

Q&A remote work

What will "remote work" be according to the new regulations?

Work performed wholly or partially at a place designated by the employee and agreed with the employer on a case-by-case basis, including at the employee's home address, in particular using means of direct communication at a distance (e.g. via Microsoft Teams).

What about so-called "hybrid work"?

The regulations on remote work will apply to hybrid work – in accordance with the definition, remote work can also be performed "partially" (i.e. in hybrid form).

Is a system provided for recording working time?

Regulations related to remote work do not affect working time provisions. In terms of working time, the existing rules apply. The exception is the employee's obligation to confirm attendance when performing remote work. The method of confirming attendance will be agreed with the supervisor.

On what basis will we define whether we can work remotely completely or partially?

Partial (i.e. hybrid) remote work will operate in our organization, based on the remote work regulations.

Can the hybrid work look like that 3 days we will come to the afternoon / morning shift or for inches on those days?

In our organization, it is envisioned that hybrid remote work is work in which the employee are present in the office for a minimum of 3 full days per week.

LOCATION OF REMOTE WORK

Do the provisions in the Remote Work Regulations also apply to performing work from another country?

No. Due to legal and tax restrictions, we do not have the ability to perform work from outside Poland at this time - the exception is the ability to work remotely from our Munich office.

What if I go to our Munich office for a few days? Is this illegal according to legal and tax regulations?

If it is a business trip, the above situation is regulated by regulations related to business travel.

Can I indicate several places of remote work in the agreement on remote work?

Yes, the employee and the employer enter into a so-called remote work settlement, which is a document specifying the place of remote work and the amount of remote work. As part of such a settlement, the employee may specify several locations for remote work.

Will I have to confirm my presence at work each time I do remote work?

In accordance with the regulations on remote work, employees are required to confirm their attendance at work while performing remote work. The method of confirming attendance at work while performing remote work is determined by the supervisor with the employees.

LUMP SUM

What costs of remote work will the employer bear?

The costs of electricity and telecommunications (Internet) services necessary for remote work. These will be paid monthly to Employees in the form of a lump sum. Information on the amount of the lump sum paid is provided to Employees separately in the internal systems available to Employees (Toolbox).

Will I receive a smaller lump sum if I am on vacation or sick leave?

No. The lump sum is a fixed amount that is not affected by short-term absences. The lump sum will not be paid to those who are on long-term absences (calculated from 33 calendar days).

Will the lump sum be tax-free?

Yes. Coverage of expenses related to the performance of remote work does not constitute income under the provisions of the PIT Law.

Is the employer obliged to provide me with office equipment, such as a desk or chair?

No. The regulations provide that the employer is obliged to provide employees with the "tools" necessary to perform remote work. A "tool" would be a computer or a business phone. A desk or chair, on the other hand, are administrative and office equipment.

What is the amount of the lump sum?

The amount of the lump sum in the hybrid work formula will be PLN 30 per month. This amount is tax-free.

Are there any specific arrangements on how to calculate energy consumption and the cost of telecommunications (Internet) services?

The lump sum was determined based on the following principles:

The cost of electricity takes into account the averaged power consumption of the equipment necessary for remote work and the expected period of their use and the market price of electricity sales to individual consumers;

Internet costs take into account the average subscription costs for fixed and unlimited Internet access (assuming that the cost of providing and using a router is included in the subscription).

We assumed that: an average laptop has a power of 65W, is used for 8 hours a day, will consume about 0.52 kWh of energy per day. The monitor consumes an average of 0.03 kWh per hour.

Lighting - a desk lamp most often uses a led bulb of no more than 10-11W, which means an energy consumption of 0.011 kWh

Internet - we assume an average subscription of 60 PLN/month and 50% usage

Average price of electricity - we assumed 0.99 PLN / kWh

SECURITY RULES

What will be my health and safety responsibilities when working remotely?

Before being allowed to work remotely, the employee will be required to confirm that he or she has read the occupational risk assessment and the information containing the rules for performing remote work, and confirm that safe and hygienic conditions are provided at his or her remote workstation and that the remote workstation has been organized taking into account the requirements of ergonomics (i.e. in accordance with OSH regulations, such as the positioning of the monitor, keyboard, etc.).

REMOTE WORK CONTROL

Will the employer be able to control me while doing remote work?

Yes, such a possibility is regulated in the legislation. Such control will take place using means of direct communication (e.g., phone, email, chat) or at the place of remote work.

How can an inspection of my email/phone/Microsoft Teams show irregularities?

