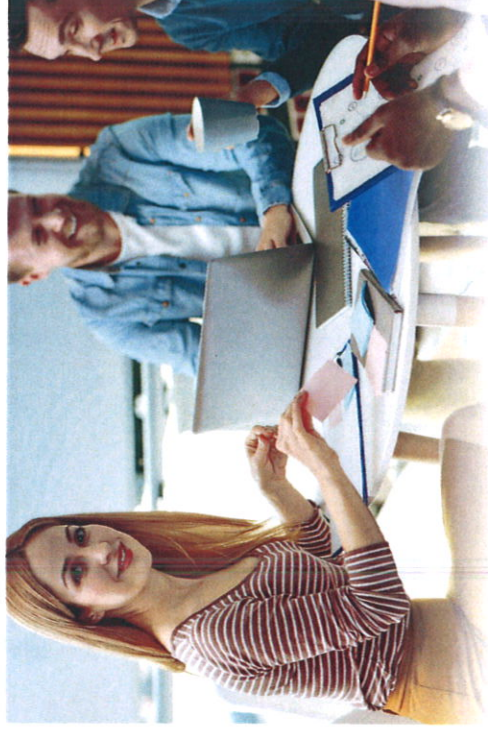


Stay safe abroad!

Remember!

- 1 Polish nationals can take up work for foreign employers under **the rules applicable in the country of employment**, either under individual contracts signed directly with foreign employers or through authorised organisations or institutions.
- 2 A decision to go to work abroad should not be made hastily or motivated emotionally. It should be deliberate and well planned.
- 3 **Don't agree to work without a contract. Don't break the law.**
- 4 **Read your contract. Don't sign a contract which you don't understand** or which contains disadvantageous obligations (e.g. imposes various penalties on you). You have the right to negotiate the terms and conditions of your contract.



5 Foreign employers may include temporary work agencies. Working for such an agency will often be casual and part-time, depending on the number of requests received from employers with whom the agency has contacts.

- Avoid contracts where the minimum number of working hours is not specified.

6 Always check whether a given agency has signed a contract with a foreign employer (you have the right to see that contract) and whether it has already sent people to work abroad. For find information about employment agencies, visit online forums where people who have already used services of such agencies share their opinions.



If you have any doubts whether your rights are respected, contact the State Labour Inspection at pip.gov.pl

Do you wish to use employment agency services?

- job placement, including posting abroad to work for foreign employers
- recruitment consultancy
- vocational guidance, or
- temporary work



Employment agencies can help you find a job and handle the paperwork. The important thing is that they operate legally.

The register of employment agencies and the list of foreign providers of employment agency services are open and publicly available on the following website:

- stor.praca.gov.pl/portal/#/kraz/wyszukiwarka
- stor.praca.gov.pl

Type the **number** of the agency in the search box and see if it is registered and operates legally.



Every employment agency should hold a certificate issued by the Voivodeship Marshal, a document evidencing registration in the National Register of Employment Agencies, KRAZ.

Remember that no employment agency may:

1 Charge fees from people for whom they are seeking employment or whom they are helping choose a suitable job and place of work, except for amounts due to the agency for expenses actually incurred on the return travel of the person posted to work abroad, visa, medical examinations and translation of documents.

2 Discriminate on grounds of sex, age, disability, race, religion, ethnicity, nationality, sexual orientation, political convictions, belief, religious denomination or labour union membership of people for whom they are seeking employment or other paid work.

An employment agency must:



Have a brick-and-mortar office where they provide their services. A virtual office does not meet that requirement.

Visit the office and handle all the paperwork there.

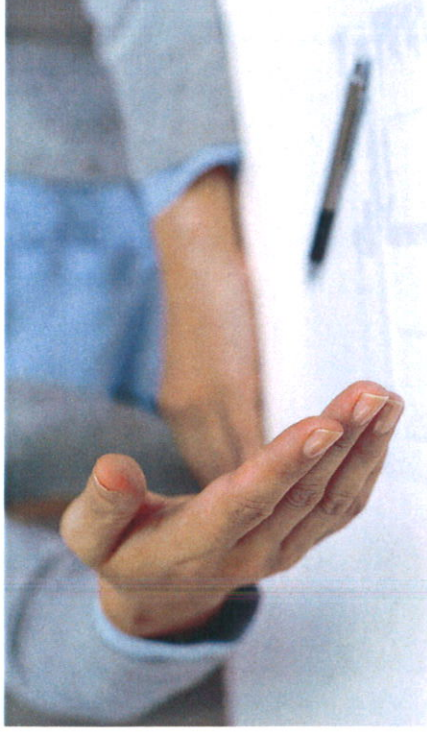
Be careful if you have any problems establishing the address of the agency's office or premises.

