



HR EXCELLENCE IN RESEARCH



Institute of Physical Chemistry
Polish Academy of Sciences

Kasprzaka Str. No. 44/52
01-224 Warsaw

Dear Colleague,

Welcome to the Institute of Physical Chemistry PAS! We would like to share with you information about common values of the IPC community, and get you acquainted with some rules & procedures regulating work at IPC.

In this document you will find:

- [employment policy of the Institute of Physical Chemistry PAS;](#)
- [indication and summary of major acts of local law](#) (incl. organizational provisions);
- [list of consultation, appeal & decision-making bodies in IPC;](#)
- [communication channels](#), incl. Directors' office hours.

If you have any questions do not hesitate to ask our administration staff, in particular persons indicated in this document, or your direct superior (research team leaders/ supervisor/ research advisor/ IPC Director).

Best regards,

Professor Marcin Opałło
Director of IPC



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Employment policy of the Institute of Physical Chemistry PAS



The community of the Institute of Physical Chemistry PAS (hereinafter: “IPC”, or “the Institute”) **recognize values underlying the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, believing that success of the Institute depends on the talent and performance of dedicated employees. Therefore, in order to create environment favouring skilful scientists and raise our performance, IPC decides to adopt the following employment policy:**

EQUAL TREATMENT: Admission to IPC is preceded by merit-based selection. IPC is an equal opportunity employer and accepts applications without discrimination on the grounds of age, race, political and/or religious beliefs, sex or sexual orientation, marital and/or family status and regardless any kind of disability. We apply this principle to each stage of human resources management. Reputation-based selection does not stay in line with our standards.

TRANSPARENCY AND FEEDBACK: We understand that prerequisite for equal treatment is transparent, competitive and open selection. Therefore, rules for recruitment proceedings, including selection criteria, description of required knowledge and skills, working conditions, and development prospects are made publicly available. We appreciate effort taken by the candidates to join IPC and treat them with respect, in particular letting them supplement incomplete application and acknowledging them with the strengths and weaknesses of their applications.

VALUE OF MOBILITY AND DIFFERENTIATED EXPERIENCE: In recruitment proceedings IPC welcomes all candidates fulfilling entry criteria and favours differentiated experience. We acknowledge that diversified environment inspires good research. Therefore, we value mobility experience, professional record in other sectors (e.g. industry) or different disciplines, and variety of skills (e.g. creativity, independence, team work & research management capacity, tutoring & knowledge transfer experience). We accept variations in chronological order of CVs, including career breaks as potentially valuable contribution to the professional development of a candidate. To guarantee fair evaluation of all candidates, IPC appoints Selection Committee comprising of members of diverse expertise and competences, representatives of both sexes. We work together and cooperate across countries, cultures and sectors to do better research.

TUTORING AND MENTORING: IPC expects team leaders, supervisors and research advisors (hereinafter: “Tutors”) to be models of the highest standards of behaviour, especially as regards to ethical standards. The IPC Tutors are committed to motivate junior research staff, provide feedback and exchange with them knowledge & experience. With the support of IPC the Tutors take effort to advise junior research staff on career development and assist on job placement.

GOOD PRACTICE AND RESPONSIBILITY: Work in safe, healthy and responsible manner comes first and is foremost. The employees of IPC seek advice when the requirements of the law as regards to research, or good research practice appear unclear.

CAREER DEVELOPMENT: Career development of our research staff is within our concern. We strive to create conditions favouring start of the careers of research staff through variety of measures (i.e. extending employment period of junior research staff after defending PhD thesis aimed at postdoc or job search).

FAIR TREATMENT: The employees of IPC treat each other with dignity, fairness and respect. We take all measures to fight harassment and any form of discrimination in the workplace. We respect our obligations to our colleagues and to the employer.

COMMON VALUES: The society of IPC shares common principles and values, in particular those underlying the [European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers](#). We act as ambassadors of IPC in particular while dealing externally. We act in a professional manner that fosters the reputation of the Institute.

