



**REGULATIONS FOR REPORTING INTERNAL  
VIOLATIONS OF THE LAW AND FOLLOW-UP  
ACTIONS AT THE INSTITUTE OF SYSTEMATICS  
AND EVOLUTION OF ANIMALS OF THE POLISH  
ACADEMY OF SCIENCES**

KRAKÓW, SEPTEMBER 2024



## 1. INTRODUCTION

The purpose of introducing these regulations at the Institute of Systematics and Evolution of Animals of the Polish Academy of Sciences (ISEA PAS) is to adapt the activities of ISEA PAS to the new provisions of the Act of 14 June 2024 on the protection of whistleblowers (Journal of Laws of 2024, item 928), imposing an obligation to enable whistleblowers to report violations of the law and to protect them from retaliation.

The basis for the introduction of new provisions on the protection of whistleblowers was the need to implement into the Polish legal system Directive (EU) 2019/1937 of the European Parliament and of the Council of 23 October 2019 on the protection of whistleblowers.

These Rules set out the principles of:

- 1) the making of internal violations of the law;
- 2) the provision of protection to persons making the report referred to in section 1 in accordance with the provisions of the Law of 24 June 2024 on the protection of whistleblowers.

## 2. DEFINITIONS

The terms used in these Regulations mean:

- **Institute** – Institute of Systematics and Evolution of Animals of the Polish Academy of Sciences based in Kraków;
- **Employee** – a person employed on the basis of an employment or other legal relationship providing a basis for the provision of work or services or performance of functions;
- **Whistleblower** – a member of staff or a person carrying out activities for the Institute who reports or discloses to the public information about a violations of the law obtained in a work-related context as well as information obtained in a work-related context before or after entering into employment or any other legal relationship giving rise to the provision of services or functions in or for the Institute;
- **Violations of the law** – acts or omissions that are unlawful or intended to circumvent the law, relating to: corruption; public procurement; financial services, products and markets; anti-money laundering and terrorist financing; product safety and compliance; transport safety, environmental protection, radiological protection and nuclear safety; food and feed safety; animal health and welfare; public health; consumer protection; protection of privacy and personal data; security of ICT networks and systems; financial interests of the State Treasury of the Republic of Poland, a local government unit and the European Union; the internal market of the European Union, including public law principles of competition and state aid and taxation of legal persons; constitutional freedoms and rights of a human being and citizen;
- **Follow-up action** – action taken by the Institute to assess the veracity of the information contained in the report and in order to counteract the violation of the law being the subject of the report, in particular by the investigation procedure, of the lodging of charges, action taken to recover funds or closure procedures for the receipt and verification of reports;



- **Retaliatory action** – a direct or indirect act or omission in a work-related context that is caused by a report or public disclosure and that violates or is likely to violate the whistleblower's rights or causes or is likely to cause unwarranted harm to the whistleblower, including the unwarranted initiation of proceedings against the whistleblower;
- **Information about a violations of the law** – information, including reasonable suspicion, about an actual or potential violations of law that has occurred or is likely to occur at an entity with which the whistleblower has participated in a recruitment or other pre-contractual negotiation process, works or has worked, or at another entity with which the whistleblower has or has had contact in a work-related context, or information concerning an attempt to conceal such a violations of law;
- **Feedback** – information provided to the whistleblower on the follow-up actions planned or taken and the reasons for such actions;
- **Work-related context** – past, present or future activities related to the related to the performance of work pursuant to an employment or other legal relationship underpinning the provision of work or services, or the performance of functions in or for an entity, in the course of which information about a violations of the law has been obtained and retaliation may be experienced;
- **Public authority** – chief and central government administration bodies, field government administration bodies, bodies of local self-government units, other state bodies and other entities performing public administration tasks by law, competent to undertake follow-up actions;
- **Person concerned by the report** – a natural person, a legal person or an organisational unit without legal personality, to which the law confers legal capacity, identified in the report or public disclosure as the person who committed the violations of law, or as a person with whom the person who committed the violations of law is associated;
- **Reporting facilitator** – an individual who assists a whistleblower in making a report or public disclosure in a work-related context and whose assistance should not be disclosed;
- **Person associated with the whistleblower** – an individual who may experience retaliation, including a co-worker or person close to the whistleblower;
- **Public disclosure** – making the violation of law known to the public;
- **Internal reporting** – the oral or written communication to the Reporting Coordinator of a violation of the law (whenever a report is referred to in these Rules, it is understood to mean an internal report);
- **External reporting** – the oral or written communication to the Ombudsman or a public authority of a violation of the law;
- **Commission** – a panel of persons, defined in the Rules, responsible for examining applications and conducting investigations;
- **Reporting Coordinator** – the person appointed by Order of the Director responsible for the collection of reports, the implementation and application of these Regulations, the implementation of the rules and procedures set out the rules and procedures set out herein, insofar as they relate to the conduct of investigations and protection of whistleblowers.