TAKE CARE OF YOUR SAFETY

Visit:
PSZ.PRACA.GOV.PL



Among the publications, you will find a guide prepared by the Ministry of Family, Labour and Social Policy entitled **„Bezpieczne wyjazdy do pracy”**



Temporary work agencies:

They hire temporary workers under a fixed-term employment contract (in specific cases, where the temporary work is not supposed to have the characteristics of an employment relationship, it is allowed to sign civil-law contracts, i.e. a contract of mandate or a specific-task contract).

They post their own workers to perform temporary work in other EU Member States.

They may send people to work for a single employer-user for 18 months within 36 successive months.

Temporary work is seasonal, periodic, and casual.

A temporary worker is hired by a temporary work agency solely to perform temporary work for and under the management of an employer-user.

Remember that when signing a civil-law contract (i.e. a contract other than the contract of employment) with a temporary work agency, you don't have the same rights as an employee! All your rights should be laid down in the civil-law contract.

You must know the rules on hiring temporary workers applicable in the country where you are going to work!

The responsibilities of employment agencies towards people sent to work abroad:

Providing written information about the costs, charges and other amounts due for sending to work abroad, as well as taking up and performing work abroad, including temporary work.

Signing written contracts with the person sent to work and the foreign employer.

Providing people sent to work abroad with information about inclusion of documented periods of employment abroad in employment periods in Poland under labour rights.

If you are a foreigner, remember:

Before you are sent to work in Poland or abroad, your employment agency must sign a written contract with you in a language you can understand.

You should be informed in writing about the terms of entry, stay and work in Poland.

For your own safety abroad:

- leave photocopies of your ID document and contracts with the agency, as well as the details of your future employer and place of work, with your loved ones,
- don't give your own passport or any other ID document to anyone (keep them in a safe place)
- provide your employer with copies of your documents, allowing the originals to be viewed only
- before you reach your place of work, contact your loved ones as often as possible, sending them information on where you currently are
- prepare useful phrases in English and the language of the country you are going to; you can also use your smartphone translator app
- don't keep all your documents at a single location; try to keep at least one of them secure
- take and secure cash which will enable you to return home in case of emergency (e.g. keep it in a special belt)
- note down the registration plates of the vehicle in which you are going to travel
- prepare useful contact details, including the phone number of the nearest Polish consulate; learn the number you will need to call to block your debit card if it is stolen
- if you are cheated by your employer, or if your employer uses physical or mental coercion on you, or you are exploited at work (slave labour), or you are sexually exploited, report it to the police; all disputes with a foreign employer should be considered in accordance with the local law before a court of the country in which you have taken up employment

Learn more about working conditions in Poland and abroad:

- **psz.praca.gov.pl**
An employment office website with job offers and information for jobseekers
- **eures.praca.gov.pl**
A website where you can find European job offers and information about working abroad
- **zielonalinia.gov.pl/nasza-misja**
The Information and Consultation Centre of Employment Services, consultants can be reached at any time of day and night
- **pracawpolsce.gov.pl**
A free-of-charge portal for Ukrainian nationals

Contact details worth keeping "just in case"

- **Anti-human trafficking portal**
gov.pl/web/handel-ludzmi
Helpline +48 22 628 01 20, +48 22 628 99 99
- **National Consulting and Intervention Centre for the Victims of Trafficking**
kcik.pl/k1 | tel. +48 22 628 01 20
- **Department for Combating Human Trafficking, Criminal Office of the National Police Headquarters**
policja.pl | tel. 47 72-148-33
- **Border Guard Headquarters**
strazgraniczna.pl | tel. +48 800 422 322
- **Ministry of the Interior and Administration**
archiwum.mswia.gov.pl | tel. +48 222 500 112
- **Ministry of Foreign Affairs**
gov.pl/dyplomacja



