



МАУП

Міжрегіональна
Академія управління
персоналом



**SUSTAINABLE
DEVELOPMENT
GOALS**

APPROVED

Conference of the staff of the
Interregional Academy of Personnel
Management

Reviewed by the Labour Collective
13 September 2023, protocol No. 2)

**COLLECTIVE AGREEMENT
for 2024-2027 years
Interregional Academy of Personnel Management**

Kyiv - 2023

SECTION 1 GENERAL PROVISIONS

1.1. The Collective Agreement for 2024 - 2024 of the Interregional Academy of Personnel Management (hereinafter referred to as the Collective Agreement) is a regulatory document that, in accordance with the law, regulates labour, socio-economic relations and the coordination of the interests of the employer - the Interregional Academy of Personnel Management (hereinafter referred to as IAPM, the Academy) and IAPM employees.

The guarantees provided for in collective agreements are minimal. Socio-economic benefits, labour and social guarantees provided for by the Collective Agreement may not be lower than the levels established by law, the General Agreement on the regulation of the basic principles and norms of socio-economic policy and labour relations in Ukraine for 2019-2021 (hereinafter - the General Agreement) and the Sectoral Agreement between the Ministry of Education and Science of Ukraine, the Trade Unions of Education and Science of Ukraine and the All-Ukrainian Association of Employers in the field of higher education for 2024-2027 (hereinafter - the Sectoral Agreement). The Collective Agreement and other regulatory documents of the Academy may establish additional labour and social guarantees for IAPM employees.

1.2. The collective agreement is a bilateral agreement concluded between IAPM (hereinafter referred to as **the Employer**) represented by the President of the Academy Rostislav G. Shchokin (hereinafter referred to as the President), on the one hand, and the employees of IAPM, whose subject of representation is the Trade Union of Employees of the Interregional Academy of Personnel Management (hereinafter referred to as **the IAPM Trade Union**) represented by the Chairman of the Trade Union Committee of the IAPM Trade Union Sergiy F. Yaroshenko (hereinafter referred to as the Chairman of the IAPM Trade Union), on the other hand, collectively referred to as the Parties, and each separately - the Party, in order to regulate labour and socio-economic relations between the Parties, which provide guarantees for the implementation of professional rights and interests, social protection of all employees of the Academy.

1.3. The Collective Agreement is concluded on the basis of the Labour Code of Ukraine, the Laws of Ukraine "On Collective Bargaining Agreements and Agreements", "On Social Dialogue in Ukraine", "On Education", "On Higher Education", "On Remuneration of Labour", "On Labour Protection", "On Leaves, On Trade Unions, Their Rights and Guarantees of Activity, On Scientific and Technical Activity, General Agreement, Sectoral Agreement, IAPM Charter, Internal Regulations of the University and other regulatory acts.

1.4. The Parties recognise the Collective Agreement as the main document of social partnership and interaction and the powers of each other, undertaking to adhere to the principles:

- social partnership,
- parity of representation,
- equality of the Parties,

- mutual responsibility,
- constructiveness and reasoning during negotiations (consultations) on the conclusion of the Collective Agreement, amendments and additions thereto, and resolution of issues regulated by this Collective Agreement.

The realization of labour rights are one of the main mission for the IAPM to give the opportunity for whole staff to make association and collective bargaining.

1.5. The provisions of this Collective Agreement shall apply to all IAPM employees and shall be binding on the Employer and the IAPM Trade Union.

1.6. In case of adoption of new acts of social partnership or amendments to the current legislation, the Parties to the Collective Agreement shall amend and supplement it after negotiations.

1.7. The employer shall ensure the implementation of the Collective Agreement, inform the IAPM Trade Union about the progress of its implementation and annually report on the results of its implementation at the Conference of the Academy's staff.

The IAPM Trade Union controls and ensures the implementation of the terms of the Collective Agreement, reports on its implementation at the Conference of the Academy's staff, and in case of violations of the terms of this Collective Agreement, sends a submission to the Employer with a request to eliminate these violations.

1.8. The Interregional Academy of Personnel Management recognise labour rights (freedom of association and collective bargaining) for all, including women, men and international staff.

