

## Remote Work Policy of the Centre for Theoretical Physics of the Polish Academy of Sciences

### 1

Whenever the Policy refers to:

1. **Policy** – it means this Remote Work Policy of the Centre for Theoretical Physics of the Polish Academy of Sciences;
2. **employer** – it means CFT PAN;
3. **employee** – it means a person with whom the employer concluded an employment contract or a person employed on the basis of a nomination or appointment;
4. **immediate superior** – a scientist, department manager or director;
5. **remote work** – it means work that is performed fully or partially at a place indicated by the employee and each time agreed with the employer, including at the employee's home address, in particular using the means of direct remote communication;
6. **fully remote work** – it means a situation in which an employee performs work on a remote basis only;
7. **partially remote work** – it means a situation in which an employee spends part of their working time working remotely, while the rest of it - working at the employer's establishment;
8. **remote work performed at the employer's establishment** – it means a situation in which an employee performs work only at the employer's registered office or at another location of the employer;
9. **occasional remote work** – it means remote work performed only at the employee's request submitted in paper or electronic form, for up to 24 days in a calendar year;
10. **location of remote work** – it means the place agreed with the employer from which the employee will work remotely, in particular the employee's home address;
11. **personal data protection procedure** – it means the employer's procedure issued under Article 67<sup>26</sup> of the Labour Code, defining the rules of personal data protection during remote work;
12. **OHS information for remote work** – it means the employer's information issued under Article 67<sup>31</sup> § 5 of the Labour Code, which specifies, among others, the principles and methods of proper organisation of the remote workstation, taking into account ergonomic requirements.

1. At the Centre for Theoretical Physics of the Polish Academy of Sciences work may be provided fully or partially remotely. It is possible that fully remote work is performed at the Centre for Theoretical Physics of the Polish Academy of Sciences.
2. Fully/partially remote work can be performed by all employees.
3. In the case of fully/partially remote work, the number of hours and the period of working remotely will be agreed with the immediate superior of the employee.
4. The individuals:
  - a) mentioned in Article 142<sup>1</sup>§ (2) and (3) of the Labour Code, i.e.:
    - 1) an employee - parent of a child who holds the certificate referred to in Article 4 (3) of the "For Life" Act of 4 November 2016 on the support for pregnant women and families (Journal of Laws of 2020, item 1329);
    - 2) an employee - parent:
      - of a child who holds a disability certificate or a certificate of moderate or significant disability specified in the provisions on professional and social rehabilitation and employment of disabled persons, and
      - of a child holding an early developmental support requirement opinion, a special educational needs decision or a revalidation and education programme requirement decision, as mentioned in the provisions of the Education Law of 14 December 2016 (Journal of Laws of 2021, item 1082 and of 2022, items 655 and 1079)
  - b) Pregnant employees;
  - c) Employees raising a child under the age of 4;
  - d) Employee caring for another immediate family member or another person living in the same household, and holding a disability certificate or a significant disability certificate,
    - will have the right to perform work remotely for more hours than specified in para. 3, unless it is impossible to provide work remotely for so many hours due to the type of work or its organisation.
5. The request to perform occasional remote work should be submitted to the immediate superior at least 1 day in advance.
6. The employer is not obligated to grant an employee's request to perform fully/partially remote work, except for requests made by the persons mentioned in para. 4 – unless their request cannot be granted due to the type of work or its organisation.
7. Refusal to grant a request for fully/partially remote work does not need to be justified, except for requests made by the persons mentioned in paragraph 4. In such a case, the employee should be informed about the reason for the refusal in paper or electronic form within 7 working days from the date of submitting the request.

### 3

1. In the case of employees employed at the Centre for Theoretical Physics of the Polish Academy of Sciences on the day this Policy becomes effective, fully/partially remote work is applied by an agreement between the parties to the employment relationship. The agreement becomes effective through the acceptance of the employer's or the employee's request, as applicable, by the other party to the employment relationship.
2. Before remote work is started, the employer and an employee must agree on the place of its performance, as mentioned in Article 1(10) of the Policy. The employee must indicate the place of remote work in their request. Not more than two places of remote work may be indicated in the request.
3. Remote work may be performed at the employer's request only in the cases specified in the Labour Code.

