

_REGULATIONS FOR EMPLOYING FOREIGNERS

SPECTRA LIGHTING



At Spectra Lighting, we take pride in our commitment to creating a friendly and legally compliant work environment.

As part of our employment policy, we ensure the legality and transparency of processes related to hiring employees from third countries, in full respect of applicable laws and the standards set by the National Labor Inspectorate. Our goal is not only to comply with regulations but also to foster an atmosphere of trust and professionalism that supports the development of our employees and aligns with our vision as an innovative leader.



CONDITIONS FOR EMPLOYING FOREIGNERS

According to regulations, a foreigner from outside the European Union may legally work in Poland at Spectra Lighting if the following conditions are met:

- **Work Permit:** The employer obtains the appropriate work permit for the foreigner, or the foreigner has a temporary residence and work permit (single permit).
- **Legal Stay:** The foreigner must be legally present in Poland, holding valid residence documents (e.g., visa, residence card).
- **Basis for Work:** The basis for the foreigner's stay must allow for employment (e.g., a tourist visa cannot be used).
- **Position Compliance:** Employment must align with the conditions specified in the work permit. Any change in position or work conditions is only possible for a period not exceeding 30 days within a calendar year, with a requirement to notify the voivode.

EXEMPTIONS FROM THE REQUIREMENT FOR A WORK PERMIT

In certain cases, foreigners may be exempt from the requirement to possess a work permit, such as:

- Individuals with refugee status, subsidiary protection, permanent residence permits, or long-term EU resident status.
- Spouses of Polish citizens who hold a temporary residence permit.
- Students enrolled in full-time studies in Poland and their graduates.

DOCUMENTS ENTITLING TO STAY AND WORK

Spectra Lighting is committed to:

- **Verification:** Ensuring that the foreigner possesses the appropriate document entitling them to stay and work in Poland, such as a type „D” visa or a temporary residence and work permit.
- **Storage:** Keeping copies of the foreigner's residence documents for the entire duration of their employment, in accordance with regulations regarding the retention of employee documentation.

VISA-FREE TRAVEL AND SIMPLIFIED EMPLOYMENT PROCEDURE

Foreigners from selected countries, such as **Ukraine, Moldova, Belarus, Georgia, and Armenia**, can be employed under a simplified procedure, specifically through a declaration of entrusting work to a foreigner, provided the following conditions are met:

- The employer submits a declaration to the district labor office before the foreigner starts work.
- The work is performed in accordance with the conditions specified in the declaration, and the employment period does not exceed 24 months.

For Ukrainian citizens who arrived in Poland after February 24, 2022, employment can be based on a notification submitted to the district labor office, without the need to obtain a work permit.



EMPLOYER OBLIGATIONS

Spectra Lighting is committed to:

- **Requesting Documentation:** Requiring the foreigner to present valid documents entitling them to stay and work in Poland before starting employment.
- **Document Retention:** Storing copies of residence documents for the period required by applicable regulations.
- **Notifying Authorities:** Informing the relevant authorities about changes in the foreigner's employment, such as changes in position or work conditions.

SANCTIONS FOR VIOLATING REGULATIONS

Spectra Lighting is aware of the sanctions resulting from violations of regulations regarding the employment of foreigners. Any breach of laws related to the legality of employing foreigners may result in fines or other administrative penalties.

SUMMARY

Spectra Lighting complies with regulations concerning the legality of employing foreigners and is committed to regularly verifying and updating employment procedures to ensure compliance with Polish law.

Together for a better tomorrow,
Spectra Lighting



CONTACT INFORMATION

Your contact for questions about the Spectra
Lighting Sustainability Strategy:

SPECTRA LIGHTING

Sekretariat

+48 22 567 01 00

info@spectra-lighting.pl

ADDRESS

ul. Ostródzka 53

03-289 Warsaw