SECTION 2

VALIDITY PERIOD, PROCEDURE FOR MAKING AMENDMENTS AND ADDITIONS, OTHER TERMS AND CONDITIONS OF THE COLLECTIVE AGREEMENT

2.1 This Collective Agreement is concluded for a period of three years. The Collective Agreement shall come into force from the moment of its signing.

2.2 This Collective Agreement shall be valid until a new Collective Agreement is concluded. The Parties shall enter into negotiations with a view to concluding a new Collective Agreement no later than two months prior to the expiration of the current one.

2.3. The Collective Agreement shall remain in force in case of changes in the composition, structure or name of the Employer.

In the event of reorganisation of the University, the Collective Agreement shall remain in force for the period for which it is concluded, but not more than one year, unless the Parties agree otherwise.

In case of liquidation of the University, the Collective Agreement shall be valid for the entire period of liquidation.

2.4. Amendments resulting from changes in the applicable laws and the General and Sectoral Agreements shall be applied without amending this Collective Agreement.

2.5. Within 7 calendar days after the conclusion of the Collective Agreement (amendments / additions to the Collective Agreement), the Parties shall ensure that

the content of the Collective Agreement (amendments / additions to it) is communicated to all employees of the Academy and published in permanent and unhindered access on the official website of the IAPM.

2.6 During the term of the Collective Agreement, the Parties shall monitor the current legislation of Ukraine on the issues specified in the Collective Agreement, promote the implementation of legislative norms on the rights and guarantees of employees, and initiate their protection.

SECTION 3 CREATING CONDITIONS FOR SUSTAINABLE DEVELOPMENT ACADEMY

3.1. In order to create conditions for ensuring the stable development of the Academy's activities and favourable opportunities for the realisation of intellectual and scientific potential by IAPM employees and for recognising labour rights (freedom of association and collective bargaining), the Employer undertakes to:

3.1.1. To create the necessary organisational, material and financial conditions for the effective implementation of the educational mission of the Academy and the quality and coordinated work of the structural units of IAPM.

3.1.2. To take measures to ensure and unconditionally comply with the norms of laws in the field of education, other regulatory documents relating to socio-economic guarantees, rights and interests of IAPM employees, to prevent their suspension or cancellation.

3.1.3. To finance expenses:

3.1.3.1. For the maintenance and renewal of the classroom fund, development of the material and technical base, etc.

3.1.3.2. To conduct periodic medical examinations of employees in accordance with the list of positions specified by law.

3.1.3.3. for advanced training of employees.

3.1.3.4. Labour protection (*in accordance with Article 19 of the Law of Ukraine "On Labour Protection"*).

3.1.3.5. For civil protection measures (in accordance with the Civil Protection Code of Ukraine, Article 93).

3.1.3.6. To provide financial assistance to IAPM employees, stimulate creative work and pedagogical innovation of academic staff and training of higher education students who have won national and international student competitions, contests, tournaments, etc.

3.1.3.7. To support the activities of the IAPM Trade Union.

3.1.3.8. For the publication of scientific and educational literature.

3.1.4. To continue the practice of encouraging IAPM employees for many years of work, quality work and initiative, conscientious performance of duties stipulated by the employment contract, early completion of tasks, etc. by bonuses and/or honorary awards of IAPM.

To nominate, upon the submission of structural subdivisions, the academic staff of the Academy for awarding state awards / prizes, industry awards and other

possible types of moral and material incentives for achieving high results in the training of higher education students, scientific results, etc.

3.1.5. Ensure transparency in the allocation and distribution of relevant funds.

3.1.6. To coordinate with the IAPM Trade Union orders on changes in labour remuneration, safety and working conditions, working hours, rest in order to ensure labour and socio-economic rights of IAPM employees.

3.1.7. To provide the IAPM Trade Union with timely and substantiated responses to appeals, relevant documents or copies thereof, information, explanations and calculations to enable control over the implementation of the Collective Agreement, compliance with labour legislation and other issues related to labour and socio-economic rights and interests of IAPM employees.

