respectively.
5. Working time regulations in the predetermined settlement period for the Employee are specified in compliance with Article 129 (1) and 130 of the Labour Code.
6. Working time in the settlement period, specified herein (Item 3), shall be reduced in that period by the number of hours of any justified absence from work during which work should be performed, in accordance with the adopted working time pattern.
7. All the Employees are entitled to a 15-minute break which is counted towards working time.
8. If necessary, it is possible to make amendments to an individual working time pattern, which shall be agreed upon in writing by and between the Employer and the Employee.
9. Any absence from work without the approval of the Employer shall mean an unauthorised absence from work.
Any leave of absence which does not result from work performance outside workplace can be taken only when approved by the Employer.
10. Nighttime means 8 hours from 22.00 till 6.00 on the following day.

Clause 14

Should it be deemed necessary, the Employees can be employed on Sundays and bank holidays. The Employees shall be granted another day off work in exchange for the work performed on a Sunday or a holiday:

- 1) for the work performed on a Sunday a day off is granted within 6 calendar days prior to or after the Sunday,
- 2) for the work performed on a bank holiday a day off is granted on a date within the settlement period.

Clause 15

For the work performed on another free day (e.g., Saturday) the Employee is entitled to a day off in another time within the settlement period agreed on by and between the Employer and the Employee.

Clause 16

1. Work performed by an employee that exceeds the working time standards agreed for that employee, as well as work that exceeds the extended daily working time that results from the employee's working time system and patterns, is considered overtime work.
2. Overtime work is permissible if:
 - 1) it is necessary for a rescue operation to protect human life or health, property or environment or failure handling,
 - 2) specific needs of the Employer.
3. A larger number of extra hours due to the specific needs of the Institute is permissible. The maximum limit of extra hours is set at 360 hours per calendar year.

Clause 17

The Employer keeps a record of the Employee's working time for the purpose of the correct calculation of the remuneration and other work-related benefits.

SECTION 6

Confirmation of attendance and excuse for absence from work

Clause 18

1. The Employee shall confirm their appearance at the Institute by signing the attendance list, compiled separately for each organisational unit of the Institute, which should be delivered forthwith to HR Office after a working month.
2. On leaving the Institute, each time must be registered in the entry log specifying the purpose of the leave and approximately the duration of the absence. Upon return, the time of return should be registered.

Clause 19

1. The Employee shall notify the Employer of the absence from work and its estimated duration should it be known to the Employee.
2. Should the reason for their absence be unknown to the Employees, they shall notify the Employer forthwith, not later than on the second day of absence from work and specify the estimated duration of their absence.
3. The Employee shall deliver such a notification personally or through another person, by phone, by e-mail or via other means of direct communication.
4. Failure to provide a forthwith notification of the reason for their absence and its estimated duration shall mean a violation of the Employee's work obligations.

Clause 20

1. The Employee is obliged to produce the evidence for the justified absence from work. The evidence which justifies the absence from work include:
 - 1) sick leave note certifying that the Employee is temporarily unfit for work which is issued in compliance with the provisions on medical certification of temporary incapacity for work,
 - 2) summons to appear in court, public or government bodies, which prevent the Employee from appearing at work.
2. The Employee shall produce an excuse for late arrivals at work; failure to produce it shall mean a violation of the Employee's work obligations.

SECTION 7 Remuneration

Clause 21

1. The remuneration is paid on a monthly basis to the bank account specified by the Employee.
 2. The remuneration is paid in arrears for a worked month, in no case later than by the 29th of each month.
 3. If the fixed pay day is a non-working day, the remuneration is paid on the previous day.
 4. The Employee cannot renounce their right to remuneration and they cannot assign the right to other persons.
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1. At the request of the Employee, Chief Accountant shall make available to that Employee the documents which are used as a basis to calculate the Employee's remuneration.
 2. In the event when the remuneration already paid was underestimated, the complementary amount is paid forthwith, not later than within 7 days of the date when the correct remuneration was identified.

