

RULES OF RECRUITMENT & PARTICIPATION In the PROJECT "My Future"

§ 1

Explanation of terms and abbreviations, definitions

- 1) **ESF+** - European Social Fund Plus.
- 2) **FE SL 2021-2027** - European Funds Programme for Silesia 2021-2027.
- 3) **Beneficiary of the Project** - "L.&P." Sp. z o.o., 44-300 Wodzisław Śląski, ul. ks. płk. Wilhelma Kubsza 28.
- 4) **Project** - "My Future" Project No. FESL.05.04-IP.02-07E0/23 carried out by the Project Beneficiary, co-financed by the European Social Fund Plus within the framework of the European Funds for Silesia 2021-2027 Programme, Priority FESL.05.00 European Funds on the labour market, Measure FESL.05.04 Professional activation of working people.
- 5) **Project Coordinator/Manager** - the person who manages the project "My Future" No. FESL.05.04-IP.02-07E0/23.
- 6) **Rules of Recruitment and participation** - Recruitment and participation regulations for the "My Future" project
- 7) **Participation** agreement - Participation agreement in the "My Future" project
- 8) **Candidate** - an individual applying for eligibility to participate in the project on the basis of the principles laid down in these *Rules of Recruitment and Participation*.
- 9) **Project Participant(s)** - an individual who:
 - a. meets the access criteria set out in the *Rules of Recruitment and Participation*,
 - b. signed all recruitment documents, provided personal data,
 - c. has been qualified to participate in the project on the basis of the *Rules of Recruitment and Participation*,
 - d. has concluded a *Participation Agreement* with the Project Beneficiary.
- 10) **Working person** - person:
 - a. aged between 15 and 89, who: performs work for which he or she is paid, from which he or she derives income or family benefits;
 - b. having an employment or self-employment activity, but who is temporarily not working (due to, for example, illness, holidays, labour dispute or education or training) or
 - c. producing agricultural commodities, the main part of which is for sale or barter.

A working person is also considered to be:

- a. Self-employed persons, i.e. persons carrying out a business activity or an activity referred to in Article 5 of the Act of 6 March 2018. - Entrepreneurs' Law (Journal of Laws of 2023, item 221), a farm or a professional practice, provided that one of the following conditions is met:
 - A person works in his or her business, apprenticeship or farm to earn an income, even if the business does not make a profit;
 - A person spends time carrying out a business activity, an activity referred to in Article 5 of the Law of 6 March 2018. - Entrepreneurs' Law, an apprenticeship or a farm, even if no sales or services have been realised and nothing has been produced (for example: a

farmer doing work to maintain his farm; an architect spending time waiting for clients in his office; a fisherman repairing a boat or fishing nets in order to be able to continue working; people attending conferences, conventions or seminars);

- A person is in the process of setting up a business, farm or apprenticeship; this includes purchasing or installing equipment, ordering goods in preparation for setting up the business. An unpaid helping family member is considered to be working if, by his/her work, he/she contributes directly to a business, farm or apprenticeship owned or operated by a related member of the same household;

- b. Unpaid assisting family members who are considered 'self-employed persons';
- c. Persons on maternity/parental/parental leave referred to in the Act of 26 June 1974. - Labour Code (Journal of Laws of 2023, item 1465, as amended), unless they are already registered as unemployed (in which case the unemployed status has priority);
- d. Students who are employed or self-employed;
- e. Individuals referred for subsidised employment.

11) Person with disabilities - a person with disabilities within the meaning of the Guidelines of the Minister competent for regional development on the implementation of equality principles under the EU funds for the years 2021-2027 or a pupil or a pre-school child with an evaluation on the need for special education issued due to a given type of disability or children and youth with an evaluation on the need for remedial classes issued due to profound intellectual disability. Assessments of pupils, children or adolescents are issued by an assessment team operating in a public psychological-educational counselling centre, including a specialised counselling centre.