3.1.8. Ensure that IAPM employees are familiarised with the Collective Agreement and Internal Regulations.

3.1.9. Take measures to create free access to the Academy's infrastructure for persons with special educational needs.

3.1.10. Prevent any manifestations of discrimination in the field of labour in the course of the Academy's activities, in particular when announcing vacancies at IAPM, namely violation of the principle of equality of rights and opportunities, direct or indirect restriction of the rights of employees depending on race, skin colour, political, religious and other beliefs, gender, ethnic, social and foreign origin, age, health status, disability, gender identity, sexual orientation, suspicion or presence of HIV/AIDS, marital and property status, family responsibilities, place of residence, membership in a trade union or other public association, participation in a strike, applying or intending to apply to a court or other authorities for the protection of their rights or providing support to other employees in protecting their rights, reporting possible facts of corruption or corruption-related offences, other violations of the Law of Ukraine "On Prevention of Corruption", as well as assisting a person in making such a report, on language or other grounds not related to the nature of work or conditions of its performance.

3.1.11. Promote the development of physical culture and sports, improve the health of members of the labour collective. Provide the necessary sports equipment to all the Academy's gyms, provide opportunities for IAPM employees to train in them.

To finance cultural, sports, physical education and recreational activities at the Academy.

3.1.12. to form a system of support for young scientists, to create conditions for scientific and scientific and technical activities of young employees of IAPM.

3.1.13. Provide legal assistance to young people, form a pool of personnel for leadership positions and promote them to responsible positions.

3.1.14. Promote the establishment and upbringing of moral values in the minds of young people, and the assimilation of the best examples of national and world cultural heritage.

3.1.15. To support the development of professional and amateur artistic creativity, activities of sports sections, circles and clubs.

3.2. The IAPM Trade Union undertakes to:

3.2.1. Promote the strengthening of labour discipline at the Academy.

3.2.2. Refrain from organising strikes on issues included in the Collective Agreement, provided that they are resolved in accordance with the procedure established by law.

3.3. The parties agreed:

3.3.1. To jointly conduct explanatory work among the employees of the University in order to:

careful treatment of material assets and the Academy's classroom fund;

saving heat, electricity and water;

improving the sanitary condition and fire safety in the buildings and on the territory of the Academy;

compliance with applicable occupational health and safety standards;

adherence to ethical behaviour.

3.3.2. To allow the Academy employees to use the available gyms, facilities and grounds for sports in health groups free of charge.

3.3.3. To make joint efforts to create favourable conditions for health-improving physical activity at workplaces, as envisaged by the National Strategy for Health Improving Physical Activity in Ukraine for the period up to 2025 "Physical Activity - Healthy Lifestyle - Healthy Nation".

SECTION 4 REGULATION OF LABOUR RELATIONS. WORK AND REST SCHEDULE

4.1 In order to establish favourable conditions for the work of IAPM employees, the Employer undertakes to:

4.1.1. Ensure compliance with the standards of working time and rest for IAPM employees established by law.

4.1.2. Comply with labour, education and local regulations when hiring and dismissing employees.

To prevent and oppose forced labour, modern slavery, human trafficking and child labour; to conduct relevant information and awareness-raising activities; to provide free legal assistance at the IAPM Legal Clinic, if requested, to persons who have suffered from such discrimination.

4.1.3. The procedure for hiring IAPM employees and establishing requirements for candidates for vacant positions is carried out in accordance with the norms of the legislation on labour, education, higher education, regulatory documents that determine the procedure for selecting personnel to work at IAPM by concluding employment contracts, including contracts, IAPM Internal Regulations.

4.1.4. When hiring, set a probationary period for employees of no more than three months, and for workers of blue-collar occupations - no more than one month.

4.1.5. Introduce (if it is feasible) flexible working hours for women with children of preschool and primary school age, upon their request and with the consent of the head of the structural unit, without reducing the total working week.

4.1.6. Before starting work, inform the employee about the place and date of commencement of work; the designated workplace, provision of the necessary

means for work; rights and obligations, working conditions; the presence of dangerous and harmful production factors at the workplace that have not yet been eliminated and the possible consequences of their impact on health, as well as the right to benefits and compensation for work in such conditions in accordance with the law and the Collective Agreement - against signature; Internal Regulations, as well as the provisions of the Collective Agreement; passing a briefing on health and safety

4.1.7. To acquaint employees with orders (instructions) of the President and Rector, notifications, other documents of the Academy regarding their rights and obligations using the methods of such information specified in the IAPM, in particular, electronic communication networks.

