



PRINCIPLES OF REMOTE WORKING AT THE UNIVERSITY OF GDAŃSK

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PRINCIPLES OF REMOTE WORKING AT THE UNIVERSITY OF GDAŃSK

Chapter 1 General provisions

§ 1 Definitions

Whenever these Rules refer to:

- 1) **Employer** - refers to the University of Gdańsk in Gdańsk;
- 2) **Employee** - means a person employed under an employment relationship with an employer;
- 3) **Principles** - means the principles for remote work at the University of Gdańsk;
- 4) **Remote work** - understood as work performed wholly or partly at a place indicated by the employee and agreed with the employer in each case, including at the employee's home address, in particular using direct communication at a distance;
- 5) **Occasional remote work** - means remote work carried out periodically basis at the request of the employee, not exceeding 24 days per calendar year;
- 6) **Work tools** - means a computer with appropriate licensed software acceptable to the employer, a telephone or other devices used by the employee to perform remote work provided or not provided by the employer;
- 7) **k.p.p.** - shall mean the Act of 26 June, 1974, Labour Code (i.e., Journal of Laws of 2022, item 1510 as amended);
- 8) **Report** - means a report on the activities performed by an employee, including in particular a description of these activities, as well as the date and time of their performance;
- 9) **Head of the organizational unit** - means the employee's immediate superior;
- 10) **Line of Duty** - is to be understood as senior superiors per the applicable organizational structure as defined in the Organisational Regulations.

§ 2 Subject matter and basic principles

1. The Agreement has established these Principles according to Article 67²⁰ § 1 of the Code of Labour.
2. The provisions of the Principles set out the rules for full and partial remote working and occasional remote working and the related rights and obligations of the employer and employees.
3. The provisions of the Principles apply to all employees of the University of Gdańsk, regardless of the basis of their employment relationship.
4. All employees must read this Policy and sign a statement kept in the employee's personnel file. A model of the information is available on the Human Resources website.
5. An agreement between the parties to the employment relationship regarding the performance of remote work by the employee may take place:
 - 1) when concluding an employment contract or
 - 2) in the course of employment.
6. Work carried away from the workplace only constitutes remote work if its performance results from the nature of the work and the scope of duties.
7. When performing remote work, the employee must carry out tasks according to the job description and instructions in line with the type of work and position. The provision of remote work by employees must maintain the responsibilities and workload of other employees.

8. Remote work is carried out through direct remote communication, in particular, telephone, computer and electronic communication and instant messaging means used by the employer as part of the licensed software used by the employer, whether or not provided by the employer.
9. Remote working does not include work:
 - 1) particularly dangerous;
 - 2) resulting in an exceedance of the permissible standards for physical factors set for living spaces;
 - 3) with hazardous chemical agents as referred to in the regulations on health and safety at work related to the presence of chemical agents in the workplace;
 - 4) associated with the use or release of harmful biological agents, radioactive substances, and other substances or mixtures giving off offensive odors;
 - 5) causing intense soiling.

Chapter 2 Conditions for permissible remote working, forms of remote working, organization of remote working

§ 3 Permissibility of remote working

1. It is permissible to work remotely unless this is impossible due to the organization of work or the type of work performed by the employee, in particular, due to the need for the employee to be directly present at the employer's premises to perform their duties.
2. The organization of the work referred to in paragraph 1 is the responsibility of the head of the organizational unit.
3. It is impossible to work remotely if the performance of duties requires using paper documents, specialised equipment or infrastructure provided by the employer at its premises (laboratories, research equipment, scientific collections, machinery, etc.).
4. Considering the fulfillment of the University's Mission Statement and the public nature of the services provided, total remote working is only permissible in particularly justified cases.
5. In the case of partial remote work, remote work will be performed on specific days of the week alternating with work at the employer's premises. It is not permissible to perform remote work during certain hours of the working day and at the employer's premises during the remaining hours.

§ 4 Groups of employees covered by remote working

1. The following groups of employees may be covered by remote working and occasional remote working:
 - 1) academic staff, subject to the provisions of §§ 5 and 6;
 - 2) non-academic staff, subject to §§ 5 and 7, excluding:
 - a) service employees,
 - b) seafarers,
 - c) library service staff subject to paragraph 2,
 - d) employees of the publishing and printing activities employed in the Printing Department.
2. Remote working and occasional remote working may be covered for library service staff employed in:
 - 1) Bibliography and Bibliometrics Unit;
 - 2) Research Data Management and Open Science Section.