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SAFE WORK

IN POLAND AND ABROAD



If you are looking for a job, you can use:

- help of employment agents at district and voivodeship employment offices; register at an employment office or visit oferty.praca.gov.pl, where you can find information about job offers, internships, apprenticeships and training courses, as well as dates of career and job fairs organised in your neighbourhood
- the e-praca app, which offers access to thousands of job ads on mobile devices
- the Voluntary Labour Corps, which provides employment agency services to young people
- the European Employment Services (EURES); for useful information visit eures.praca.gov.pl
- services of an employment agency
- jobs advertised by EU or EFTA operators which are allowed to provide employment agency services in Poland under a notification submitted to the marshal. A list of such operators can be found at stor.praca.gov.pl/portal/#/wpz
- job offers advertised on private websites, in social media, in newspapers, on the Public Bulletin websites of institutions located in your neighbourhood

Employment agencies

are operators authorised to provide employment agency or temporary work services under an entry in the Register of Employment Agencies made by the Voivodeship Marshal.

For a list of employment agencies visit stor.praca.gov.pl/portal/#/kraz



When using services of an employment agency, remember that:

An employment agency may not charge you for its services. Fee may only be charged for actual expenses incurred by the agency on posting you to work, such as return travel, visa, medical examination, translation of documents.

Before you are posted to work abroad or perform temporary work, you have the right to receive written information about the costs, fees and other amounts due for taking up and performing work abroad. You don't have to agree to the conditions offered.

Posting you to work abroad for a foreign employer, an employment agency must sign a written contract with you a contract with the foreign employer to whom you are being sent; the contract should contain the name of the employer, wage and work conditions, eligible benefits etc.

If you are being sent to work abroad as a temporary worker, you don't have to be treated on less favourable terms than the workers employed by the employer concerned at the same or similar position. A temporary work agency must provide you with contact details of its representatives either on paper or in electronic form.

For more information on the rules of employment and temporary work, visit:

zielonalinia.gov.pl/-/praca-tymczasowa

 You can call the emergency number 112 free of charge across the EU.

Plan your safe work abroad.

Note!

- Check the details of and opinions on the employer or employment agency in the Internet and publicly available registers. You have the right to demand documents, e.g. a certificate of entry in the register of employment agencies.
- Make sure about the working conditions, request a model contract, seek consultation on the provisions which are unclear to you. Two heads are better than one...
- Don't sign any documents which you don't understand.
- It is illegal to charge a fee for job matching services.
- **Don't trust blindly! Be careful if:**
 - The wage or working conditions are too good to be true.
 - Your qualifications are not verified where they should be for the job advertised.
 - It is difficult to establish the place of business or registered office of the employer/ employment agency.
 - Someone is offering you a loan to cover your travel and accommodation expenses which you are required to repay at your future place of work.

i Remember!

Undeclared work increases the risk of becoming a victim of crime, including human trafficking and forced labour! Human trafficking means the recruitment, transfer, harbouring or reception of a person involving the use of force, abduction, deceit or deception. Everyone can fall victim to it.



**CENTRALNA BAZA
OFERT PRACY**



Looking for a job?