4.1.8. Familiarise the employee with the text of the Collective Agreement before commencing work under the concluded employment agreement.

4.1.9. Ensure equal rights for women and men when hiring. Prevent any manifestations of discrimination based on gender, faith, skin colour, etc.

4.1.10. At the request of employees applying for or re-applying for a pension, ensure timely issuance of the necessary certificates of salary, insurance period, etc.

4.1.11. Provide employees of the Academy with leave of appropriate duration in accordance with the law.

The specific period of annual leave within the limits established by the leave schedule shall be agreed between the employee and the head of the structural unit. The transfer of the vacation period shall be carried out in accordance with the procedure established by the Law of Ukraine "On Vacations".

4.1.12. Provide employees of the Academy with additional paid leave in case of death of relatives by blood or marriage: husband (wife), parents (stepfather, stepmother), child (stepson, stepdaughter), brothers, sisters - for up to 3 calendar days excluding the time required to travel to the place of burial and back (according to copies of documents confirming the fact of kinship by blood or marriage and death certificate).

Provide IAPM employees with additional paid leave:

- in case of marriage - 3 days;
- parents at the birth of a child - 1 day;
- 3 hours for parents of first-graders on 1 September;
- for parents of children in the final year of secondary education on the day of the "Last Bell" holiday - 3 hours.

Establish a reduced working week at the request of an employee (upon application) and in agreement with the head of the structural unit with payment proportional to the time worked.

4.1.13. Ensure compliance with the current legislation of Ukraine regarding notification of employees about the introduction of new and changes in existing working conditions, in particular, academic staff regarding the amount of academic (teaching) workload for the next academic year.

4.1.14. to facilitate the opportunity for non-teaching employees of the Academy, who are entitled to teach in accordance with the law, to perform it within

the main working hours.

4.1.15. Guarantee equivalent rights of employees in case of transfer of activities to third parties.

4.2. The Interregional Academy of Personnel Management recognise labour rights (freedom of association and collective bargaining) for all, including women, men and international staff. The IAPM Trade Union is obliged to take measures to:

4.2.1. Ensuring that the Academy's employees are familiarised with the Collective Agreement, the IAPM Internal Regulations and conduct trainings (briefings) on labour legislation and the application of its norms in practical work.

4.2.2. Ensuring control over the observance of labour legislation at the Academy.

4.2.3. Cooperation with the IAPM management in order to prevent violations of the law at the Academy.

4.3. The parties to the Collective Agreement agree that:

4.3.1. The periods during which the educational process (educational activities) is not carried out at the Academy due to sanitary and epidemiological, climatic or other circumstances beyond the control of employees shall be the working time of teaching, research and teaching staff and other employees. During this time, employees shall be involved in educational, organisational and methodological, organisational and pedagogical, and scientific work in accordance with the order of the President (Rector) of the Academy in accordance with the procedure provided for by the Internal Regulations.

4.3.2. The regime of initial, methodological, scientific and organisational work of a research and teaching staff member is regulated by the IAPM Internal Regulations, research plans, programmes, individual work plans, and other regulatory and organisational documents.

SECTION 5

WAGES, LABOUR STANDARDS AND SOCIAL PROTECTION

5.1. Remuneration of IAPM employees is carried out in accordance with the the Law of Ukraine «On Wages», the Law of Ukraine «On Higher Education» and other acts of current legislation of Ukraine.

All IAPM employees are paid a salary, the amount of which cannot be less than the subsistence living wage per person per month established by the Law of Ukraine on the State Budget for the relevant year, the minimum living wage (in monthly or hourly amount, respectively), while ensuring equal conditions for setting remuneration and preventing gender inequality.

The official salaries (wage rates) of pedagogical and scientific-pedagogical employees of IAPM cannot be less than those approved by the Cabinet of Ministers of Ukraine.

IAPM pays all its employees more than the established minimal wage, which in Ukraine, according to the legislation, is 2.5 times higher than living wage.