12) Person in crisis of homelessness or affected by exclusion from access to housing - person:

- a. homeless within the meaning of Article 6(8) of the Act of 12 March 2004 on Social Assistance, i.e. a person who does not reside in a dwelling within the meaning of the provisions on the protection of tenants' rights and the housing stock of a municipality and who is not registered for permanent residence, within the meaning of the provisions on population registration, and also a person who does not reside in a dwelling and is registered for permanent residence in a dwelling in which there is no possibility of habitation
- b. located in situations defined by the ETHOS European Typology of Homelessness and Housing Exclusion in the operational categories: without a roof over their head, without housing, in unsecured housing, in inadequate housing;
- c. at risk of homelessness - a person in a situation of housing exclusion according to the ETHOS typology, a person at immediate risk of eviction or loss of housing, as well as a person previously experiencing homelessness, living in housing and in need of support to maintain housing.

13) Person belonging to national and ethnic minorities - according to national law national minorities are: Belorussian, Czech, Lithuanian, German, Armenian, Russian, Slovak, Ukrainian, Jewish. Ethnic minorities: Karaite, Lemko, Roma, Tatar. Definition drawn up on the basis of the Act of 6 January 2005 on national and ethnic minorities and regional language.

14) Person leaving agriculture - a person subject to old-age and disability insurance under the Act of 20 December 1990 on social insurance for farmers (Journal of Laws of 2023, item 208, as amended), intending to take up employment or other non-agricultural activity, subject to social insurance obligation under the Act of 13 October 1998 on social insurance system (Journal of Laws of 2023, item 1230, as amended).

15) Person aged 55 or over - a person aged 55 or over (i.e. as of their 55th birthday). Age is determined by date of birth (day, month, year).

16) Person aged 18-29 - a person between the ages of 18 and 29, i.e. from the day on which their 18th birthday falls until the day before their 30th birthday. Age is determined by date of birth (day, month,

year).

- 17) **Third-country national** - a person who is not a national of an EU Member State, including a stateless person within the meaning of the Convention relating to the Status of Stateless Persons of 28 August 1954 and a person without an established nationality.
- 18) **ISCED** - International Standard Classification of Education.
- 19) **Digital skills or competences** - the harmonious composition of knowledge, skills and attitudes that enable people to live, learn and work in a digital society, i.e. a society that uses digital technologies in everyday life and work. Digital competences are defined in the DigComp Framework referred to in subsection 6.1(4) of the Guidelines for the implementation of projects with the European Social Fund Plus in regional programmes for 2021-2027.
- 20) **Green skills** - skills of a vocational or general nature necessary to work in the green economy sector, i.e. one that is based on renewable energy sources, modern technologies focused on low-carbon and resource efficiency, and environmental management in companies.
- 21) **Green economy (green economy sector)** - refers to an economy that is based on renewable energy sources, modern technologies geared towards low-carbon and resource efficiency.

§ 2

General provisions

- 1) These *Regulations* set out the rules for recruitment and participation in the project "**My Future**" No. **FESL.05.04-IP.02-07E0/23**.
- 2) The project runs since **01.09.2024 to 31.08.2026**.
- 3) The project is implemented by the beneficiary of the project - "**L.&P.**" **Sp. z o.o.** on the basis of a contract for project co-financing concluded with the Voivodeship Labour Office in Katowice.
- 4) Participation in the project is **free of charge**.
- 5) The project covers the area of **the Silesian Voivodeship**.
- 6) The general supervision of the project and the settlement of matters not regulated in these *Regulations* is the responsibility of the Project Coordinator/Manager.
- 7) All information regarding the implementation of the project is available:
 - a. on the project website www.lp.info.pl,
 - b. by email at biuro@lp.info.pl,
 - c. at the Project Office at ul. ks. Płk. Wilhelma Kubsza 28, 44-300 Wodzisław Śląski,
 - d. On telephone number: 32 4147404.
- 8) Preference in accessing support under the project is given to employed persons employed on the basis of short-term contracts, civil law contracts, the working poor (earning minimal wages), as well as disadvantaged people leaving agriculture.

In the context of the project under Action FESL.05.04, a disadvantaged person is any person who faces barriers to accessing the acquisition or upgrading of skills, competences or professional qualifications. A disadvantaged group includes in particular:

 - person with a disability;
 - a person aged 55 or over;
 - a person with at most upper secondary education (ISCED level 3);
 - a person in crisis of homelessness or affected by exclusion from access to housing;



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- a person belonging to a minority, including marginalised communities.

