



KINNITATUD

Tallinna Tervishoiu Kõrgkooli rektori

31.05.2016. a

käskkirjaga nr 2-1/69

RULES OF WORK MANAGEMENT OF TALLINN HEALTH CARE COLLEGE

I GENERAL PROVISIONS

1. Tallinn Health Care College (hereinafter referred as to college) work organization rules shall determine, specify and supplement, in addition to the laws governing labor relations in the Republic of Estonia, the rules and procedures in force at the college and the employment contract, the instructions of the parties in labour relations, in working premises and the duties and rights necessary for their co-operation. The rules of administration are an integral part of an employment contract between an employer and an employee.
2. The remuneration for work is agreed with the employee upon conclusion of an employment contract according to the valid remuneration guide of the college, which also includes the employee's tax liability (gross salary). When paying the remuneration for work, the employer takes into account the employee's tax liability, i.e. deducts the taxes and payments prescribed by law.
3. The amount of the remuneration for work is the result of an agreement between the employee and the employer and is not disclosed to other employees of the institution of higher education or outside the institution of higher education, except in the cases prescribed by the valid legislation of the Republic of Estonia.
4. The employees of the higher education institution are paid once a month, at the latest on the 30th (thirtieth) day of the month (on the 28th of February). The remuneration for work is transferred to the personal bank account indicated in the personal profile completed and signed by the employee.
5. If the pay day falls on a day off or a public holiday, the employer is required to transfer the employee's remuneration for work to the bank account on the working day preceding the day off.

6. The remuneration for work is based on a working time table drawn up by a human resources specialist and signed by the rector.
7. An employee is not remunerated for the time he/she was removed from work because he/she was at work while intoxicated or under the influence of narcotic or toxic substances.

II EMPLOYMENT AND RELEASING OF THE EMPLOYEE

8. The conclusion, amendment, suspension or cancellation of the employment contract is conducted according to the provisions of the Employment Contract Act.
9. In order to conclude an employment contract, the employee shall fill in the personal profile and submit the following documents to the employer:
 - 9.1 identification document (passport or ID card),
 - 9.2 the document proving the education and/or qualification;
 - 9.3 in case of the education acquired in foreign country the assessment of the Estonian ENIC/NARIC Centre;
 - 9.4 the employee submits the document proving the required level of proficiency of the official language, in cases provided in the legislation;
 - 9.5 an alien or a stateless person provides a valid residence and work permit in prescribed cases.
10. According to Chapter 2 of the Identity Documents Act (RT I 1999, 25, 365), an Estonian citizen and alien permanently resident in Estonia must hold an identity card. Each employee at the institution of the higher education must have a valid ID card and valid PIN-codes or mobile ID.
11. An employed person has the right to submit, on his/her own initiative, testimonials, recommendations and other documents which reflect his/her previous employment and the existence and use of professional skills.
12. The documents referred to in clause 9 shall be submitted by the employee as an original, of which the human resources specialist shall make copies and return the originals.
13. The employee informs the human resources specialist of changing and/or updating his/her following information: name, address, telephone number, bank details, decision on incapacity for work decided by the medical committee (the right to annual leave of the person receiving pension for incapacity for work is based on the decision - the relevant document is required), service in the defense forces (call-up of the medical commission or a call-up to the Defense Forces) during the calendar month.
14. An employment contract is concluded with the employee by the employer personally. An employment contract is deemed to have been concluded if the

parties have signed it or the employee is authorized to work. The employee's access to the job before the conclusion of an employment contract and the level of complexity of the duties is not considered as authorization to work.

- 15.** The mandatory conditions of an employment contract are:
 - 15.1 details of the parties (name, personal identification code or registration number, residence or seat);
 - 15.2 the time of the conclusion of the employment contract and the time when the employee commenced employment, the working time standard;
 - 15.3 the duration and basis of the employment contract in the case of specified term;
 - 15.4 occupational or professional title and/or qualification requirements and description of tasks;
 - 15.5 place or region of work;
 - 15.6 regulation of the remuneration for work;
 - 15.7 duration of the employee's basic and additional leave, as well as the grounds for granting an additional holiday;
 - 15.8 other agreed matters.
- 16.** A job description, that sets out the objectives, duties, rights, obligations, liability and requirements of the employee, are an integral part of the employment contract.
- 17.** Upon accepting a person in the employment, the employer's representative shall present to the employee the work organization rules, fire safety and occupational health and safety rules, as well as the mentoring system in the institution of higher education.
- 18.** Upon accepting a person in the employment, the employer has the right to determine a probationary period up to four months, unless otherwise agreed between the employer and the employee. The purpose of the probationary period is to give the employer and employee the opportunity to assess the employee's health, knowledge, skills, abilities and personal qualities that is required for work. During the probationary period the employer evaluates the employee's suitability for the agreed work. During the probationary period an employee can identify his/her abilities and willingness to work in a specific job.
- 19.** The day of the expiry of an employment contract is the last day when the employee is at work, unless otherwise provided by law. The employer is required to pay the employee's final remuneration for work on the day the contract expires.
- 20.** At the latest on the day the contract expires, the employee is obligated to return to the employer all the tools and other tangible assets in his/her possession and to provide all the working documentation in his/her possession.