5.2. The Employer undertakes to:

5.2.1 timely pay wages on working days within the terms stipulated by the Law of Ukraine "On Remuneration of Labour" and the Regulations on

Remuneration, Bonuses and Financial Incentives of IAPM Employees, not less than payment for the actual time worked based on the employee's tariff rate (salary);

5.2.2 if the day of payment of salary coincides with a day off, holiday or non-working day, the salary shall be paid the day before;

5.2.3 ensure payment of material guarantees to pedagogical and scientific-pedagogical employees provided for by the Law of Ukraine "On Education";

5.2.4 in the event of termination of the employment contract with an employee of IAPM, give the employee a written notice of the amounts accrued and paid to him/her upon dismissal and make a settlement with him/her in accordance with the norms of the current legislation;

5.2.5 pay additional remuneration for work at night (from 22:00 to 06:00), overtime, on holidays, non-working days and weekends in the amount not less than that established by the applicable law.

5.3. The Parties agreed to provide:

5.3.1. Providing bonuses and financial incentives to IAPM employees in accordance with the current legislation, IAPM Internal Regulations, Regulations on Remuneration, Bonuses and Financial Incentives for IAPM Employees and this Collective Agreement on the basis of a memo from the head of the structural unit / application from the employee.

5.3.2. Financial incentives for research and teaching staff in accordance with the Regulations on rewarding research and teaching staff of IAPM for scientific achievements, approved by the Academic Council of the Academy in the prescribed manner, in particular for their contribution to the preparation of higher education students for all-Ukrainian, regional and international student competitions, contests, tournaments in which they won.

5.3.3. In the event of the death of a full-time employee of IAPM, his/her family members may apply for financial assistance for the burial of the deceased to the Academy (*in accordance with this Collective Agreement*) and to the Social Insurance Fund of the relevant district in accordance with the procedure established by law.

5.3.4. Providing financial assistance to IAPM staff members upon personal applications in case of the need for a complex operation, long-term treatment and in other emergency and extraordinary cases for medical reasons.

5.3.5. To pay financial assistance to IAPM employees (at their request) for the burial, in case of death of close relatives by descent, one of the spouses or a person living together: husband (wife), parents (stepfather, stepmother), child (stepson, stepdaughter), brothers, sisters.

5.3.6. If there is a salary saving fund, provide employees with financial assistance for solving social and domestic issues at their own expense.

5.3.7. Financial assistance to research and teaching, pedagogical and library employees shall be provided in the form of health improvement assistance (when granting annual leave); for other categories of employees - in the form of financial assistance in connection with a difficult financial situation.

Financial assistance for health improvement during annual leave is paid to research and teaching staff, pedagogical staff and library staff.

Financial aid to employees not specified in the first paragraph of this clause shall be accrued and paid on the basis of an application of the employee addressed to the President of the Academy and submitted in accordance with the established procedure.

5.3.8. Monitoring and regular, at least once a quarter, exchange of information on the state of compliance with the legislation and provisions of the Collective Agreement.

5.3.9. Taking measures to prevent discrimination in remuneration of employees of the University.

5.4. The IAPM Trade Union undertakes to:

5.4.1 Exercise public control over the observance of labour legislation at the Academy, in particular over the fulfilment of contractual guarantees for remuneration and the timing of its payment.

5.4.2. Provide advice and legal assistance to IAPM employees on the protection of their rights on remuneration and represent their interests in labour dispute commissions and courts.

5.4.3. Ensure systematic analysis and assessment of the state of implementation of legislation on remuneration, and prepare proposals for improving this work.

5.4.4. Inform the State Labour Supervisory Authority of any violations of labour legislation, terms of payment of wages and relevant obligations under Collective Bargaining Agreements.

SECTION 6 OCCUPATIONAL HEALTH, SAFETY AND HEALTH OF EMPLOYEES

6.1. In order to create safe working conditions, the Employer shall:

6.1.1. Ensure compliance with the requirements and organisation of work on labour protection at the Academy in accordance with the Law of Ukraine "On Labour Protection".

6.1.2. At least once every three years, ensure the organisation of training and testing of knowledge on life safety (labour protection, fire and radiation safety, etc.) by officials responsible for labour protection, life safety of the Academy.

6.1.3. Regularly carry out preventive labour protection measures at the Academy.

6.1.4. Ensure control over the state of fire safety and compliance with sanitary standards on the territory, in the premises and student dormitories of IAPM.