RULES OF WORK AT THE IPC: contain organizational provisions governing work at IPC, i.e.: employees' rights and obligations, working hours, leave and absence from work, health and safety at work and fire safety, protection of women and youths, payment of remuneration, awards and distinctions, discipline at work.

Contact persons:

- **HR specialists – Jadwiga Skrzecz, Małgorzata Pińkowska,**
- **specialist for health and safety at work – Katarzyna Polkowska.**

RULES OF REMUNERATION AT IPC: sets remuneration policy, rules for granting additional components of remuneration and benefits related to the work. Generally, employees are entitled to remuneration for their work, including salary & additional remuneration components, including a supplement for length of service, overtime work, work performed during night time, work on Sundays & holidays, and a prize jubilee. Additionally, in cases specified in the rules – the employee can be granted functional supplement, bonus, prize, special supplement and/or annual reward.

The document also sets rules of employment and remuneration of employees performing tasks under projects financed by the Ministry of Science and Higher Education, the European Union & other national or foreign institutions.

Contact persons: HR specialists – Jadwiga Skrzecz, Małgorzata Pińkowska.

ORDINANCE NO. 31/16 OF THE DIRECTOR OF IPC ON RULES FOR THE ASSESSMENT OF IPC RESEARCH TEAMS: Once a year each research team is evaluated, and compared to other research groups, under criteria such as: publications (no. of publication taken into account - pursuant to the no. of employees of the research group), citations of group leader's publications from 10 last years, obtained funds (yearly converted), and no. of obtained patents. Evaluation takes into account a number of employees of the assessed research group.

Assessment obtained by the research team is an auxiliary indicator used by the Director of IPC while taking decisions regarding finance and HR management.

Contact persons: Małgorzata Krajewska

RULES OF EVALUATION OF IPC RESEARCHERS: Each researcher is subject for periodical evaluation (assistant & adjunct – at least every 2 years, professor – at least every 4 years). The evaluation of scientific achievements of a researcher is generally based on: no. of publications, their impact factor, no. of citations, obtained patents and lecturers delivered on invitation. Additionally, teaching (excluding - in other workplace), popularization activity, student's promotion, no. of reviewed manuscripts (excl. if an employee is as well supervisor of a student) and supervision over students' internships are taken into account during evaluation.

Contact persons: deputy head of the library – Jadwiga Wojnar

IPC REGULATIONS ON THE MANAGEMENT OF COPYRIGHT AND RELATED RIGHTS, INDUSTRIAL PROPERTY RIGHTS AND THE PRINCIPLES OF COMMERCIALIZATION OF THE RESULTS OF RESEARCH AND DEVELOPMENT:

- ✓ set general principles concerning intellectual property at IPC,
- ✓ set register of industrial and intellectual property, indicate person responsible for registering property, proxy managing this register and scope of information included in the register,
- ✓ indicate methods of commercialization of R&D results and know-how of IPC,
- ✓ set rules for protection of industrial property rights, remuneration of creators.

Contact persons: Proxy for intellectual property – Piotr Cwalina.

IPC RULES OF HOLDING FOREIGN BUSINESS TRIPS: define conditions of holding business trips abroad for scientific, teaching, training purpose, or aimed at direct execution of professional duties by IPC employees, PhD students or others. Business trip requires prior consent of IPC Director, and obtaining paid or unpaid leave. Formalities related to the business trip are handled at **IPC secretariat**.

Contact persons: HR specialist – Małgorzata Pińkowska.

RULES OF MAKING PURCHASES: are described in detail in the following documents:

- ✓ *Regulations on the framework of public procurement procedures with an estimated value not exceeding the equivalent of EUR 30,000 and the supplies or services used solely for the purpose of research, experiments, basic research or development works of a value less than the amount determined pursuant to article 11.8 of the Public Procurement Law;*
- ✓ *Public Procurement Law (generally, for purchases exceeding EUR 30,000).*

Purchases up to EUR 30,000: Prior to a purchase an employee should submit a purchase request, or in case of a purchase exceeding EUR 15,000 - request for initiation of purchase proceedings (on form specified in the rules) to a purchasing specialist. Submitted document should include in particular indication of a source of funding. Submission of the request should be preceded by price comparison as described in the rules. Purchase can be made after obtaining acceptance of the IPC Director and the Chief Accountant. Generally, IPC does not accept advance payments. After completion of the order – an invoice together with an acceptance report are submitted to the purchasing specialist.

