

**REGULATIONS FOR REMOTE WORK  
AT CRACOW UNIVERSITY OF TECHNOLOGY**

**(Consolidated text)**

**§ 1**

**DEFINITIONS**

1. Whenever these Regulations refer to:
  - 1) employer - it shall be understood as Cracow University of Technology, 31-155 Kraków, ul. Warszawska 24, represented by the Rector or persons authorized by the Rector,
  - 2) employee - means a person employed at Cracow University of Technology on the basis of an employment relationship,
  - 3) remote work - is understood to mean work performed entirely or partially (hybrid work, i.e., remotely and stationary) at the place indicated by the employee and agreed upon each time with the employer, including at the address of the employee's residence, in particular using means of direct communication at a distance,
  - 4) force majeure - extraordinary and unforeseeable external circumstances beyond the control of the claimant, the consequences of which could not be avoided despite the exercise of due diligence,
  - 5) Labor Code - the Act of June 26, 1974, Labor Code (i.e., Journal of Laws of 2022, item 1510, as amended),
  - 6) Regulations – refer to these Regulations on Remote Work at Cracow University of Technology.
  - 7) submission of a document in documentary form - such a form of submission of a document in which it is submitted in paper form or in which it is an attachment sent via business e-mail (in \*.jpg or \*.pdf format, without the need to sign it with a qualified electronic signature),
  - 8) submission of a document in electronic form - such a form of submission of a document by an employee, in which it is an attachment sent via business e-mail, signed with a qualified electronic signature,
  - 9) EOD system - an IT system operating at Cracow University of Technology for the management and circulation of documentation in electronic form, which can be accessed via <https://eod.pk.edu.pl>.
2. Requests, orders, and declarations constituting Appendices 3-10 to these Regulations shall be submitted and processed through the EOD system. Requests for cessation of remote work are also processed in the EOD system.
3. The Regulations are introduced on the basis of an agreement with the company's trade unions, as referred to in Article 6720 § 1 of the Labor Code.
4. These Regulations set forth the rules for the performance of Remote Work and the related rights and obligations of the Employer and Employees.

**§ 2**

**MODES OF INITIATING REMOTE WORK**

The undertaking of remote work by an employee can be initiated:

- 1) within the framework of an agreement between the employer and the employee, under the terms of § 7 of these regulations,
- 2) by order of the employer, under the terms of § 8 of these regulations,

- 3) at the request of an employee who meets the conditions set forth in Article 6719 § 6 of the Civil Code, under the terms of § 9 of these Regulations,
- 4) at the request of the employee, in the framework of occasional remote work of up to 24 days per year, under the terms of § 10 of these Regulations.

### **§ 3**

#### **GROUPS OF EMPLOYEES ENTITLED TO REMOTE WORK. SUBJECT LIMITATIONS OF REMOTE WORK**

1. The following groups of employees are entitled to work remotely:
  - 1) employees who are academic staff, with respect to tasks that, in accordance with § 54(2) of the Work Rules and Regulations, are performed at the place and time designated by the employer,
  - 2) non-academic employees, if the organization of work or the type and nature of the work performed by a given employee allows it to be performed remotely.
2. Remote work does not include:
  - 1) particularly hazardous work,
  - 2) work that results in exceeding the permissible standards of physical factors specified for living quarters,
  - 3) work with chemical agents posing a hazard, as referred to in the regulations on occupational safety and health associated with the presence of chemical agents in the workplace,
  - 4) work associated with the use or release of harmful biological agents, radioactive substances, and other substances or mixtures that emit offensive odors,
  - 5) work causing intense dirt.

### **§ 4**

#### **OBLIGATIONS OF THE EMPLOYER AND EMPLOYEE PERFORMING REMOTE WORK**

1. Employer's duties include:
  - 1) organizing the work process, taking into account the implementation of current tasks and applicable working time standards,
  - 2) providing the tools and materials necessary to perform remote work and covering the costs of remote work, in accordance with the principles set forth in § 5,
  - 3) exercising supervision over the performance of remote work, including carrying out the inspections referred to in § 6.
2. The Employee is obliged to:
  - 1) familiarize themselves with these regulations,
  - 2) carry out the tasks entrusted to them on an ongoing basis,
  - 3) provide remote work during working hours, in particular to be available at all times in the MS Teams application,
  - 4) stay in constant contact with co-workers, supervisors, and customers,
  - 5) confirm attendance at work in a manner agreed with the immediate supervisor (e.g., via MS Teams or sending an email),
  - 6) take care of the equipment entrusted for the performance of remote work and use it only for business purposes,
  - 7) follow the applicable information security and data protection rules,
  - 8) organize the workplace in a way that ensures compliance with the principles of ergonomics and occupational health and safety,
  - 9) submit the statement referred to in section 4.

3. Work is provided remotely on a full-time basis or in a hybrid arrangement (a combination of remote and in-office work), based on a work schedule agreed upon with the immediate supervisor and approved by the senior supervisor.
4. Allowing an employee to perform remote work is subject to the employee's declaration:
  - 1) on becoming familiar with these regulations,
  - 2) confirming that safe and hygienic conditions for this work are provided at the remote workstation in the place indicated by the employee and agreed with the employer,
  - 3) on the employee's familiarization with the principles of security and protection of personal data in remote work, and commitment to comply with them,
  - 4) regarding the employee's familiarity with occupational risk assessment and the principles of safe and healthy remote work performance, and their commitment to adhering to these principles.
- 4a. An employee may not begin providing remote work without:
  - 1) obtaining the consent of the Rector of CUT in cases referred to in § 7
  - 2) receiving an order of the immediate supervisor approved by a higher-level supervisor in cases referred to in § 8,
  - 3) the decision of the Rector of CUT to grant the employee's application in cases referred to in § 9,
  - 4) obtaining the approval of the immediate supervisor in the cases referred to in § 10.
5. In the case of provision of remote work by an employee, the employer shall, to the extent resulting from the type and conditions of the work performed, implement the occupational health and safety obligations set forth in section ten of the Labor Code, with the exception of:
  - 1) Article 208 § 1 of the Code,
  - 2) Article 209<sup>1</sup> of the Code (provision of emergency first aid),
  - 3) the obligations set forth in Article 212, paragraphs 1 and 4 of the Labor Code (regarding organizing the workplace, taking care of the condition of the premises, equipment, collective protection measures, and their use as intended),
  - 4) Article 213 of the Labor Code (concerning health and safety requirements for facilities and premises),
  - 5) Article 214 of the Labor Code (workroom standards),
  - 6) Article 232 of the Labor Code (provision of prophylactic meals and drinks),
  - 7) obligations set forth in Article 233 of the Labor Code (regarding the provision of adequate sanitary facilities and the provision of personal hygiene products).

## **§ 5**

### **TOOLS AND LABOR COSTS**

1. In order to perform remote work, the employee will use the tools provided by the employer, i.e., in particular: company laptop, company phone, or other equipment provided as work tools. The employee is responsible for the safe storage and proper operation of the equipment entrusted to them. In justified cases, particularly when it is not possible to provide work tools by the employer and in the case of remote work performed on an occasional basis, as referred to in § 10, the employee, with the approval of the immediate supervisor, the employee may use work tools not provided by the employer.
2. The employer will provide the employee with the necessary technical support and training when performing remote work. The employee shall report any needs in this regard to their immediate supervisor.
3. The employee can utilize remote assistance from the employer's service technicians and IT specialists for technical support, software updates, and other related services.

