

Dear Colleague,

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

In this document you will find:

- [employment policy of the Institute of Physical Chemistry PAS:](#)
- [indication and summary of major acts of local law \(incl. organisational provisions\):](#)
- [list of specialist laboratories operating at IChF;](#)
- [list of consultation, appeal & decision-making bodies in IChF;](#)
- [communication channels.](#)

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/ IChF Director).

Kind regards,

Dr hab. Adam Kubas, prof. IChF
Director of IChF

The employment policy of the Institute of Physical Chemistry PAS

The community of the Institute of Physical Chemistry PAS (IChF / the Institute) recognise values underlying the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, believing that the success of the Institute depends on the talent and performance of dedicated employees. Therefore, to create an environment favouring skilful scientists and raise our performance, IChF has decided to adopt the following employment policy:

EQUAL TREATMENT: Admission to IChF is preceded by merit-based selection. IChF 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 of any 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 the prerequisite for equal treatment is transparent, competitive and open selection. Therefore, rules for recruitment proceedings are publicly available, including selection criteria, description of required knowledge and skills, working conditions, and development prospects. We appreciate the effort taken by the candidates to join IChF and treat them with respect, in particular, letting them supplement incomplete applications and acknowledging them with the strengths and weaknesses of their applications.

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

TUTORING AND MENTORING: IChF expects team leaders, supervisors and research advisors (Tutors) to be models of the highest standards of behaviour, especially regarding ethical standards. The IChF Tutors are committed to motivating junior research staff, providing feedback and exchanging knowledge & experience with them. With the support of IChF, the Tutors make an effort to advise junior research staff on career development and assist with job placement.

GOOD PRACTICE AND RESPONSIBILITY: Work safely, healthily and responsibly comes first and foremost. The employees of IChF seek advice when the law requirements regarding research or good research practice appear unclear.

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

FAIR TREATMENT: The employees of IChF 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 the employer.

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

Major acts of local law

RULES OF WORK AT IChF contain organisational provisions governing work at IChF, i.e., employees' rights and obligations, working hours, leave regulations and rules for justifying absence from work, regulations for 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 - Edyta Słojewska, Małgorzata Pińkowska, Agata Perczyńska
- specialist for health and safety at work - Beata Pleskot

RULES OF REMUNERATION AT IChF sets remuneration policy, rules for granting additional components of remuneration and benefits related to the work. Generally, employees are entitled to payment for their work, including salary & additional financial 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 a functional supplement, bonus, prize, special supplement and/or annual reward.

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

Contact persons: Edyta Słojewska, Małgorzata Pińkowska, Agata Perczyńska.

ORDINANCE NO. 31/16 OF THE DIRECTOR OF IChF ON RULES FOR THE ASSESSMENT OF IChF RESEARCH TEAMS: Once a year, each research team is evaluated, and compared to other research groups, under criteria such as publications, citations of group leader's publications from last 10 years, obtained funds (yearly converted), and no. of obtained patents. Evaluation takes into account the number of employees of the assessed research group. Assessment obtained by the research team is an auxiliary indicator the Director of IChF uses while making decisions regarding finance and HR management.

Contact person: library manager - Marek Gawryś

RULES OF EVALUATION OF IChF RESEARCHERS: Each researcher is subject to periodic evaluation (assistant & adjunct - at least every two years, professor - at least every four years). The evaluation of the scientific achievements of a researcher is generally based on the no. of publications, their impact factor, no. of citations, obtained patents and lecturers delivered on the invitation. Additionally, teaching (excluding another workplace), popularisation activity, student promotion, no. of reviewed manuscripts and supervision over students' internships are considered during evaluation.

Contact person: Marek Gawryś

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

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

Contact person: Proxy for intellectual property - Piotr Cwalina.

ICHF RULES OF HOLDING FOREIGN BUSINESS TRIPS define conditions of holding business trips abroad for scientific, teaching, or training purposes or aimed at direct execution of professional duties by IChF employees, PhD students or others at the host's headquarters. The business trip requires the prior consent of the IChF Director ([signed application for a business trip abroad](#)) and obtaining paid or unpaid leave. The HR Dept. handles formalities related to the business trip.