Purchases exceeding EUR 30,000: Majority of purchases exceeding EUR 30,000 are made as a result of a tender. An employee submits to a specialist for tenders description of an item which is subject to a tender, together with recommended evaluation criteria and indicated source of funding. After delivery of the item – an invoice together with an acceptance report are submitted to the purchasing specialist.

Contact persons:

- purchasing specialist – Maciej Dutkiewicz,
- specialist for tenders – Ewa Pawełczyk,
- IT tenders – Aleksandra Kapuścińska-Bernatek

RULES OF THE USE OF SOCIAL BENEFITS FUNDS AT IPC: All employees of IPC (working full- or part-time, incl. PhD students) are entitled to benefit from the social fund, e.g.:

- ✓ additional financing of holiday rest (if longer than 14 calendar days) of employees and their minor children under the condition that gross income per family member is less than PLN 3,000;
- ✓ loan for renovation or purchase of a flat on preferential terms (interest rate of 0 – 3%);
- ✓ cash allowance due to misfortune (e.g. fire, theft, flood, prolonged illness (over 30 days), death);
- ✓ funds for cultural and educational activities;
- ✓ Christmas benefits for children under 14 years.

Contact persons:

- specialist for health and safety at work – Katarzyna Polkowska (for loans and cash allowance due to misfortune),
- HR specialists – Jadwiga Skrzecz (other benefits than loans and cash allowance).

REGULATIONS FOR AWARDING FINANCIAL AID BENEFITS TO DOCTORAL STUDENTS OF THE INTERNATIONAL DOCTORAL STUDIES AT IPC:

A doctoral students may apply for financial aid benefits such as:

- ✓ need-based scholarship;
- ✓ special assistance grant;
- ✓ scholarship for outstanding doctoral students;
- ✓ special scholarship for disabled students.

Contact persons: Joanna Wiszniowska



IPC DIRECTOR – MARCIN OPAŁŁO

DEPUTY DIRECTOR FOR SCIENTIFIC AFFAIRS - JACEK GREGOROWICZ

DEPUTY DIRECTOR FOR SCIENTIFIC AFFAIRS - MAREK TKACZ

DEPUTY DIRECTOR FOR GENERAL AFFAIRS - TADEUSZ PACHOLIK

[Contact: sekn@ichf.edu.pl, 22 343-3108/ 22 343-3109]

- IPC management and legal representation;
- development of scientific and economic programmes;
- setting financial plan;
- presentation to the Scientific Council requests for opinions and acceptance;
- preparation of draft scheme of the organizational structure of the Institute;
- setting organizational regulations of the Institute;
- development of the rules for evaluation of the activities of IPC organizational units;
- appointment and dismissal of managers and leaders and defining their powers and duties;
- establishing proxies.

[source: "Statutes of IPC"]

SCIENTIFIC COUNCIL

[For any information related to the work of IPC Scientific Council please contact: sekn-RN@ichf.edu.pl, 22 343-3133]

- current supervision over the activities of the institute, especially taking care of the high level of its scientific performance and development of people starting a career in research

[source: Act of 30 April 2010 on Polish Academy of Sciences]

COMMISSIONER FOR RESEARCHER'S RIGHTS – ZBIGNIEW KASZKUR

[Contact: zkaszkur@ichf.edu.pl, 22 343-3284]

- advise when dealing with individual complaints or similar applications related to work at IPC, submitted by IPC researchers (incl. PhD students) - when there is no separately appointed body authorized to deal with the, or if separate regulations do not attribute such power to a third party,
- participation in resolving of the conflicts between researchers and especially - between tutors and early stage researchers, including issues concerning the rights of intellectual or industrial property.