### 3. THE PERSON RESPONSIBLE FOR RECEIVING REPORTS

The person responsible for receiving applications at the Institute is the Reporting Coordinator.

### 4. REPORTING OF VIOLATIONS

4.1. Report may be made by a whistleblower, who may be:

- a. an employee or former employee, associate of the Institute;
- b. an applicant for employment at the Institute who has obtained information of a violation of the law during the recruitment process or pre-contract negotiations;
- c. a person providing work on the basis of a civil law contract;
- d. a person working under the supervision and direction of a contractor, subcontractor or supplier, including under a civil law contract;
- e. intern, volunteer, trainee.

A whistleblower may provide information about an infringement by means of a non-anonymised report - ensuring that the whistleblower can be identified and provided with feedback (hereinafter: „the report”).

#### **Anonymous submissions will not be considered.**

4.2. Reports may be made verbally or in writing. Verbal report may be made by telephone during the designated on-call hours of the Reporting Coordinator. A written report may be made on paper or electronically.

4.3. Means of acceptance:

- a. by e-mail - sent to: [naruszenia@isez.pan.krakow.pl](mailto:naruszenia@isez.pan.krakow.pl) in an encrypted file. The password for the file should be given to the Reporting Coordinator in person or by telephone;
- b. by telephone - directly to the number assigned to the Reporting Coordinator  
Tel: 12 422 19 01 ext. 51;
- c. by post - sent to the following address:  
Institute of Systematics and Evolution of Animals of the Polish Academy of Sciences  
Sławkowska 17, 31-016 Kraków  
marked: „The report of violation”.
- d. directly to the Reporting Coordinator during the designated on-call hours (the whistleblower shall then provide a mailing address or e-mail address, hereinafter referred to as the „contact address”).

4.4. An oral report shall be documented in the form of a record of the interview, reproducing its exact course, drawn up by the Reporting Coordinator.

4.5. In the cases referred to in paragraph 4.4., the whistleblower may review, correct and approve the interview transcript or interview record by signing it.

4.6. At the request of the whistleblower, an oral report may be made at a face-to-face meeting arranged within 14 days of the receipt of such a request by the Reporting Coordinator. In such a case, with the consent of the whistleblower, the report may be documented in the form of a:

- a. a searchable recording of the conversation;



- b. the minutes of the meeting, reproducing the exact proceedings of the meeting, prepared by the Reporting Coordinator (the whistleblower may check, correct and approve the minutes of the meeting by signing them);
- 4.7. The report should include:
- a. statement of the grounds for the violations of the law;
  - b. a justification of the infringement identified, data enabling an investigation and effective follow-up, in particular, any information or evidence supporting the occurrence of the infringement;
  - c. date of infringement (if possible);
  - d. the whistleblower's name, details of other persons (employee's name or name of the Institute's organisational unit) who are or may be involved in the with the report being made;
  - e. indication of the preferred means of contact back, ensuring confidentiality.
- 4.8. The Reporting Coordinator shall have the right to call for a supplement to the report if clarification or additional information is required or does not contain the required information set out in paragraph 4.7..
- 4.9. The whistleblower shall be informed of the acceptance of the report within 7 days from the date of its receipt, unless the whistleblower has not provided a contact address to which confirmation should be forwarded. The deadline for feedback to the whistleblower is 3 months from the date of acknowledgement of receipt of the report or, if no acknowledgement is provided, 3 months from the expiry of 7 days from the date of receipt of the report, unless the whistleblower has not provided a contact address to which feedback should be provided.