Clause 23

1. After deduction of social security contribution and income tax advance, the remuneration is subject to deductions only for the liabilities defined in Article 87 (1) of the Labour Code in the amounts specified in Clauses 3-5 therein, as well as other dues approved by the Employee

in writing.

2. Amounts paid to the Employee on a previous payment date for a period of absence from work for which the Employee is not entitled to any remuneration shall be deducted from his remuneration for work in the full amount.

SECTION 8

Annual leave and time off

Clause 24

1. The Employee is entitled to annual, uninterrupted, paid statutory leave.
2. The right to the leave cannot be waived by the Employee.

Clause 25

1. When the Employee commences work for the first time, they are entitled to leave after the end of each month of work in the calendar year in which they start work, equal to one-twelfth of the leave they will be entitled to after one year of work.
2. The Employee is entitled to leave in every successive calendar year.
3. The statutory leave amounts to:
 - 1) 20 working days – if the Employee’s length of service is less than 10 years
 - 2) 26 working days - if the Employee’s length of service is at least 10 years.
4. Researchers and scientific research workers are entitled to a statutory leave of 36 working days per year.
5. The length of leave of the Employee employed on a part-time basis shall be determined in proportion to the working time of that Employee, on the basis of the length of the leave referred to herein (Item 3 and 4).
6. The length of service with previous employers, irrespective of any interruption in employment and the procedure of termination of the employment relationship, the periods of education specified in Article 155 of the Labour Code shall be counted towards the length of service that determines the entitlement to and the length of leave.

Clause 26

1. The leave is granted on the Employee's working days in accordance with the agreed working time pattern, based on the number of working hours corresponding to the daily working time on a given day.
2. When the leave is granted in accordance with Item 1 herein, one day of leave corresponds to 8 hours of work.
3. The provisions in Items 1 and 2 herein shall apply accordingly to the Employee whose daily working time standard defined in separate regulations is shorter than 8 hours.

Clause 27

1. The date of leave is determined by the Employer in agreement with the Employee.
2. At the Employee's request the leave can be split into parts, provided that at least one part of the leave shall not be shorter than 14 consecutive calendar days.
3. The Employer is under the obligation to grant the leave of no more than 4 days per calendar year at the request of the Employee and at the time specified by the Employee. The request for leave shall be placed by the Employee on the first day of that leave at the latest.
4. If the leave is not used on the date determined in accordance with Article 163 of the Labour Code, the leave should be granted to the Employee by 30 September of the following calendar year at the latest; this does not apply to the leave on request. The leave which is not used due to reasons attributable to the Employer shall be granted by the Employer in agreement with the Employee in question.
5. The Employee shall commence the leave after submitting the application for leave to HR Office and obtaining the immediate superior's approval on the application; this does not apply to the leave defined in Item 3 herein.

Clause 28

Unpaid leave may be granted to the Employee by the Employer at the Employee's written request in compliance with the provisions in Article 174 of the Labour Code. Unpaid leave shall be granted to the Employee once the Employee has used the statutory annual leave.

Clause 29

According to the principles regulated by separate regulations, the Employer shall grant the Employee the unpaid leave:

- 1) for the purpose of personal childcare (parental leave),
- 2) to enable the discharge of the duties of members of parliament and senators,
- 3) for the duration of the service in diplomatic and consular representations on the basis of the Regulation of the Council of Ministers of 24 March 1983 (Journal of Laws (Dz. U.) 20 (90) of 14 April 1983)

Clause 30

Pursuant to separate regulations, the Employer is under obligation to grant days off:

- 1) for the Employee to be able to carry out tasks and duties of:
 - a) a member of the jury in court,
 - b) a member of the conciliation commission.
- 2) for the Employee to be able to:
 - a) fulfil the general defence obligation,
 - b) appear before the government administration authority or local authority, the court, prosecutor's office, the police, a conciliation commission, Supreme Chamber of Control with regard to the control procedures.
 - c) serve as an expert in prosecutorial, legal or administrative proceedings,
 - d) undergo medical examination in the area of occupational medicine.