III WORKING TIME, ORGANISATION OF WORKING TIME, ABSENCE FROM WORK

21. Working time is the time specified by law, other legal act, employment contract or the agreement of the parties, during which an employee is required to perform his/her duties, subjected to the employer's management and control.
22. The employees of the college have a working time of 8 hours a day or 40 hours over a seven-day period. The working day starts at 8.30 am and ends at 4.30 pm unless agreed otherwise and according to the schedule of the lecturers. A reasonable breaks for rest and refreshment are 30 minutes between 11.30 until 14.00, depending on the conditions and facilities available. Walking outside the building for a break and dining during breaks must not exceed 30 minutes.
23. Weekly days off are Saturday and Sunday. The unscheduled work of an employee, including a lecturer, on days off scheduled for him/her, is reimbursed by the agreement of the parties, in particular, by provision of free time.
24. For the employees (administrators), whose working time is unequally distributed during the accounting period, the summarised working time with a full-time 40 hours per week shall be applied for the accounting period. The accounting period is four calendar months.
25. Long-distance work is a job performed by a lecturer or employee outside the premises of the college (home, library, etc.), the performance and outcome of which are previously agreed with the immediate superior. During the time of the long-distance work, the teaching staff or the employee must be available to the immediate superior and/or colleagues via telephone or Skype. The contact information is fixed in the personal information of the study information system.
26. The working time of the teaching staff of the college is planned and reported according to the "Principles of working time planning for lecturers/researchers and other employees and reporting procedures at the institution of higher education".
27. Based on the Employment Contracts Act (RT I 2009, 5, 35) § 53 working days preceding New Year's Day (01.01), Estonian Independence Day (24.02), Victory Day (23.06) and Christmas Eve (24.12) are shortened by three hours.
28. In case of leaving the premises for personal or working matters and/or falling ill during the workday employee must inform ones immediate superior or human resources specialist.
29. Indispensable activities that are not connected to employees working duties but are coordinated with employees immediate superior or employer are considered within working time, including:
 - 29.1 seeing a doctor, if doctor's visiting hours coincide with working hours;

- 29.2 leaving premises to tend a family member who has fallen ill;
 - 29.3 leaving premises due to an accident or death in the close family (spouse, children, sisters, brothers, employees or his/her spouses parents);
 - 29.4 leaving premises due to an accident in employees residence.
- 30.** Upon forced absence from work (illness, etc.) the employee is obliged to inform the employer (immediate superior, human resources specialist or finance specialist) in the first possibility but not later than 2 (two) working days. The expected duration of the temporary incapacity for work should also be notified of.
- 31.** In case of falling ill during paid leave, he/she informs the immediate superior and in the first possibility but not later than on the first of returning to work, the employee formalizes the interruption of the holiday and a new period of leave is agreed upon.
- 32.** Wrongful non-performance or unsatisfactory performance of duties is prohibited, including presence at work while intoxicated or under the influence of narcotic or toxic substances.

IV REMUNERATION FOR WORK

- 33.** The remuneration for work is agreed with the employee upon conclusion of an employment contract according to the valid remuneration guide of the college, which also includes the employee's tax liability (gross salary). When paying the remuneration for work, the employer takes into account the employee's tax liability, i.e. deducts the taxes and payments prescribed by law.
- 34.** The amount of the remuneration for work is the result of an agreement between the employee and the employer and is not disclosed to other employees of the institution of higher education or outside the institution of higher education, except in the cases prescribed by the valid legislation of the Republic of Estonia.
- 35.** The employees of the higher education institution are paid once a month, at the latest on the 30th (thirtieth) day of the month (on the 28th of February). The remuneration for work is transferred to the personal bank account indicated in the personal profile completed and signed by the employee.
- 36.** If the pay day falls on a day off or a public holiday, the employer is required to transfer the employee's remuneration for work to the bank account on the working day preceding the day off.
- 37.** The remuneration for work is based on a working time table drawn up by a human resources specialist and signed by the rector.
- 38.** An employee is not remunerated for the time he/she was removed from work because he/she was at work while intoxicated or under the influence of narcotic or toxic substances.

