

REMOTE WORK REGULATIONS
of the Institute of Agrophysics,
Polish Academy of Sciences
of 7 April 2023

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Chapter I – General Provisions

§1

Whenever this Regulation refers to:

- 1) remote work – this shall mean work performed wholly or partly at a location indicated by the employee and agreed each time with the employer, including the employee's place of residence, carried out in particular using direct distance-communication means;
- 2) remote work at the employer's instruction – this shall mean the periodic performance by the employee of work in remote form in the situations defined in §4 of the Regulations;
- 3) full remote work – this shall mean a situation in which the employee performs work exclusively in remote form for 100% of working time;
- 4) partial remote work – this shall mean a situation in which remote work is performed for part of the employee's working time, with the remaining part constituting on-site work;
- 5) occasional remote work – this shall mean remote work performed solely upon an employee's request submitted in paper or electronic form, not exceeding 24 days in a calendar year;
- 6) on-site work – this shall mean a situation in which the employee performs work exclusively at the employer's registered office or at another of the employer's locations;
- 7) place of remote work performance – this shall mean the location agreed with the employer at which the employee will perform remote work, which may in particular be the employee's place of residence;
- 8) personal data protection procedure for remote work – this shall mean the procedure in force at the employer's, issued pursuant to Art. 67²⁶ of the Labour Code, defining the rules for personal data protection during remote work (Annex 8 to the Regulations);

- 9) OHS information for remote work – this shall mean the information in force at the employer's, issued pursuant to Art. 67³¹ §5 of the Labour Code (Annex 7 to the Regulations);
- 10) employer – this shall mean the Institute of Agrophysics, Polish Academy of Sciences;
- 11) employee – this shall mean a person linked to the employer by an employment relationship based on a contract of employment or appointment;
- 12) Director – this shall mean the Director of the Institute of Agrophysics, Polish Academy of Sciences;
- 13) direct supervisor – this shall mean the person designated as such within the scope of the employee's duties;
- 14) LC – this shall mean the Act of 26 June 1974 – Labour Code;
- 15) Regulations – this shall mean the present Remote Work Regulations of the Institute of Agrophysics, Polish Academy of Sciences.

§2

1. Performance of remote work by an employee is subject to agreement with the employer; during such agreement the parties also agree on the place of remote work performance. Agreement during employment is reached by acceptance of the relevant request – of the employer or the employee, respectively – by the other party to the employment relationship.
2. Each change of the employee's place of remote work performance requires the employer's approval; performing remote work at a location not agreed with the employer constitutes a serious breach of basic employment duties.
3. Before being authorised to perform remote work, the employee is obliged to fulfil the obligations set out in §8 of the Regulations.
4. All requests and declarations relating to remote work shall be submitted without delay in paper or electronic form to the HR officer.

§3

1. The provisions of the Regulations apply to full and partial remote work performed on the basis of agreement between the employer and the employee.
2. With regard to remote work performed at the employer's instruction, the provisions of the Regulations apply accordingly.
3. With regard to occasional remote work, the provisions of the Regulations apply to the extent indicated in §6 of the Regulations.

Chapter II – Types of Remote Work

§4

Remote work at the employer's instruction

1. The employer may issue employees with an instruction to perform remote work during:
 - 1) a state of emergency and for a period of 3 months following its revocation; or
 - 2) a state of epidemic threat or epidemic and for a period of 3 months following their revocation; or
 - 3) a period in which the employer is temporarily unable to ensure safe and hygienic working conditions at the employee's usual place of work due to force majeure.
2. An instruction to perform remote work does not require written form and may also be transmitted electronically, e.g. by e-mail.
3. Immediately before an instruction to perform remote work is issued, the employee must submit a declaration in paper or electronic form confirming that they have the local and technical conditions necessary to perform remote work.
4. The employer has the right to withdraw the instruction to perform remote work with two days' notice to the employee.

§5

Partial and full remote work by agreement

1. As a rule, the employer applies partial remote work. Where agreed during employment, the weekly number of remote working days is established with the direct supervisor and may not exceed 4 days per week.
2. Full remote work is applied only in particularly justified cases on the basis of a reasoned application by the employee, approved by the direct supervisor and the Director.
3. Remote work covers employees of:
 - a) scientific departments;
 - b) science support units;
 - c) independent teams and persons in independent posts reporting directly to the Director,
– with the exception of employees listed in sec. 4 below.
4. Remote work does not cover employees of:
 - a) the Secretariat;
 - b) the Porter's Lodge;
 - c) support staff employed as caretaker, electrician, driver, maintenance worker, or cleaner.
5. Remote work may under no circumstances include experimental and laboratory work, which may only be performed at the employer's premises under the conditions set out in internal safety procedures – this applies in particular to work:
 - a) classified as particularly hazardous;
 - b) in which the permissible norms for physical factors set for residential premises are exceeded;
 - c) involving chemical agents posing hazards referred to in regulations on occupational safety and health related to chemical agents in the workplace;
 - d) involving the use or emission of harmful biological agents, radioactive substances, and other substances or mixtures emitting noxious odours;
 - e) causing intensive soiling.
6. A request for remote work should be submitted to the direct supervisor at least 7 days in advance.
7. An employee's request for remote work is not binding on the employer, except for requests from persons:
 - a) referred to in Art. 142¹ §1 points 2 and 3 LC, i.e.:
 - an employee who is a parent of a child holding a certificate referred to in Art. 4 sec. 3 of the Act of 4 November 2016 on support for pregnant women and families "For Life" (Journal of Laws 2020, item 1329),
 - an employee who is a parent of:
 - a child holding a disability certificate or a certificate of moderate or significant degree of disability as defined in regulations on vocational and social rehabilitation and employment of persons with disabilities, and
 - a child holding an appropriate opinion on the need for early developmental support, a certificate of need for special education, or a certificate of need for revalidation and educational activities, referred to in the Act of 14 December 2016 – Education Law (Journal of Laws 2021, item 1082 and 2022, items 655 and 1079),
 - b) pregnant employees;
 - c) an employee raising a child until the child reaches the age of 4;
 - d) an employee caring for another close family member or another person sharing a household, holding a disability certificate or a certificate of significant degree of disability,
– unless granting the request is not possible due to the nature of the work performed by the employee or its organisation.
8. Refusal to grant a request for remote work does not require justification, except in the case of persons referred to in sec. 7. In such cases the employee should be informed of the reason for refusal in paper or electronic form within 7 working days of the date of submission of the request.

