

Ordinance No. 11
of the Rector of Poznan University of Technology
of 14 April 2025
(RO/IV/11/2025)

on the provision of supportive meals and drinks to Poznan University of Technology employees
working in particularly arduous conditions

Acting pursuant to Article 23 section 2 the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended), in connection with Article 23715 and Article 232 of the Act of 26 June 1974 Labour Code (Journal of Laws of 2023, item 1465, as amended) and § 13 and § 112 of the Regulation of the Minister of Labour and Social Policy of 26 September 1997 on general occupational health and safety regulations (Journal of Laws of 2003 No. 169, item 1650, as amended) as well as § 3 and § 4 section 1 points 3 and 5 of the Regulation of the Council of Ministers of 28 May 1996 on supportive meals and drinks (Journal Of Laws of 1996, No. 60, item 1571 as amended), **it is ordered** as follows:

General provisions

§ 1

1. Poznan University of Technology employees performing work connected with physical exertion in particularly arduous conditions have the right to free meals provided for supportive reasons and drinks, the type and temperature of which should be adapted to the working conditions, on the terms specified in the Ordinance.
2. Poznan University of Technology employees who work on the premises of the University are provided with access to drinking water.

§ 2

1. Employees working in the following organizational units of Poznan University of Technology are entitled to receive supportive meals and drinks:
 - 1) Economic Office,
 - 2) Student Housing Complex.
2. Poznan University of Technology employees who work in the conditions specified in § 5 are entitled to receive drinks.
3. Supportive meals and drinks are also offered to all employees in situations where they perform work for the Employer related to the removal of the effects of natural disasters and other unforeseen chance events.

Supportive meals

§ 3

The Employer provides meals to employees who perform work connected with:

- 1) physical exertion causing, during a work shift, effective body energy expenditure over 2000 kcal (8375 kJ) in men and over 1100 kcal (4605 kJ) in women,
- 2) physical exertion causing, during a work shift, effective body energy expenditure over 1500 kcal (6280 kJ) in men and over 1000 kcal (4187 kJ) in women, performed in the open air during the winter period; the winter period is considered to be the period from 1 November to 31 March.

§ 4

1. A supportive meal:
 - 1) is provided to an employee after working an average of 3-4 hours in the conditions referred to in § 3;
 - 2) is provided during scheduled breaks at work, at the place of performance of tasks or its close vicinity;
 - 3) is composed of one hot course per person;
 - 4) should contain about 50-55% carbohydrates, 30-35% fats, 15% proteins and have a calorific value of about 1000 kcal.

2. A supportive meal should be consumed by an employee on the day of its provision so that the actual regeneration of the organism burdened with work in particularly arduous conditions could take place.

Drinks

§ 5

1. The Employer provides drinks to employees who work:
 - 1) under conditions of hot microclimate, characterized by the value of the WBGT thermal index above 25°C,
 - 2) under conditions of cold microclimate, characterized by the value of the wind chill index (WCI) above 1000,
 - 3) for work in the open air at ambient temperatures below 10°C or above 25°C,
 - 4) during work connected with physical exertion causing, during a work shift, effective energy expenditure of the body over 1500 kcal (6280 kJ) in men and 1000 kcal (4187 kJ) in women,
 - 5) at workplaces where the temperature caused by weather conditions exceeds 28°C.
2. The Employer provides employees with drinks in an amount that meets the employees' needs, cold or hot depending on the working conditions, and in the case referred to in section 1 point 1 - drinks enriched with mineral salts and vitamins.

Provision rules

§ 6

1. Supportive meals and drinks are provided to employees on the basis of:
 - 1) personal lists drawn up by the Heads of the units referred to in § 2 section 1.
 - 2) characteristics of the workplace, along with the timing of activities performed, developed by the Head of the OHS Inspectorate.
2. Heads of the units referred to in § 2 section 1 provide the Head of the OHS Inspectorate with personal lists of employees selected to receive a supportive meal.
3. The Head of the OHS Inspectorate, on the basis of the information received, determines the energy expenditure of the work performed and issues a decision on the legitimacy of providing or not providing an employee with a supportive meal. *The employee energy expenditure assessment form* constitutes an Appendix to the Ordinance.
4. It is possible to commission an external contractor to carry out tests (measurements) of energy expenditure at workplaces.

§ 7

1. The University provides employees with meals that meet the requirements referred to in § 4 section 1 point 4) in the Student Canteen of Poznan University of Technology located on the University campus. Meals are provided on the basis of vouchers distributed by an employee indicated by the Chancellor.
2. Heads of the units referred to in § 2 section 1 express demand for vouchers to the person indicated by the Chancellor by the 20th of a month preceding the month in which the vouchers will be used.
3. If the Employer does not have the opportunity to provide employees with ready-made supportive meals for direct consumption during work, it will ensure:
 - 1) consumption of such meals at other designated catering outlets, or
 - 2) preparation of meals by an employee on his/her own using the products provided, or
 - 3) providing an employee with food vouchers, coupons and other proofs entitling him/her to purchase appropriate meals or products, if such a form is usable by an employee.

§ 8

1. The value of individual food vouchers, coupons and other proofs entitling to purchase appropriate meals or products is set at PLN 17.00 per day.

2. The value of the food voucher referred to in section 1 is determined annually by the Chancellor at the beginning of each calendar year and communicated on customarily adopted terms, including passing information to trade union organizations operating at the University.

Final provisions

§ 9

An employee is not entitled to a cash equivalent for food vouchers, coupons and other proofs authorizing them to purchase appropriate meals or products as well as supportive meals and drinks provided.

§ 10

The execution of the Ordinance is entrusted to the Head of the Economic Office, the Head of the Student Housing Complex, and the Head of the OHS Inspectorate.

§ 11

Ordinance No. 7 of the Rector of Poznan University of Technology of 12 February 1997 (RO/II/7/97) on supportive meals and drinks is repealed.

§ 12

The Ordinance enters into force on the date of signing with effect from the academic year 2025/2026.

The original signed by
Rector
of Poznan University of Technology
Professor Teofil Jesionowski, Ph.D., D.Sc.