## 5. PROTECTION OF THE WHISTLEBLOWER

- 5.1. The Institute assures the whistleblower complete confidentiality as to all information provided in a report and protection against retaliation. The whistleblower shall be subject to the protection set out in these Rules from the time of reporting, provided that the whistleblower had reasonable grounds to believe that the information which is the subject of the report or public disclosure is true at the time of reporting, or public disclosure, and that it constitutes a violation of the law information.
- 5.2. If the work was, is or is to be provided on the basis of an employment relationship, no retaliatory action may be taken against the whistleblower, consisting in particular of:
- a. refusal of the employment relationship;
  - b. dismissal or termination without notice of the employment relationship;
  - c. failing to enter into a fixed-term employment contract or an indefinite-term employment contract after the termination of a probationary contract, failing to enter into another fixed-term employment contract or failing to enter into an indefinite-term employment contract after the termination of a fixed-term contract - where the whistleblower had a legitimate expectation that such a contract would be concluded with him/her;
  - d. reduction of remuneration;



- e. withholding of or omission from promotion;
- f. the omission or reduction in the amount of work-related benefits other than wages;
- g. transfer to a lower post;
- h. suspension from employment;
- i. transferring to another employee the whistleblower's existing duties;
- j. an unfavourable change to the place of work or working time schedule;
- k. a negative performance appraisal or a negative opinion of the work;
- l. the imposition or application of a disciplinary measure, including a financial penalty, or a measure of a similar nature;
- m. coercion, intimidation or exclusion;
- n. bullying;
- o. discrimination;
- p. unfavourable or unjust treatment;
- q. withholding participation or omission in the selection for participation in professional qualification training courses;
- r. unjustified referral for medical examination, including psychiatric examination, unless where separate regulations provide for the possibility of referring an employee for such an examination;
- s. action to make it more difficult to find a future job in a particular sector or industry on the basis of an informal or formal sectoral or industry agreement;
- t. causing financial, including economic, loss or loss of income;
- u. other non-material damage, including damage to the whistleblower's personal rights, in particular the whistleblower's reputation.

5.3. Retaliation for filing a report shall also be deemed to be an attempt or threat to apply the measure set out in paragraph 5.2..

5.4. The Institute shall bear the burden of proof that the action taken as referred to in paragraphs 5.2. and 5.3., is not a reprisal.

5.5. If work or services have been, are or are to be provided on the basis of a legal relationship other than an employment relationship forming the basis for the provision of work or services or the performance of a function, the provision of paragraphs 5.2. - 5.4. above shall apply mutatis mutandis, provided that the nature of the work or services provided or the performance of a function does not preclude the application of such action to the whistleblower.

5.6. Where work or services have been, are being or are intended to be provided on the basis of a legal relationship other than an employment relationship which gives rise to the provision of work or services or the performance of functions or services, the making of a report shall not give rise to retaliation or an attempt or threat of retaliation, including in particular:

- a. to terminate a contract to which the Institute is a party, in particular relating to the sale or supply of goods or the provision of services, to withdraw from such a contract or to terminate it without notice;
- b. imposing an obligation or refusing to grant, restrict or withdraw an entitlement, in particular a concession, permit or relief.



- 5.7. Whistleblowers who experience any form of retaliation in relation to a in connection with a report made, may report the aforementioned retaliation in a similar manner as reporting a violation.
- 5.8. A whistleblower against whom retaliation has been committed is entitled to compensation.
- 5.9. A person who has suffered damage as a result of a whistleblower knowingly reporting false information is entitled to compensation or damages for violation of personal rights from the whistleblower who made the report.
- 5.10. Making a report in bad faith may constitute grounds for liability, including disciplinary liability or liability for damages for infringement of the rights of others or of obligations laid down by law, in particular on the subject of defamation, infringement of personal rights, copyright, the law on the protection of personal data and the duty of confidentiality on the protection of personal data and the obligation of secrecy, including business secrecy. Any person who makes a report or public disclosure in the knowledge that a violation of the law has not occurred shall be subject to a fine, restriction of liberty or imprisonment of up to 2 years. A person who has suffered damage due to a whistleblower knowingly reporting false information is entitled to compensation or damages from a whistleblower making a report in bad faith.
- 5.11. The provisions of this Chapter shall apply mutatis mutandis to a person assisting in the making of a report and to a person associated with the whistleblower.