Occasional remote work

1. Occasional remote work may be performed by an employee on the basis of a request submitted to the direct supervisor in paper or electronic form. The request is not binding on the employer and requires the direct supervisor's approval.
2. A request for occasional remote work should be submitted before the start of the working day, in accordance with the employee's applicable working time schedule.
3. In the request the employee specifies the place of performance of occasional remote work and the number of days of occasional remote work to be used (Annex 4 to the Regulations).
4. The amount of occasional remote work is 24 days per calendar year and is independent of the employee's contracted working time.
5. Before the first use of occasional remote work, the employee must fulfil the obligations referred to in §8 lit. b point 2 and §8 lit. c of the Regulations.
6. In exceptional circumstances the direct supervisor has the right to call the employee to the employer's premises on the day on which the employee is performing occasional remote work.
7. On days of occasional remote work, the employee should work in accordance with their applicable working time schedule and remain at the employer's disposal during working hours – the provisions of §10 of the Regulations apply accordingly.
8. In the case of occasional remote work, the employee may be monitored on the terms agreed with them.
9. In addition, the following provisions apply to occasional remote work:
 - a) §2 sec. 2–4 of the Regulations;
 - b) §5 sec. 3–5 of the Regulations;
 - c) §7 of the Regulations;
 - d) §12 of the Regulations.

Chapter III – Rights and Obligations of the Remote-Working Employee

§7

1. An employee performing remote work is obliged to observe the provisions of the employer's internal acts, in particular the work regulations, and to carry out supervisors' instructions in accordance with the principles set out in Art. 100 LC.
2. An employee performing remote work is obliged to perform work on the days and at the times resulting from their applicable working time schedule.
3. An employee performing remote work is obliged to attend the employer's premises upon receipt of a relevant official instruction.
4. An employee performing remote work is obliged to confirm attendance at the workstation and to apply for overtime work in accordance with the principles set out in the Regulations.
5. An employee performing remote work is obliged to comply with occupational health and safety rules arising from:
 - a) the Occupational Risk Assessment and OHS Information for Remote Work;
 - b) the Personal Data Protection Procedure for Remote Work;
 - c) the General Rules for the Use of Portable Devices;– which constitute Annexes 7–9 to the Regulations.

§8

Before being authorised to perform remote work, the employee is obliged to:

- a) submit the relevant request and obtain approval – of the direct supervisor, or of the direct supervisor and the Director, respectively – in accordance with Annexes 1a or 2 to the Regulations, if remote work is to be performed on the basis of an employee's request;
- b) confirm familiarity with:
 - 1) the Regulations;
 - 2) the Occupational Risk Assessment and OHS Information for Remote Work;
 - 3) the Personal Data Protection Procedure for Remote Work;
 - 4) the General Rules for the Use of Portable Devices;– by signing the declaration set out in Annex 10 to the Regulations;

- c) submit a declaration that safe and hygienic working conditions are ensured at the remote workstation at the location indicated by the employee and agreed with the employer (Annex 11 to the Regulations).

§9

1. The employee performs remote work using official equipment, which constitutes the employer's property entrusted to the employee with an obligation to return it.
2. Before commencing remote work, the employee should contact the authorised officer of the Administrative and Technical Department in order to take stock of the official equipment held by the employee. The proper method of transferring the employer's property to the employee is the Portable Device Transfer Protocol (Annex 9 to the Regulations).
3. The employee bears full liability for any damage to the entrusted property.
4. The employee reports to the Administrative and Technical Department any need for new equipment or tools necessary for work, with the request having been previously approved by the direct supervisor.
5. The use of private equipment for remote work requires the approval of the direct supervisor and the authorised officer of the Administrative and Technical Department (hereinafter referred to as the IT specialist) and the signing of additional declarations by the employee.

§10

1. During remote work, the remote-working employee and the direct supervisor, and the remote-working employee and other employees of the employer, exchange information necessary for mutual communication using direct distance-communication means, i.e. they communicate via:
 - a) official e-mail;
 - b) official telephones;
 - c) teleconferencing applications, e.g. ZOOM.
2. An employee performing remote work is obliged to:
 - a) remain at the employer's disposal during working hours and take on current tasks assigned to them within the scope of their duties;
 - b) devote working time exclusively to the performance of employment duties, including the employer's instructions;
 - c) continuously monitor official e-mail;
 - d) confirm attendance at work in the manner specified by the direct supervisor;
 - e) turn on the camera at the supervisor's instruction during online meetings (the employee's privacy in this situation is protected by the teleconferencing application's functionality, i.e. the blurred background or virtual background function);
 - f) in the case of absence, set an auto-responder in the official e-mail informing of the period of absence (without stating the reason), which also applies to hourly absences during the working day;
 - g) organise the remote workstation in a manner that ensures safe and hygienic working conditions and takes into account ergonomic principles;
 - h) at the direct supervisor's instruction, maintain a log of tasks performed, including in particular a description of those tasks as well as the date and time of their performance.

Chapter IV – Employer's Obligations

§11

The employer is obliged to:

- a) provide the remote-working employee with materials and tools of work, including technical devices, necessary to perform remote work;
- b) ensure the installation, servicing, and maintenance of work tools, including technical devices, necessary to perform remote work;
- c) cover the costs of electricity and telecommunications services necessary to perform remote work;
- d) provide the remote-working employee with training and technical assistance necessary to perform that work;
- e) enable the remote-working employee to:

- 1) access the employer's premises;
- 2) contact other employees;
- 3) use the employer's premises and facilities, the employer's social facilities, and the social activities conducted by the employer,
 - on the terms applicable to employees in general.

§12

1. An employee may not be discriminated against in any way on account of performing remote work, or on account of refusing to perform such work.
2. A remote-working employee may not be treated less favourably with regard to entering into and terminating the employment relationship, employment conditions, promotion, and access to training to improve professional qualifications than other employees performing the same or similar work, taking into account, however, differences related to the conditions of remote work performance.

