

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!