4. For servicing of work tools, the employee will be required to appear at the employer's premises at a time agreed upon with their immediate supervisor.
5. The employer shall cover the employee's costs related to the performance of remote work, i.e. the cost of electricity and telecommunications services necessary for the performance of remote work and the cost of operating equipment not provided by the employer (if applicable). A lump sum will be provided to the employee on this account.
6. In determining the amount of the lump sum, the norms of consumption of work tools, including technical equipment, their documented market prices, as well as the norms of consumption of electricity and the cost of telecommunications services are taken into account in particular. A separate order of the Rector of CUT determines the lump sum rate.
7. The lump sum is paid quarterly to the employee's bank account, to which the salary from the employment relationship is transferred.
8. In order to calculate the lump sum referred to in this paragraph, the employee prepares a settlement of days (for non-academic staff) or hours (for academic staff) of remote work in the EOD system. After approval by the immediate supervisor, the settlement is submitted to the Department of Payroll through the EOD system by the 10th day of the following month after the end of the quarter in question.
9. The provision of materials and work tools, including technical equipment, necessary for the performance of remote work to an employee performing remote work, and the payment of expenses related to the performance of remote work by the employee and the payment of a lump sum shall not constitute income within the meaning of the provisions of the Act of July 26, 1991, on personal income tax (Journal of Laws of 2022, item 2647, 2687, and 2745 and of 2023, item 28, 185, 326).

## **§ 6**

### **REMOTE WORK INSPECTIONS**

1. The employer may, during the employee's working hours, conduct an inspection of remote work in consultation with the employee at the agreed place of work. The inspection may concern issues of remote work performance, occupational health and safety, and compliance with security and information protection requirements, including the procedure for protection of personal data.
2. The inspection is carried out on behalf of the employer by the immediate supervisor or a person designated by the employer, and with regard to compliance with occupational health and safety, the immediate supervisor and a designated employee of the occupational health and safety service.
3. The inspection shall take place in the presence of the employee, on the day agreed upon with them. The inspector shall provide the employee with information about the inspection at least three days prior to the inspection date. The performance of inspection activities shall not violate the privacy of the employee performing remote work and other persons, nor impede the use of domestic premises in a manner consistent with their intended purpose.
4. If the inspector, in the course of inspection of remote work, based on the agreement referred to in § 7.1.2, finds deficiencies in compliance with the regulations and rules in the field of occupational health and safety or data protection procedures, they shall oblige the employee to remove the deficiencies found within a specified period of time, or shall request the employer to withdraw permission for that employee to perform remote work. In the case of withdrawal of permission to perform remote work, the employee shall start working at the existing workplace on the date specified by the employer.

## **§ 7**

### **REMOTE WORK UNDER AGREEMENTS BETWEEN THE EMPLOYER AND THE EMPLOYEE**

1. Arrangements between the parties to the employment contract on the performance of remote work by the employee may take place:
  - 1) upon the conclusion of the employment contract or
  - 2) in the course of employment.
2. The agreement at the conclusion of the employment contract is made during the negotiation of working conditions, before the conclusion of the employment contract.
3. Reconciliation in the course of employment takes place at the request of the immediate supervisor or at the request of the employee, addressed to the Rector, via the official route, submitted in the EOD system. Templates of the requests are Appendixes No. 7a (request of the immediate supervisor) and 7b (request of the employee). The application should be submitted no later than 7 days prior to the start of remote work.
4. The decision to allow a given employee to perform remote work, based on the applications referred to in paragraphs 2 and 3, is made by the Rector of CUT.
5. The following shall be determined by agreement between the employee and their immediate supervisor:
  - 1) the period during which the remote work will be carried out,
  - 2) remote work schedule referred to in § 4.3,
  - 3) work tools to be provided by the employer,
  - 4) remote work provision address.
6. In the case of remote work under section 1(2) of this paragraph, either party may make a binding request, submitted to the EOD system, for discontinuation of remote work and restoration of the previous conditions of work performance. The parties shall agree on a deadline for restoring the previous conditions of work performance, which shall not exceed 30 days from the date of receipt of the request. In the absence of an agreement, the restoration of the previous conditions of work performance shall take effect on the day following the expiration of 30 days from the date of receipt of the application. A specimen application submitted by the employee is attached as Appendix 3 to the regulations.
7. In the case of hiring a new employee under the terms of section 1(1), the obligation to undergo initial training in occupational health and safety remains on the same terms as in the case of hiring an employee whose workplace is organized on the employer's premises. If, for legitimate reasons notified by the employee being hired, which would indicate difficulties in attending the training (in stationary form), it is possible to waive the aforementioned form of initial occupational health and safety training and complete it entirely by electronic communication. The employee shall confirm in documentary or electronic form the completion of the training. The form of training is determined by the immediate supervisor during the employee's admission to work, and then this information is forwarded to the Department of Occupational Health and Safety.
8. Approved requests referred to in paragraph 3 shall be forwarded in the EOD system to the Department of Personnel and Social Affairs for attachment in the employee's personnel file and settlement of remote work costs.

## **§ 8**

### **REMOTE WORK ORDER**

1. Remote work can be performed at the order of the Employer:
  - 1) during a state of emergency, state of epidemic emergency, or state of epidemic, and for a period of 3 months after their cancellation or
  - 2) during the period when it is temporarily impossible for the Employer to provide safe and sanitary working conditions at the Employee's previous workplace due to force majeure.
2. In the event of the occurrence of the circumstances referred to in section 1, the Rector of CUT shall issue an order authorizing the issuance of orders for remote work, in accordance with the procedure set forth in this paragraph.

3. Managers of individual organizational units, with the consent of higher-level supervisors, subject to section 2, are authorized to issue work orders remotely, on behalf of the employer, in relation to subordinate employees. The order is issued each time for a specified period of time, not exceeding one month, with the possibility of its extension. A template of the order is attached as Appendix 5 to the Regulations.
4. Before issuing the order referred to in section 1, the immediate supervisor shall request that the employee submit a statement in the EOD system confirming they have the necessary premises and technical conditions for performing remote work. The template of the statement is attached as Appendix 4 to the Regulations.
5. The immediate supervisor may at any time revoke the order to perform remote work referred to in paragraph 1 with at least two days' notice.
6. In the event of a change in the premises and technical conditions that makes it impossible to perform remote work, the employee shall immediately inform their immediate supervisor. In this case, the immediate supervisor shall immediately revoke the order to perform remote work.
7. The statement referred to in section 4, as well as the order and withdrawal of the order to perform remote work, are transferred in the EOD system to the Department of Personnel and Social Affairs, for inclusion in the personnel file and settlement of the costs of remote work.