Chapter V – Working Time of the Remote-Working Employee

§13

1. An employee performing remote work works in the working time system and schedule arising from their employment relationship – in the case of partial remote work, the on-site working days and hours of the employee are the same as the remote working days and hours.
2. An employee performing remote work reports absence from work by e-mail to the direct supervisor.
3. During remote work, the remote-working employee has the right to take a personal break. Permission for a personal break is granted on the basis of a request sent by e-mail to the direct supervisor.
4. An employee performing remote work submits holiday requests and other absence requests using official e-mail, with the employee's obligations in this regard being the same as when working on-site.
5. The employee is obliged to attend the employer's premises or any other location where a business meeting is organised, at the times designated by the direct supervisor.
6. In all other matters concerning the justification of absences, the general rules arising from the work regulations and universally applicable law apply.

§14

1. During remote work, an employee may work overtime if they receive an appropriate overtime assignment from the direct supervisor. The assignment is transmitted in electronic form.
2. An employee performing remote work may submit an electronic application for approval to work overtime if they foresee the need. Commencement of overtime work in such a case may not occur before the application has been approved by the direct supervisor.
3. Additional work outside normal working hours without the prior consent of the direct supervisor will not be recognised as overtime work.

Chapter VI – Costs of Remote Work

§15

1. Employees performing remote work are entitled to a flat-rate allowance to cover the costs of electricity and telecommunications services necessary to perform remote work (hereinafter: the allowance) in the amount set out in Annex 12 to the Regulations.
2. The allowance does not constitute income within the meaning of the Act of 26 July 1991 on personal income tax (Journal of Laws 2021, item 1128, as amended).
3. The allowance is established on the basis of average prices of the services referred to in sec. 1, applicable in the employer's area of operation.
4. The basis for payment of the allowance for a given month of remote work is a duly completed Monthly Statement of Remote Working Hours for the Purpose of Allowance Payment (Annex 6 to the Regulations), submitted by the employee to the HR officer by the 4th day of the following month. Payment of the allowance is made by the 14th day of the following month by bank transfer to the employee's bank account.

Chapter VII – Technical Support

§16

1. The employer is responsible for ensuring the installation, servicing, and maintenance of work tools, including technical devices, necessary to perform remote work. In this regard, the employee, when setting up their remote workstation, may contact the IT specialist by telephone at 81 744 50 61 ext. 151 or by e-mail at k.sitarz@ipan.lublin.pl.
2. The employee should not independently install or update operating systems or applications without sending an e-mail notification to the IT specialist and obtaining approval for further actions. This does not apply to automated update processes occurring outside the user's control.
3. In the event of a failure of equipment entrusted to the employee by the employer, the employee immediately notifies the direct supervisor and the IT specialist. The employee may not carry out any repairs to the entrusted equipment independently and may not commission such repairs from specialists outside the employer's premises.
4. After a failure has been reported, the IT specialist decides on the next steps and, in the event of a serious failure, informs the employee's direct supervisor so that a decision may be made as to whether the employee should be called to the employer's premises.
5. In the event of a failure of the home internet connection used by the employee, the employee should inform the direct supervisor so that a decision may be made on the further course of the working day. If the supervisor determines that there are no tasks the employee could continue to perform remotely, they may instruct the employee to attend the employer's premises and commence on-site work.

Chapter VIII – Inspection of Remote Work

§17

1. The employer is authorised to inspect remote work in the scope of:
 - a) work performance by the employee;
 - b) OHS during remote work;
 - c) compliance with information security and personal data protection requirements, including personal data protection procedures.
2. Inspection is carried out in agreement with the employee at the employee's place of remote work performance during the employee's working hours. Where possible, inspection should be arranged with one day's notice.
3. Inspection may also be carried out online using a teleconferencing application. In such a case the employee is obliged to show the workstation in real time during the videoconference.
4. The persons authorised to carry out inspection are those responsible at the employer's for HR matters, OHS matters, and information security and personal data protection matters, as well as the employee's direct supervisor. Inspection is carried out each time by a 2-person team composed of the above-mentioned persons.
5. Persons carrying out inspection should hold appropriate authorisations to process personal data, including special categories of data.
6. The inspection team adapts the manner of conducting inspection to the location and type of remote work.
7. The inspection activities may not infringe the privacy of the remote-working employee and other persons, nor hinder the use of the home premises for their intended purpose.
8. Inspection does not require the preparation of a report if no breaches of OHS regulations or information security and personal data protection requirements, including personal data protection procedures, were identified during the inspection. If breaches are identified, it is necessary to prepare a inspection report describing the established factual state, which should be signed by the inspection team and the employee under inspection.

§18

1. If during inspection a breach of OHS regulations and rules, information security and personal data protection requirements, including personal data protection procedures, is identified, the employer:
 - a) obliges the employee to remedy the identified breaches within a specified period; or
 - b) withdraws consent for that employee to perform remote work.

2. Upon withdrawal of consent to perform remote work, the employee commences on-site work at the employer's premises within the period specified by the employer.
3. Failure by the employee to attend the employer's premises within the period specified by the employer constitutes a serious breach of employment duties.

Chapter IX – Final Provisions

§19

1. The Regulations enter into force on 7 April 2023.
2. The Regulations are available to employees on the employer's website: <https://www.ipan.lublin.pl/kontakt/ustawy-rozporzadzenia-akty-wewnetrzne/>, and in paper form from the HR officer.
3. The Regulations supersede all previous regulations concerning remote work performance at the institutional level, as well as individual remote work instructions resulting from earlier epidemic regulations.
4. Amendments to the Regulations are made by the same procedure as their adoption and are announced to employees in the manner customarily adopted by the employer through sending information to employees' official e-mail addresses.

§20

1. An employee performing remote work is obliged to familiarise themselves with the Regulations, which should take place before commencing remote work.
2. Direct supervisors are responsible for ensuring that employees become acquainted with the Regulations.
3. The employee submits a declaration of acquaintance with the Regulations, which is forwarded to the HR officer and placed in the personal file.
4. In the case of employees performing only occasional remote work, direct supervisors and the HR officer are obliged to familiarise employees with the provisions of the Regulations to the extent to which they apply to occasional remote work.