### 4

1. Employees performing fully/partially remote work, as well as the employees referred to in Article 2(2)(a)-(c), have the right to perform occasional remote work for up to 24 days in a calendar year.
2. An employee who wants to perform occasional remote work must submit an electronic request via EZD (Electronic Document Management System) and such request must be approved by the Directors.
3. The employer is not obligated to grant an employee's request for occasional remote work and a refusal does not need to be justified.
4. The request to perform occasional remote work should be submitted at least 1 day in advance.

### 5

1. An employee performs remote work based on the system and working time schedule resulting from the employment relationship with the employer.
2. A remote employee confirms his/her presence at work by sending an e-mail to his/her immediate superior/ by connecting with the employer's IT system via VPN.
3. During remote work, a remote employee has the right to leave their workstation to handle private matters. The consent to leave the workstation to handle private matters is given by the immediate superior by phone or e-mail.
4. An employee should inform their immediate superior by e-mail about the need to work overtime. An employee may work overtime only after their immediate superior has accepted the need for its performance.

## 6

1. An employee performing remote work and the employer provide information that will enable them to communicate with each other by the means of direct remote communication.
2. When working remotely, an employee must regularly check the company mail and should be reachable by their employer and other superiors and colleagues by phone, using the telephone number notified to the employer or another telephone number agreed with the immediate superior.
3. An employee performing remote work must provide the employer with a private telephone number if they do not have a company phone.
4. An employee is obliged to come to the employer's establishment or to another place indicated by the employer for the purpose of work-related meetings, on the dates specified by the immediate superior.

## 7

An employee performing remote work agrees to:

- a) remain at the employer's disposal during the working hours and to accept current tasks delegated to them as part of their scope of duties;
- b) devote their working time exclusively to the performance of work duties, including to follow the employer's instructions, in particular by regularly checking electronic correspondence, responding to messages, being fully available at the telephone number referred to in Article 6(3) in connection with paragraph 3,
- c) keep the employer informed about the results of their work and to present results of their work at the employer's request.
- d) confirm their presence at work in the way specified by the employer,

## 8

1. Employees performing remote work are entitled to a lump sum payment to cover the costs of electricity and telecommunications services necessary to perform remote work in the amount of:
  - a. PLN 3 per day of remote work.
2. The lump sum payment referred to in para. 1 is not treated as the employee's revenue under the Personal Income Tax Act of 26 July 1991 (Journal of Laws of 2021, item 1128, as amended);
3. The amount of the lump sum payment referred to in paragraph 1 has been determined on the basis of the average prices of the services mentioned in that paragraph, as applicable in the area of the employer's activity.

## **9**

1. The employer fulfils their health and safety obligations with respect to the employee during the performance of remote work, with exceptions resulting from Article 67<sup>31</sup> of the Labour Code.
2. An employee organises their remote workstation in such a way as to ensure safe and healthy working conditions, taking into account ergonomic requirements.
3. Detailed rules concerning the organisation of the workstation and safe performance of remote work are specified in the OHS information for remote work referred to in Article 1(12) of the Policy.
4. Before commencing remote work, an employee submits a statement that their remote workstation meets all of the OHS rules and regulations related to the type of work performed by them, including ergonomics requirements.

## **10**

1. During the performance of remote work, an employee should observe the rules of personal data protection.
2. A employee working remotely agrees to secure devices used for remote work as well as documents, data and information held in connection with remote work against access of any third parties, including members of their household. The above also applies to the protection against loss, damage or destruction of devices or documents.
3. If a device is stolen or lost or a personal data security incident occurs, an employee must immediately notify their employer of the incident.