## **§ 9**

### **REMOTE WORK AT THE REQUEST OF THE EMPLOYEE**

1. The employer is obliged to grant the request for the performance of remote work submitted by:
  - 1) an Employee - a parent of a child with a certificate referred to in Article 4(3) of the Act on Support for Pregnant Women and Families "In support of life" of November 4, 2016, (Journal of Laws of 2020, item 1329, as amended), i.e., with a severe and irreversible disability or incurable life-threatening disease that arose during the prenatal period of development of the child or during childbirth, also after the child reaches the age of 18,
  - 2) an employee - parent of:
    - a) a child with a disability certificate or a certificate with a moderate or severe degree of disability as defined in the regulations on professional and social rehabilitation and employment of disabled persons,
    - b) a child with, respectively, an issued opinion on the need for early childhood development support, an evaluation on the need for special education, or an evaluation on the need for remedial classes, referred to in the provisions of the Act of December 14, 2016, Education Law (Journal of Laws of 2021, item 1082), including after they turn eighteen,
  - 3) pregnant employees,
  - 4) an employee raising a child up to the age of 4,
  - 5) an employee caring for another member of the immediate family or another person in a common household with a disability certificate or a certificate of significant disabilityto perform remote work, unless this is not possible due to the organization of work or the type of work performed by the employee.
2. The application referred to in section 1 shall be addressed to the Rector of CUT via the official route. The application shall include the opinion of the immediate supervisor and the senior supervisor that the provision of remote work is possible due to the organization of work or the type of work performed by the requesting employee. The application should be submitted no later than 7 days before the day of commencement of remote work. A specimen of the application is attached as Appendix 8.
3. The employer shall inform the employee of the reason for refusal of the application in the EOD system of the reason within seven working days from the date of the employee's application.

4. The employer may make a binding request to discontinue the remote work of an employee referred to in section 1 only if the continuation of remote work is not possible due to the organization of work or the type of work performed by the employee.
5. If an employee ceases to meet the requirements referred to in paragraph 1, the restoration of the previous conditions of work performance shall take place on the day following the date of cessation of such requirements.
8. The approved application referred to in section 1 should be forwarded to the Department of Personnel and Social Affairs for inclusion in the employee's personnel file and settlement of the cost of remote work.

## **§ 10**

### **OCCASIONAL REMOTE WORK AT THE REQUEST OF THE EMPLOYEE**

1. Remote work may be performed occasionally, with the approval of the immediate supervisor, upon the employee's request submitted through the EOD system, and not exceeding 24 days per calendar year. A template for the application is attached as Appendix 6 to the regulations.
2. The reimbursement provisions of § 5 sections 5-9 shall not apply to remote work under this paragraph.
3. The approved application referred to in section 1 is transferred in the EOD system to the Department of Personnel and Social Affairs for recording.

#### Appendices to these Regulations:

- 1) Principles of security and protection of personal data in remote work - Appendix 1,
- 2) Principles of safe and hygienic performance of remote work - Appendix 2,
- 3) Application for discontinuation of remote work and restoration of previous conditions of work - Appendix 3,
- 4) Statement of the employee on the possession of premises and technical conditions for remote work - Appendix 4,
- 5) Remote work order - Appendix 5,
- 6) Application for occasional remote work - Appendix 6,
- 7) Application for remote work under arrangements between the employer and the employee - Appendices 7a and 7b,
- 8) Application for remote work under Article 67<sup>19</sup> § 6 of the Labor Code - Appendix 8,
- 9) Schedule of remote work - Appendix 9,
- 10) Settlement of remote work - Appendix 10,
- 11) Occupational risk assessment sheet - person in charge of employees - Appendix 11,
- 12) Occupational risk assessment card - administrative and office employee - Appendix 12,
- 13) Occupational risk assessment card - university teacher - Appendix 13.

**Principles of security and protection of personal data in remote work**

1. When performing remote work, employees are required to comply with the principles of data protection and IT security at CUT as specified in:
  - 1) CUT Personal Data Protection Policy, attached as Appendix No. 1 to Order No. 30 of the Rector of CUT dated May 21, 2018,
  - 2) Instruction for the management of the information system for processing personal data at CUT, constituting Appendix No. 2 to Order No. 30 of the Rector of CUT dated May 21, 2018,
  - 3) IT Security Policy, attached to Order No. 20 of the Rector of CUT dated April 17, 2018.
2. Personal data may be processed only by employees who have a current authorization to process data, within the scope specified in this authorization.
3. Prior to the start of remote work, in connection with which the processing of personal data will take place, the direct supervisor shall familiarize the authorized subordinate employee with the principles of secure processing of personal data and inform them of their responsibilities for ensuring the protection of personal data.
4. When working remotely, the employee is obliged to take care of data security, confidentiality, and integrity.
5. The employee undertakes to secure access to the devices they use for the purpose of remote work and to the documents, data, and information in their possession in connection with remote work from all outsiders, including those residing with them. The above also applies to securing against loss, damage, or destruction of devices or documents.
6. In the event of a personal data security incident, an employee shall immediately notify their immediate supervisor and the Data Protection Officer at the CUT of the incident. The list of violations of the personal data protection system is listed in Chapter IX of the CUT Personal Data Protection Policy referred to in section 1(1).
7. When using employer-assigned business laptops for remote work, the following rules should be observed:
  - 1) installation of any software is possible only by the local administrator, at the request of the unit manager,
  - 2) an employee may not store any data or information on any media other than that provided to them by the employer,
  - 3) it is prohibited to use private email accounts to process personal data,
  - 4) the employee may not store files on the laptop that are not related to the work performed or any other files or programs that do not have the appropriate license,
  - 5) email passwords should not be saved by the web browser,
  - 6) when sending personal data by email, it is necessary to encrypt the messages,
  - 7) the disk storage of laptops is subject to encryption,
  - 8) for group work, sharing and transferring file documents, the IT solutions available at the University, Office 365 applications, e.g., OneDrive, Teams, Sharepoint, shall be used,
  - 9) the employee is required to cover the webcam and turn off the microphone when not using them,
  - 10) the employee is required to secure their file documents by creating security copies in the OneDrive service of Office 365 provided at CUT,
  - 11) the employee is obliged to protect the laptop from theft, especially during transport.

8. The general principle of remote work is to work electronically. Taking paper documentation out of the workplace should be limited to the minimum necessary, in accordance with the legal regulations in force at CUT, only with the approval of the immediate supervisor, and only in exceptional situations when it is necessary to perform the assigned tasks and they cannot be done in electronic form.
9. In the event that paper documentation needs to be used off-site, as referred to in section 8, consideration should first be given to making copies of the documentation on which the employee will work. Issued originals and copies of documents for remote work shall be subject to record-keeping by the supervisor.
10. The employee is obliged to adequately secure the data at the site of remote work - documents and their copies should be stored in lockable desk drawers or cabinets, and access to them by unauthorized persons, including household members, should be secured. After their use, the documents and their copies shall be returned to the supervisor, and this shall be noted in the records referred to in section 9.
11. After finishing work, it is imperative that the employees observe the clean desk rule.

### **Principles of safe and hygienic performance of remote work**

1. The employee should have the required professional, psycho-physical, and health qualifications to perform the work in the designated position.
2. The employee should receive occupational health and safety training that takes into account the performance of remote work.
3. An employee should take a 5-minute break, included in working time, after each hour of working at a screen monitor.
4. The relative air humidity in rooms designed to work with screen monitors should not be less than 40%.
5. When working, a worker's workstation should cover at least 2m<sup>2</sup> of free floor space.
6. The workstation should be kept clean and orderly.
7. Electrical installations and equipment should be made and operated in such a way that they do not expose workers to electric shock, atmospheric overvoltage, harmful effects of electromagnetic fields, and do not pose a risk of fire, explosion, or other harmful effects.
8. The workstation should provide sufficient ventilation of the room (natural or mechanical).
9. The working room temperature shall not be lower than 18°C (291 K).