§ 3

Conditions for joining the project

I. The project is only addressed to people who wish to participate on their own initiative and who meet all of the following conditions:

1) **Completed 18 years of age¹**;

2) **Belonging to one of the following groups:**

a. **working poor** - means a person in employment

- living in a household² where the income (excluding social transfers³) per person does not exceed the income criteria based on the social intervention threshold in the month before entering the project, or
- whose taxable income on a monthly basis does not exceed the minimum wage in the month before joining the project;

b. a person employed on the basis of a **short-term contract** - means a person employed on the basis of a contract concluded for a specified period of time that expires during the project implementation period or not longer than 6 months;

c. **a working person employed under a civil law contract;**

d. **person leaving agriculture** - means a person subject to old-age and disability insurance under the Act of 20 December 1990 on social insurance for farmers (Journal of Laws of 2023, item 208, as amended), intending to take up employment or other non-agricultural activity, subject to social insurance obligation under the Act of 13 October 1998 on social insurance system (Journal of Laws of 2023, item 1230, as amended)

3) **Reside and/or work in the Silesian Voivodeship** (within the meaning of the Civil Code);

4) They do not simultaneously benefit from support in another ESF+-funded socio-professional activation project.

II. The planned number of project participants is 110, of which at least 66 are women.

III. A person interested in participating in the project is required to submit the following documents.

1) **the Application Form together with the declarations** of eligibility to participate in the project and the annexes forming an integral part of the Form

- a. Declaration regarding familiarisation with the regulations and acceptance of obligations resulting from participation in the project (according to the template constituting Annex No. 1 to the Application Form);
- b. Declaration of the candidate for the project participant concerning the processing of personal data (in accordance with the specimen constituting Appendix No. 2 to the Application Form).

2) Document certifying membership of the working poor or those employed under a short-term contract / civil law contract.

a. Working poor person:

- A certificate from the Social Insurance Institution (ZUS) or a printout from the ZUS Platform for Electronic Services (ZUS PUE) indicating all the contributors of the person applying for the project - to confirm the number of places of employment (including whether the person applying for the project is running a business);

- A certificate issued by the employer confirming the type of contract, the period of employment and the amount of remuneration (in accordance with the model attached as Annex 3 to the Application Form);
 - Declaration of income per family member - applies only to persons living in a household in which the income (excluding social transfers) per capita does not exceed the income criteria established on the basis of the social intervention threshold in the month preceding accession to the project (in accordance with the model constituting Annex No. 4 to the Application Form).
- b. Person employed on a short-term contract or civil law contract:
- A certificate from the Social Insurance Institution (ZUS) or a printout from the ZUS Platform for Electronic Services (ZUS PUE) indicating all the contributors of the person applying for the project - to confirm all places of employment (including whether the person applying for the project is self-employed);
 - A certificate issued by the employer confirming the type of contract and the period of employment (in accordance with the model constituting Annex No. 3 to the Application Form or a copy of the employment contract/civil contract certified as a true to the original.
- 3) Document confirming the place of residence or work in the Silesian Voivodship.
- a. Person residing in the Silesian Voivodeship - certificate of residence or a certificate issued by the relevant Tax Office stating that the person is registered with the office as an income tax payer or a property deed or a utility contract/bill (in which the data of residence of the project candidate is included).
- b. A person working on the territory of the Śląskie Voivodeship - a certificate issued by the employer confirming that he/she has his/her head office or a branch in the aforementioned area and that the person applying for the project performs work in the given location (in accordance with the model constituting Annex No. 3 to the Application Form) or a copy of an employment contract/civil-law contract confirmed to be a true copy of the original.
- 4) Document certifying membership of a disadvantaged group (if applicable):
- a. Person with a disability - Certificate of disability or other document issued by a doctor certifying health condition, i.e. health certificate or health opinion (in the case of persons with mental disorders referred to in the Mental Health Act of 19 August 1994).
- b. Person aged 55 or over - verified by PESEL number.
- c. Person with at most upper secondary education (ISCED3 level 3): Photocopy of diploma or other document specifying the highest level of education held (photocopy of the document should be annotated: "certified as a true copy of the original", date and signature of the person applying to the project) or Declaration regarding education (according to the model constituting Annex No. 5 to the Application Form).
- d. Person in crisis of homelessness or affected by exclusion from access to housing - certificate from the relevant facility/institution, e.g. certificate from the Social Assistance Centre confirming homeless status.
- e. Person belonging to a minority, including marginalised communities - statement of membership of a minority, including marginalised communities.
- 5) Document confirming that the person is leaving agriculture - certificate from KRUS on insurance and document confirming the notification/registration in ZUS after exclusion from KRUS insurance.