Use one of Poland's largest
job offer databases

VISIT
OFERTY.PRACA.GOV.PL

DOWNLOAD THE E-PRACA MOBILE APP



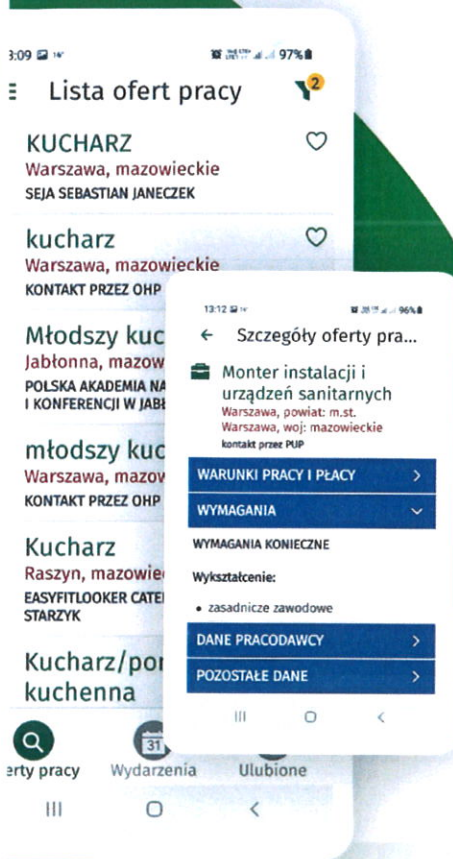


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The Job Offer Database receives job offers from all employment offices.

On oferty.praca.gov.pl, you can find information about:

- **thousands of verified job offers** sent by employment offices from across Poland
- offers of **apprenticeships, internships and training**
- **job fairs, job exchanges** and group **vocational guidance**



Prefer to use a mobile app?

Use e-praca to make looking for a job easier thanks to a number of useful functionalities:

- multiple criteria for searching for offers and events
- pop-up notifications
- a GPS locator
- hint and search mechanisms
- a calendar
- saving your contact details
- convenient recall of the phone number and e-mail address

What do you get?

- reliable and up-to-date information about verified job offers
- access to job offers with no commercials or spam
- fast and convenient contact with the employer
- no fees
- assistance by an employment officer if you have any questions or doubts

STAY UP TO DATE!

Employers!

Are you looking for workers? Submit your job offers to the Employment Office!

- Log in or register an account at praca.gov.pl
- Use the **e-form** to submit your job offers.
- You can submit job offers to a district employment office of your choice (either in the district of your place of business, the district where the advertised jobs will be performed, or anywhere across Poland).
- If you don't know which employment office you should turn to, visit the website of the Central Database of Job Offers at oferty.praca.gov.pl

Go to "**Worker search**" and see how many unemployed and people seeking employment in a given profession are registered at district employment offices.

The job offer e-form is made available by the Minister competent for labour matters at praca.gov.pl and on websites of respective employment offices.

The e-form is automatically transferred to the district employment office of your choice.

- You can also submit your job offer at an employment office personally or use other means of communication such as e-mail, telephone, or traditional mail.

What do you get?

- Assistance that is completely free of charge.
- Your job offer will be entered in one of the largest job databases browsed by thousands of users.
- Your offer will also be available through the convenient and free-of-charge mobile app e-praca.
- If you agree, you will be contacted by candidates from across Poland, not just those registered at the employment office.



What should be included in a job offer?

- information about your company
- information about the workplace advertised
- information about what you expect from the candidates

Some of the information is obligatory. If you don't provide it, the employment office will contact you and request clarification.



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You can meet a greater number of candidates!



Job Exchange

At your request, an Employment Agency can organise a free-of-charge Job Exchange to enable you to meet with many candidates at the same location and time.

A Job Exchange can be organised when you are looking for workers to fill one or more positions, and there are many candidates registered at the employment office.



Job Fair

You can also take part in Job Fairs organised by employment offices.

During such events, you can present your job offers and find candidates that meet your requirements. Information on Job Fairs is available at oferty.praca.gov.pl

 Zielona Linia
CENTRUM INFORMACYJNE SŁUŻBY ZARĘCZENIA

If you have
any questions
CALL US

1 9 5 2 4

**An employment office can assist you
in the professional development
of your workers by:**

- helping you select candidates to work from among unemployed and jobseekers
- helping you support your and your workers professional development by providing professional guidance.



Take care of your professional career

Use modern career guidance at an employment office

- Do you want to discover your professional potential?
- Do you want to discover your talents?
- Do you know what profession you will be best at?
- Do you know your strengths?
- Are you trying to find your professional path?
- Are you looking for assistance in planning your professional career?



Where?