6.1.5. Ensure the organisation of the purchase and issuance of overalls and other personal protective equipment to the relevant IAPM employees, as well as detergents and disinfectants, in particular in accordance with the current, approved by law, standards.

6.1.6. To monitor working conditions in the structural units of the Academy.

Ensure control over the fulfilment of the requirements for creating safe and harmless working and learning conditions for participants in the educational

process in accordance with the Civil Protection Code of Ukraine, the Laws of Ukraine "On Labour Protection", "On Road Traffic", "On Ensuring Sanitary and Epidemiological Welfare of the Population".

6.1.7. Continuously implement measures aimed at introducing energy-saving technologies, ensuring the functioning of water, energy, heat supply systems and engineering networks.

6.1.8. Organise investigation and recording of accidents among IAPM employees at work, analyse their causes and take measures to prevent accidents.

6.1.9. Ensure that each employee unconditionally complies with safety requirements, rules for the use of special devices, mechanisms, tools, computer and office equipment, use of personal and collective protection equipment, etc.

6.1.10. Timely consider submissions, acts of heads of structural units, commissions of the IAPM Trade Union regarding violations of labour protection conditions and take measures to eliminate them as soon as possible.

6.1.11. Ensure proper preparation for operation in winter conditions of the Academy's heating facilities.

Ensure the standard thermal regime in the Academy's educational buildings and dormitories during the cold season. To do this, plan and implement appropriate measures for energy conservation, heat conservation and timely payment for consumed energy.

6.1.12. In order to prevent injuries to employees and students on the territory of the Academy in winter, ensure timely and high-quality snow and ice removal from the approaches to the educational buildings and dormitories, use of sand mixture on dangerous parts of the roads between the buildings, sidewalks, etc.

6.1.13. Provide the Academy buildings, subdivisions and dormitories with primary fire extinguishing equipment and fire-fighting devices that meet the technical requirements in a timely manner.

6.1.14. Ensure that educational buildings and dormitories are equipped with ramps for people with disabilities.

6.1.15. Ensure the permanent operation of the medical station on the territory of the Academy and timely replenishment of medical corners (first aid kits) for first aid in the structural subdivisions of the Academy.

Ensure medical examinations (fluoroscopy) of all IAPM employees once a year.

Do not allow IAPM employees (including with their consent) to work that is contraindicated by the results of a medical examination.

6.2. In order to prevent and reduce the number of cases of diseases among IAPM employees and students, organise their quality rest, the Parties to the Collective Agreement agreed:

6.2.1. Ensure joint control over:

6.2.1.1. Implementation of measures to create healthy, safe working and learning conditions for participants in the educational process in accordance with the Law of Ukraine "On Labour Protection" and other regulatory legal acts on labour protection.

6.2.1.2. Implementation of labour protection measures stipulated by this

Collective Agreement, safe operation of buildings, quality of technical inventory, scheduled preventive maintenance.

6.2.2. Ensure control over the implementation of organisational and administrative measures to prevent smoking in the premises and on the territory of the Academy.

6.2.3. To take measures to create safety conditions and proper sanitary conditions in the academic buildings, dormitories, and on the territory of the Academy.

6.2.4. To take measures to ensure equal rights and opportunities for persons with disabilities in accordance with the Law of Ukraine "On the Fundamentals of Social Protection of Persons with Disabilities in Ukraine".

6.3. The IAPM Trade Union undertakes to:

6.3.1. Ensure effective public control over compliance with the requirements for improving working conditions, labour and training safety, creating proper working conditions, and implementing social protection measures for employees and applicants for higher education of the Academy in accordance with the provisions of the Collective Agreement.

6.3.2. Ensure participation of representatives of the IAPM Trade Union on labour protection in the work of commissions to investigate the causes of accidents, take measures to prevent such cases and resolve issues related to the prevention of injuries to all employees of the Academy in the performance of their duties.

6.3.3 Provide organisational support to the Employer for recreation of employees and their family members through the development of tourism (including excursions to historical and cultural monuments in different cities of Ukraine and other countries).

SECTION 7

LEGAL GUARANTEES FOR THE ACTIVITIES OF THE IAPM

7.1. The realization of labour rights are one of the main mission for the IAPM to give the opportunity for whole staff to make association and collective bargaining. The Employer recognises the priority right of the IAPM Trade Union to conclude a Collective Agreement, as well as the right to represent the interests of the Academy's staff in resolving issues of remuneration, employment, working conditions and labour protection and other professional and social issues.