The certificates detailed above are deemed to be valid for a period of 30 days from the date of issue, with the proviso that they must be valid both on the date of signing the Participation Agreement and on the date of participation in the first form of support.



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Recruitment rules

- 1) Candidates are required to read and accept these *Regulations* before submitting the Application Form by signing Appendix 1 of the Application Form.
- 2) These *Regulations* are available on the project website and in the Project Office.
- 3) Recruitment to the project will take place from the start of the project and will end with the planned number of people being qualified to participate in the project, but no later than the end of February 2026.
- 4) Recruitment to the project is open and continuous.
- 5) Applications for the project (understood as the submission of a complete set of required documents) are accepted:
 - a. by e-mail to: biuro@lp.info.pl,
 - b. in person at the Project Office,
 - c. by post/courier to the Project Office address,
 - d. by fax to 32 414 74 05.
- 6) In order to participate in the recruitment process it is necessary to submit a completed Application Form with attachments, however, submitting it is not tantamount to qualifying for participation in the project.
- 7) The end of recruitment will be announced on the Project website.
- 8) Each Candidate is obliged to make his/her identity card available to the Project Beneficiary for inspection in order to confirm his/her identity and verification by the Project Beneficiary of the correctness of the personal data entered in the Application Form.
- 9) **Stages in the project recruitment process:**
 - a. **Formal assessment** - involving verification that the eligibility criteria are met and that the application has been sent in the form indicated.

Only applications containing:

- the Application Form completed on the correct form, in Polish, legibly (i.e. in computer or block capitals), dated and signed by the candidate and
- all necessary documents proving that the conditions for participation in the project.

Candidates are immediately informed of the possible need to supplement the documents. The request to supplement the submitted application documents is made by telephone or sent by e-mail (to the e-mail address provided by the Candidate in the Application Form or by post (to the postal address provided by the Candidate in the Application Form).

Candidates who sent their application by e-mail are required to put their own signatures⁵ on the previously sent Application Form and declarations to the Form and provide original required certificates. The documents should be submitted to the Project Office on the day of signing *the Participation Agreement* at the latest.

b. **Merit-based assessment** - The Project Beneficiary allocates additional points to candidates for meeting the following criteria:

- women, disadvantaged people - 10 points
- persons aged 18 and under - 8 points
- persons with disabilities, persons over 55 years of age - 5 points
- persons caring for dependent family members - 3 points



- NGO staff or volunteers - 1 point

A ranking list will be created on the basis of the points received by the candidate(s). If more than one applicant to the project obtains the same number of points, the place on the ranking list will be determined by the order of applications.

c. Creation of ranking lists

The result of the recruitment process is a list of persons qualified for the project, available in the Project Office. Admission to the project is determined by the number of points obtained.

A person who is not entitled to any additional points may apply for participation in the project, as the inability to obtain any points does not prejudice ineligibility.

The list of persons finally qualified for the project is constructed according to the decreasing number of points allocated to the Candidates during the verification of the application documentation.

Candidates who will not qualify for the project due to lack of places will be placed on a reserve list. The reserve list is constructed according to the same principles as the list of persons qualified for the project - i.e. in descending order of the number of points.

Persons from the reserve list will be qualified consecutively to participate in the project in case of resignation of persons from the basic list before the start of the training or in its initial phase.

Candidates will be notified of the results of the recruitment by e-mail (provided they have an e-mail address), in person, by telephone or by letter.

- 10) The qualification procedure is mandatory for all those wishing to join the project.
- 11) The end of recruitment will be announced on the Project website.
- 12) A person qualified for the project signs a *Participation Agreement* and from that moment becomes a Project Participant, subject to the necessity of re-assessing the eligibility of a given Project Participant directly on the day of signing *the Participation Agreement* and before the first form of support under the project is provided to that person.
- 13) If a person who has been qualified for the project does not appear at the designated time (no shorter than 3 working days) to sign *the participation agreement*, he/she will be transferred to the reserve list. The first person in order from the reserve list will be accepted in the place of the person who was qualified for the project.
- 14) In case of additional vacancies, the Project Beneficiary will contact people from the reserve list.
- 15) Application documents submitted by Candidates are non-returnable.