V ANNUAL LEAVE

39. The employee's annual leave is determined in the employment contract according to the Employment Contract Act.
40. College's employee is granted annual leave for a calendar year and additional leaves if so stated by law and employment contract.
41. By agreement of the parties, the leave may be granted in instalments, whereas the duration of one continuous part of teaching staff must be at least 28 calendar days and other employees at least 14 calendar days during calendar year. The employer has the right to refuse to divide the leave into shorter parts than seven days.
42. The annual leave of a part-time employee is the same length as the leave of a full-time employee.
43. Employees who are eligible for extended annual leave must inform the employer and submit documentary evidence when starting work or in the first possibility when the right arises.
44. By agreement of the parties, the employee may be granted unpaid leave on the basis of a written application for a determined period of time.
45. Employer shall prepare a holiday schedule for each annual year and communicates it to the employees during the first quarter of a calendar year. Employers shall prepare a holiday schedule based on the interests of work management, taking the requests of employees into consideration if possible.
46. During the calendar year of starting work the annual leave of a shorter period than a calendar year is calculated proportionally to the period of work. The employee has a right to an annual leave if he/she has been employed for at least six months.
47. For leaves that are not established in the schedule, the employee has to make an application in state-employee self-service portal (RTIP) which is coordinated by immediate superior and rector.
48. Only as an exception and by agreement of both parties may the employee postpone the scheduled holiday or carry the holiday over to the following year. To change the scheduled leave the employee must submit an application at least 14 (fourteen) calendar days before the commencement of the leave, stating the reason for postponing the leave and specific dates for the period of a leave instead of the leave not used.
49. Replacing the leave by an allowance in lieu is not allowed, except in cases when the employment ends before using the annual leave.

50. Up to one (including) calendar day of allowance in lieu for paid leave is not claimed back when the employment relationship is terminated.
51. The employer is obliged to inform the representative of the employer (immediate superior, human resources specialist or financial specialist) of any reasons for not being able to go on an annual leave and submit an application stating the leave being interrupted in the first possibility but not later than 2 (two) working days of the appearance of the hindering circumstances and add their expected time of cessation.
52. The remuneration of leaves and study leaves on Employment Contract Act are effected in accordance with the legislation.

VI USING THE COLLEGE'S PREMISES

53. In Tallinn, college's working and studying areas are open for working staff and learners according to the established rules and schedule on every work day from 7.00-22.00. Staying in the premises at any other time is prohibited.
54. Working and studying areas of Tallinn Health Care College in Kohtla-Järve are open for working staff and learners according to the established rule and schedule every work day from 7.00-19.00. On Saturdays the premises are open for adult training according to the timetable.
55. The libraries of the college both in Tallinn and in Kohtla-Järve are open for users according to the established rules of usage and within the timetable.
56. Working and studying areas in Tallinn and in Kohtla-Järve are closed on Saturdays (except for during the library opening hours and for adult training) and on Sundays. All premises in Tallinn and also in Kohtla-Järve are closed for public holidays.
57. Electronic Security in Tallinn college building, which is switched on 22.00 – 07.00, ensures security. Electronic security is switched on and off by the administrator.
58. In Kohtla-Järve college building the electronic Security that ensures safety is switched on from 19.00 – 08.00. In the evening the security system is switched on by the last person leaving the college's premises and switched off by the first person arriving.
59. An employer guilty of summoning the security team without justifiable reason is obliged to bear all the underlying costs.

VII HANDING OUT WORK RELATED ORDERS AND GENERAL INFORMATION DISCLOSURE

60. The worker shall be informed of work related orders by his or her immediate

superior orally or through information and communication technology (hereinafter ICT), depending on the nature of the work and, as appropriate.

61. It is forbidden to give orders that are in contravention of the law or exceed the authority of the issuer of orders or require actions for which the recipient of the order is not entitled to.

In case of refusal to execute the order, the employee must immediately inform the ordering authority of the reason for the refusal.