### **Principles and ways to properly organize a remote workstation**

1. The remote workstation should comply with the requirements for equipment and workstation organization set forth in the Regulation of the Minister of Labor and Social Policy of December 1, 1998, on the safety and health of work at workplaces equipped with screen monitors (Journal of Laws of 1998 No. 148, item 973).
2. The design of the table should allow for the convenient positioning of workstation equipment elements, including the ability to adjust the height of the screen monitor and keyboard. The width and depth of the table shall ensure: sufficient surface area for easy handling of the elements of the equipment of the workstation and performance of activities related to the type of work, positioning of the keyboard with a distance of not less than 100 mm between the keyboard and the front edge of the table, positioning of the elements of equipment at an appropriate distance from the employee, that is, within reach of their upper limbs, without the need to assume forced positions.
3. The height of the table and the seat of the chair ensures: the natural position of the upper limbs when operating the keyboard, maintaining at least the right angle between the arm and forearm; the appropriate viewing angle of the monitor screen in the range of 20°÷50° downwards (counting from the horizontal line at the height of the employee's eyes to the line from their eyes to the center of the screen), while the upper edge of the monitor screen should not be above the employee's eyes; adequate space for placing the legs under the table top.
4. The chair, which is the equipment of the workstation, has: sufficient stability, by equipping it with a base of at least five supports with castors; dimensions of the backrest and seat, ensuring a comfortable position of the body and freedom of movement; seat height adjustment in the range of 400÷500 mm, counting from the floor; backrest height adjustment and backrest inclination adjustment in the range: 5° forward and 30° backward; contouring of the seat plate and backrest suitable for the natural curvature of the spine and the femoral segment of the lower extremities; 360° rotation around the vertical axis; armrests.
5. Lighting provides visual comfort, especially:
  - 1) illumination levels should meet the requirements of the Polish Standards,

- 2) direct glare from lighting fixtures, windows, transparent or translucent walls or bright surfaces of the room should be limited, as well as reflective glare from the monitor screen, in particular by using appropriate lighting fixtures, installing blinds or curtains in windows.

**Activities to be performed after the remote work is completed:**

Upon completion of remote work, the employee shall:

- 1) inform the supervisor in an established manner of the completion of the day's work,
- 2) disable and secure company equipment, especially the company laptop, from unauthorized access,
- 3) secure business records from unauthorized access!
- 4) unplug any electronic equipment used for remote work from the power grid.

**Rules of conduct in emergency situations posing threats to human life or health**

1. When working conditions do not conform to health and safety regulations and pose a direct threat to the health or life of the Employee, or when the work threatens the Employee's life or health, the Employee has the right to refrain from work, informing their superior about it immediately.
2. If refraining from performing work does not eliminate the threat, the employee has the right to leave the place of danger, immediately notifying the supervisor of such instance.
3. The employee shall immediately report any work-related accident to their supervisor.

.....  
(name and surname of the employee)

.....  
(name of the organizational unit)

.....  
(position)

**Her/His Magnificence the Rector of  
Cracow University of Technology  
via the official road**

**Application for discontinuation of remote work and restoration of previous conditions of work**

Pursuant to Article 6722 § 1 of the Labor Code, I request that the remote work be discontinued and the previous working conditions be restored. I propose ..... as the deadline for the restoration of the previous conditions of work performance.

.....  
date and signature of the employee

.....

*(name and surname of the employee)*

.....

*(name of the organizational unit)*

.....

*(position)*

**Statement of the employee on the possession of premises  
and technical conditions for remote work**

In connection with Article 6719 § 3 of the Labor Code, I declare that I have the premises and technical conditions for remote work.

.....

date and signature of the employee

....., on .....

(unit stamp)

Ms/Mr

.....

**EMPLOYER'S ORDER TO WORK REMOTELY**

On the basis of Article 6719 § 3 of the Labor Code due to ..... I recommend that you work remotely for the period from ..... to ....., according to the attached remote work schedule.

The location of the remote work will be.....

At the same time, you are obliged to comply with the organizational rules, including occupational health and safety, personal data protection, and confirmation of attendance set forth in the *Regulations of Remote Work*, in force at CUT.

The employer provides the employee with the following work tools .....

The employee will receive a monthly lump sum for remote work at the rate of ..... per day/hour \* of remote work.

.....  
signature of the immediate supervisor

.....  
signature of the senior supervisor

I acknowledge the recommendation.

At the same time, I declare that:

- 1) I have familiarized myself with the *Regulations of Remote Work* in force at Cracow University of Technology, and I undertake to abide by them,
- 2) in the designated place of remote work provision, agreed with the employer, safe and hygienic conditions for remote work are provided,
- 3) I have familiarized myself with the Principles of Security and Protection of Personal Data in Remote Work, constituting Appendix 1 to the Regulations of Remote Work at CUT, and I undertake to abide by them,
- 4) I have familiarized myself with the occupational risk assessment and the principles of safe and hygienic performance of remote work, and undertake to comply with them.

.....  
Employee's signature

Attachments:

Remote work schedule

\* cross out as appropriate

.....  
(name and surname of the employee)

.....  
(name of the organizational unit)

.....  
(position)

**Application to perform occasional remote work**

On the basis of Article 67<sup>33</sup>§ 1 of the Labor Code, I request to perform remote work from ..... to .....

The location of the remote work will be.....

At the same time, I declare that:

- 1) I have familiarized myself with the *Regulations on Remote Work* in force at Cracow University of Technology, and I undertake to abide by them,
- 2) in the designated place of remote work provision, agreed with the employer, safe and hygienic conditions for remote work are provided,
- 3) I have familiarized myself with the Principles of Security and Protection of Personal Data in Remote Work, constituting Appendix 1 to the Regulations of Remote Work at CUT, and I undertake to abide by them,
- 4) I have familiarized myself with the occupational risk assessment and the principles of safe and hygienic performance of remote work, and undertake to comply with them.

.....  
date and signature of the Employee

I accept/do not accept\*

.....  
(date and signature of immediate supervisor)

\* cross out as appropriate

**Her/His Magnificence the Rector of  
Cracow University of Technology  
via the official route**

**Supervisor's request to perform remote work  
as part of an agreement between the employer and the employee**

Pursuant to Article 6719 § 1 of the Labor Code, I request the remote work of Ms/Mr ..... in the period from ..... to ..... in accordance with the attached schedule of remote work.

Justification:

.....  
.....

The location of the remote work will be.....

The employer provides the employee with the following work tools .....

The employee will receive a monthly lump sum for remote work at the rate of ..... per day/hour \* of remote work.

.....  
(date and signature of immediate supervisor)

I accept/do not accept\*

.....  
signature of the senior supervisor

I agree / do not agree

.....  
date and signature of the employee

At the same time, I declare that:

- 1) I have familiarized myself with the *Regulations of Remote Work* in force at Cracow University of Technology and I undertake to abide by them,
- 2) in the designated place of remote work provision, agreed with the employer, safe and hygienic conditions for remote work are provided,
- 3) I have familiarized myself with the Principles of Security and Protection of Personal Data in Remote Work, constituting Appendix 1 to the Regulations of Remote Work at CUT, and I undertake to abide by them,
- 4) I have familiarized myself with the occupational risk assessment and the principles of safe and hygienic performance of remote work and undertake to comply with them.