## **11**

1. The employer has the right to control the performance of remote work by an employee, their observance of occupational health and safety principles or their compliance with the information security and protection requirements, including personal data protection procedures.
2. The inspection is carried out in consultation with the employee at the place of performing remote work.
3. The inspection is carried out during the employee's working hours.
4. Inspection activities must be carried out in such a way as not to violate the privacy of the employee performing remote work and of other persons or make it difficult for them to use any of the rooms at home for their intended purpose.
5. An inspection report is drawn up unless no irregularities are found during the inspection.
6. If, during the inspection of remote work, the employer finds that the employee does not fully comply with the occupational health and safety regulations and principles specified in the information referred to in Article 1(12),

of the Policy, or with information security and protection requirements, including personal data protection procedures:

- a) the employee must remove the identified non-compliance within the specified time limit, or
- b) the employer withdraws their consent for the employee to perform remote work. If the consent to perform remote work is withdrawn, the employee will start working at their previous workplace at the employer's establishment within the time specified by the employer.

## **12**

1. The employer is responsible for providing an employee with the necessary equipment to perform remote work.
2. During remote work, an employee has the right to receive support from the IT Department with respect to installing, maintaining or updating the software used for remote work. To this purpose, the employee should contact the dedicated Helpdesk by e-mail at the address [it@cft.edu.pl](mailto:it@cft.edu.pl).
3. If the company equipment fails, the employee must not repair it on their own but instead they must immediately report this to the IT department, which, after analysing the situation, will inform the employee about further actions. If this situation makes it impossible for the employee to continue working remotely, their immediate superior decides how the employee will continue work.

## **13**

Before commencing remote work, an employee reads this Policy and confirms that they have read it in a statement, agreeing to observe it. A specimen statement can be found in Attachment 1 to the Policy. An employee's statement is kept in their personal file.

### **Attachments:**

1. employee's statement on having read the Policy and meeting the conditions to work remotely;
2. OHS information for remote work

.....  
(place, date)

.....  
(First name and surname)

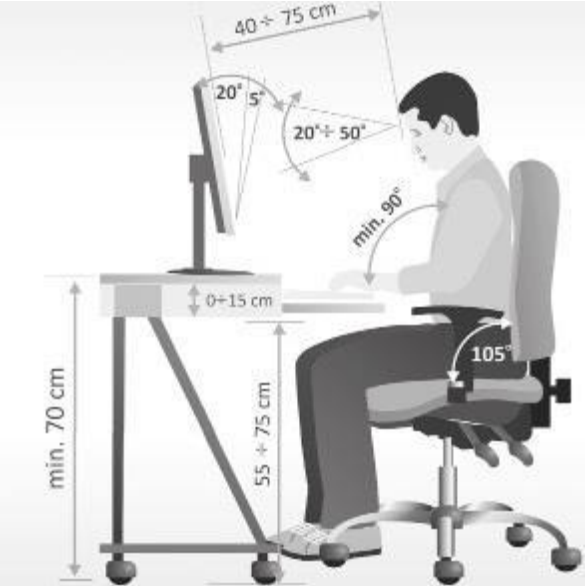
### **Employee's statement**

I declare that I have read the Remote Work Policy of the Centre for Theoretical Physics of the Polish Academy of Sciences and agree to comply with it.

At the same time, I declare that I am familiar with the principles of personal data protection.

.....  
(employee's signature)

**Basic principles of occupational safety, health  
and ergonomics for remote work**

No.	Threat/ /problem	How to prevent	Guidance/rules
1.	Back pain when working at the computer	<p>Take a minimum 5-minute break after each uninterrupted hour worked at the computer.</p> <p>Assume the proper posture when working at the computer (see the photo).</p> <p>Apply the principles of ergonomics when working at the computer.</p> <p>Properly ventilate your workplace and make sure it has access to daylight.</p>	<p>During a break remember to do several ergonomic exercises, it is a good idea to change your body posture, walk a bit (e.g. rotate your neck, reach behind your back, pull your shoulders forward and backward, etc.).</p> 
2.	Mental and physical strain	<p>Keep your workplace clean and tidy.</p> <p>Use your holiday entitlement.</p>	<p>The principles of proper work organisation and time management should be applied.</p>
3.	Electric shock	<p>Use fully operational IT equipment (including wires).</p> <p>Use computer hardware with the CE mark.</p>	<p>Faulty computer equipment and cables pose the risk of electric shock and, as a consequence, may cause very serious injuries.</p> <p>The CE marking on pieces of hardware confirms that a device was manufactured in accordance with the European standards and meets the highest safety standards.</p>