62. In case of doubt as to the legality of an order, an employee is obliged to notify the issuer of the order and their immediate supervisor. If the order is given by an immediate superior, then to the member of the rector's office.
63. General information necessary for employees is transmitted at the meeting of the Tallinn Health Care College Council, at the Rector's Question Time, on the notice boards, and via the computer network (mailing list, intraweb) or at the information gathering organized by the head of the structural unit.
64. Information provided by the higher education institution shall always be agreed in advance with the rector or his or her substitute.

VIII TRAVEL ON DUTY

65. An employer has the right to send a worker outside of the place of employment specified in the employment contract for a period of up to 30 consecutive calendar days, unless a longer term has been agreed and the employee is obliged to go to such a work visit.
66. Dispatching of a work visit and the reimbursement of expenses of the posting shall be in accordance with the Tallinn Health Insurance Workers' Regulations and the legislation of the Republic of Estonia.

IX PROTECTION OF PROPERTY AND RELATED LIABILITY

67. Property under ownership protection includes the inventory, equipment, furniture, tools and other assets (cars, etc.) on the territory of the institution of higher education.
68. All information contained on the employer's computer belongs to the employer, therefore it is not reasonable for the employee to keep their personal information on the employer's computer.
69. Any staff member leaving a cabinet, lecturing or internship room, or any other room in the institution of higher education must check that the windows are closed and that the lights are switched off. Afterwards they will lock the door(s) and in the case of the Tallinn schoolhouse the key is taken to the administrator's office, in the case of the Kohtla-Järve structural unit, into the keylocker situated

by the secretary.

70. Offenses are considered to be the deliberate damage, stealing and fraud of the employer's property and reputation. The employer will terminate the contract with the said employee who has committed the aforementioned violations. In the event of termination of an employment contract, the employee has the right to contest this within 30 calendar days from the day the notice was received. If the offense complies with the characteristics of a criminal act under the law, the offense is reported to the police.
71. Each employee is liable for material damage to the employer due to their intentional or negligent conduct. In case of intentional damage, the employee will compensate for the damage in full, in case of damage caused by negligence, according to the degree of fault.
72. In the event of a problem with the protection of ownership, the immediate manager or the member of the rector's office must promptly be informed.

X EXTRAORDINARY TERMINATION OF THE EMPLOYMENT AGREEMENT PURSUANT TO FAULT OF THE EMPLOYEE

73. The employer warns that, the employer may also terminate the contract of employment without notice and cancellation or without compensation, in the event of a primary breach if the employment relationship can not be expected to continue, in particular if the employee:
 - 73.1 is at work under the influence of an alcoholic, toxic or narcotic substance, as well as the residual symptoms of said substances;
 - 73.2 brings or consumes alcohol at the workplace;
 - 73.3 does not deliberately perform duties or sabotages work;
 - 73.4 violates labour discipline or duties at least twice in 7 calendar days;
 - 73.5 is wilfully absent from the workplace without a good reason;
 - 73.6 wilfully leaves the workplace;
 - 73.7 has been absent for at least one week and has not informed the employer of their absence from work in the manner prescribed by the rules described the work organization code;
 - 73.8 has deliberately or through gross negligence caused damage to the property of the employer or co-workers due to acts or omissions; has stolen, illegally taken or robbed and / or contributed to the above and / or has concealed an offense against property (failure to notify the employer);
 - 73.9 has used physical violence against a co-worker;
 - 73.10 has ignored occupational health, work, and electrical safety requirements and / or fire safety requirements, which caused or could have had serious consequences.
74. An employer may terminate an employment contract if the employee, despite to prior warning, violates the agreed rules, in particular if the employee:

- 74.1 Has ignored the employer's reasonable orders or breached duties (incl. non-compliance or improper fulfilment of obligations), has been late to work without a reason (counted up to one hour from the beginning of working day); or neglected occupational health and safety requirements, including the absence of personal protective equipment and special clothing;
- 74.2 has committed an act which has caused the employer to lose confidence in the employee;
- 74.3 has caused the distrust of a third party towards the employer;
- 74.4 disrupted the normal work flow of the higher education institution;
- 74.5 the employee caused a property deficit, has destroyed or lost said property;
- 74.6 If a worker has caused a lack of trust towards the employer among his colleagues, students, or partners.

