

## 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



Ministerstwo Rodziny,  
Pracy i Polityki Społecznej

# 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.