.....  
date and signature of the employee

Decision of the Rector of CUT

I agree / do not agree

.....

\* cross out as appropriate

.....  
(name and surname of the employee)

.....  
(name of the organizational unit)

.....  
(position)

**Her/His Magnificence the Rector of  
Cracow University of Technology  
via the official route**

**Employee's request to perform remote work  
as part of an agreement between the employer and the employee**

On the basis of Article 67<sup>19</sup> § 1 of the Labor Code, I request to perform remote work in the period from ..... to ..... according to the attached schedule of remote work. The location of the remote work will be.....

Justification:

.....  
.....

At the same time, I declare that:

- 1) I have familiarized myself with the *Regulations on Remote Work* in force at Cracow University of Technology, and I undertake to abide by them,
- 2) in the designated place of remote work provision, agreed with the employer, safe and hygienic conditions for remote work are provided,
- 3) I have familiarized myself with the Principles of Security and Protection of Personal Data in Remote Work, constituting Appendix 1 to the Regulations of Remote Work at CUT, and I undertake to abide by them,
- 4) I have familiarized myself with the occupational risk assessment and the principles of safe and hygienic performance of remote work and undertake to comply with them.

.....  
date and signature of the employee

Opinion of immediate supervisor:

.....  
.....

The employer provides the employee with the following work tools .....

The employee will receive a monthly lump sum for remote work at the rate of ..... per day/hour \* of remote work.

I accept/do not accept\*

.....  
(date and signature of immediate supervisor)

I accept/do not accept\*

.....  
signature of the senior supervisor

Decision of the Rector of CUT  
I agree/do not agree \*

.....  
\* cross out as appropriate

.....  
(name and surname of the employee)

.....  
(name of the organizational unit)

.....  
(position)

**Her/His Magnificence the Rector of  
Cracow University of Technology  
via the official route**

**Application for remote work  
pursuant to Article 67<sup>19</sup> § 6 of the Labor Code**

On the basis of Article 67<sup>19</sup> § 6 of the Labor Code, I request to perform remote work in the period from ..... to ..... according to the attached schedule of remote work.  
The location of the remote work will be.....

Justification:

.....  
.....

At the same time, I declare that:

- 1) I have familiarized myself with the *Regulations on Remote Work* in force at Cracow University of Technology, and I undertake to abide by them,
- 2) in the designated place of remote work provision, agreed with the employer, safe and hygienic conditions for remote work are provided,
- 3) I have familiarized myself with the Principles of Security and Protection of Personal Data in Remote Work, constituting Appendix 1 to the Regulations of Remote Work at CUT, and I undertake to abide by them,
- 4) I have familiarized myself with the occupational risk assessment and the principles of safe and hygienic performance of remote work, and undertake to comply with them.

.....  
date and signature of the employee

Opinion of immediate supervisor:

.....  
.....

The employer provides the employee with the following work tools .....

The employee will receive a monthly lump sum for remote work at the rate of ..... per day/hour\* of remote work.

.....

(date and signature of immediate supervisor)

I accept/do not accept\*

.....  
signature of the senior supervisor

Decision of the Rector of CUT

I agree/do not agree \*

.....  
\* cross out as appropriate

**Remote work schedule**

Name and surname of the employee .....

Position .....

Organizational unit .....

Days/hours\* of remote work provision:

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

Employee's signature .....

Signature of the immediate supervisor .....

Signature of the senior supervisor .....

\* cross out as appropriate

**Settlement of remote work for the .....quarter of 20....**

Name and surname of the employee .....

Position .....

Organizational unit .....

Amount of lump sum for remote work .....

Days/hours\* of remote work provision:

Request Type	From	To	Rate

Employee's signature .....

Signature of the immediate supervisor .....

Signature of the senior supervisor .....

<p><b>Cracow University of Technology</b>  <b>in Krakow</b>  <b>24 Warszawska Street</b>  <b>31-155 Kraków</b></p> <p>(organizational unit)</p>	<p align="center"><b>OCCUPATIONAL RISK ASSESSMENT SHEET AT WORKSTATION WHILE WORKING REMOTELY</b></p>	<p><b>Date:</b>  April 3rd, 2023</p>	<p><b>Sheet Number:</b>  PZ/1</p>
<p><b>Position:</b></p> <p align="center"><b>Person in charge of employees</b></p>		<p><b>Verified by:</b></p> <p align="center"><b>RECTOR OF</b>  <b>Cracow University of Technology</b></p>	
<p><b>Position Characteristics:</b></p> <p><b>Location / Work station:</b>  Location of remote work indicated by the employee and agreed with the employer.</p> <p><b>Performing the work:</b>  Administrative and clerical work performed on a remote work system in accordance with the employee's specific job description using a computer.</p> <p><b>Equipment used:</b></p> <ul style="list-style-type: none"> <li>- computer hardware,</li> <li>- basic office supplies and other office technology equipment.</li> </ul>	<p><b>Related documents:</b></p> <ol style="list-style-type: none"> <li>1) Law of June 26, 1974, Labor Code Articles 226 and 67<sup>31</sup>.</li> <li>2) Polish Standard PN-N-18002:2011 "Occupational health and safety management systems -- General guidelines for occupational risk assessment".</li> </ol>		

No.	Hazard	Possible consequences of hazard	Restrictive measures occupational risk	Risk assessment <b>RISK</b>	Recommendations for introduction of additional security measures
1.	Electrical equipment and installation under voltage (electric shock)	Burns, loss of consciousness, muscle spasm and pain, difficulty breathing, damage to the body (circulatory system, nervous system), in extreme cases death.	Checking electrical equipment before use. Use of equipment bearing the CE mark. Use of equipment according to the guidelines of technical documentation and occupational health and safety instructions. Using only functional, undamaged electrical accessories, such as plug sockets, plugs, switches, power cords. Exercising caution when connecting devices to electricity.	low acceptable	
2.	Collapse as a result of: - differences in levels (stairs, steps) - on the same level (tripping - obstacles on the floor, slips)	Fractures, dislocations, sprains, contusions, cuts, joint ligament tears, bone fractures, concussions, and general bodily injuries.	Maintaining order and cleanliness in the workplace. Proper storage of items and materials used in remote work. Maintaining the floor surfaces in good hygienic and technical condition, that is, the floor surfaces are dry and clean, free from obstacles that can cause tipping, catching. Arrangement (placement) of power (electrical) cables in a safe manner that does not create obstructions for passing people. Remaining cautious, concentrating while moving.	low acceptable	
3.	Thermal factor (hot: surfaces, drinks, meals)	Minor burns to the body, mouth.	Use of equipment in accordance with the guidelines in the manufacturer's instructions and occupational health and safety instructions. Activities should be performed without haste. Increased attention when preparing and consuming hot meals and beverages.	low acceptable	

