

SCOPE OF DUTIES AND RESPONSIBILITIES OF THE EMPLOYEE

Name and Surname

Organisational unit

Position

I. Basic duties of the employee (please fill in according to the substantive scope of work of the unit / position):

II. Scope of the employee's responsibilities: Employee's area of responsibility:

1. performance of assigned tasks and instructions of the superior in a timely and correct manner, in accordance with the regulations in force;
2. compliance with the rules on the protection of personal data;
3. compliance with the rules on the protection of professional and state secrecy;
4. observance of order and discipline of work,
5. compliance with OHS and fire protection regulations and rules
6. due care for the entrusted property.

In addition, the employee is obliged to:

1. execute other instructions of superiors,
2. replace an absent employee in a given organisational unit.

.....
(signature of head of unit/supervisor)

I declare that I am familiar with the scope of duties and responsibilities and undertake to comply strictly with the provisions contained therein and confirm receipt thereof.

Kraków,.....
(date)

.....
(Employee signature)