For example, it may turn out that you are playing tennis while answering the phone while working, and then it is clear that this is an irregularity.

Will the Employer have the right to visit the remote work site before it starts?

No, the employer will not verify the place where the remote work is performed. The employee must ensure that safe and hygienic working conditions are provided at the remote work site each time the remote work is performed, and that the remote work site has been organized taking ergonomic requirements into account.

Can I refuse an inspection at a remote work site?

Conducting control is the right of the employer. Consequently, an employee does not have the right to refuse a control at a remote work site.

How will I know that a remote workplace inspection will be conducted against me?

The control will be agreed in advance with the employee. Conducting a control is the right of the employer. Consequently, the employee does not have the right to refuse the control. The control will be conducted during the Employee's working hours. The date of such possible control will be agreed with the employee in advance.

Will every place of my work, even temporary, require an inspection?

Any place of performing remote work may be subject to control conducted by the Employer. The control may include temporary remote work sites, if necessary.

How will the control of the work site take place?

The control of the remote work site will be carried out in accordance with the provisions of the Remote Work Regulations. The control will be agreed in advance with the employee and will be carried out taking

into account the privacy rights of the employee and her/his household members. The employer may control: the performance of remote work; occupational health and safety; compliance with security and information protection requirements, including data protection procedures.

COMING TO THE OFFICE

What does it mean that I need to provide efficient access to the employer's premises?

The idea is that this place from which remote work is performed is not difficult to access and if the need arises, the employee should be able to arrive at the company's headquarters at a predictable time.

If there is a need for an emergency appearance at the organization, the supervisor will each time agree with the employee on the expected time of arrival at the employer's premises.

When can the employer call me to the company?

For example, because of a meeting with a client, to pick up documents or work tools, or in other urgent/business-justified situations. The time to reach the office will be agreed with the employee each time.

EMPLOYEE' STATEMENT

Will the statement include an address field (one or many)?

It is possible to indicate several locations for performing remote work as part of signing the settlement. Also, later, i.e., you already have the right to change the place of performing remote work. The important thing is that each place of performing remote work must be agreed in advance. A temporary change of the place of remote work can be agreed with your supervisor via email, while in the situation of a permanent change of the place of remote work (e.g. as a result of a move) you will need to sign a settlement again.

What about addresses outside of Warsaw?

The place of performing remote work may be outside Warsaw (however, as a rule, within Poland), as long as it meets the conditions referred to in the Remote Work Regulations.

How many addresses can be entered in the arrangement?

There is no regulation in this regard.

If I enter 3 addresses of remote work, do I have to inform at which address he works each time?

No.

Will every employee have to sign such an application?

Performing work in the form of remote work is voluntary. If an employee does not want to perform work in the form of remote work, he or she has the right to do so and is not required to sign a remote work settlement.

WORK REMOTE - OTHER

Can I stay on the company's premises while doing remote work?

Yes. Any employee performing remote work has the right to stay on the company's premises, communicate with other employees and use the employer's premises and facilities.

Can I stop performing remote work?

Yes. The employee will be entitled to request to stop performing remote work at any time. The parties will agree on the date by which the previous working conditions will be restored, which will not be longer than 30 days from the date of receipt of the request.

Does the employer have to grant my request to work remotely?

According to the regulations, the employer will have to grant the requests of some employees due to their special situation, i.e. pregnancy, raising a child up to the age of 4, or taking care of another member of the immediate family, among others, unless this is not possible due to the organization of work or the type of work performed by the employee.

Do the situations mentioned above, i.e. pregnancy, care for another family member, require official confirmation? Presentation of documents?

Yes, this may be required to confirm special circumstances. The employer has the right to require the employee to provide personal data necessary to fulfill the employee's entitlement or fulfill an obligation under the law.

As a parent of a child under 4 years old, will I have the right to work remotely at 100%?

Employees entering privileged groups have the right to apply for remote work (indicating the dimension of remote work and the reason). The employer granting or denying the request takes into account the organization of work or the type of work performed by the employee in question.

Is the possibility of renting a docking station for remote work anticipated?

Yes, traveling docking stations are available in the organization. You need to apply to our IT department with a rental request.

Can I do business calls while taking a walk?

According to the data protection rules, it is not possible to do remote work, including conducting/participating in teleconferences in public places.

What if I pop out to Enel-Med while working and dislocate my leg?

The incident would be analyzed for possible recognition as a work accident.

I feel worse, I don't want to infect you - can I work from home?

Taking care of our well-being and that of our co-workers, we only come to the office completely healthy.