3. The exclusions provided in paragraph 1(2) are due to the nature of the work, which requires the permanent, direct presence of employees at the employer's premises.

§ 5 Remote working on request - general provisions

1. Remote working shall be provided on the basis of the employer's granting of the employee's request in paper or electronic form. The application is kept in the employee's personal file. Model applications - separate for academic and non-academic staff - are available on the website of the Human Resources Department.
2. The request referred to in paragraph 1 shall be submitted to the Human Resources Department or to kadry@ug.edu.pl. The application shall be subject to the prior opinion of the head of the organizational unit and the other superiors by the applicable service route. The day the Human Resources Department receives the application is the beginning of the period referred to in paragraph 11. Without the required opinions or other formal deficiencies in the application, the Human Resources Department shall immediately return the application to the employee for completion.
3. When giving an opinion on an application, the head of the organizational unit is required to establish, in particular:
 - 1) the ability to work remotely using tools provided or not provided by the employer;
 - 2) the ability to adequately perform their duties when working remotely;
 - 3) rules for verifying the tasks and responsibilities carried out.
4. The employee's application is considered by the Rector or a person authorized by the Rector.
5. The application shall be granted for a fixed period and, in the case of academic staff, for a limited period not exceeding one academic year.
6. The employer's granting of the employee's request constitutes an agreement between the parties to the employment relationship on the terms and conditions of remote working.
7. The employer may refuse the employee's request, in particular when:
 - 1) the work involves direct service to students, doctoral students, employees, and other stakeholders of the employer;
 - 2) the employee's constant, direct presence on the employer's premises is necessary for the proper performance of their duties;
 - 3) the organisation of work, including the need to ensure the normal flow of work in the organizational unit, prevents the employee from performing remote work;
 - 4) is not in a position to provide the appropriate infrastructure and tools necessary to perform work remotely, and the employee does not have at their disposal proper tools, including those meeting the requirements referred to in § 15(2) and the conditions provided for in the University of Gdańsk's ICT Security Policy.
8. If the employer grants or denies the request, the Human Resources Department shall notify the head of the organizational unit, who shall communicate the decision to the employee without delay.
9. If the employee's request is granted, the head of the organizational unit is obliged to take steps to initiate remote working by the employee, in particular:
 - 1) obtain from the employee and forward to the Human Resources Department the declarations referred to in § 13 Sections 1 and 2 and § 14 Section 1, and a statement that the employee has the premises and technical conditions to perform remote work;
 - 2) provide the employee in paper or electronic form with the information referred to in Article 67²¹ § 1 of the Labour Code no later than on the day the employee starts working remotely ;

- 3) take steps to entrust tools or verify the possibility of performing remote work using tools not authorized by the employer, considering the requirements provided for in the University of Gdansk's ICT Security Policy.
10. The employer is obliged to grant the request:
- 1) an employee - a parent of a child with a certificate referred to in Article 4(3) of the Act of November 4, 2016, on support for pregnant women and families "Za życie" (i.e., Journal of Laws of 2020, item 1329, as amended), i.e. a severe and irreversible handicap or an incurable life-threatening illness, which arose in the prenatal period of the child's development or during childbirth, also after the child's 18th birthday,
 - 2) parent worker:
 - a) a child with a disability certificate or a certificate with a moderate or severe degree of disability as defined in the regulations on vocational and social rehabilitation and the employment of disabled persons,
 - b) a child with, respectively, an 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 (i.e., Journal of Laws of 2021, item 1082 as amended), also after the child has reached the age of 18,
 - 3) pregnant workers;
 - 4) an employee raising a child to the age of four;
 - 5) an employee caring for another member of their immediate family or another person living in the same household who has a disability certificate or a substantial degree of disability - of performing remote work, unless this is not possible due to the organization of work or the type of work performed by the employee.
11. The employer shall inform the employee of the reason for the refusal of the request referred to in paragraph 10, either on paper or electronically, within seven working days of the employee's request.
12. At any time, the employee and the employer may make a binding request, submitted on paper or electronically, to stop the remote work and restore the previous working conditions. The employee shall agree with the head of the organizational unit a deadline for the restoration of the last working conditions, which shall be at most 30 days from the date of receipt of the request. In the absence of an agreement, the restoration of the previous working conditions shall occur on the day following the expiry of 30 days from the date of receipt of the request. The application is kept in the employee's file. A specimen of the application is available on the website of the Human Resources Department.
13. The employer may not make a binding request for the cessation of remote working and the restoration of the employee's previous working conditions, as referred to in § 10, unless the continuation of remote working is not possible due to the organization of work or the type of work performed by the employee.
14. Any change in the location of the employee's remote work requires the employer's approval, and performing a remote job at a place not agreed with the employer constitutes a breach of the employee's duties.