## **6. PERSONAL DATA PROTECTION**

- 6.1. The personal data of the whistleblower, the persons mentioned in the content of the report and the person to whom the report relates shall be protected in accordance with the provisions on the protection of personal data, and in particular in accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons in relation to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46/EC (General Data Protection Regulation) (Official Journal of the EU L 119, p. 1) with the exemptions referred to in the Law on the Protection of Whistleblowers.
- 6.2. Personal data processed in connection with the acceptance of a report or follow-up action and the documents relating to that report shall be retained for a period of 3 years after the end of the calendar year in which the follow-up action was completed, or after the end of the proceedings initiated by those actions.
- 6.3. The Institute shall prevent access to the personal data of the whistleblower, the persons named in the content of the report and the reported person by unauthorised entities and shall ensure protection of the confidentiality of the identity of the whistleblower, the reported person and the third party named in the report. Confidentiality protection applies to information from which the identity of such persons can be directly or indirectly identified.
- 6.4. The whistleblower's personal data, allowing for the identification of the whistleblower, shall be disclosed with the whistleblower's explicit consent.
- 6.5. Paragraph 6.4 shall not apply where disclosure is a necessary and proportionate legal obligation in connection with investigations by public authorities or in connection with preliminary



or judicial proceedings carried out by the courts, including for the purpose of safeguarding the rights of defence of the reported person.

- 6.6. Upon receipt of a report, the Institute shall process personal data to the extent necessary for the acceptance of the report or any follow-up action. Personal data that are not relevant for the processing of the report shall not be collected and, if accidentally collected shall be deleted immediately. The deletion of such personal data shall take place within 14 days of the determination that it is not relevant to the case.
- 6.7. Only persons authorised in writing by the Director of the Institute shall be allowed to receive and verify reports, follow up and process the personal data of the persons referred to in paragraph 6.1. Authorised persons shall be obliged to keep confidential the information and personal data they have obtained in the course of accepting and verifying reports and taking follow-up action, even after the termination of the employment relationship or any other legal relationship under which they have performed that work.
- 6.8. The information clause in relation to the processing of personal data for the purposes of accepting a report and conducting an investigation under the Act on the protection of whistleblowers is attached as Appendix 1 to these Rules of Procedure.

## **7. COMMISSION**

- 7.1. The Commission is a team of people responsible for examining applications and conducting investigations.
- 7.2. The committee shall consist of three members appointed by order of the Director, where one of the members shall be the Reporting Coordinator. The Commission shall elect a Chairperson from among its members.
- 7.3. Only employee of the Institute may be members of the Commission.
- 7.4. The Commission shall be entitled to engage, for the purposes of the investigation, an independent consultant if, in the opinion of the Commission, that person's knowledge, experience and competence may be indispensable for a proper examination of the report, investigation or follow-up.
- 7.5. A member of the Commission shall not be a person affected by the report, a person who is the immediate superior of the whistleblower who made the report, or a person who reports directly to the whistleblower.
- 7.6. Any member of the Commission, in the event of circumstances likely to affect his or her impartiality and objectivity in the investigation for which he or she has been appointed, may request the Director of the Institute to be excluded. If the request is granted, the Director of the Institute shall appoint another person in place of the excluded person.

## **8. PROCESSING THE REPORT**

- 8.1. Once the report has been forwarded by the Reporting Coordinator, the Commission carries out a preliminary analysis of the report in order to determine whether the information contained in the report allows it to be dealt with appropriately.





- 8.2. The Commission may decide not to carry out an investigation if:
  - a. the report does not contain the information necessary for the investigation and it is not possible to obtain this information;
  - b. the report refers to events which could not in fact have occurred;
  - c. the report relates to acts or omissions which do not constitute an infringement.
- 8.3. If the report contains information that makes it possible to verify the validity of the report, and furthermore if, on the basis of the circumstances set out in the report, an infringement is likely to have occurred, the Commission shall open an investigation.
- 8.4. The Commission shall examine the report and take follow-up action without undue delay, but no later than 1 month after receipt of the report.
- 8.5. The Commission, in the course of the investigation, shall verify the validity of the report based on the relevant provisions of the general law and the applicable regulations in force at the Institute.
- 8.6. The investigation shall be conducted in an objective, impartial and confidential manner.
- 8.7. In the course of the investigation, the Commission may summon to its meeting employees who, in the Commission's opinion, may have knowledge of the circumstances indicated in the report. Employees are obliged to attend any summons by the Commission and to attend Commission meetings and provide the Commission with the information it requests.
- 8.8. The Commission may summon the whistleblower to its meeting to supplement the information and circumstances given by him or her in the report.
- 8.9. The proceedings of the Commission's meetings shall be recorded in the form of minutes in each case. Explanations given by persons summoned by the Commission shall be recorded in a note, which shall be confidential.
- 8.10. Having considered and, if necessary, supplemented the circumstances indicated in the application, the Commission shall draw up a report containing its final conclusions on:
  - a. decide on the merits of the report and make recommendations as to possible follow-up actions, which may be corrective, disciplinary and preventive action;
  - b. declare the report unfounded.
- 8.11. The final conclusions adopted by the Commission and disclosed in the minutes should include in particular: a description of the facts determining whether the report is well-founded or not, the Commission's decision on whether the report is well-founded or not, the follow-up action recommended by the Commission.
- 8.12. In the event that the report is considered justified, the Chairperson of the Commission shall communicate of the results of the investigation to the Reporting Coordinator for the implementation of the follow-up action recommended by the Commission.
- 8.13. Communication of the results of the investigation shall be made no later than 7 days after the Commission has drawn up the minutes containing its final conclusions.



