

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.

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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](https://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”



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.

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!