§ 6 Remote working at the request of the academic staff member

1. When performing remote work, an academic staff member shall comply with the detailed scope of duties of an academic staff member defined by the provisions of Chapter 4 of the University of Gdańsk Work Regulations.

2. Does not constitute remote working:
 - 1) the performance of the academic staff member's research duties as set out in their job description;
 - 2) the performance of duties by an academic staff member under § 12 of the University of Gdańsk Work Regulations;
 - 3) teaching using distance learning methods and techniques from the employee's place of work at the employer's premises.
3. In pursuit of the University's Mission to provide education of the highest quality, courses at degree and doctoral schools are, as a general rule, taught by an academic at the employer's premises.
4. The Rector or a person authorized by the Rector shall decide whether an academic staff member to carry out remote work.
5. For reasons of work organization, academic staff may apply for remote working 30 days before the beginning of the academic year, or, in the case of academic staff employed during the academic year, within 14 days of their employment. The provisions of §5 shall apply accordingly.
6. The academic staff member's supervisor and senior superiors, by the service route, and the Vice-Rector responsible for education shall give an opinion on the application. The idea should take into account in particular:
 - 1) the nature and individualized nature of the duties carried out by the academic staff member;
 - 2) the ability to carry out organizational and teaching duties properly while working remotely;
 - 3) the ability to provide the academic staff with the resources and materials necessary to carry out their remote work;
 - 4) principles for verifying organizational and teaching tasks and responsibilities carried out remotely.
7. Subject to § 5(7), the Rector or a person authorized by the Rector may disregard an academic staff member's application further when:
 - 1) the achievement of learning outcomes by the student or doctoral student, or their appropriate verification, must be achieved in direct contact with the course tutor;
 - 2) work organization, including the proper planning of teaching sessions for students or doctoral students, and the need to ensure the adequate course of work in the organizational unit, make it impossible for academic staff to carry out their work remotely ;
 - 3) the study program or curriculum does not provide for instruction using distance learning methods and techniques;
 - 4) the application is submitted after the deadlines referred to in paragraph 5 .
8. When performing their teaching duties remotely, academic staff shall comply with education principles using distance learning methods and techniques laid down in a separate regulation of the Rector.
9. The Rector or a person authorized by the Rector may inspect the application by the head of an organizational unit of the provisions of this paragraph in organizing, controlling, and improving the remote working of subordinate employees.

§ 7 . Remote working at the request of a non-academic staff member

1. When performing remote work, a non-academic staff member must comply with the terms of reference drawn up under § 27(1) of the University of Gdańsk Work Regulations.
2. The head of the organisational unit is responsible for implementing of an uninterrupted work process performed by employees providing remote work.
3. In the case of remote working, the provisions of § 39 of the University of Gdańsk Work Regulations apply accordingly.

4. In the application referred to in §5, para. 1. non-academic staff members shall indicate the days of the week on which the remote work is to be performed, which constitutes the employee's remote work schedule. The remote work schedule constitutes the basis for the head of the organizational unit to organize the unit's work.
5. The head of the organizational unit shall keep, separately for each employee, a report and control of the working time of subordinate employees, taking into account the performance of remote work.
6. An employee remotely working is obliged to:
 - 1) confirm their readiness to work at the time shown in their work schedule by contacting their supervisor via the Microsoft Teams application; in particularly justified situations where the application is not functioning, the supervisor may be contacted via the appropriate IT tool or by telephone;
 - 2) report on the results of their work in a manner and at a time agreed with the head of the organizational unit;
 - 3) report on the activities carried out and send the information to the head of the organizational unit on an ongoing basis, at a date agreed with the head of the organisational unit, from the email address in the @ug.edu.pl domain.
7. The report referred to in paragraph 6, point 3, is the basis for the ongoing assessment of the employee's work. Based on the information, the head of the organizational unit may take steps to improve the performance of duties during remote work. In the event of finding any shortcomings in the submitted report, the head of the organizational unit shall take immediate explanatory or control measures. The head of the organizational unit keeps the report. A model report is available on the website of the Human Resources Department.
8. The Rector or a person authorized by the Rector may inspect the application by the head of an organizational unit of the provisions of this paragraph in organizing, controlling, and improving the remote working of subordinate employees.