Clause 31

1. The Employer is under obligation to grant days off to the Employee, with the Employee retaining the right to remuneration, for the period of:
 - 1) 2 working days – for the Employee’s wedding or on the occasion of the Employee’s childbirth, the death and funeral of the Employee’s child, father, mother, stepfather or stepmother,
 - 2) 1 working day – for the wedding of the Employee’s child or the death and funeral of the Employee’s sister, brother, mother-in-law, father-in-law, grandmother, grandfather as well as another person who is the Employee’s dependant or under the Employee’s direct care.

Clause 32

An employee raising at least one child up to 14 years of age is entitled to 2 paid days off in a calendar year, with the Employee retaining the right to remuneration.

Clause 33

1. Time off can be granted to the Employee if it is necessary for the Employee to attend to important personal or family matters which have to be dealt with during the working hours.
2. The Employee is entitled to remuneration for the time off which is referred to Item 1, provided that the Employee has performed work to make up for the time of such leave. Such working time shall not count as overtime work.

SECTION 9

The list of work which is prohibited for female and adolescent employees.

Clause 34

1. When employing women, the Employer is under obligation to comply with the provisions of the Regulation of the Council of Ministers of 3 April 2017 on the list of strenuous, hazardous and harmful work for pregnant and breastfeeding female employees.
2. The list of work prohibited for female employees which is referred to in Item 1 constitutes Appendix 2 to these Regulations.

Clause 35

The Employer does not employ adolescent employees therefore there is no list of job positions for adolescent employees. If an adolescent employee is to be employed such a list shall be compiled.



SECTION 10
Occupational Health and Safety (OHS)

Clause 36

The Employer shall protect the health and life of The Employees by ensuring safe and healthy working conditions.

1. The Employer shall not admit the Employee to work for which the Employee does not have the required qualifications or skills and sufficient knowledge of the provisions and rules of the occupational health and safety.
2. The Employer shall ensure pre-employment training of the Employee in health and safety at work as well as periodic training in OHS.
3. The Employer shall inform the Employee of the rules of operation of the technical equipment used in the workplace.
4. The Employer shall provide detailed instructions and guidelines on the occupational health and safety at specific workstations.
5. The Employer shall ensure that the Employees are familiar with the provisions and regulations of fire protection and OHS which concern the work they perform.
6. The Employer shall inform the Employee in writing of any and all hazards and risks related to the work they perform (occupational hazards).
7. The Employee shall confirm in writing that they have read the provisions on and principles of health and safety at work.
8. The Employer shall conduct, at the Employer's expense, tests and measurements of the levels of agents harmful to health, record and retain the results of those tests and measurements and make those results available to the Employees.

Clause 37

It is a basic duty of the Employee to comply with the provisions on and principles of occupational health and safety. In particular, the Employee shall:

- 1) perform work in accordance with the applicable provisions on and principles of occupational health and safety, and comply with the related instructions and recommendations given by their superiors,
- 2) use the assigned personal protective equipment and working clothing and footwear in accordance with their intended use,
- 3) undergo pre-employment health assessments, periodic medical examinations and return-to-work health examinations and other recommended medical examinations,
- 4) participate in training and briefings on occupational health and safety and take the required examinations.

Clause 38

1. The Employer shall provide the necessary personal protective equipment to the Employee, free of charge, to protect him from agents in the work environment that are hazardous and harmful to health and inform the Employee on how to use that personal protective equipment.
2. The Employer shall provide the Employee with working clothing and footwear, free of charge, in accordance with the requirements defined in the applicable Polish Standards:
 - 1) if the employee's own clothing may be damaged or heavily soiled,
 - 2) in accordance with the technological, sanitary, or occupational health and safety requirements.