Contact person: Małgorzata Pińkowska.

MOBILITY UNDER ERASMUS+ PROGRAMME: The Erasmus+ programme offers the opportunity to improve professional qualifications by participating in short, maximum 7-day trips abroad (training, workshops, courses, internships) to the European Union countries or Norway. The trip must be directly related to the professional duties of the participating person.

In addition, IChF doctoral students can take advantage of a minimum 2-month mobility for an internship/apprenticeship or a minimum 3-month mobility to study at another foreign research institution participating in the Erasmus+ programme. Both the internship and study abroad cannot last longer than 12 months.

All IChF employees and the PhD students pursuing doctoral studies at IChF can apply for the Erasmus+ programme. Applications to the programme are accepted throughout the year but no longer than until the allocated funds are depleted. If you want to participate in the programme, email akapuscinskabernatek@ichf.edu.pl to learn about the availability of funds for mobility. Once confirmation is received that the funds have not been exhausted, you should submit a standard application for a foreign business trip to the HR Dept.

After the Director of IChF approves the business trip application, send a scanned copy of the accepted application to the abovementioned email address. In response, you will receive the necessary documents to fill out, including the ERASMUS+ programme participation form and the agreement. All travel-related formalities must be completed at least one month before the planned mobility start date. If there are more applications than the allocated budget can accommodate, priority will be given to individuals who have not previously participated in this programme.

Contact person: Coordinator of the Erasmus+ Programme - Aleksandra Kapuścińska-Bernatek

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

- ✓ Regulations on the framework procedures for awarding public contracts with an estimated value not exceeding the equivalent of PLN 130,000 and supplies or services used exclusively for

research, experimental, scientific or development purposes with a value less than the amounts specified under Article 3, paragraph 1 of the PPL Act on the basis of Article 11, paragraph 5, item 1 of the Public Procurement Law, as well as for contracts performed under projects financed from the European Regional Development Fund (ERDF), European Social Fund (ESF) & Cohesion Fund (CF)

- ✓ Public Procurement Law (generally, for purchases exceeding PLN 130,000).

Before making a purchase, the employee estimates the value of the purchase in the Gardens ERP system. Once the estimation is approved, the employee submits a purchase order in the Gardens ERP system, attaching a minimum of two offers. After obtaining approval for the purchase request from the IChF Director and the Chief Accountant, together with the information about procurement mode (ordinary purchase or tender), the employee can proceed with the purchase according to the indicated procurement mode. In the case of ordinary purchases, the initially attached offers are sufficient to proceed with the purchase. In a tendering procedure, the employee must submit a purchase order description, recommended evaluation criteria, and source of financing following instructions provided in the Gardens ERP system.

After completing the purchase, the employee submits the invoice to the IChF Secretariat [in person - room no. 27, the Administration Building or by email: faktury@ichf.edu.pl] for its registration in the Gardens ERP system. Subsequently, the employee approves the invoice in the Gardens ERP system, indicating the source of financing, budget item number (ID), and purchase order number, completes the invoice description and attaches the acceptance protocol. As a rule, IChF does not accept advance payments for the supply of goods and services.

Detailed instructions on submitting estimates and purchase orders through the Gardens ERP system are available in [Instructional Videos](#).

Contact persons:

- Purchasing Specialist - Michał Gogacz
- Specialists for tenders - Aleksandra Kapuścinska-Bernatek, Piotr Cwallna
- Specialists for IT tenders- Aleksandra Kapuścinska-Bernatek

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

- ✓ additional financing of holiday rest (if not shorter than 14 calendar days) of employees and their minor children
- ✓ loan for renovation or purchase of a flat on preferential terms (interest rate of 0 - 2%)
- ✓ cash allowance due to misfortune (e.g. fire, theft, flood, death)
- ✓ funds for cultural and educational activities
- ✓ funds for physical culture, recreation and tourism
- ✓ "Christmas Allowance" for children under the age of 15 in the year the assistance is granted
- ✓ "Layette Allowance"

Contact persons:

- specialist for health and safety at work - Beata Pleskot (for loans and cash allowance due to misfortune),
- HR specialist - Małgorzata Pińkowska (other benefits).