Annexes to the Regulations:

1. Application:
 - 1a: employee's application for partial remote work;
 - 1b: employer's application for partial remote work;
2. Application of the employee entitled to perform remote work;
3. Application for discontinuation of remote work and restoration of previous conditions of work performance;
4. Employee's application for occasional remote work;
5. Employer's instruction to perform remote work;
6. Monthly Statement of Remote Working Hours for the Purpose of Allowance Payment;
7. Occupational Risk Assessment and OHS Information for Remote Work;
8. Personal Data Protection Procedure for Remote Work;
9. Portable Device Transfer Protocol, together with the General Rules for the Use of Portable Devices [in accordance with IZSI IA PAS: Annex 3];
10. Employee's declaration of acquaintance with the internal regulations on remote work and commitment to comply with them;
11. Employee's declaration that the agreed remote workstation meets safe and hygienic working conditions;
12. Applicable flat-rate allowance amount to cover the costs of electricity and telecommunications services necessary to perform remote work.

On behalf of the Employer:

DIRECTOR

prof. dr hab. Cezary Sławiński, corresponding member, PAS

On behalf of the Inter-Company “Solidarity” Trade Union at IA PAS:

.....

LEGAL ADVISER *Anna Wiśniewska*

(place, date)

(employee's name and surname)

(position, organisational unit)

APPLICATION
employee's application for partial remote work

I hereby declare that:

- remote work will be performed at the address:
- the indicated location meets the technical and organisational conditions, and safe and hygienic working conditions are ensured at the remote workstation in accordance with the remote work principles set out in the Remote Work Regulations of the Institute of Agrophysics, Polish Academy of Sciences;
- I undertake to notify the employer immediately of any change in local and technical conditions that would prevent the performance of remote work at the indicated address;
- I acknowledge and undertake to observe during remote work the rules for performing remote work set out in the Remote Work Regulations of the Institute of Agrophysics, Polish Academy of Sciences, in particular the rules on:
 - coverage of costs of remote work by the employer,
 - confirmation of attendance at the workstation during remote work,
 - inspection of remote work performance, OHS inspection,
 - inspection of compliance with information security and personal data protection requirements, including personal data protection procedures,
 - installation, stocktaking, maintenance, software updates, and servicing of entrusted work tools, including technical devices;
- I confirm that I have familiarised myself with the Personal Data Protection Procedure for Remote Work, implemented at the Institute of Agrophysics, Polish Academy of Sciences and commit to complying with it;
- I confirm that I have familiarised myself with the Occupational Risk Assessment and OHS Information for Remote Work and commit to complying with them.

(employee's signature)

Employer's declaration:

I give / do not give* consent to remote work.

(direct supervisor's signature)

*delete as appropriate

(place, date)

Dear Sir/Madam,

(employee's name and surname)

(position, organisational unit)

APPLICATION
employer's application for partial remote work

On the basis of Art. 67¹⁹ LC I hereby apply for you to perform remote work:

in the amount of days per week for the period from to

(direct supervisor's signature)

Employee's declaration:

I give / do not give* consent to remote work.

I hereby declare that:

- remote work will be performed at the address:;
- the indicated location meets the technical and organisational conditions, and safe and hygienic working conditions are ensured at the remote workstation in accordance with the remote work principles set out in the Remote Work Regulations of the Institute of Agrophysics, Polish Academy of Sciences;
- I undertake to notify the employer immediately of any change in local and technical conditions that would prevent the performance of remote work at the indicated address;
- I acknowledge and undertake to observe during remote work the rules for performing remote work set out in the Remote Work Regulations of the Institute of Agrophysics, Polish Academy of Sciences, in particular the rules on:
 - coverage of costs of remote work by the employer,
 - confirmation of attendance at the workstation during remote work,
 - inspection of remote work performance, OHS inspection,
 - inspection of compliance with information security and personal data protection requirements, including personal data protection procedures,
 - installation, stocktaking, maintenance, software updates, and servicing of entrusted work tools, including technical devices;
- I confirm that I have familiarised myself with the Personal Data Protection Procedure for Remote Work, implemented at the Institute of Agrophysics, Polish Academy of Sciences;
- I confirm that I have familiarised myself with the Occupational Risk Assessment and OHS Information for Remote Work and commit to complying with them.*

(employee's signature)

**delete as appropriate*

Annex No. 2 to the Remote Work Regulations

(place, date)

(employee's name and surname)

(position, organisational unit)

APPLICATION

of the employee entitled to perform remote work

I hereby apply for remote work:

- full/partial in the amount of days per week
- on __. __. 202__ / for the period from __. __. 202__ to __. __. 202__ / for the period of use of entitlements provided for in Art. 67¹⁹ §6 LC.
- at the place of residence / another location*, i.e. (exact address),

being:

- a pregnant employee*
- an employee raising a child until the child reaches the age of 4*
- an employee caring for another close family member or another person sharing a household, holding a disability certificate or a certificate of significant degree of disability*
- an employee who is a parent of a child holding a certificate referred to in Art. 4 sec. 3 of the Act of 4 November 2016 on support for pregnant women and families "For Life" (Journal of Laws 2020, item 1329)*
- an employee who is a parent of:
 - a child holding a disability certificate or a certificate of moderate or significant degree of disability as defined in regulations on vocational and social rehabilitation and employment of persons with disabilities*
 - a child holding an appropriate opinion on the need for early developmental support, a certificate of need for special education, or a certificate of need for revalidation and educational activities,

referred to in the Act of 14 December 2016 – Education Law (Journal of Laws 2021, item 1082 and 2022, items 655 and 1079)*

I declare that safe and hygienic working conditions are ensured at the remote workstation at the location indicated above.

(employee's signature)

Employer's declaration:

I give / do not give* consent to remote work.