- 8.14. Information on the results of the investigation and the planned follow-up and the reasons for it shall be communicated to the whistleblower by the Reporting Coordinator within a maximum of 3 months from the date of report.

## **9. THE REPORT REGISTER**

- 9.1. The Reporting Coordinator shall maintain an the Report Register in accordance with the model register set out in Appendix 2 to these Rules, in which he/she shall record all applications.
- 9.2. The whistleblower co-ordinator shall within 7 days send an acknowledgement of receipt of the report according to the whistleblower's chosen method of feedback contact, unless the whistleblower has not indicated it.
- 9.3. The Report Register includes:
- a. report number;
  - b. subject of violation of law;
  - c. personal data of the whistleblower and the person concerned, necessary to identify these persons;
  - d. address for contact with the whistleblower;
  - e. date of filing the report;
  - f. information on the follow-up actions taken;
  - g. the date of completion of the case.
- 9.4. Personal data and other information in the Report Register are stored for a period of time 3 Years after the end of the calendar year in which the follow-up was completed, or after the completion of the proceedings initiated by those actions.
- 9.5. The register is confidential. The administrator of the data contained in the Report Register is the Institute.

## **10. EXTERNAL REPORTING**

- 10.1. The whistleblower may make an external reporting without first submitting an internal reporting.
- 10.2. The external reporting shall be accepted by the Ombudsman or by a public authority.
- 10.3. The Ombudsman and the public authority are separate administrators as regards the personal data provided in the external reporting which has been accepted by those authorities.

## **11. FINAL PROVISIONS**

- 11.1. The Reporting Coordinator shall be responsible for the implementation of this procedure, its application and the timeliness of the entries contained therein.
- 11.2. In matters not covered by this Procedure, the provisions of the Act of 24 June 2024 on the protection of whistleblowers, the provisions of the Labour Code and other relevant legal provisions.



**ISEA PAS**

- 11.3. Amendments to the provisions of the regulations will be made by the Director of the Institute in the form of appropriate orders, and the changes will be immediately implemented at the Institute, however, no later than within 7 working days from the date of announcement of the Order.
- 11.4. These regulations come into force on **24.09.2024**.
- 11.5. Each employee is obliged to read the content of these regulations and to abide by its rules. The employee confirms the fact of reading these regulations by submitting a statement, the model of which is Appendix 3 to the Reporting Coordinator.
- 11.6. A person applying for performance at the Institute of Work on the basis of an employment relationship or other legal relationship constituting the basis for the provision of work or services or performing functions, the person conducting the recruitment or negotiation provides information about these regulations together with the commencement of recruitment or negotiations preceding the conclusion of the contract.
- 11.7. A copy of this Regulation and its appendix's shall be kept available for inspection by the employees from the Reporting Coordinator on an ongoing basis.