XI GENERAL INSTRUCTIONS FOR OCCUPATIONAL HEALTH, WORK SAFETY AND FIRE SAFETY; RULES FOR THE USE OF COMPUTER AND PRESENTATION EQUIPMENT

- 75.** Complying with the Occupational Health and Safety Act, the occupational and fire safety rules as well as rules for the use of computer and presentation equipment are mandatory for all Tallinn Health Care College's employees.
- 76.** The employer undertakes to ensure that the employment contract is concluded only for the performance of the work that the employee has learned and can do.
- 77.** Before the employee starts work or switches jobs, the employer must provide her/him with occupational health and safety training relevant to the position.
- 78. The employer is obliged to:**
 - 78.1 when organizing work, ensure safe and healthy working conditions for employees, compliant with the Occupational Health and Safety Act;
 - 78.2 arrange work so that the employee can alternate doing computer work with other tasks, in order to prevent overtiredness of the eyes and problems arising from working in a forced position. If this is not possible, the employee must periodically be given breaks to rest. The duration of the breaks must form at least 10% of the time worked on the computer;
 - 78.3 obey regulations and orders introduced by supervisory bodies of occupational health and safety;
 - 78.4 not use the employee for performing tasks for which he/she does not have previous training;
 - 78.5 ask employees to follow occupational health and safety as well as fire safety rules, and all requirements for the use of computer and presentation equipment;
 - 78.6 take the necessary measures to prevent work-related traumas and check the compliance with all occupational health and safety as well as fire safety rules and all requirements for the use of computer by the employee;
 - 78.7 provide the necessary amount of first aid equipment and availability – in

the college building in Tallinn, first aid cabinets locate in room 100 on the first floor, and in the staff photocopy room 241 on the second floor, in the staff lounge of the students' dormitory on the first floor, and in the secretary's office in Kohtla-Järve structural unit;

78.8 in the event of an accident at work, provide first aid on site and delivery of the injured person to a medical institution or home, in accordance with the doctor's order.

79. The employee is obliged to:

79.1 only perform the work for which he/she has received training and what he/she can do, be aware of safe practices for the work, be instructed to do the work; when working, continuously fulfill all the requirements introduced for occupational health and safety as well as for fire safety, and the rules for the use of computer and presentation equipment;

79.2 refuse work outside the employment contract if it needs special skills and for which he/she has not received relevant training;

79.3 ensure that the work done by him/her or its results do not endanger his/her or other people's lives, health or the environment;

79.4 keep the workplace clean and neat, ensure that in the work progress he/she is not blocking passageways, exits, access to fire extinguishers, etc;

79.5 inform immediately the direct superior of any accident or danger;

79.6 follow the rules of work organization established in Tallinn Health Care College, the job description, the rules for the use of computer and presentation equipment, and other legislation regulating work.

80. College's employees who are guilty of violating the requirements for occupational health and safety or fire safety, or the rules for the use of computer, are liable in accordance with law.

81. Requirements for occupational health and safety and fire safety:

81.1 it is prohibited to use electric cookers, coffee machines, kettles and other electrical equipment that may cause ignition or fire in the work or study rooms;

81.2 the employee is obliged to ensure that results of his/her activities during the work process (dust, steam, smoke) do not cause the fire alarm to set off accidentally. The employer has the right to reclaim the cost of accidentally setting off the fire alarm, from the employee, when it was caused by his/her negligence;

81.3 when leaving any work or study room, the employee has an obligation to lock it. At the end of the working day, the employee must clean the work place, close the windows and doors, turn off the lights, switch off the computers and flammable electrical equipment, radios, etc;

81.4 when the fire alarm sets off, the evacuation markings must be followed when leaving the building, unless otherwise directed (eg in the event of a false alarm).

81.5 when the fire alarm sets off or when a visible fire occurs, it is necessary to immediately call the alarm number 112 and provide the details of the fire (location, possible extent, name of the caller) as accurately as possible;

81.6 when possible, fire extinguishers on the floors of the building (in laboratory rooms and corridors) should be used.

- 82.** Machinery, equipment, apparatus, etc. must be stored and used in accordance with established technical requirements and rules for the use. The organization of assembly, repair and maintenance of machinery, equipment, apparatus, etc., and the corresponding instructing lie with the head of a structural unit or the person designated by him/her.