Justification for refusal of consent by the employer*

(direct supervisor's signature)

*(Director's signature)** [if the application concerns full remote work]

**delete as appropriate*

Annex No. 3 to the Remote Work Regulations

[to be completed if the employee is the applicant]

(employee's name and surname)

*(position, organisational unit)**

(place, date)

Dear Sir/Madam,

(name and surname)

(position)

*(organisational unit)**

[to be completed if the employer is the applicant]

APPLICATION

for discontinuation of remote work and restoration of previous conditions of work performance

On the basis of Art. 67²² §1 LC I hereby apply for discontinuation of remote work and restoration of the previous conditions of work performance. As the date for restoring the previous conditions of work performance I propose , not later than 30 days from the date of receipt of the application.

(applicant's signature: direct supervisor or employee)

Declaration of the addressee of the application (direct supervisor or employee):

I give / do not give* consent to discontinue remote work on the terms set out in the application.

I simultaneously acknowledge that in accordance with Art. 67²² §1 sent. 3 LC, in the absence of the above-mentioned consent, restoration of the previous conditions of work performance takes effect on the day following the expiry of 30 days from the date of receipt of this application.

(signature of the addressee of the application: direct supervisor or employee)

**delete as appropriate*

Annex No. 4 to the Remote Work Regulations

(place, date)

(employee's name and surname)

(position, organisational unit)

APPLICATION

employee's application for occasional remote work

On the basis of Art. 67³³ LC I hereby apply for occasional remote work

in the amount of days¹ for the period from to

at the place of residence / another location*, i.e. (exact address)

Employee's declaration:

I declare that:

- in I did not perform occasional remote work / I performed occasional remote work in the amount of* ;
- I acknowledge and undertake to observe during occasional remote work the Personal Data Protection Procedure for Remote Work, implemented at the Institute of Agrophysics, Polish Academy of Sciences;
- I acknowledge and undertake to observe during occasional remote work the Occupational Risk Assessment and OHS Information for Remote Work, implemented at the Institute of Agrophysics, Polish Academy of Sciences;
- I undertake to take particular care during transport of the entrusted equipment, tools, and information to the place of occasional remote work performance;
- I am aware that the employer has the right to inspect the performance of remote work, OHS inspection, and inspection of compliance with information security and personal data protection requirements, including personal data protection procedures, in the manner agreed with the employee.

(employee's signature)

Employer's declaration:

I give / do not give* consent to occasional remote work.

(direct supervisor's signature)

**delete as appropriate*

¹ Occasional remote work may not exceed 24 days in a calendar year.

Annex No. 5 to the Remote Work Regulations

....., date

Dear Sir/Madam,
(name and surname)
(position)
(organisational unit)

INSTRUCTION

employer's instruction to perform remote work

On the basis of Art. 67¹⁹ §3 point ... LC, due to I hereby instruct you to perform work in remote form for the period from to

I simultaneously require you to comply with the organisational principles, including OHS, personal data protection, and attendance confirmation principles, set out in the Remote Work Regulations in force at the Institute of Agrophysics, Polish Academy of Sciences.

(signature of the employer / person authorised by the employer)

Annex No. 6 to the Remote Work Regulations

[Note: does not apply to occasional remote work]

(place, date)

(employee's name and surname)
(position, organisational unit)

HR Department
IA PAS

MONTHLY STATEMENT
of remote working hours for the purpose of allowance payment

I declare that in (month, year) I worked remotely in accordance with my applicable working time schedule on the following days:

.....
which gives a total of days, i.e. hours of remote work in the above-mentioned month.

(employee's signature)

I approve:

(direct supervisor's signature)

[To be completed by the HR Department]

Verified against the employee's working time records for the above-mentioned month.

(signature)

[To be completed by the Finance and Accounting Department]

I approve for payment of an allowance of PLN in accordance with the applicable rate.

(signature)

Annex No. 7 to the Remote Work Regulations

OCCUPATIONAL RISK ASSESSMENT DURING REMOTE WORK

OCCUPATIONAL RISK

is understood as the probability of occurrence of undesirable events related to the work performed, causing losses, in particular the occurrence at employees of adverse health effects resulting from occupational hazards in the work environment or the manner of performing work.

1. Work environment factors related to the occupation performed and their possible health effects

Factors potentially causing accidents	• chairs, armchairs, sofas used improperly – risk of injuries from falls • slippery, polished, waxed floors, rugs, mats on the floor, open drawers, wardrobes, scattered children's toys, loose electrical cables – risk of injuries from slipping, stumbling, and falls • sharp instruments used at home (scissors, knives) and paper edges – risk of injuries from cuts, lacerations, and punctures • electricity – risk of electrocution from defective electrical equipment, damaged sockets • damaged electrical devices, smoking – risk of burns from fire
Physical factors	• excessive noise, distraction by conversations, family members, children, pets, telephone, etc. • low temperature in winter and high temperature in summer
Chemical factors and dusts	• paper dust, cleaning products, animal hair, cigarette smoke, or air pollution from a defective ventilation system – risk of respiratory disease and allergies
Biological factors	• pathogenic microorganisms, infection facilitated by contact with guests and housemates, particularly in rooms occupied by many people and lacking adequate ventilation – risk of infectious disease
Ergonomic factors related to work organisation	• possible musculoskeletal pain from strain, uncomfortable working posture at the computer (most often laptop), excessive strain on vision, psychosocial problems related to adaptation to computer-based technology

2. Preventive measures

1	Preventive measures specified in the Regulation of the Ministry of Labour and Social Policy of 1 December 1998 on occupational health and safety at workstations equipped with computer screens should be applied.
2	The technical condition of electrical devices should be checked before work.