§ 5

Conditions for cancellation of participation

- 1) A person qualified for the Project, who has not yet signed *the Participation Agreement*, may resign from participation in the Project without any consequences by giving information to the Project Office by phone, e-mail or in person.
- 2) After signing *the participation agreement*, resignation from the participation in the project is possible only in justified cases and takes place through submitting **a written statement by the** Project Participant along with the reason. Justified cases are considered to be reasons of fate, health nature, beyond the control of the Project Participant or resulting from force majeure. These cases, as a rule, cannot be known to the Project Participant at the moment of starting participation in the project. All cases of resignation must be immediately confirmed by the Project Participant with appropriate documents submitted to the Project Office.



- 3) The Project Beneficiary reserves the right to delete a Project Participant from the list of participants in the event of breaching *the Participation Agreement* or these *Rules and Regulations* by him/her, or breaching the rules of social coexistence in connection with participation in the project, particularly in the event of violating the physical integrity of another Project Participant/other Project Participant, the person conducting classes (professional counselling, training) or the Project Office employee, or a proven act of theft or particular vandalism, as well as remaining in any form of support under the influence of alcohol, drugs or other intoxicants.

A Project Participant is considered to have resigned from the project when his/her absence exceeds 20% of the duration of a single training course.

§ 6

Scope of project support

Participation in the project is understood as obtaining the following support by the Project Participant:

- 1) Individual career counselling with preparation of an Individual Action Plan (IPD) and monitoring (8 clock hours/person)

Professional counseling with preparation of Individual Action Plan (IPD) is an obligatory support for each project participant. Individual meetings with a vocational counsellor will aim at diagnosing the professional situation, potential and professional predispositions of the Project Participant. The next stage is the preparation of an individual action plan in order to set realistic professional goals and delineate an individual path of professional development, and development activities leading to the realization of goals will be planned. The final stage of support is the monitoring of IPD realization (tracking progress, active motivation, support, updating plan realization or possible modifications. Remedial measures will be taken in case of possible difficulties.

During the process of identifying the needs of the project participant, including the diagnosis of his/her needs

training courses, measures will be implemented to increase interest in training courses and non-stereotypical gender-specific qualifications, especially in STEM (Science, Technology Engineering, Mathematics) among women and so-called "soft" (social) competences among men.

Meetings between the Vocational Counsellor and the Project Participants may take place during the week on weekdays in the morning or in the afternoon and at the weekend (Saturday and Sunday) depending on the needs and abilities of the participants. Meetings are conducted on an individual basis (1:1).

- 2) Compulsory for each Project Participant "soft" skills training/courses: assertiveness, stress management, personal development training.
Minimum class duration 18 clock hours.
- 3) Training/courses to improve competences and qualifications
The relevance and necessity of the type and direction of training/course must clearly result from the developed IPD for each Project Participant. Trainings/courses include the following thematic areas:
 - a) training/courses to prepare for the UDT certified examinations: operator and/or maintainer of HDS crane, forklift, IS, IIS crane, lift and hoist or hoist crane.
Course duration as per UDT schedule, average 60 clock hours/course
 - a) training/courses to improve professional qualifications and skills.
They are aimed at acquiring professional competences or qualifications, upgrading or changing

them, in

to assist in finding new or maintaining employment. It is important that the services offered vocational training also took into account the current situation and needs of the local labour

market.

Average duration of one training course 40 clock hours.

- b) additional training/courses for Project Participants aged 18-29:
The applicant declares a particular emphasis on the acquisition or enhancement of competences



and their qualifications in the following areas:

- digital skills,
- the skills needed to work in the green economy sector,
- skills needed from a regional/local perspective,
- specialisation, the skills necessary for the health and care services professions.

Average duration of one training course 40 hours. Training will be delivered in groups of maximum of 10 people. Classes will be held on working days (from Monday to Friday) or weekend, depending on the capabilities of the Project Participants. All information related to organization and implementation of trainings will be communicated to the Participants by the Project Beneficiary personally, by e-mail or by phone.

The schedule of each training course will be communicated to the Project Participants at the latest on the day of commencement of a given training course and will be available on the Project website.

In urgent/unforeseen situations, the Project Beneficiary reserves the right to change the dates and times of classes.

Each Project Participant is obliged to participate in the training full-time and to take an exam.