3. The types of personal protective equipment and working clothing and footwear as well as the expected useful life of that working clothing and footwear shall be determined by the Employer.

SECTION 11

Employees' Liability in Relation to the Maintenance of Order in the Workplace

Clause 39

1. If the Employee does not comply with the adopted organisation and order of the process of work, work regulations, particularly the regulations on occupational health and safety, fire protection and personal data protection, the Employer may apply the following penalties:
a warning or a reprimand.
2. If the Employee does not comply with the regulations on occupational health and safety and fire protection, leaves work without justification, reports to work in a state of intoxication or consumes alcohol at work, the Employer may also impose a financial penalty not higher than specified in Article 108 (3) of Labour Code.
3. Researchers and research and technical assistants shall be liable according to the principles defined in the Act of 30 April 2010 on Polish Academy of Sciences.

SECTION 12

Financial liability of Employees

Clause 40

The Employee who, due to non-performance or improper performance of the Employee's duties through his fault, has caused damage to the Employer shall be held financially liable for the damage to the extent of an actual loss suffered by the employer and only for the typical consequences of the act or failure to act that caused the damage.

Clause 41

If damage is caused by several Employees, each of those Employees shall be held liable for a portion of that damage, in proportion to their contribution and the degree of fault. If the degree of fault and contribution of individual employees cannot be determined, they shall be liable for the damage in equal parts.

Clause 42

Compensation is determined in proportion to the amount of damage; however, it cannot exceed the amount of three months' remuneration which is due to the Employee on the date the damage was caused.

Clause 43

If the damage is made good under an agreement concluded between the Employer and the Employee, the amount of compensation may be reduced based on the assessment of all the circumstances of the case, including the degree of fault and the Employee's attitude to his work-related duties.

Clause 44

If the damage is caused intentionally by the Employee, the Employee shall compensate for the entire damage.

SECTION 13 Distinctions and Awards

Clause 45

1. Employees who perform their duties in an exemplary manner and improve the efficiency and quality of work may receive the following awards and distinctions:
 - 1) cash prize,
 - 2) in-kind prize,
 - 3) written praise,
 - 4) certificate of appreciation,
 - 5) promotion.

The awards are granted in a festive manner.

SECTION 14 Security and Surveillance on the Institute Premises

Clause 46

1. The Employees shall:
 - 1) carry on them their access cards/identity badges when on the Institute premises;
 - 2) make sure that the guests invited by the Employees do not move around the Institute premises on their own; the Employees are responsible specifically for walking the guests from the reception desk and walking them back outside the limited access areas. This does not apply to the areas freely available to the public;
 - 3) register in the entry log the time of arrival and deposit of the key to the Institute rooms.
2. The Employees are entitled to stay on the Institute premises from 7 a.m. till 7 p.m. In order to stay on the Institute premises outside the specified hours, on each and every occasion the Employee shall apply for permission of the head of the unit the Employee is employed in, and they shall also inform the security officer on duty.
3. The Employee shall produce a document with their photo on request of the security officer in order to confirm their personal data included in their identity badge.
4. The heads of the units shall provide to the security officers the lists of persons entitled to take the keys to the specific rooms of the specific organisational unit of the Institute. The Employees can collect the keys exclusively to the rooms specified on the list, and they shall record it each and every time they collect and return the keys.
5. In specific cases which are determined by safety and security reasons, the Employer has the right to establish separate rules of access to specific areas of the Institute.