3. Detailed information

Occupations enabling remote work	In accordance with §5 sec. 3–4 of the Remote Work Regulations.
Activities performed	Office work, including: reading, printing, communicating, typing, handwriting, document preparation, checking written texts, entering data into a computer, creating and saving documents on the computer drive, participation in videoconferences and online meetings.
Equipment used	Computer, printer, monitor, scanner, telephone, standard office supplies.
Additional notes	In properly ventilated rooms, exposure to toner particles, ozone, and nitrogen oxides is below Maximum Permissible Concentration (MPC) values and does not constitute a hazard, but may constitute a hazard in poorly ventilated rooms.
References	1) Regulation of the MPiPS of 26 September 1997 on general OHS regulations (consolidated text: Journal of Laws 2003 No. 169, item 1650); 2) Regulation of the MZiOS of 30 May 1996 on conducting medical examinations of employees, the scope of preventive health care over employees, and medical certificates issued for the purposes provided for in the Labour Code (Journal of Laws 2016, item 2067, as amended); 3) Regulation of the RM of 3 April 2017 on the list of work that is arduous, hazardous or harmful to the health of pregnant women and women breastfeeding (Journal of Laws 2017, item 796); 4) Regulation of the MPiPS of 1 December 1998 on occupational health and safety at workstations equipped with computer screens (Journal of Laws No. 148, item 973); 5) "Computer workstation – health and ergonomic aspects". Warsaw. CIOP 1999; 6) Information booklet – "Personal protective equipment". INFOCHRON. Warsaw. CIOP 2000.

OHS Information for Remote Work

I. Principles and methods for the proper organisation of the remote workstation

1. The remote workstation at home should comply with the requirements for workstation equipment and organisation set out in the Regulation of the Minister of Labour and Social Policy of 1 December 1998 on occupational health and safety at workstations equipped with computer screens (Journal of Laws 1998 No. 148, item 973).
2. The desk structure should allow convenient adjustment of the workstation equipment, including variable height settings for the screen and keyboard. The desk's width and depth provide: sufficient surface area for easy handling of workstation equipment and performing tasks related to the type of work; keyboard placement at a distance of no less than 100 mm between the keyboard and the front edge of the desk; placement of workstation equipment at an appropriate distance from the employee, i.e. within reach of the upper limbs, without the need to adopt forced postures.
3. The height of the desk and the seat of the chair should ensure: the natural position of the upper limbs when using the keyboard, with at least a right angle between the upper arm and forearm; the appropriate monitor viewing angle of 20°–50° downward (measured from the horizontal line at the level of the employee's eyes to the line running from the employee's eye to the centre of the screen), with the upper edge of the monitor screen not to be above the employee's eyes; sufficient space for the placement of legs under the desk.

4. The chair constituting the workstation equipment should have: sufficient stability, through a base of at least five supports with castors; backrest and seat dimensions that ensure a comfortable body position and freedom of movement; seat height adjustment in the range 400–500 mm from the floor; backrest height and inclination adjustment; seat and backrest profiling appropriate to the natural curvature of the spine and the femoral section of the lower limbs; possibility of rotation around the vertical axis by 360°; footrests.
5. Lighting provides visual work comfort, and in particular:
 - a) lighting intensity levels should meet the requirements of Polish Standards;
 - b) direct glare from luminaires, windows, transparent or translucent walls and light-coloured surfaces, as well as reflective glare from the monitor screen, should be reduced, in particular by the use of appropriate luminaires, installation of blinds or curtains on windows.

II. Principles of safe and hygienic performance of remote work

1. The employee should have the required professional, psychophysical, and health qualifications to perform work at the designated position.
2. The employee should complete OHS training, taking into account the performance of remote work.
3. The employee should ensure a 5-minute break, counted as working time, after every hour of screen work.
4. Relative air humidity in rooms designated for work with computer screens should not be less than 40%.
5. During work, the employee's workstation should cover at least 2m² of free floor space.
6. The workstation should be kept clean and tidy.
7. Electrical installations and devices should be constructed and operated in a manner that does not expose employees to electric shock, atmospheric discharges, or harmful effects of electromagnetic fields, and does not constitute a fire or explosion hazard or cause other harmful effects.
8. The workstation should ensure adequate room ventilation (natural or mechanical); relative air humidity should not be less than 40%.
9. The temperature in the work room may not be lower than 18°C (291 K).
10. Sanitary and hygiene facilities should be available at the remote workplace.

III. Actions to be taken upon completion of remote work:

Upon completion of remote work, the employee is obliged to:

- notify the direct supervisor in the agreed manner of the completion of work on the given day,
- switch off and secure official equipment from access by unauthorised persons, in particular the official laptop,
- organise official documentation,
- switch off all electronic equipment used for remote work.

IV. Principles of conduct in emergency situations posing a threat to human life or health

1. If the working conditions do not comply with OHS regulations and pose an immediate threat to the health or life of the employee or if the work performed by the employee poses such a threat to other persons, the employee has the right to refrain from performing work, notifying the direct supervisor immediately.
2. If refraining from performing work does not remove the hazard, the employee has the right to leave the place of hazard, notifying the direct supervisor immediately.
3. The employee is obliged to immediately report every workplace accident to the direct supervisor. Inspection of the accident site is carried out after the remote work accident has been reported, at a time agreed by the employee or their household member, in cases where due to their state of health the employee is unable to agree on such a time, and by members of the post-accident team. The post-accident team may waive inspection of the remote work accident site if it determines that the circumstances and causes of the accident are beyond doubt.

Annex No. 8 to the Remote Work Regulations

PROCEDURE

for personal data protection during remote work

I. Subject scope of the procedure

1. The procedure defines the rules for the handling of personal data when processed during work outside the employer's registered office.
2. The procedure covers employees performing remote work on the basis of:
 - a) Art. 67¹⁹ §1 of the Labour Code (remote work agreed between the employee and the employer);
 - b) Art. 67¹⁹ §3 of the Labour Code (remote work compulsory at the employer's instruction);
 - c) Art. 67¹⁹ §6 of the Labour Code (compulsory remote work at the employee's request).

II. Basic concepts

- 1) personal data – all information about an identified or identifiable natural person, e.g. name and surname, identification number (PESEL), home address, e-mail address;
- 2) personal data protection breach – a security breach leading to accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or unauthorised access to, personal data transmitted, stored, or otherwise processed;
- 3) remote-working employee – a person employed on the basis of the provisions of the Labour Code, in one of the manners set out in Art. 67¹⁹ §1 of the Labour Code (for the purposes of this procedure, a person employed under civil-law contracts is not a remote-working employee).