7.2. In order to comply with the guarantees of the IAPM Trade Union in accordance with the current legislation, the Employer undertakes to:

7.2.1. Ensure the implementation of the rights and guarantees of the IAPM Trade Union defined by the current legislation of Ukraine, preventing interference in its activities, restriction of rights or obstruction of the performance of its duties.

7.2.2. Provide free access to the Academy and the opportunity to meet for representatives of the IAPM Trade Union; the opportunity to meet and communicate with the Academy's employees, higher education students.

7.2.3. To consider the requirements and submissions of the IAPM Trade Union regarding the implementation of labour legislation and the terms of the Collective Agreement. Take appropriate measures without delay.

7.2.4. Inform the employee on the day of employment about the presence of the IAPM Trade Union and its activities.

7.2.5. Involve representatives of the IAPM Trade Union in the work of the Academy's advisory and working bodies.

7.2.6. upon the proposal of the Chairman of the IAPM Trade Union, to provide time with the preservation of remuneration to representatives of the IAPM Trade Union who are not dismissed from their main job to perform trade union duties.

7.2.7. Provide the IAPM Trade Union with premises and necessary equipment for the performance of trade union duties.

7.3. The IAPM Trade Union undertakes to:

7.3.1. To conduct explanatory and informational work on the activities of the IAPM Trade Union and its bodies.

7.3.2. To control the timely implementation of regulatory documents on labour relations, conditions, labour standards, distribution of teaching load, and compliance with labour legislation at the Academy.

7.3.3 Conduct explanatory work on labour rights and guarantees of IAPM employees and methods and forms of their protection.

7.3.4. Ensure participation of its representatives in the work of the conference of the labour collective, discussion of the results of the implementation of the Collective Agreement. In case of labour disputes, participate in the work of the labour dispute commission. In accordance with the law, protect the rights and interests of IAPM employees during the consideration of labour disputes.

SECTION 8

ORGANISATION FOR CIVIL PROTECTION OF WORKERS IAPM

8.1. IAPM employees are appointed on a voluntary basis to the Academy's civil protection formations at the rate of 10-15 percent of the total number of IAPM employees.

8.2. The tasks assigned to the civil defence formation of the Academy are determined by the Resolution of the Cabinet of Ministers of Ukraine of 9 October 2013 № 787 "On approval of the procedure for the formation, tasks and functions of civil defence formations" and are implemented in accordance with the Regulations on the organisation of civil defence of IAPM, approved by the order of the President of the Academy.

8.3. IAPM employees who perform tasks to prevent emergencies or eliminate their consequences as part of a voluntary civil protection unit have the appropriate rights and responsibilities.

8.4 The employer shall ensure that IAPM employees who perform tasks as part of a voluntary civil protection unit undergo the necessary training and master the skills of providing first aid to victims, use of individual and collective protection means.

The training of IAPM employees whose activities are related to the organisation and implementation of civil protection measures is carried out in

accordance with the annual plans of the main activities on civil protection of IAPM, approved by the order of the President of the Academy.

SECTION 9 SOCIAL PARTNERSHIP

9.1. The Parties agree to take measures to further develop and improve social dialogue, increase the effectiveness of social partnership and coordinate activities related to the implementation of the Collective Agreement, and regulate socio-economic and labour relations:

9.1.1. To implement social partnership through collective bargaining, consultations during the conclusion of the Collective Agreement, as well as to resolve conflict situations through mediation and conciliation in accordance with the current legislation of Ukraine.

9.1.2. Ensure monitoring of the Collective Agreement implementation, summarise the results of the work done at least once a year at the conference of the labour collective.

9.1.3. Not to make unilateral decisions concerning the interests of IAPM employees and being the subject of this Agreement.

9.1.4. To celebrate the best structural units and individual employees of IAPM on the Day of the Academy and the Day of Education Workers using moral and material incentives.

The contract was signed:

President
Interregional Academy
personnel management

Chairman of the Trade Union
committee
Trade union of employees
Interregional Academy
personnel management

_____ R. Shchokin

_____ S. Yaroshenko