Clause 47

1. The Employer shall introduce technical security measures in order to monitor and register the workplace premises and the area around i.e., surveillance CCTV system.
2. The applied surveillance system is necessary for the safety and security of the Employees as well as protection of the Employer's property.
3. Video surveillance means video recording via the cameras installed in the workplace. The video surveillance is kept on a 24-hour basis, and it covers:
 - 1) the gate and entry to the Institute premises,

- 2) main entrance, the entrance at Rare Diseases Platform, the entrance to Building B at the Supply Unit and the entrance to Building B at IPPT,
 - 3) all the corridors of each building (A, B, C, D), the cameras are installed at each end of the corridor,
 - 4) the camera at Cleanroom.
4. The surveillance video is recorded on the recorder and a disk in a 30-day loop.
 5. Prior to their admission to work, each newly employed Employee shall receive a written information on video surveillance in the workplace which includes a list of places under surveillance, the reasons for the surveillance and the tools and devices used for the surveillance.
 6. The places kept under surveillance are designated with a sign of a camera which says: "Under video surveillance".
 7. The persons who participate in the recorded videos may apply to the Employer for the recording to be secured in order to produce them to the competent bodies.

Clause 48

1. The surveillance videos shall be processed by the Institute exclusively for the purpose for which they were recorded and they shall be stored for the period of 30 days of their recording.
2. In the event of the recording being the evidence in legal proceedings or when the Employer learns that it can constitute such evidence, the surveillance video can be stored for the period necessary for the final and binding legal statement or decision.
3. After the storage term expiration, the surveillance videos which may contain personal data shall be destroyed, unless the regulations stipulate otherwise.

Clause 49

1. The video surveillance equipment is exclusively at the disposal of the Employer. The information of their location in specific places is the Employer's secrecy.
2. The access to the surveillance videos and the right to control surveillance equipment shall be granted exclusively to the Employees empowered by the Director. The designated persons shall receive an individual power of attorney to perform duties related to the video surveillance and control of the surveillance equipment.

SECTION 15

Other forms of surveillance

Clause 50

1. In order to ensure the work organisation which enables the full use of the working time and proper application of the tools available to the Employees as well as to protect the Employer's property the following areas are under surveillance:
 - 1) the Employee's work e-mail box;
 - 2) the Employee's use of the access to the Internet;
 - 3) activities performed on the work computers and the data stored and processed by means of work computers.
2. The work e-mail box surveillance is not carried out in a continuous manner, it does not violate the secrecy of correspondence or any other personal rights of the Employee. The surveillance of the Employee's work e-mail box, their use of the access to the Internet and the activities performed on the work computers and the data stored and processed by means of work computers is carried out within the rights of the controller of the IT systems and can be carried out remotely

or with the participation of the Employee who shall, on each of the Employer's request, provide access to the work computer including the data and information stored on that computer.

SECTION 16

Final Provisions

Clause 51

The Employer has the right to issue internal regulations on work organisation and order of the process of work and the Employees shall comply with these regulations.

Clause 52

In matters not provided for herein, the provisions of the Act of 26 June, 1974 Labour Code and the Act of 30 April 2010 on Polish Academy of Sciences (Journal of Laws (Dz.U) 96 (619) of 2010 as amended) shall apply.

Clause 53

The conditions of remuneration for work and other benefits granted to the Employee are defined in separate remuneration regulations.

Clause 54

Director of the Institute or his/her deputies deal with the personal matters reported by the Employees on dates agreed by both parties via the secretarial office.

Clause 55

1. These Regulations are introduced for the unspecified term.
2. These Regulations come into force after 14 days of its announcement to the Employees via posting them on the following webpage: www.imdik.pan.pl, in "Employees" section.
3. These Regulations can be amended and complemented from time to time in the same manner as they have been established or by introduction of new regulations.

Director

DYREKTOR
.....

prof. dr hab. n. med. Leonora Bużajska

Warsaw, 17 May 2021

Appendices:

- 1) Appendix: Employee's statement on reading the Work Regulations.
- 2) Appendix 2: - The list of strenuous, hazardous and harmful work for pregnant and breastfeeding females.

**Employee's statement on reading the Work Regulations
(Appendix 1 to Work Regulations)**

.....
(name and surname)

.....
(town, date)

.....
(job position)

I confirm that I have read the work regulations and I oblige myself to comply with all the regulations.

