

Employee's obligations to the employer

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□□ Introduction

The Labor Code not only protects the employee but also clearly defines **his duties towards the employer**. Failure to fulfill these obligations may result in **disciplinary penalties** and, in more serious cases, **termination of the employment contract, even in a disciplinary manner**.

□□ 1. Legal Basis

- **Labor Code**, art. 100-104
- **Art. 52-55 LC** – sanctions for violation of duties
- Regulation on general safety rules

□□ 2. Basic Employee Duties (art. 100 §1 LC)

Every employee is obliged to:

1. **Perform work diligently and carefully,**
2. **Observe working hours and discipline,**
3. **Follow the orders of superiors**, unless they are contrary to the law or the contract,
4. **Comply with health and safety and fire protection regulations,**
5. **Care for the well-being of the workplace**, protect its property, and maintain confidentiality,
6. **Observe the principles of social coexistence in the workplace** (e.g., respect for colleagues, communication culture).

☐☐ 3. Detailed Duties (art. 100 §2 LC)

The employee should also:

- adhere to the work regulations,
- comply with anti-discrimination and anti-mobbing policies,
- take care of entrusted equipment and tools,
- not engage in competitive activities without permission,
- report hazards in the workplace.

☐Note: In the case of remote work, the employee must also adhere to these principles
– e.g., maintain data security and observe work time discipline.

☐☐ 4. Respect for Work Organization

The employee should:

- arrive on time,
- follow schedules and timetables,
- not leave the workplace without permission,
- report absence or lateness immediately (e.g., due to illness or emergencies).

☐☐ 5. Information Obligation

The employee is obliged to:

- update personal data necessary for payroll purposes,
- report changes (e.g., address, surname, bank account number),
- provide certificates (e.g., for sickness, paternity leave).

☐☐ 6. Confidentiality and Loyalty to the Employer

During employment (and sometimes even after its termination – if a relevant clause is signed), the employee:

- must not disclose confidential information,
- should maintain **trade secrets**,
- must not act against the company's interests – even outside working hours (e.g., online harassment, defaming clients).

☐☐ 7. Consequences of Violating Duties

Lateness, unauthorized leaving work - Disciplinary penalty (warning, reprimand)

Non-compliance with orders - Termination of the contract with notice

Serious violations (theft, sabotage, alcohol) - Immediate dismissal (art. 52 LC)

Disclosure of trade secrets - Material or criminal liability

☐☐ The employee may also be **financially responsible for damages caused by intent or gross negligence.**

☐☐ Legal Basis

- **Labor Code:** art. 100–104, art. 52–55
- **Personal Data Protection Act** (GDPR)
- **Act on Combating Unfair Competition** – concerning trade secrets
- Supreme Court Judgments – including I PK 265/21 (concerning disciplinary action for violation of duties)