The required minimum level of attendance at each training within the project is 80%. A document on the completion of the training will be issued if the above minimum level of attendance is achieved.

In the Project there is a possibility to change the forms of support, including trainings, as a result of conducted recruitment process - as a response to individual needs of Project Participants.

All forms of support planned in the project are carried out in the Silesian Voivodeship.

§ 7

Rules for the reimbursement of travel expenses and care for a child or dependent person

- 1) Project participants are entitled to reimbursement of costs of travel to the project forms of support and care of a child or a dependent person during realization of the forms of support, in accordance with the "Rules of reimbursement of costs".
- 2) In order for a Project Participant to receive a refund, he/she has to submit in person to the Project Office, within 3 working days from the date of signing the Participation Agreement, Annex No. 1 and/or Annex No. 2 to the Rules for Reimbursement of Costs and to comply with the conditions, time limits and provisions arising from those annexes.
- 3) A Project Participant may apply for reimbursement of costs within the framework of the project, who completed given forms of support with the required attendance and participates in the project in accordance with the "Rules of Recruitment and Participation in the Project" and the Participation Contract.
- 4) Reimbursement of project costs is only due for the days of the Project Participant's attendance at individual forms of support, confirmed by relevant signatures in the project documentation.
- 5) Travel costs are understood as costs incurred by the Project Participant from the place of residence to the place of realization of forms of support and on the way back.
- 6) The Project Participant may be transported to the place of realization of a given form of support only by public transport .
- 7) The cost of childcare should be understood as:
 - the cost of the child's stay in an institution entitled to care for children, during the realization of the Project Participant's forms of support,



- costs resulting from legal (fulfilling requirements imposed by separate tax and social insurance regulations) civil law contracts with guardians (excluding persons closely related to the Project Participant) for the period of realization of forms of support.
- 8) The Project Beneficiary reserves the right to verify the refund amount and the required documents provided by the Project Participant. In the case of overestimation of the refund amount by the Project Participant, the Project Beneficiary shall reduce this amount to the amount due.
 - 9) The payment of reimbursement shall be made in arrears and upon the request of the Project Participant upon completion of his/her participation in the last form of support. The Project Participant is obliged to submit personally to the Project Office the complete documentation according to the required attachments to the Rules of Procedure for reimbursement of costs no later than 14 calendar days after the completion of the last form of support. Project beneficiary is obliged to verify the documentation within 5 working days from the day of its submission; in case of negative verification, the beneficiary shall immediately inform the Project Participant about it.
 - 10) The reimbursement of the Project Participant's costs will be paid to the bank account provided by the Project Participant in the Attachments No. 1 or No. 2 to the Reimbursement Regulations immediately, but no later than within 30 calendar days from the date of its positive verification.

§ 8

Rules for monitoring project participants

- 1) Participants of the Project are obliged to confirm their attendance at classes each time. Confirmation of attendance is done by signing the attendance register.
- 2) Project Participants are obliged to reliably complete all monitoring and evaluation documents provided by the Project Beneficiary (e.g. monitoring questionnaires) during their participation in the Project and up to 4 weeks after Project completion.
- 3) The information referred to in § 8 sub-paragraphs 1 and 2 shall be used to fulfil the Project Beneficiary's reporting obligations on the implementation of the Project.
- 4) Project participants are also obliged to participate in evaluation studies conducted by external entities commissioned by the Intermediate Body (Voivodeship Labour Office in Katowice).

§ 9

Rights and obligations of the Project Participant

- 1) **The project participant is entitled to:**
 - a. Benefit from the free support offered by the Project under the terms of these *Regulations*;
 - b. Receive all forms of support foreseen for him/her in the Project (based on indications/recommendations from the IPD);
 - c. Receive a coffee or lunch service - according to the relevant regulations;
 - d. Take the exam on completion of the training;
 - e. Receive reimbursement of travel and childcare costs, according to the rules set out in § 7;
 - f. Receive training materials, no later than the start date of the training/course in question.
- 2) **The Project Participant(s) is obliged to:**
 - a. To comply with the provisions of *the Participation Agreement* and these *Rules and Regulations*;
 - b. To undergo all forms of support foreseen for him/her in the project (on the basis of indications/recommendations included in the IPD);
 - c. Regular, punctual and active participation in the activities of each form of support;



- d. Comply with health and safety and fire regulations and rules;
- e. Confirm attendance at each form of support (i.e. on each day of attendance);
- f. Take the exam on completion of the training.
- g. Confirm receipt of coffee or lunch service while attending the training.
- h. Keeping the Project Office staff informed of any incidents that may interfere with his/her continued participation in the project;
- i. To be monitored and evaluated in accordance with the principles referred to in § 8;
- j. To inform the Project Office staff immediately of any changes to the personal data provided, in particular change of name, place of residence, contact telephone number and e-mail address;
- k. To inform the project office staff immediately of any absences from classes in any form of support.