.....
(the employee's signature)

Appendix 2 to Work Regulations

THE LIST OF STRENUOUS, HAZARDOUS AND HARMFUL WORK
FOR PREGNANT AND BREASTFEEDING FEMALE EMPLOYEES

1. Works involving excessive physical effort, including manual handling of loads.

1. For pregnant women:

- 1) all the work, where the highest values of the physical workload, measured as net energy expenditure for work, exceed the level of 2900 kJ per work shift, and in the case of repeated work (performed up to 4 times per hour, provided that the total time of such work does not exceed 4 hours a day)- the level of 7,5 kJ/min;
- 2) manual lifting and handling of loads of a total weight up to 3 kg;
- 3) manual operation of the elements of devices (levers, crank handles, steering wheels etc.) which requires the use of force in excess of:

- a) 12,5 N for continuous handling and 25 N for repeated handling, as defined herein: item 1, for two-hand handling,
 - b) 5 N for continuous work and 12,5 N for occasional work, as defined herein: item 1, for one-hand handling;
- 4) foot-powered operation of the elements of devices (pedals, buttons etc.), which requires the use of force in excess of 30 N;
 - 5) manual moving up:
 - a) of loads in continuous handling,
 - b) of loads of a total weight exceeding 1 kg for repeated handling, as defined herein (Item 1);
 - 6) two-hand loads handling if the initial force required to transport the loads exceeds the values of:
 - a) 30 N for pushing,
 - b) 25 N for pulling;
 - 7) manual rolling over and rolling up of round loads and participation in team handling of loads;
 - 8) manual handling of liquids that are hot, corrosive or harmful for health;
 - 9) transport of loads on a unicycle (wheelbarrow) and manually-operated 2, 3 or 4-wheeled vehicles;
 - 10) work in a constrained posture;
 - 11) work in a standing position for more than 3 hours during the work shift, provided that a single bout of work in a standing position cannot exceed 15 minutes, and it shall be followed by a 15-minute break;
 - 12) work with exposure to display monitors in total time exceeding 8 hours per day, provided that a single bout of work at the display monitor cannot exceed 50 minutes, which shall be followed by at least 10-minute break counted towards working time.

2. For breastfeeding women:

- 1) all the work, where the highest values of the physical workload, measured as net energy expenditure for work, exceed the level of 4200 kJ per work shift, and 12,5 kJ/min. in the case of repeated work defined in Item 1 (1);
- 2) manual lifting and handling of loads of a total weight exceeding:
 - a) 6 kg for continuous handling,
 - b) 10 kg for repeated handling, as defined herein: Item 1(1);
- 3) manual operation of the elements of devices (levers, crank handles, steering wheels etc.) which requires the use of force in excess of:
 - a) 25 N for continuous handling and 50 N for repeated handling, as defined herein: Item 1(1), for two-hand handling,
 - b) 10 N for continuous work and 25 N for occasional work, as defined herein: Item 1(1), for one-hand handling;
- 4) foot-powered operation of the elements of devices (pedals, buttons etc.), which requires the use of force in excess of:
 - a) 60 N for continuous handling,
 - b) 100 N for repeated handling as defined herein Item 1 (1);
- 5) manual handling of loads up to 6 kg to the height over 4 metres or for the distance of over 25 metres;
- 6) manual moving loads of the weight of over 6 kg up on uneven surfaces, ramps, stairs where the maximum tilt angle exceeds 30° and the height exceeds 4 metres;
- 7) manual moving up on uneven surface, ramps, stairs where the maximum tilt angle exceeds 30° and the height exceeds 4 metres the loads of the weight exceeding:
 - a) 4 kg for continuous handling,
 - b) 6 kg for repeated handling, as defined herein: Item 1(1);
- 8) two-hand loads handling if the initial force required to transport the loads exceeds the values of:
 - a) 60 N for pushing,
 - b) 50 N for pulling;
- 9) manual rolling over and rolling up of round loads (particularly barrels, pipes of various diameters) if:
 - a) the weight of loads being rolled over on a vertical, hard and smooth surface exceeds 40 kg for one woman,
 - b) the weight of loads being rolled up a ramp exceeds 10 kg for one woman;
- 10) participation in team handling of loads;
- 11) manual handling of liquids that are hot, corrosive or harmful for health;