§ 8 Occasional remote working

1. Remote working may be carried out occasionally, at most 24 days per calendar year.
2. Occasional remote work is provided with the approval of the head of the organizational unit, at the request of the employee, submitted before the start of the working day, by the applicable working schedule, in paper or electronic form. A specimen application form is available on the website of the Human Resources Department.
3. The employee's request for occasional remote work shall not be binding on the employer. The employer shall not be obliged to justify the refusal to grant permission for occasional remote work in the case of the employees referred to in § 5(10).
4. The head of the organizational unit shall keep the application referred to in paragraph 2.
5. In the event of termination or expiry of the employment relationship, the head of the organizational unit shall provide the Human Resources Department with information on the number of occasional remote working days used in the current calendar year.
6. The provisions of Article 67¹⁹ -67²⁴ and Article 67³¹ § 3 of the Labour Code do not apply to occasional remote work.
7. In the case of non-academic staff, the provisions of §7.3 and §7.5 and §6.1 and §7.2 shall apply accordingly.
8. In the case of non-academic staff, the head of the organizational unit may oblige the employee to keep the report referred to in §7.6.3.
9. An academic staff member employed in a research and teaching or teaching staff group may apply for occasional remote work during the academic year if:

- 1) does not teach at the date indicated in the application;
 - 2) the timetable of the studies in which the teacher teaches makes it possible:
 - a) implementation of classes using distance learning methods and techniques,
 - b) the achievement of learning outcomes by students or doctoral candidates and their verification;
 - 3) the academic staff member's performance of remote work will not disrupt the employer's work organization.
10. The control of the performance of remote work referred to in paragraph 1, the management of health and safety at work, or the rule of compliance with security and information protection requirements, including procedures for the protection of personal data, shall be carried out on a basis agreed with the employee.

§ 9 Remote working order

1. Remote working can be done at the behest of the employer:
 - 1) during a state of emergency, a state of epidemic emergency, or a state of epidemic emergency and for 3 months after their revocation;
 - 2) during a period in which it is temporarily impossible for the employer to ensure safe and healthy working conditions at the employee's previous place of work due to force majeure - if the employee submits, immediately before the instruction, a declaration on paper or electronically that they have the premises and technical conditions to perform remote work. The statement is kept in the employee's file. A model declaration is available on the website of the Human Resources Department.
2. The employer may revoke the remote working order referred to in paragraph 1 with at least two days' notice.
3. In the event of a change in the premises and technical conditions making it impossible to perform remote work, the employee shall inform the employer immediately. In such a case, the employer shall immediately revoke the remote working order.
4. Managers of organizational units are authorized to issue orders for remote working with subordinate employees. The order is issued for a fixed period in each case. The order may be given orally, on paper, or electronically.
5. The employer must provide the employee in paper or electronic form with the information referred to in Article 67²¹ § 1 of the Labour Code. , at the latest on the day the employee starts working remotely.

Chapter 3 Basic obligations of the employee and the employer

§ 10 Basic obligations of the employer

1. In particular, the employer is obliged to provide the employee doing the remote work:
 - 1) materials and working tools, including technical equipment, required for remote working;
 - 2) installation, servicing, and maintenance of work tools, including specialized equipment, necessary for remote working or to cover the essential costs related to the facility, servicing, operation, and maintenance of work tools, including technical equipment, essential for remote working, as well as to cover the costs of electricity and telecommunication services needed for remote working;
 - 3) the training and technical assistance required to carry out this work.

2. The employer shall allow the remote worker to be on the workplace's premises, communicate with other workers, and to use the employer's premises and facilities, the company's social facilities and social activities - under the rules adopted for other workers.
3. It is the employer's responsibility to organize the work process appropriately, taking into account the completion of current tasks and the applicable working time standards.
4. The employer is obliged to delegate tasks to be performed to the employee, provide factual information, and organize the work process so that the employee can perform remote work.
5. The employer is obliged to agree with the employee on the desired way of performing remote work ensuring that the expected work results are achieved.
6. On behalf of the employer, the duties set out in paragraphs 3 to 5 shall be performed by the head of the organizational unit.