4.	Work zone lighting (insufficient or excessive)	Impaired vision, permanent visual impairment, reduced visual acuity, body fatigue.	<p>Providing natural and artificial lighting adapted to the type of work performed and the required accuracy.</p> <p>If necessary, the use of additional spot lighting.</p> <p>Prevention of glare on the monitor screen.</p> <p>Taking care of cleanliness of light fixtures and cleanliness of windows.</p>	low acceptable	
5.	Material factor (elements of equipment of the place and workstation)	Light to moderate injuries, contusions, bumps, bruises, abrasions, superficial wounds.	<p>Compliance with occupational health and safety rules when performing work.</p> <p>Maintaining order and tidiness in the workplace by, among other things, properly arranging items and equipment in the workplace.</p> <p>Proper storage of items and materials used in remote work.</p> <p>Separating the workstation and providing adequate space for work, i.e., at least 2m<sup>2</sup> of free floor space.</p> <p>Exercising caution, increased concentration.</p>	low acceptable	
6.	Sharp edges	Light to moderate injuries, cuts, punctures, superficial wounds.	<p>Compliance with occupational health and safety rules when performing work.</p> <p>Exercising caution when handling objects with sharp edges (e.g., scissors, stapler), increased attention.</p>	low acceptable	

	<p>7. Physical load of a static nature (operation of the screen monitor)</p>	<p>Excessive strain on the musculoskeletal system (cervical and lumbar spine pain, pain in the shoulder girdle, wrists, and forearms), numbness in the legs, eye pain, tearing, headaches, mucous membrane irritation, and allergies.</p>	<p>The surface of the table top that allows convenient placement of elements of equipment of the workstation (recommended dimensions of the free surface of the table top are min: 100 x 80 cm).  Correct position of the upper limbs when operating the keyboard (with at least the right angle between the arm and forearm).  Keyboard positioned so that the wrists can rest on the table top.  Ergonomic chair with appropriately contoured seat and back plate suitable for the natural curvature of the spine, adjustable height of the backrest, seat (recommended to be at least 40 to 50 cm), and the angle of tilt of the backrest from the vertical position (in the range from 5° forward to 30° backward).  Proper positioning of the screen monitor in relation to the operator and light sources (windows and lamps).  Adopting a comfortable, upright (not twisted) body position while working.  Ability to freely move the chair back and comfortably sit at / stand up from the workstation.  Appropriate setting of monitor resolution, font size, brightness, and contrast of characters on the monitor screen to the needs of the employee.  Proper organization of work (use of breaks for rest).  Use of vision-correcting glasses, as prescribed by a doctor, if the results of eye examinations conducted as part of preventive health care show the need for their use while working at a screen monitor.</p>	<p>low acceptable</p>	<p>Alternate combining work related to the operation of a screen monitor and other types of work performed in other positions of the body does not strain the visual organs.</p>
--	--	---	--	-----------------------	--

8.	Fire	Thermal burn, asphyxiation, loss of consciousness, death.	Use of equipment in accordance with the guidelines in the manufacturer's instructions and occupational health and safety instructions. Maintaining equipment and electrical installation in good working order. Checking electrical equipment before use.	low acceptable	
<b>Psychosocial determinants of remote work</b>					
9.	Conflicts arising from interpersonal contacts with people through electronic communication means	Negative psychological impact, misunderstandings.	Increased attention, composure. A balanced approach to stakeholders. Effective communication workshops.	low acceptable	
10.	Difficulties related to work-life balance	Anxiety, frustration, problems with concentration and attention, thought chaos, distraction, lowered mood.	Discussing with household members the rules and responsibilities of work and private life. Performing all business tasks during working hours (avoiding extended working hours if possible). Work performed in a designated room or a separate part of the room.	low acceptable	
11.	Difficulty in maintaining self-discipline when organizing work time and tasks to be completed	Possible feelings of guilt toward the employer, resulting from ineffective work performance, irritation.	Employee's working time schedule agreed with the supervisor. Balanced determination of the number of tasks to be performed, enabling them to be completed without time pressure. Participation in training sessions that discuss issues related to the proper organization of remote work and leisure.	low acceptable	

12.	Isolation, feeling of loneliness	Loss of animus, reduced commitment and motivation to work, determination in actions, increased depressive moods, deterioration in the quality of social contacts.	Providing opportunities for information sharing within teams of employees. Establishing interpersonal contacts through a wide range of social communication tools.	low acceptable	
13.	Mental load (stress, bullying)	Mental and physical disorders (depression, anxiety, anger, insomnia, sluggishness, chronic fatigue, problems with concentration and attention, distraction, over-stimulation, weakened immunity), psychosomatic disorders (musculoskeletal, gastrointestinal, cardiovascular and nervous system), interpersonal problems (deterioration in the quality of social contacts), reduced commitment and motivation to work, decreased productivity.	Employee's working time schedule agreed with the supervisor. Balanced determination of the number of tasks to be performed, enabling them to be completed without time pressure. Proper organization of work (use of breaks for rest). Work performed in a designated room or a separate part of the room. Use of accrued leave. Participation in stress management workshops.	low acceptable	

<b>Cracow University of Technology in Krakow</b> <b>24 Warszawska Street</b> <b>31-155 Kraków</b>  (organizational unit)		<b>OCCUPATIONAL RISK ASSESSMENT SHEET AT WORK STATION WHILE WORKING REMOTELY</b>		April 3rd, 2023	Sheet Number:  PZ/2
				<b>Verified by:</b>  <b>RECTOR</b> <b>Cracow University of Technology</b>	
<b>Position:</b>  <b>Office administrative employee</b>					
<b>Position Characteristics:</b>  <b>Location / Work station:</b> Location of remote work indicated by the employee and agreed with the employer.  <b>Performing the work:</b> Administrative and clerical work performed on a remote work system in accordance with the employee's specific job description using a computer.  <b>Equipment used:</b> - computer hardware, - basic office supplies and other office technology equipment.		<b>Related documents:</b>  1) Law of June 26, 1974, Labor Code, Articles 226 and 67 <sup>31</sup> .  2) Polish Standard PN-N-18002:2011 "Occupational health and safety management systems -- General guidelines for occupational risk assessment".			
No.	Risk	Possible consequences of hazard	Restrictive measures Occupational risk	Risk assessment	Recommendations for introduction of additional security measures

				<b>RISK</b>	
1.	Electrical equipment and installation under voltage (electric shock)	Burns, loss of consciousness, muscle spasm and pain, difficulty breathing, damage to the body (circulatory system, nervous system), in extreme cases death.	<p>Checking electrical equipment before use.</p> <p>Use of equipment bearing the CE mark.</p> <p>Use of equipment according to the guidelines of technical documentation and occupational health and safety instructions.</p> <p>Using only functional, undamaged electrical accessories, such as plug sockets, plugs, switches, power cords.</p> <p>Exercising caution when connecting devices to electricity.</p>	low acceptable	
2.	Collapse as a result of: - differences in levels (stairs, steps) - on the same level (tripping - obstacles on the floor, slips)	Fractures, dislocations, sprains, contusions, cuts, joint ligament tears, bone fractures, concussions, and general bodily injuries.	<p>Maintaining order and cleanliness in the workplace.</p> <p>Proper storage of items and materials used in remote work.</p> <p>Maintaining the floor surfaces in good hygienic and technical condition, that is, the floor surfaces are dry and clean, free from obstacles that can cause tipping, catching.</p> <p>Arrangement (placement) of power (electrical) cables in a safe manner that does not create obstructions for passing people.</p> <p>Remaining cautious, concentrating while moving.</p>	low acceptable	
3.	Thermal factor (hot: surfaces, drinks, meals)	Minor burns to the body, mouth.	<p>Use of equipment in accordance with the guidelines in the manufacturer's instructions and occupational health and safety instructions.</p> <p>Activities should be performed without haste.</p> <p>Increased attention when preparing and consuming hot meals and beverages.</p>	low acceptable	
4.	Work zone lighting (insufficient or excessive)	Impaired vision, permanent visual impairment, reduced visual acuity, body fatigue.	<p>Providing natural and artificial lighting adapted to the type of work performed and the required accuracy.</p> <p>If necessary, the use of additional spot lighting.</p> <p>Prevention of glare on the monitor screen.</p> <p>Taking care of cleanliness of light fixtures and cleanliness of windows.</p>	low acceptable	