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

Doctoral students under the International Doctoral Studies may apply for financial aid benefits such as:

- ✓ need-based scholarship
- ✓ special scholarship for disabled students
- ✓ special assistance grant
- ✓ scholarship for the best doctoral student

Contact persons: Agnieszka Pietrzyk-Le

Specialist Laboratories

The Corps of Engineers is a group of specialised laboratories located at IChF. These laboratories have a wide range of specialised equipment and experimental techniques that any IChF scientific staff member can use. The Corps of Engineers consists of experienced scientific and technical personnel (a team of 24 specialists) responsible for the maintenance of the equipment.

The Corps of Engineers also organises training workshops dedicated to specific measurement techniques the laboratories offer. Any employee of IChF can participate in such a workshop and receive training on operating specific equipment. Afterwards, with the laboratory manager's approval, they can use the equipment for their scientific purposes. Furthermore, the Corps of Engineers provides services beyond the Institute by offering various measurements and sample analyses to other scientific units or companies, including those related to medicine or pharmacology.

Below and on the website: <https://ichf.edu.pl/en/laboratories>, there is a list of specialised laboratories that are part of the Corps of Engineers, with contact details for each laboratory's manager:

- ✓ [Laboratory of Chromatographic Analysis](#),
dr inż. Monika Asztemborska - masztemborska@ichf.edu.pl, 22 343-3296
- ✓ [Laboratory of Specialized Apparatus ZD Chemipan](#),
mgr inż. Krzysztof Gąsiorowski - chemipan-director@ichf.edu.pl, 22 632-4513
- ✓ [Laboratory of Molecular Film Investigation \(LMFI\)](#),
dr Paweł Borowicz - pborowicz@ichf.edu.pl, 22 343-2147
- ✓ [X-Ray Diffraction Laboratory](#),
dr Roman Luboradzki - rluboradzki@ichf.edu.pl, 22 343-3225
- ✓ [Laboratory of Microfabrication](#),
mgr inż. Patryk Adamczuk - padamczuk@ichf.edu.pl, 22 343-3252
- ✓ [Laboratory of NMR Spectroscopy](#),
dr hab. Piotr Bernatowicz - pbernatowicz@ichf.edu.pl, 22 343-3410
- ✓ [Laboratory of Surface Analysis](#),
dr hab. Inż. Marcin Pisarek - mpisarek@ichf.edu.pl, 22 343-3325
- ✓ [Laboratory for Soft Matter Research](#),
mgr inż. Agnieszka Wiśniewska - awisniewska@ichf.edu.pl, 22 343-3127
- ✓ [Mechanical Laboratory](#),
mgr inż. Jacek Woś, jwos@ichf.edu.pl, 22 343-3392
- ✓ [Laboratory of Scanning Electron Microscopy](#),
dr inż. Marcin Hołdyński - mholdynski@ichf.edu.pl, 22 343-3276
- ✓ [Specialised Laboratory for Research Equipment & Implementation](#),
inż. Jakub Zemanek - jzemanek@ichf.edu.pl, 22 343-3372

A list of consultation, appeal & decision-making bodies in IChF

ICHF DIRECTOR – ADAM KUBAS

DEPUTY DIRECTOR OF SCIENTIFIC AFFAIRS – JACEK GREGOROWICZ

DEPUTY DIRECTOR OF SCIENTIFIC AFFAIRS – JAN PACZESNY

DEPUTY DIRECTOR OF GENERAL AFFAIRS – TADEUSZ PACHOLIK

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

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

[source: “Statutes of IChF”]

SCIENTIFIC COUNCIL

[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]