3) Each person joining the project is obliged to provide only truthful information about himself/herself in the application documents. Providing false information will entail the following consequences:

- a. If the fact of providing false data in the application documents is discovered before signing *the Participation Agreement*, the person applying for the project will be rejected at the recruitment stage.
- b. If the fact of giving false data in the application documents is established at the stage of participation in the project, the costs of participation in the project will be considered ineligible and the Project Participant will be obliged to reimburse all costs incurred by the Project Beneficiary in connection with his/her participation in the project.

§ 10

Rights and obligations of the Project Beneficiary

1. The Project Beneficiary is entitled to:

- a. the processing of personal data of Candidates and Participants, in accordance with the personal data processing declaration signed by them;
- b. to delete a Project Participant from the list of Project Participants if he/she missed at least 20% of classes within the training course
- c. to remove the Project Participant from the list of Project Participants in the case of breaching the provisions of these Regulations

2. The Project Beneficiary undertakes to:

- a. to inform all those interested in participating in the project that it is co-financed by the European Social Fund under the European Funds for Silesia 2021-2027 Programme.
- b. comply with the provisions of *the Participation Agreement* and these *Rules and Regulations*;
- c. the provision of teaching facilities for the delivery of training services;
- d. ensure appropriate standard of accessibility of the project for people with disabilities. Special needs resulting from a declared disability are examined by the Project Beneficiary at the stage of recruitment - on the basis of a needs questionnaire for persons with disabilities.

§ 11

Final provisions

- 1) The Project Beneficiary reserves the right to amend *these Rules and Regulations* or to introduce additional provisions, should the necessity arise from particularly justified circumstances occurring after the date of entry into force of these *Rules and Regulations*.
- 2) In the event of changes made to *the Regulations*, the Project Beneficiary will inform the
- 3) Project Participants through the publication of the amended *Regulations* on the project website.
- 4) In cases not covered by *the Rules*, the decision is taken by the Project Coordinator/Manager
- 5) These *Regulations* shall enter into force on the date of their signature and shall apply for the duration of the Project.



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Dofinansowane przez
Unię Europejską



Województwo
Śląskie

- 6) The beneficiary reserves the right to discontinue the project in the event of termination of the funding agreement with the Voivodship Labour Office in Katowice.

29.01.2025r.

Date of approval of the Rules of Procedure

Project coordinator

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Approver

1 In the case of training/courses to improve qualifications and skills, it is required to have a category B driving licence or a certificate of passing the state examination for a category B driving licence and to be of the age required by the law (21 years of age - category C driving licence; 24 years of age - category D driving licence, 21 years/ - cat C accelerated initial qualification, 23 years/ - cat D accelerated initial qualification).

2 Household - a group of people living together and supporting themselves together. Single people supporting themselves form single-person households.

3 Social transfers - ongoing transfers received by households during an income reference period, intended to alleviate the financial burdens associated with a wide range of unpredictable situations or needs, made within or outside collectively organised schemes by government bodies or non-profit institutions providing services to households (NPISH). Within social benefits, the following groups can be distinguished: family benefits, housing allowances, unemployment benefits, age-related benefits, survivor benefits, sickness benefits, disability benefits, scholarships, social exclusion benefits.

4 Applicable if the project applicant wishes to obtain additional points.

5 The handwritten signature should contain the legible name of the signatory. The signature may not be reproduced (facsimile) in the form of a seal or a printout of a graphic file.

6 In the case of training/training courses to improve qualifications and skills, it is required to hold a category B driving licence or a certificate of successful completion of the state examination for a category B driving licence and to be of the requisite age (21 years of age - category C driving licence; 24 years of age - category D driving licence, 21 years/ - category C accelerated initial qualification, 23 years/ - category D accelerated initial qualification).