- 12) transport of loads of the weight exceeding:
- 20 kg on a wheelbarrow on the surface of the maximum tilt angle of 5°, or 15 kg on the surface of the tilt angle over 5%,
 - 70 kg on a 2-wheeled vehicle on the surface of the maximum tilt angle of 5% , or 50 kg on the surface of the tilt angle over 5%,
 - 90 kg on a 3-wheeled or multiple-wheel vehicles on the surface of the maximum tilt angle of 5% or 70 kg on the surface of the tilt angle over 5%,
 - The abovementioned admissible load weight includes the weight of the transportation vehicle used and refers to transport on a vertical, hard and smooth surface. In transportation of loads on rough or unmade surfaces the weight of the load together with the weight of the vehicle cannot exceed 60% of the specified values.
- 13) Transport of loads on a larry car of a total weight including the vehicle of:
- 120 kg on the surface of the maximum tilt angle of 2%,
 - 90 kg on the surface of the tilt angle over 2%;
- 14) Transport of loads:
- on a wheelbarrow or multiple-wheel vehicles on the surface of the tilt angle over 8%,
 - on a wheelbarrow or multiple-wheel vehicles for a distance longer than 200 m,
 - on a larry car on the surface of the tilt angle over 4%,
 - on a larry car for a distance longer than 400 m.

II. Work in extremes of cold and heat and changing temperatures.

For pregnant and breastfeeding women:

- work in heat where the PMV index (predicted average vote), determined in accordance with Polish Standards is higher than 1,0;
- work in cold where the PMV index (predicted average vote), determined in accordance with Polish Standards is lower than 1,0;

III. work in the conditions of large thermal fluctuations, especially sudden temperature change of over 15 degrees with no opportunity for a minimum 15-minute adaptation in an intermediate temperature.

IV. Works involving exposure to noise or vibration.

For pregnant women:

- work involving exposure to noise whose:
 - level normalised to eight-hour working day or average working week defined in the Labour Code exceeds the value of 65 dB,
 - C-weighted peak sound pressure level exceeds 130 dB,
 - A-weighted peak sound pressure level exceeds 110 dB;
- work involving exposure to infrasound noise whose G-weighted equivalent continuous sound pressure level normalised to an eight-hour or average working week specified in the Labour Code exceeds 86 dB;
- works involving exposure to ultrasonic noise whose:
 - equivalent sound pressure level of one-third octave band from 10 kHz to 40 kHz, normalised to 8-hour working day or average working week defined in the Labour Code
 - maximum sound pressure level of one-third octave band from 10 kHz to 40 kHz

exceed the values specified in the Table below:

Centre frequencies of one-third octave band (kHz)	Equivalent sound pressure level normalised to 8-hour working day or average working week defined in the Labour Code (dB)	Maximum sound pressure level (dB)
10; 12,5; 16	75	95
20	85	105
25	100	120
31,5; 40	105	125

- 4) work involving exposure to hand-arm vibration when:
 - a) daily exposure value expressed as the equivalent continuous acceleration, normalised to an eight-hour day root-mean-square frequency-weighted averaging of the acceleration signal determined on three orthogonal axes (a_{hwX} , a_{hwY} , a_{hwZ}), exceeds 1 m/s^2 ,
 - b) daily exposure of up to 30 minutes expressed as root-mean-square averaging of the acceleration signal determined on three orthogonal axes (a_{hwX} , a_{hwY} , a_{hwZ}), exceeds 4 m/s^2 ;
- 5) work involving exposure to whole-body vibration.