**CONTACT DETAILS OF THE REPORTING COORDINATOR:**

**M.A WERONIKA KOPCIŃSKA**

e-mail: [naruszenia@isez.pan.krakow.pl](mailto:naruszenia@isez.pan.krakow.pl)

phone: 12 422 19 01 ext. 51



**Appendix no. 1 to the Regulations for reporting internal violations of the law and follow-up actions at the ISEA PAS.**

**Information clause in connection with the processing of personal data in order to accept the application and conduct an investigation under the Act on the protection of whistleblowers**

1. The administrator of you/a personal data is the Institute of Systematics and Evolution of Animals of the Polish Academy of Sciences in Krakow, Poland, address e-mail: [office@isez.pan.krakow.pl](mailto:office@isez.pan.krakow.pl), phone. (12) 422 19 01.
2. You can contact the Administrator in matters related to the processing of personal data and the exercise of rights under the GDPR with the use of the above contact data or with the data protection officer designated by the Administrator at email address: [iodo@isez.pan.krakow.pl](mailto:iodo@isez.pan.krakow.pl).
3. Your personal data will be processed in order to accept the application and conduct an investigation on the basis of a legal obligation to which the administrator is subject under the Act of 14 June 2024 on the protection of whistleblowers.
4. **Identity protection of whistleblower:** After providing personally identifiable information, your personal data are not subject to disclosure to unauthorized persons (ie. persons outside the team responsible for conducting the proceedings in the reported case), unless with your express consent.
5. **Special cases where data may be disclosed:** In connection with investigations by public authorities or preparatory or judicial proceedings conducted by courts, including to guarantee your rights of defence, your data may be disclosed, where such action is a necessary and proportionate obligation under the law. Before such disclosure is made, the competent public authority or the competent court will notify you by sending a paper or electronic explanation of the reasons for the disclosure of personal data. Notification shall not be given if it may jeopardise the investigation or preparatory or judicial proceedings.
6. The Administrator ensures the confidentiality of your data in connection with the received application. Therefore, the data may be made available only to entities authorized to do so under the law and entities to which the administrator entrusted the processing of data.
7. Personal data processed in connection with the acceptance of the application or taking follow-up actions and documents related to this application are stored for a period of 3 years after the end of the calendar year, and, in which the notification was submitted or the follow-up was completed, or after the completion of the proceedings initiated by those actions. Personal data that are not relevant for the processing of the application are not collected and, in the event of accidental collection, are immediately deleted. The deletion of this personal data takes place within 14 days from the moment it is determined that they are irrelevant to the case.
8. You have the right to request access to your personal data, as well as rectification (correction). You also have the right to request deletion or limitation of processing, as well as objection to processing, but it is only available in the situation of, if further processing is not necessary for the Administrator to comply with a legal obligation and there are no other overriding legal grounds for processing.
9. You have the right to lodge a complaint against the processing carried out by the Administrator to the President of UODO ([uodo.gov.pl](http://uodo.gov.pl)).
10. Providing data is a condition for our acceptance of the application. If you do not provide contact details, we will not be able to confirm the acceptance of the application and inform you about the course of our activities related to this application.



ISEZ PAN

**Appendix no. 2 to the Regulations for reporting internal violations of the law and follow-up actions at the ISEA PAS**

**(to be completed by the Reporting Coordinator).**

- Wzór Rejestru Zgłoszeń –

Instytut Systematyki i Ewolucji Zwierząt  
Polskiej Akademii Nauk  
z siedzibą w Krakowie

**REJESTR ZGŁOSZEŃ**

Lp.	Przedmiot naruszenia	Data dokonania zgłoszenia wewnętrznego	Dane osobowe sygnalisty	Adres do kontaktu sygnalisty	Dane osobowe osoby, której dotyczy zgłoszenie	Informacja o podjętych działaniach następczych	Data zakończenia sprawy



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**Appendix no. 3 to the Regulations for reporting internal violations of the law and follow-up actions at the ISEA PAS.**

....., dnia .....

Instytut Systematyki i Ewolucji Zwierząt  
Polskiej Akademii Nauk  
z siedzibą w Krakowie

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*imię i nazwisko pracownika*

.....  
*stanowisko*

**Oświadczenie**

Niniejszym oświadczam, że:

- zapoznałam/em się z Regulaminem zgłoszeń wewnętrznych naruszeń prawa i działań następczych obowiązującym w Instytucie Systematyki i Ewolucji Zwierząt Polskiej Akademii Nauk z siedzibą w Krakowie;
- w pełni rozumiem postanowienia Regulaminu;
- udzielono mi wszelkich wyjaśnień dotyczących Regulaminu oraz jego stosowania,
- zobowiązuję się postępować zgodnie z Regulaminem w sytuacjach przewidzianych w Regulaminie;
- zostałam/em poinformowany o tożsamości osób, które zostały wyznaczone do przyjmowania zgłoszeń wewnętrznych, weryfikacji zgłoszeń oraz podejmowania działań następczych.

.....  
*podpis*