ICHF COLLEGE

[Contact: Aleksandra Kapuścińska-Bernatek; abernatek@ichf.edu.pl, 22 343-3069]

“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,*
- *the organisation of work at the Institute,*
- *proposals for changes in the organisational structure of the Institute.”*

[excerpt from the “Statutes of IChF”]

COMMISSIONERS FOR RESEARCHER’S RIGHTS:

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

OKSANA DANYLYUK [Kontakt: odanylyuk@ichf.edu.pl, 22 343-3232]

- advise when dealing with individual complaints or similar applications related to work at IChF, submitted by IChF researchers (incl. PhD students) - when there is no separately appointed

body authorised to deal with them, or if separate regulations do not attribute such power to a third party

- participation in resolving the conflicts between researchers and especially between tutors and early stage researchers, including issues concerning intellectual or industrial property rights

CAREER DEVELOPMENT ADVISORS:

ROBERT HOŁYST [Contact: rhozyst@ichf.edu.pl, 22 343-3123]

ROBERT KOLOS [Contact: rkolos@ichf.edu.pl, 22 343-3284]

EMILIA WITKOWSKA-NERY [Contact: ewitkowskanery@ichf.edu.pl, 22 343-33-06]

- advise & support doctoral students and other scientific employees in making decisions on the development of their careers, including job applications and choosing postdoctoral appointments

SUPPORT FOR FOREIGNERS – ALEKSANDRA KAPUŚCIŃSKA-BERNATEK [Contact: abernatek@ichf.edu.pl, 22 343-3069]

- support in the stay legalisation in Poland (resident card, insurance, tax, EKUZ card)
- management of flats being at the disposal of the Institute

POLISH LANGUAGE LESSONS – AGNIESZKA PIETRZYK-LE [Contact: apietrzyk@ichf.edu.pl, 22 343-3151]

ANTI-DISCRIMINATION COMMISSION: Patrycja Nitoń - chairwoman, Karina Kwapiszewska, Wojciech Juszczyk [Contact: pniton@ichf.edu.pl]

The tasks of the commission include:

- investigating cases of discrimination
- conducting activities aimed at understanding the extent of discrimination within the Institute and organising educational initiatives on manifestations of discrimination, potential consequences, legal implications, and methods to counteract such behaviours
- providing opinions on regulations implemented within the Institute to avoid discriminatory provisions

TRADE UNIONS: NSZZ „SOLIDARNOŚĆ” – WOJCIECH JUSZCZYK, PRESIDENT OF NSZZ „SOLIDARNOŚĆ” AT IChF

[Contact: wjuszczek@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".*

[NSZZ "Solidarność" webpage: <http://www.solidarnosc.org.pl/en/about/objectives>]

PHD STUDENTS' SELF-GOVERNMENT – KATARZYNA EWA DUSIŁO, CHAIRWOMAN

[Contact: kedusilo@ichf.edu.pl]

- 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' ethics code
- allocation of funds for PhD students obtained from IChF

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

DISCIPLINARY COMMISSIONER FOR THE PHD – WOJCIECH GÓZDŹ

[Contact: wgozdz@ichf.edu.pl, 22 343-3242]

- initiates disciplinary proceedings concerning the PhD students, acting on behalf of the Director

Communication channels

- IChF webpage: <https://ichf.edu.pl/> and Intranet
- newsletter sent to all IChF employees every Friday referring to grant calls, scholarships, contests or job vacancies for researchers, etc.
- direct contact: [address book](#) on IChF Intranet
- contact with the IChF Directors: sekn@ichf.edu.pl, 22 343-3108/ 22 343-3109
- office hours of the Secretariat for International Doctoral Studies & Warsaw-4-PhD School at IChF:

Danuta Dudek, Joanna Wiszniowska, Agnieszka Pietrzyk-Le [room no. 40-41] Mon - Fri: 9.00 - 12.00

- office hours for Support for Foreigners (stay legalisation, flats at the Institute's disposal):

Aleksandra Kapuścińska-Bernatek [room no. 38] Mon - Fri: 9.30 - 12.00