III. General obligations

1. Remote work may only be performed using portable official equipment prepared and provided to the employee by the employer. Equipment is transferred to the employee on the basis of Annex 3 to the IT System Management Instruction (additionally attached as Annex 9 to the Remote Work Regulations).
2. The user of entrusted portable equipment is obliged to follow the employer's instructions and recommendations regarding the use of entrusted equipment, and is also obliged to enable the employer to provide servicing and technical support for the entrusted equipment and software.
3. Removal of documents from the employer's premises for the purposes of remote work is permissible only with the employer's written consent. The fact of removal of documents and their subsequent return must be recorded with the employer.
4. Every remote-working employee is obliged to comply with the employer's internal acts on information and personal data protection, as well as the procedures or instructions concerning the operation of IT systems in force at the employer's.
5. Every employee is obliged to participate in personal data protection training courses directed by the employer.
6. Every employee is obliged to report all suspected personal data protection breaches. Every incident should be reported to k.kajdrowicz@ipan.lublin.pl.
7. Printing of documentation containing personal data should be reduced to the indispensable minimum; if such a necessity arises, printouts must be effectively destroyed after use, e.g. by using document shredders compliant with DIN 66399-P4.
8. It is forbidden to save or copy onto personal storage media files containing personal data of which the employer is the controller. The only acceptable storage medium provided by the employer is: the computer's memory and/or an encrypted flash drive.
9. It is forbidden to grant access to data, e-mail, or IT systems to unauthorised persons attempting to gain access by telephone or e-mail, claiming to represent a service provider or a specific institution, without verifying and confirming such a contact at the employer's premises.

IV. Obligations of employees using electronic mail

Every employee using official electronic mail is obliged to:

- 1) store the e-mail login and password in a secure location, inaccessible to unauthorised persons, including household members;
- 2) use electronic mail exclusively for official purposes and on official equipment;
- 3) archive official correspondence using dedicated e-mail tools;
- 4) not forward official correspondence to any private mailbox.

V. Obligations of employees using electronic mail and teleinformation systems

Every employee using official electronic mail and official teleinformation systems is obliged to:

- 1) apply the rules set out in point IV;
- 2) not provide data accessible in IT systems to unauthorised persons, including household members;
- 3) not download personal data from IT systems for purposes other than official ones;
- 4) download and save only necessary documents.

VI. Obligations during remote meetings and videoconferences

1. Meetings may only be organised using IT solutions provided by the employer.
2. During meetings involving the disclosure of participants' images, recording of the meeting should be kept to a minimum. Recording is only permissible with the documented consent of the meeting participants.
3. When it is necessary to share specific documents during a meeting, other documents, applications, and browser windows used previously should be closed, so as to make available to participants only the dedicated file.
4. All files saved in teams or in a space dedicated to videoconferencing should be periodically reviewed and deleted once their usefulness has expired.
5. Links to videoconferences should be shared exclusively with the meeting participants via a secure communication channel; invitations should be sent exclusively to official e-mail addresses.

Annex No. 9 to the Remote Work Regulations [in accordance with IZSI IA PAS: Annex 3]

PROTOCOL for the transfer of a portable device

Device name: _____

Serial number: _____

Person responsible for equipment and workstation: _____

Decision / Notes on use of equipment outside IA PAS premises:

(place, date, signature of the Data Controller or authorised person)

(place, date, employee's signature)

General rules for the use of portable devices (computer, flash drive, portable hard drive, and other data-storing devices):

1. The device may only be used for official purposes.
2. Additional software may only be installed with the written consent of the ASI (IT System Administrator).
3. Independent repairs and configuration changes to the device are prohibited.
4. Installed software, including antivirus software, should be updated at least once a week.
5. The device should be used in accordance with the manufacturer's recommendations.
6. The device should be protected from adverse environmental conditions (moisture, excessively low and high temperatures, etc.).
7. Only soft cloths and products intended for this type of device should be used for cleaning.
8. In the event of device damage or system failure, stored files may be lost. Copies of documents should therefore be periodically made on external storage media, which must be kept in a secure manner.
9. The physical security of the device should be ensured through appropriate storage on IA PAS premises (locked cabinet, desk, etc.) and during use outside IA PAS premises (provision of secure transport and storage).
10. Data on devices taken outside IA PAS premises should be cryptographically secured to minimise the risk of it being accessed in the event of device loss.

Rules for the use of portable storage media

In order to ensure the security of processed information, including personal data processed in connection with pending proceedings, IA PAS endeavours to limit the use of portable storage media for official purposes, e.g.: flash drives, external hard drives, mobile phone storage, camera storage, memory cards, etc.

1. The use of portable storage media requires the formal consent of the Data Controller. Consent for the use of portable storage media will be issued only in justified cases on the basis of a reasoned written application by the person wishing to use portable storage media.

2. Data stored on portable storage media must be cryptographically secured. In particular, the use of portable storage media encrypted 'hardware-wise' is preferred, making it impossible to access any data stored on the portable storage medium without completing the authorisation process, with the user having no possibility of removing this restriction.
3. The use of portable storage media encrypted only 'software-wise' (allowing data storage in both encrypted form requiring authorisation and unencrypted form depending on the user's decision) should be avoided. Such storage media may be used in special cases by persons with the appropriate knowledge in the field of secure data storage on this type of portable storage medium, e.g. employees of IT services.
4. Portable storage media may not be used as the primary and/or sole place of data storage due to the risk of loss (misplacement, failure, loss of access due to a forgotten password, etc.). Where possible, portable storage media manageable from an external console (resetting a forgotten password, blocking storage media, etc.) should be used.
5. Only authorised portable storage media may be connected to the IA PAS IT system. Authorisation of portable storage media consists of the ASI verifying that the portable storage medium and associated software are compatible with other components of the IA PAS IT system.
6. Portable storage media are assigned to individual users after signing the transfer protocol and a declaration of responsibility for the equipment and data contained on it (IZSI_Annex_3. Protocol for transfer of portable device) or conclusion of a written agreement in this regard.
7. The IA PAS IT System Administrator maintains a register of authorised portable storage media. The register contains information on the device name, unique identification number, device users, date of device authorisation by the ASI. Portable storage media registered in the register are recognised as approved by the ASI for use at IA PAS.
8. The use of private or unauthorised portable storage media for official purposes, as well as their connection to official computers and laptops, is prohibited.
9. Official portable storage media may only be used for official purposes.
10. The password enabling access to data stored on the portable medium may not be stored together with that device. The password must have an appropriate composition to be difficult to guess by an unauthorised person and relatively easy to remember by an authorised person.
11. Persons in possession of unauthorised storage media are obliged to have them authorised by the IT System Administrator and to apply to the Data Controller for consent to use them.
12. The configuration of the IA PAS IT system allows identification of portable storage media connected to the network and/or blocking access for unauthorised media.
13. In order to protect IA PAS infrastructure from unauthorised storage media being connected, software and/or physical blocking of USB, HDMI, and similar ports is applied.
14. The physical security of the device should be ensured through appropriate storage on IA PAS premises (locked cabinet, desk, etc.) and during use outside IA PAS premises (provision of secure transport and storage).
15. It is forbidden to:
 - a) leave equipment unattended in public spaces;
 - b) leave equipment in a vehicle in a visible location;
 - c) lend equipment to third parties;
 - d) leave equipment under the supervision of third parties, including in cloakrooms.
16. Incidents that may lead to disclosure of data contained on the entrusted portable storage medium, as well as permanent loss of the data contained therein if the portable storage medium was the sole place of their recording, must be reported immediately to the Data Controller.