5.	Material factor (elements of equipment of the place and workstation)	Light to moderate injuries, contusions, bumps, bruises, abrasions, superficial wounds.	<p>Compliance with occupational health and safety rules when performing work.</p> <p>Maintaining order and tidiness in the workplace by, among other things, properly arranging items and equipment in the workplace.</p> <p>Proper storage of items and materials used in remote work.</p> <p>Separating the workstation and providing adequate space for work, i.e., at least 2m<sup>2</sup> of free floor space.</p> <p>Exercising caution, increased concentration.</p>	low acceptable	
6.	Sharp edges	Light to moderate injuries, cuts, punctures, superficial wounds.	<p>Compliance with occupational health and safety rules when performing work.</p> <p>Exercising caution when handling objects with sharp edges (e.g., scissors, stapler), increased attention.</p>	low acceptable	
7.	Physical load of a static nature (operation of the screen monitor)	Excessive strain on the musculoskeletal system (cervical and lumbar spine pain, pain in the shoulder girdle, wrists, and forearms), numbness in the legs, eye pain, tearing, headaches, mucous membrane irritation, and allergies.	<p>The surface of the table top that allows convenient placement of elements of equipment of the workstation (recommended dimensions of the free surface of the table top are min: 100 x 80 cm).</p> <p>Correct position of the upper limbs when operating the keyboard (with at least the right angle between the arm and forearm).</p> <p>Keyboard positioned so that the wrists can rest on the table top.</p> <p>Ergonomic chair with appropriately contoured seat and back plate suitable for the natural curvature of the spine, adjustable height of the backrest, seat (recommended to be at least 40 to 50 cm), and the angle of tilt of the backrest from the vertical position (in the range from 5° forward to 30° backward).</p> <p>Proper positioning of the screen monitor in relation to the operator and light sources (windows and lamps).</p> <p>Adopting a comfortable, upright (not twisted) body position while working.</p>	low acceptable	Alternate combining work related to the operation of a screen monitor and other types of work performed in other positions of the body does not strain the visual organs.

			<p>Ability to freely move the chair back and comfortably sit at / stand up from the workstation.</p> <p>Appropriate setting of monitor resolution, font size, brightness, and contrast of characters on the monitor screen to the needs of the employee.</p> <p>Proper organization of work (use of breaks for rest).</p> <p>Use of vision-correcting glasses, as prescribed by a doctor, if the results of eye examinations conducted as part of preventive health care show the need for their use while working at a screen monitor.</p>		
8.	Fire	Thermal burn, asphyxiation, loss of consciousness, death.	<p>Use of equipment in accordance with the guidelines in the manufacturer's instructions and occupational health and safety instructions.</p> <p>Maintaining equipment and electrical installation in good working order.</p> <p>Checking electrical equipment before use.</p>	low acceptable	
<b>Psychosocial determinants of remote work</b>					
9.	Conflicts arising from interpersonal contacts with people through electronic communication means	Negative psychological impact, misunderstandings.	<p>Increased attention, composure.</p> <p>A balanced approach to stakeholders.</p> <p>Effective communication workshops.</p>	low acceptable	
10.	Difficulties related to work-life balance	Anxiety, frustration, problems with concentration and attention, thought chaos, distraction, lowered mood.	<p>Discussing with household members the rules and responsibilities of work and private life.</p> <p>Performing all business tasks during working hours (avoiding extended working hours if possible).</p> <p>Work performed in a designated room or a separate part of the room.</p>	low acceptable	

11.	Difficulty in maintaining self-discipline when organizing work time and tasks to be completed	Possible feelings of guilt toward the employer, resulting from ineffective work performance, irritation.	Employee's working time schedule agreed with the supervisor. Balanced determination of the number of tasks to be performed, enabling them to be completed without time pressure. Participation in training sessions that discuss issues related to the proper organization of remote work and leisure.	low acceptable	
12.	Isolation, feeling of loneliness	Loss of animus, reduced commitment and motivation to work, determination in actions, increased depressive moods, deterioration in the quality of social contacts.	Providing opportunities for information sharing within teams of employees. Establishing interpersonal contacts through a wide range of social communication tools.	low acceptable	
13.	Mental load (stress, bullying)	Mental and physical disorders (depression, anxiety, anger, insomnia, sluggishness, chronic fatigue, problems with concentration and attention, distraction, over-stimulation, weakened immunity), psychosomatic disorders (musculoskeletal, gastrointestinal, cardiovascular and nervous system), interpersonal problems (deterioration in the quality of social contacts), reduced	Employee's working time schedule agreed with the supervisor. Balanced determination of the number of tasks to be performed, enabling them to be completed without time pressure. Proper organization of work (use of breaks for rest). Work performed in a designated room or a separate part of the room. Use of accrued leave. Participation in stress management workshops.	low acceptable	

		commitment and motivation to work, decreased productivity.			
--	--	--	--	--	--

<p><b>Cracow University of Technology in Krakow 24 Warszawska Street 31-155 Kraków</b></p> <p>(organizational unit)</p>	<p align="center"><b>OCCUPATIONAL RISK ASSESSMENT SHEET AT WORK STATION WHILE WORKING REMOTELY</b></p>	<p><b>Date:</b> April 3rd, 2023</p>	<p><b>Sheet Number:</b> <b>PZ/3</b></p>
<p><b>Position:</b></p> <p align="center"><b>Member of the academic staff</b></p>		<p><b>Verified by:</b></p> <p align="center"><b>RECTOR</b></p> <p align="center"><b>Cracow University of Technology</b></p>	
<p><b>Position Characteristics:</b></p> <p><b>Location / Work station:</b> Location of remote work indicated by the employee and agreed with the employer.</p> <p><b>Performing the work:</b> Administrative and clerical work performed on a remote work system in accordance with the employee's specific job description using a computer.</p> <p><b>Equipment used:</b></p> <ul style="list-style-type: none"> <li>- computer hardware,</li> <li>- basic office supplies and other office technology equipment.</li> </ul>	<p><b>Related documents:</b></p> <ol style="list-style-type: none"> <li>1) Law of June 26, 1974, Labor Code, Articles 226 and 76<sup>31</sup>.</li> <li>2) Polish Standard PN-N-18002:2011 "Occupational health and safety management systems -- General guidelines for occupational risk assessment".</li> </ol>		