Contact an employment counsellor at your nearest employment office

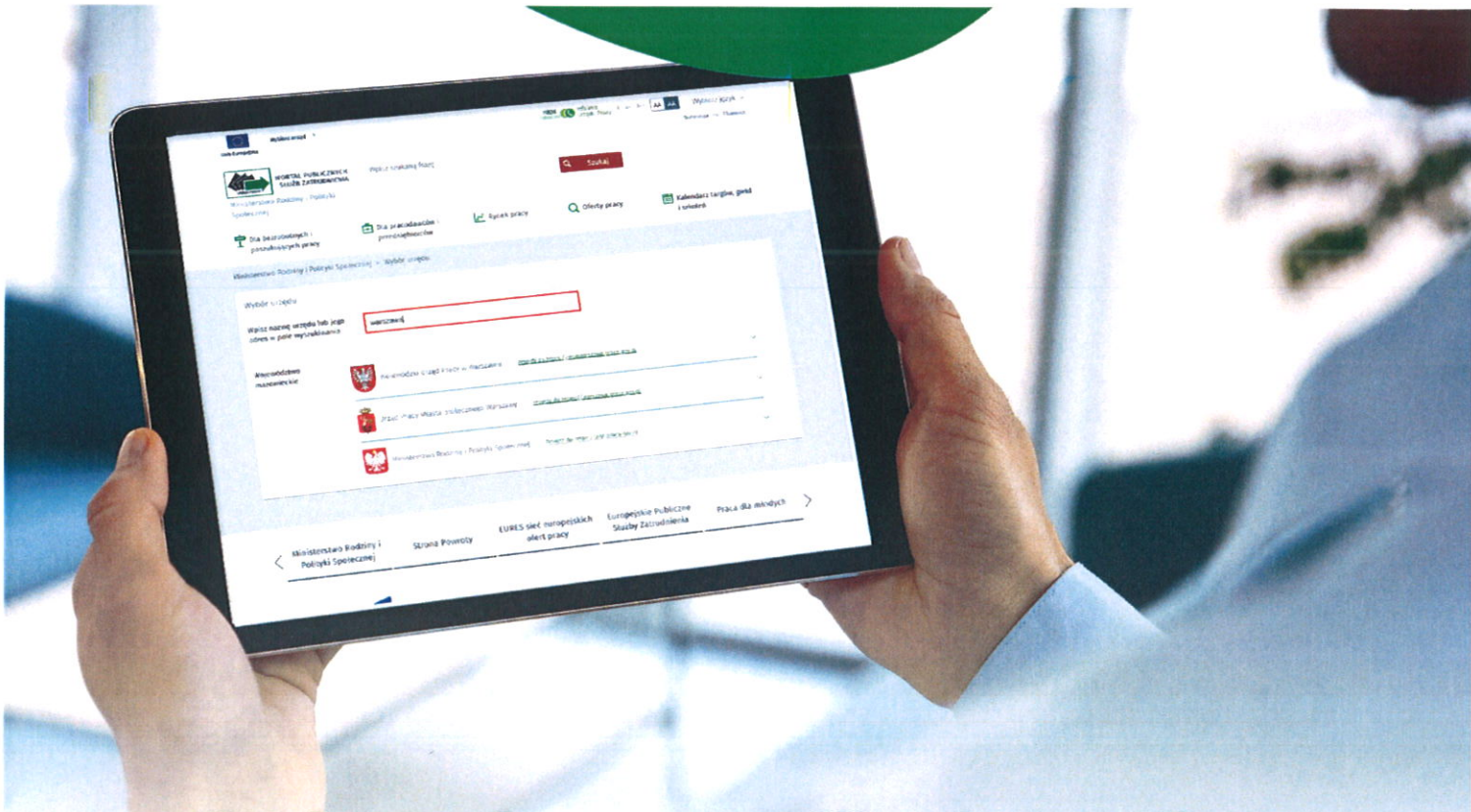


 **Zielona Linia**

Contact - tel. 19524

Remember:

- Career guidance is free of charge!
- You don't have to pay for taking a test which will reveal your talents, competencies, and professional interests!



Each employment office has online methods and tools which will enable you identify your professional interests and competencies



Ask a career counsellor about:

- the Professional Interest Questionnaire
- the Competency Test Tool

A list of employment offices:
psz.praca.gov.pl/wybor-urzedu



Do you know that:

- 400,000 people use career guidance at employment offices every year
- 50,000 people identify their professional competencies at employment offices every year