No.	Threat/ /problem	How to prevent	Guidance/rules
		<p>Use the available operating manuals.</p> <p>Do not repair computer hardware on your own.</p>	<p>It is always necessary to read the operating manual and to follow the principles of safe operation. This requirement is imposed by the current laws.</p> <p>Any independent repairs of computer hardware / modifications and other activities not related to the ordinary operation, as described in the operating manual, are prohibited.</p>
4.	Fire	<p>Use fully operational IT equipment (including wires).</p> <p>Get to know the fire safety rules.</p>	<p>Faulty computer equipment and cables pose the risk of a serious injury or a fire.</p> <p>In the event of a fire:</p> <ul style="list-style-type: none"> <li>– live equipment must not be extinguished with water,</li> <li>– if a fire spreads quickly, the fire brigade must be called (at 998 or 112) and the persons potentially at risk should be notified.</li> </ul>
5.	Falling from a height:	<p>Use handrails when using the stairs.</p> <p>You mustn't use a laptop or other devices while walking down or up the stairs.</p> <p>You mustn't climb to heights of over 1 m (e.g. on ladders).</p> <p>In public places, comply with safety rules, e.g. when stepping onto escalators.</p>	<p>NOTE: falls from heights pose a risk of a very serious injury, so special care must always be taken when using stairs (including escalators). Any actions that may additionally pose the risk of slipping, tripping (running down the stairs, not using the handrail, talking on the phone) are prohibited.</p> <p>Additionally, when using stairs or moving walkways, the safety rules shown on the signs installed at the entrance to the stairs should always be followed.</p> <p>Only dedicated devices, such as a ladder or a platform allowing access above the floor level can be used when climbing, even if at small heights.</p>
6.	Tripping, slipping	<p>Keep your workstation clean and tidy.</p> <p>Be careful with wet surfaces in buildings, especially during the winter.</p>	<p>Keeping the workstation clean and organised is not only good for aesthetics, but also helps to meet the requirements of a safe working environment. Unnecessary items should be removed from the workstation and the wiring should not pose the risk of tripping.</p>

No.	Threat/ /problem	How to prevent	Guidance/rules
		Be cautious when using general-purpose roads (pavements, passageways). This applies in particular to slippery icy pavements in the winter.	The use of general passageways, in particular outside buildings, may lead to slipping or falling due to the bad condition of the surfaces (pavement defects, uneven surface), in particular in the winter. Taking special care, doing such basic things as e.g. watching the road, using flat, properly tied shoes, may prevent such accidents.
7.	Scalding	Do not consume hot drinks when working at the computer.	The consumption of hot drinks and meals should be limited when working at the computer.
8.	Excessive strain	Don't carry loads the quantity or weight of which exceeds the acceptable standards.  Lift and hold burdens properly, in a way that does not obscure your field of vision.	During occasional manual transport, it is necessary to remember about the permissible lifting standards: – max. 20 kg for women (3 kg for pregnant women, 10 kg for breastfeeding women), – max. 50 kg for men.
9.	Sharp edges	Pay attention to sharp protruding elements at your workstation.  Keep your workstation clean and tidy.	Special caution should be used when moving around a city.
10.	Road accident	Be careful when using pedestrian crossings.  Observe traffic regulations and your employer's standards of safe travel.	Crossing the street at places which have not been designated for this purpose is prohibited. Special care must be taken when using the pedestrian crossing.  Making outgoing calls while driving is prohibited. Only very short incoming calls can be answered using a loudspeaker set.  Traffic regulations and the employer's standards of safe travel should be observed at all times, including when using a private car.