Annex No. 10 to the Remote Work Regulations

(place, date)

(employee's name and surname)

(position, organisational unit)

DECLARATIONS

of the employee on acquaintance with the internal regulations on remote work and commitment to comply with them

1. I declare that I have familiarised myself with the Occupational Risk Assessment and OHS Information for Remote Work and commit to complying with them.
2. I declare that I have familiarised myself with the Personal Data Protection Procedure for Remote Work and commit to complying with it.
3. I declare that I have familiarised myself with the General Rules for the Use of Portable Devices and accept full responsibility for the equipment and data processed on it. I simultaneously declare that I am aware of the consequences of intentional or accidental actions that may lead to damage to or loss of the equipment and expose the data contained thereon to loss of integrity, confidentiality, and availability.

(employee's signature)

Annex No. 11 to the Remote Work Regulations

(place, date)

(employee's name and surname)

(position, organisational unit)

DECLARATIONS

of the employee on possession of local and technical conditions for the performance of remote work at the location agreed with the employer

1. I declare that I have appropriate local and technical conditions to perform remote work at the agreed place of work performance, i.e.
2. In the event of any change in conditions in this regard, I undertake to notify the direct supervisor immediately.
3. I simultaneously declare that I am familiar with the requirements for workstation equipment and organisation set out in the Regulation of the Minister of Labour and Social Policy on occupational health and safety at workstations equipped with computer screens (Journal of Laws 1998 No. 148, item 973).
4. I declare that the place of work at which I will perform remote work from home meets the requirements regarding possession of an appropriate desk, chair, and lighting, i.e.:
 - a) the desk structure allows convenient adjustment of workstation equipment, including variable height settings for the screen and keyboard; the desk's width and depth provide: sufficient surface area for easy handling of workstation equipment and performing tasks related to the type of work; keyboard placement at a distance of no less than 100 mm between the keyboard and the front edge of the desk; placement of workstation equipment at an appropriate distance from the employee, i.e. within reach of the upper limbs, without the need to adopt forced postures;
 - b) the height of the desk and the seat of the chair ensures: the natural position of the upper limbs when using the keyboard, with at least a right angle between the upper arm and forearm; the appropriate monitor viewing angle of 20°–50° downward (measured from the horizontal line at the level of the employee's eyes to the line running from the employee's eye to the centre of the screen), with the upper edge of the monitor screen not to be above the employee's eyes; sufficient space for placement of legs under the desk;
 - c) the chair constituting the workstation equipment has: sufficient stability through a base of at least five supports with castors; backrest and seat dimensions ensuring a comfortable body position and freedom of movement; seat height adjustment in the range 400–500 mm from the floor; backrest height and inclination adjustment; seat and backrest profiling appropriate to the natural curvature of the spine and the femoral section of the lower limbs; possibility of rotation around the vertical axis by 360°; footrests;
 - d) lighting provides visual work comfort.

(employee's signature)

Annex 1 to the Employee's Declaration on possession of local and technical conditions for the performance of remote work at the location agreed with the employer – Self-Assessment Form

Self-assessment form for compliance with remote work conditions (local and technical conditions)

I. Assessment of local conditions	Employee's declaration
1.1. Will remote work be performed in a locked room used only by the employee, secured against access by third parties?	
1.2. If the answer to 1.1 is negative, will remote work be performed in a room where household members' access can be restricted during work?	
1.3. During remote work performance, will other persons working remotely or studying remotely be present in the same room?	
1.4. Does the room in which remote work is to be performed allow the employee to concentrate (no constant noise from the surroundings)?	
1.5. Is the room in which remote work is to be performed equipped with safes/cabinets/drawers in which documentation related to the remote work performed can be securely stored?	
II. Assessment of technical conditions	Employee's declaration
2.1. Is the employee's place of remote work performance equipped with internet access?	
2.2. Is the internet connection sufficiently stable?	
2.3. Does the internet connection have sufficient bandwidth?	
2.4. If the answer to 2.2 is positive, does the service quality allow uninterrupted remote work during established hours?	
2.5. Is the employee's place of remote work performance equipped with electricity?	
Overall assessment (to be made by the employee):	/the dominant answers assessing whether conditions are sufficient for performing remote work at the specific position should be taken into account/

Annex No. 12 to the Remote Work Regulations

APPLICABLE AMOUNT

of the flat-rate allowance to cover the costs of electricity and telecommunications services necessary to perform remote work

Employees performing remote work are entitled to a flat-rate allowance to cover the costs of electricity and telecommunications services necessary to perform remote work in the amount of:

0.51 PLN per hour of remote work.

On behalf of the Employer:

DIRECTOR

prof. dr hab. Cezary Sławiński, corresponding member, PAS

On behalf of the Inter-Company "Solidarity" Trade Union at IA PAS:

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