§ 11 Basic employee responsibilities

1. An employee remotely working is obliged in particular to:
 - 1) the ongoing fulfillment of the tasks assigned to it;
 - 2) to be available at all times during working hours, in particular by telephone and e-mail;
 - 3) remaining in constant contact with colleagues, superiors, and customers,
 - 4) to take care of the remote working equipment entrusted to them and to use it exclusively for business purposes;
 - 5) the application of the employer's procedures for the protection of personal data and confidential information;
 - 6) organize their workstation concerning ergonomic requirements in such a way as to ensure health and safety at work.
2. During the period of remote working, the employee is obliged to appear at the employer's premises whenever called upon by the employer during the agreed hours of their work. The employer's summons must be issued at least two days in advance.

§ 12 Rules of communication between employer and employee

1. The competent person for contacting an employee doing remote work from the employer's side is the head of the organizational unit.
2. The employee communicates with the employer by telephone, email, and instant messaging used by the employer within the licensed software used by the employer.
3. The employee must monitor email at all times during working hours, taking into account break entitlements under Article 134 of the Labour Code and other health and safety regulations.
4. The head of the organisational unit may establish specific communication rules to ensure the best possible organization of work.
5. Suppose the head of the organizational unit considers it appropriate. In that case, they may organize periodic meetings at the employer's premises with employees carrying out remote work, particularly to plan work and divide tasks. The head of the organizational unit shall inform the employees of the meeting at least two days in advance. Commuting a remote worker to the employer's premises shall not constitute business travel.

Chapter 4 Occupational health and safety and information security

§ 13 Health and safety at work

1. The admission of an employee to perform remote work is subject to the submission of a statement by the employee in paper or electronic form confirming that safe and hygienic conditions for such

work are provided at the remote workstation at the location indicated by the employee and agreed with the employer. The statement shall be kept in the employee's file. A model statement is available on the website of the Human Resources Department.

2. An employee's authorization to carry out remote work is subject to the submission of a declaration by the employee, in paper or electronic form, confirming that they have read and agree to comply with the risk assessment and the information containing the principles of safe and healthy remote working. The statement is kept in the employee's file. A statement template is available on the Human Resources Department's website.
3. The employer shall perform to the employee during the employee's remote work the duties to the extent arising from the type and conditions of the work performed as set out in Section Ten of the Labour Code, except of the responsibilities set out in :
 - 1) Article 208(1) of the Labour Code (employer cooperation);
 - 2) Article 209¹ k.p. (provision of emergency first aid);
 - 3) Article 212 para. 1 and 4 of the Labour Code (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 Code of Civil Procedure (health and safety requirements for facilities and premises);
 - 5) Article 214 of the Labour Code (work premises standards);
 - 6) Article 232 of the Code of Labour (provision of preventive meals and drinks);
 - 7) Article 233 of the Code of Labour (provision of adequate sanitary facilities and provision of personal hygiene products).
4. The detailed rules on the health and safety of remote working and the risk assessment of occupational are set out in separate information prepared by the employer under 67³¹ § 5 of the Labour Code, available on the Bureau of Occupational Safety and Health website.

§ 14. Information security and protection

1. The employee's admission to remote working is conditional on receiving instruction and training and submitting a statement, either on paper or electronically, confirming that they are familiar with the information security and protection requirements, including confidentiality rules and the employer's data protection procedures. The declaration is kept in the employee's file. A template of the statement is available on the website of the Human Resources Department.
2. Detailed rules on the security and protection of information when working remotely, including confidentiality rules and procedures for protecting personal data, are set out in separate documents, i.e., the Personal Data Protection Policy, the ICT Security Policy, and the UG Secrecy Policy.

Chapter 5 Tools and costs of remote working

§ 15 Remote working tools

1. When performing remote work, the employee uses work tools provided by the employer or work tools not provided by the employer.
2. When performing remote work, an employee may use tools not provided by the employer, provided that they meet the requirements set out in Chapter IV of Section Ten of the Labour Code and the information security and protection requirements, including confidentiality rules and the

employer's data protection procedures. It is up to the employer to assess whether work tools not provided by the employer meet the requirements.