IPC COLLEGE

[For any information related to the work of IPC college please contact Aleksandra Kapuścińska-Bernatek: abernatek@ichf.edu.pl, 22 343-3151]

"Discussing and reviewing issues related to the performance of the basic tasks of the Institute, including:

- *progress and problems in research,*
- *financial management of the Institute,*
- *organization of work at the Institute,*
- *proposals for changes in the organizational structure of the Institute."*

[excerpt from the "Statutes of IPC"]

SOCIAL INSPECTOR OF LABOUR - MACIEJ MAŁECKI

[Contact: mm@ichf.edu.pl, 22 343-3389]

- checking the condition of the buildings, machinery, equipment, and technical and sanitary processes as regards to safety;

- monitoring compliance with labour laws, including collective agreements and labour regulations;
- participation in monitoring compliance with rules on the environmental protection;
- participation in the analysis of the causes of accidents at work, occupational diseases and monitoring of the application of appropriate prevention measures in this field.

TRADE UNIONS: NSZZ "SOLIDARNOŚĆ" - WOJCIECH JUSZCZYK, PRESIDENT OF NSZZ „SOLIDARNOŚĆ” AT IPC

[Contact: wjuszczuk@ichf.edu.pl, 22 343-3417]

„The Union's objectives are to defend the rights, dignity and employees' interests of the members and in particular to:

- *guarantee workers' rights in the areas of employment, remuneration, living and workplace health and safety conditions*
- *fight unemployment and assist unemployed Union members*
- *guarantee employees the right to improve their vocational qualifications*
- *protect the health, material, social, and cultural interests of its members and their families*
- *undertake efforts through social dialogue to harmonise proper enterprise management with workers' interests*
- *influence economic and social policies*
- *promote democracy and protect universal humane ideas*
- *foster an active patriotic attitude*
- *act for disabled people and those in need of special care*
- *strengthen the family and protect family life*
- *cooperate with international organisations in the scope of protection of human and trade union rights and dignity*
- *protect culture and education in a broad sense*
- *undertake environmental protection initiatives*
- *represent workers' interests on the international forums”.*

[excerpt from NSZZ “Solidarność” webpage: <http://www.solidarnosc.org.pl/en/about/objectives>]

PHD STUDENTS' SELF-GOVERNMENT – KRZYSZTOF KUPIEC, CHAIRMAN

[Contact: krkupiec@ichf.edu.pl, 22 343-3314/ 22 343-3205]

- representation of the society of PhD students;
- acting in the field of student affairs, including care for social-living and cultural conditions of PhD students;
- development and promotion of PhD students' ethic code;
- allocation of funds for PhD students obtained from IPC.

[source: Act of 27 July 2005 on Law of Higher Education]

DISCIPLINARY COMMISSIONER FOR THE PHD – ANDRZEJ PONIEWIERSKI

[Contact: aponiewierski@ichf.edu.pl, 22 343-3248]

- initiates disciplinary proceedings in relation to the PhD students, acting on behalf of the Director.

- IPC webpage: http://ichf.edu.pl/home_en.html (**CAUTION**: to set IPC account sign on the list on information board of IPC administration building);
- initiative “IPC for companies”: <http://www.ichfdlafirm.pl/>;
- regular e-mails sent to all IPC employees referring to grant calls, scholarships, contests or job vacancies for researchers (i.e. Euraxess) etc.;
- direct contact: [address book](#) on IPC webpage (bookmark: **General info -> People**);
- Directors’ office hours for IPC employees:

Professor Marcin Opallo, Director of IPC

Mon – Thru: 9.00 – 10.00

Professor Jacek Gregorowicz, Deputy Director for Scientific Affairs

Mon – Fri: 10.00 – 11.00

Professor Marek Tkacz, Deputy Director for Scientific Affairs

Mon – Thru: 11.00 – 12.00

Tadeusz Pacholik, M.Sc. Deputy Director for General Affairs

Mon – Fri: 10.00 – 11.00

- Office hours of the Secretariat for International Doctoral Studies:

Dr Danuta Dudek

Barbara Wilczek

Mon – Fri: 9.00 – 14.00

Joanna Wiszniowska, M.Sc.