No.	Risk	Possible consequences of hazard	Restrictive measures Occupational risk	Risk assessment  <b>RISK</b>	Recommendations for introduction of additional security measures
1.	Electrical equipment and installation under voltage (electric shock)	Burns, loss of consciousness, muscle spasm and pain, difficulty breathing, damage to the body (circulatory system, nervous system), in extreme cases death.	Checking electrical equipment before use. Use of equipment bearing the CE mark. Use of equipment according to the guidelines of technical documentation and occupational health and safety instructions. Using only functional, undamaged electrical accessories, such as plug sockets, plugs, switches, power cords. Exercising caution when connecting devices to electricity.	low acceptable	
2.	Collapse as a result of: - differences in levels (stairs, steps) - on the same level (tripping - obstacles on the floor, slips)	Fractures, dislocations, sprains, contusions, cuts, joint ligament tears, bone fractures, concussions, and general bodily injuries.	Maintaining order and cleanliness in the workplace. Proper storage of items and materials used in remote work. Maintaining the floor surfaces in good hygienic and technical condition, that is, the floor surfaces are dry and clean, free from obstacles that can cause tipping, catching. Arrangement (placement) of power (electrical) cables in a safe manner that does not create obstructions for passing people. Remaining cautious, concentrating while moving.	low acceptable	
3.	Thermal factor (hot: surfaces, drinks, meals)	Minor burns to the body, mouth.	Use of equipment in accordance with the guidelines in the manufacturer's instructions and occupational health and safety instructions. Activities should be performed without haste. Increased attention when preparing and consuming hot meals and beverages.	low acceptable	

4.	Work zone lighting (insufficient or excessive)	Impaired vision, permanent visual impairment, reduced visual acuity, body fatigue.	<p>Providing natural and artificial lighting adapted to the type of work performed and the required accuracy.</p> <p>If necessary, the use of additional spot lighting.</p> <p>Prevention of glare on the monitor screen.</p> <p>Taking care of cleanliness of light fixtures and cleanliness of windows.</p>	low acceptable	
5.	Material factor (elements of equipment of the place and workstation)	Light to moderate injuries, contusions, bumps, bruises, abrasions, superficial wounds.	<p>Compliance with occupational health and safety rules when performing work.</p> <p>Maintaining order and tidiness in the workplace by, among other things, properly arranging items and equipment in the workplace.</p> <p>Proper storage of items and materials used in remote work.</p> <p>Separating the workstation and providing adequate space for work, i.e., at least 2m<sup>2</sup> of free floor space.</p> <p>Exercising caution, increased concentration.</p>	low acceptable	
6.	Sharp edges	Light to moderate injuries, cuts, punctures, superficial wounds.	<p>Compliance with occupational health and safety rules when performing work.</p> <p>Exercising caution when handling objects with sharp edges (e.g., scissors, stapler), increased attention.</p>	low acceptable	

7.	Physical load of a static nature (operation of the screen monitor)	Excessive strain on the musculoskeletal system (cervical and lumbar spine pain, pain in the shoulder girdle, wrists, and forearms), numbness in the legs, eye pain, tearing, headaches, mucous membrane irritation, and allergies.	<p>The surface of the table top that allows convenient placement of elements of equipment of the workstation (recommended dimensions of the free surface of the table top are min: 100 x 80 cm).</p> <p>Correct position of the upper limbs when operating the keyboard (with at least the right angle between the arm and forearm).</p> <p>Keyboard positioned so that the wrists can rest on the table top.</p> <p>Ergonomic chair with appropriately contoured seat and back plate suitable for the natural curvature of the spine, adjustable height of the backrest, seat (recommended to be at least 40 to 50 cm), and the angle of tilt of the backrest from the vertical position (in the range from 5° forward to 30° backward).</p> <p>Proper positioning of the screen monitor in relation to the operator and light sources (windows and lamps).</p> <p>Adopting a comfortable, upright (not twisted) body position while working.</p> <p>Ability to freely move the chair back and comfortably sit at / stand up from the workstation.</p> <p>Appropriate setting of monitor resolution, font size, brightness, and contrast of characters on the monitor screen to the needs of the employee.</p> <p>Proper organization of work (use of breaks for rest).</p> <p>Use of vision-correcting glasses, as prescribed by a doctor, if the results of eye examinations conducted as part of preventive health care show the need for their use while working at a screen monitor.</p>	low acceptable	Alternate combining work related to the operation of a screen monitor and other types of work performed in other positions of the body does not strain the visual organs.
----	--	--	--	----------------	---

8.	Fire	Thermal burn, asphyxiation, loss of consciousness, death.	Use of equipment in accordance with the guidelines in the manufacturer's instructions and occupational health and safety instructions. Maintaining equipment and electrical installation in good working order. Checking electrical equipment before use.	low acceptable	
9.	Perceptual overload of vision and hearing	Weakening of the visual organ (deterioration of vision, eye disease), hearing, mental irritability, headache.	Preventive medical examinations - initial, periodic and follow-up. In case of excessive sunlight, the use of blinds. Use of protective eyewear as prescribed by a doctor. Eye relaxation breaks, eye exercises.	low acceptable	
10.	Excessive voice strain (vocal cord overload)	Chronic diseases associated with excessive vocal effort (so-called singing nodules, vocal cord paresis, hypertrophic changes, i.e. thickening, scarring, polyps), occupational disease.	Preventive medical examination - consultation with an ENT specialist. Participation in voice impostation classes, voice handling training. Use of methods that activate students, at the expense of methods of assimilation of knowledge (administering). Sipping lukewarm mineral water or tea. Avoiding speaking in drag. Use of sound equipment.	medium acceptable	
<b>Psychosocial determinants of remote work</b>					
11.	Conflicts arising from interpersonal contacts with people through electronic communication means	Negative psychological impact, misunderstandings.	Increased attention, composure. A balanced approach to stakeholders. Effective communication workshops.	low acceptable	
12.	Difficulties related to work-life balance	Anxiety, frustration, problems with concentration and attention, thought chaos, distraction, lowered mood.	Discussing with household members the rules and responsibilities of work and private life. Performing all business tasks during working hours (avoiding extended working hours if possible). Work performed in a designated room or a separate part of the room.	low acceptable	

13.	Difficulty in maintaining self-discipline when organizing work time and tasks to be completed	Possible feelings of guilt toward the employer, resulting from ineffective work performance, irritation.	Employee's working time schedule agreed with the supervisor. Balanced determination of the number of tasks to be performed, enabling them to be completed without time pressure. Participation in training sessions that discuss issues related to the proper organization of remote work and leisure.	low acceptable	
14.	Isolation, feeling of loneliness	Loss of animus, reduced commitment and motivation to work, determination in actions, increased depressive moods, deterioration in the quality of social contacts.	Providing opportunities for information sharing within teams of employees. Establishing interpersonal contacts through a wide range of social communication tools.	low acceptable	

15.	Mental load (stress, bullying)	Mental and physical disorders (depression, anxiety, anger, insomnia, sluggishness, chronic fatigue, problems with concentration and attention, distraction, over-stimulation, weakened immunity), psychosomatic disorders (musculoskeletal, gastrointestinal, cardiovascular and nervous system), interpersonal problems (deterioration in the quality of social contacts), reduced commitment and motivation to work, decreased productivity.	Proper organization of work, i.e., skillful scheduling of classes, use of breaks. Use of accrued leave. Work performed in a designated room or a separate part of the room. Pedagogical self-education and dedicated training, where issues related to the proper organization of work and leisure, how to behave and respond in case of emergencies are discussed. Participation in stress management workshops.	low acceptable	
-----	-----------------------------------	--	---	-------------------	--