3. The employee is responsible for the safe storage of work tools and ensuring that no third parties have access to any confidential information.
4. The employer will provide the employee with technical support when working remotely. The employee may use the remote assistance of the employer's IT specialists for technical help, software installation, and updates. The employee shall report all needs in this regard. If it is impossible to provide the necessary support remotely, the employee shall attend the employer's premises.
5. The employee is responsible for complying with the servicing and maintaining the work tools and IT systems entrusted to him. The employee must come to the employer's premises to service the work tools assigned to the employee.
6. The employer is not obliged to service and maintain work tools not provided by the employer.
7. Detailed rules on the use of work tools, including the controls on the entrustment of equipment and the regulations on the use of private devices for official purposes, are regulated in the UG ICT Security Policy.
8. The employer shall provide the employee with the office materials necessary to perform their duties while working remotely. The employee shall collect the required office supplies at the employer's premises.

§ 16 Remote working costs

1. The employer is obliged to pay the remote worker a lump sum, which corresponds to the expected costs incurred by the worker in connection with the remote work, including the cost incurred with the use of work tools not provided by the employer for the remote position.
2. The amount of the lump sum referred to in paragraph 1 is determined based on the average electricity consumption standards of the technical equipment used by the employees (e.g., laptop, stationary computer set), the price of electricity in force in Gdańsk, the average price of internet packages from nationwide internet providers and the average operating cost index.
3. The amount of the lump sum applicable in a calendar year is determined and announced by the employer by using a communication.
4. The lump sum shall be paid:
 - 1) non-academic staff - monthly for the previous month;
 - 2) academic staff - annually, in December for the current year;- to the employee's bank account designated for the transfer of their remuneration from the employment relationship, unless the employee has requested that their remuneration be paid in cash at the UG cash desk.
5. The basis for the lump sum payment is the record of hours worked remotely and the application for compensation. The head of the organizational unit draws up the application for payment of the lump sum based on the records submitted by the employee and approved by him. The head of the organizational unit is obliged to do so within the deadline:
 - 1) by the 5th of the following month for non-academic staff;
 - 2) by December 5 of the current year in the case of academic staff- forward the request to the Head of the Human Resources Unit. The head of the organizational unit keeps the records. Templates of the documents and the lump sum application are available on the website of the Human Resources Department.

Chapter 6 Controlling remote working

§ 17 Control of remote working

1. The employer may inspect remote working at work or via electronic communication at anytime.
2. The inspection shall be carried out in consultation with the employee at the remote work site during the employee's working hours.
3. The audit may concern the proper performance of duties when working remotely, health and safety at work, and compliance with security and information protection requirements, and the procedure for protecting personal data.
4. The performance of inspection activities must not infringe on the privacy of the remote worker and others nor impede the use of the domestic premises as intended.
5. The course of the inspection activity shall be documented in a remote working inspection protocol. The inspection protocol in paper or electronic form shall be drawn up by the inspector and communicated to the employee. The head of the organizational unit keeps the control protocol.
6. If the employer, in the course of an inspection of remote working, finds deficiencies:
 - 1) in complying with the health and safety regulations and rules set out in the information referred to in § 13(4);
 - 2) in complying with information security and protection requirements, including procedures for the protection of personal data;
 - 3) in the performance of remote work, in particular, if it is found during an inspection:
 - a) employee's failure to comply with the provisions of this Policy,
 - b) the employee's breach of the obligation to always agree on the location of the remote work,
 - c) Failure to comply with instructions from superiors or failure to perform duties properly by the employee,
 - d) ineffective performance of the employee's duties

- obliges the employee to remedy the identified deficiencies within a specified period or withdraw permission for that employee to perform remote work.
7. In withdrawing consent to perform remote work, the employee shall start working at their current workplace on the date specified by the employer. The head of the organizational unit shall immediately inform the employee of the withdrawal of the permission to perform remote work.

Chapter 7 Final provisions

§ 18 Final provisions

1. These Rules shall enter into force as the Agreement's signature date referred to in § 2(1).
2. Subject to § 4 of the Agreement, amendments to the provisions of these Rules require an amendment to the Agreement concluded with the company trade union organizations operating at the employer's premises, subject to paragraph 3.
3. The employer may, with prior notice to the trade unions, amend the provisions himself:
 - 1) § 4(1)(2) and § 4(2) in the event of a change to the names of the units or the organizational structure set out in the Organizational Regulations;
 - 2) § 5(2) as regards the indication of the email address;
 - 3) § 7(6)(1) in respect of the designated application (communicator).