V. Work involving exposure to electromagnetic field of the frequency from 0 Hz to 300 GHz and exposure to ionizing radiation

1. For pregnant women:
 - 1) Work within the electromagnetic fields of the intensities exceeding the maximum admissible intensity specified in the provisions of maximum admissible concentrations and intensities for agents harmful to health in the working environment;
 - 2) work involving exposure to ionizing radiation specified in the provisions of Atomic Law.
2. For breastfeeding women: work involving exposure to ionizing radiation specified in the provisions of Atomic Law.

VI. Work in the increased or reduced pressure

For pregnant and breastfeeding women: diving, work in pressure vessels and any other works in the increased or reduced pressure.

VII. Works in contact with harmful biological agents

1. For pregnant and breastfeeding women:
 - 1) Works posing a risk of viral infection of: hepatitis B, varicella and shingles, rubella, HIV, cytomegalovirus, *Listeria monocytogenes*, *Toxoplasma gondii*;
 - 2) Works which involve handling of animals with infectious or invasive diseases.
2. For pregnant women — works in exposure to the hazards of biological agents of risk groups 2-4, in accordance with the provisions on harmful biological agents in workplace and health protection of employees with occupational hazard of exposure to such agents, if the occupational hazard assessment including the therapeutic measures necessitated by such agents has proven to adversely affect the health of a pregnant woman or her pregnancy including foetal development.

VII. Works involving exposure to harmful chemical agents.

1. For pregnant and breastfeeding women:
 - a) works involving the risk of exposure to substances and mixtures which meet the classifying criteria 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 (UE L 353 of 3 of 1 December.2008, page 1, as amended) in one or more of the following hazard classes and categories including one or more of the following phrases indicating the hazard type:
 - b) germ cell mutagenicity, category 1A, 1B or 2 (H340, H341),
 - c) carcinogenicity category 1A, 1B or 2 (H.350, H350i, H351),
 - d) reproductive toxicity, category 1A, 1B or 2 or an additional category of hazard to lactation or a hazard to babies during the lactation period (H360, H360D, H360FD, H360Fd, H360Df, H361, H361d, H361fd, H362),
 - e) specific target organ toxicity (STOT) (single exposure), category 1 or 2 (H370, H371)-regardless of their concentration in the workplace;
- 1) work under exposure to the following chemical agents regardless of their concentration in the workplace:
 - a) chemical agents of known and dangerous percutaneous absorption,
 - b) cytotoxic drugs,
 - c) manganese,
 - d) synthetic estrogens and progestogens,
 - e) carbon monoxide,
 - f) lead and organic and inorganic lead compounds,
 - g) mercury and organic and inorganic mercury compounds;
- 2) works involving exposure to organic solvents, if their concentration in workplace is higher than one third of the maximum

admissible concentration specified in the provisions of maximum admissible concentrations and intensities for agents harmful to health in the working environment;

- 3) works or technological processes which involve the release of carcinogenic and mutagenic chemical substances, their mixtures or agents specified in the regulations on carcinogenic and mutagenic chemical substances, their mixtures, agents or technological processes in the working environment.

VIII. Work posing a risk of severe physical injury and mental distress

1. For pregnant and breastfeeding women:

- 1) works at excavations, inside the reservoirs and channels;
- 2) work under the ground in any types of mines;
- 3) forced-pace work (e.g., at the assembly line);
- 4) works at risk of serious physical or mental injury, including fire fighting, rescue actions, elimination of the consequences of a failure, work with explosives, work at the slaughter of animals and handling of breeding animals.

2. For pregnant women: works carried out at a height other than integrated galleries, platforms, landings and other fixed elevated substructures with full protection against falls from a height (without the need to use personal protective equipment against falls) and climbing up and down ladders and ladder rungs.