XII WORK CULTURE IN TALLINN HEALTH CARE COLLEGE

- 83.** The employee must carry out his or her duties precisely, in a timely manner, with diligence and unselfishly, in accordance with legislation and the statutes of the structural units of Tallinn Health Care College and what has been agreed upon in job description.
- 84.** The employee does not harm the reputation of Tallinn Health Care College in any possible way. In his communication with colleagues, visitors to college and students the employee is polite and correct.
- 85.** The employee does not pass on information on matters that do not concern his or her work assignments and which have not been formulated as a final document.
- 86.** The employee's private life must not interfere with work assignments and disturb colleagues. The employee is not allowed to criticize colleagues private life in worktime or workplace.
- 87.** College deplors discrimination and harassment as defined in Equal Treatment Law (RT I 2008, 56, 315) § 3.
- 88.** Any work-related disagreements must be solved within the college in the spirit of understanding. Outside assistance may be turned to if the negotiations with college's rectorate have not been successful or if one of the parties has good reasons to believe that the talks will be futile.
- 89.** The employees appearance must be clean and well-cared.
- 90.** The employee is prohibited to:
- 90.1 smoke and consume alcoholic beverages or narcotic substances in the premises of the college;
 - 90.2 change the working schedule and timetable at one's will without the knowledge of the employer;
 - 90.3 free employees from work to fulfill social obligations without coordinating it with the head of the structural unit;
 - 90.4 summon meetings that are not connected to college's organization of learning process;
 - 90.5 engage in leisure activities during worktime.

XIII FINAL PROVISIONS

- 91.** As regards the present Instructions, the employer is Tallinn Health Care College, represented by the rector on the basis of the statute. An employee is a physical person who works for another person (employer), subjected to his/her management and control. The employer pays salary to the employee for his/her work. The conclusion, amendments and termination of the employment contract, an authorization agreement, a contract for services or any other contract under the law of obligation with all college's employees lies with the rector.
- 92.** Failure to obey the rules and requirements for work management is considered by the employer as the basis for extraordinary cancellation of the employment contract because of the employee's mistake.
- 93.** The employer provides employees with the opportunity at any time to learn the present rules for work organization in the document management program and on the homepage of the college, and on paper by the personnel manager, the head of the students' dormitory and by the secretary in Kohtla-Järve structural unit.
- 94.** In matters not covered by the rules of work management, the employer and employee are guided by the legislation of the Republic of Estonia, the employment contract and the employee's job description, as well as generally accepted codes of conduct and good practice.
- 95.** The employers' representative introduces the rules of work management to each new employee against signature. For changes and additions, the human resources specialist will send a letter to e-mail addresses of the college's employees, which lists the modified points of the work management rules, and it is considered that by sending this information to the employees' e-mail addresses all changes have been introduced to the employees.
- 96.** The fulfillment of the rules of work management is controlled by the college's personnel manager and the heads of structural units.
- 97.** The employee shall be liable, in whole or in part, for material or non-material damage caused by his/her intentional or negligent (light-minded, careless) conduct to the extent of the actual damage caused to the college.
- 98.** The intellectual property created by the employee during the performance of his/her tasks or as a result of his/her work, belongs to the employer. The salary paid to the employee includes all royalties for the intellectual property created by him/her during the performance of his/her tasks or as a result of his/her work. The employee is not entitled to claim an additional fee or compensation for this intellectual property. The employee also agrees, during and after the termination of the agreement, (at the request and expense of the employer) to do everything necessary to transfer the above-mentioned intellectual property rights to the

employer. The employee ensures that his/her creative work does not infringe any third party's rights.

99. The relations between the employer and the employee not introduced by these rules of work management shall be regulated in accordance with laws and other legal acts.

100. The rules of work management will come into force after they have been signed by the rector.

Rules for using computer and presentation equipment belonging to Tallinn Health Care College

I Obligations of computer users

- 1.** The user is required to contribute to the security of computer systems. The user must keep in secret passwords that secure access rights, and not allow other people to use their user ID. Upon disclosure of their password, the user is required to inform IT professionals of Tallinn Health Care College.
- 2.** The user is obliged to immediately inform IT professionals or the direct superior of any failures in the operation of computers or their accessories. Error messages issued by the programs should be written down if necessary.
- 3.** Before turning off the computer, the user must exit all programs.
- 4.** The user must treat the equipment and its accessories entrusted to him/her, with prudence, and, as well as possible, prevent them from getting damaged.

II Restrictions for computer users

- 5.** It is forbidden to use user IDs assigned to other users.
- 6.** It is forbidden to bother other users, either directly or indirectly (for example, copying large amounts of data into a computer network or sending e-mails).
- 7.** The computer network and the user ID must not be used for gaining profit, except for the main activity of the organization. For personal and study purposes, the use of computers is allowed in a reasonable amount.
- 8.** It is prohibited to install software on a computer, change the configuration or settings of computers.
- 9.** It is prohibited to destroy or damage data in the computer network.
- 10.** The use of security vulnerabilities of computer networks or operation systems to gain additional access rights and privileges is prohibited.
- 11.** It is forbidden to willfully change the computer's network addresses or connect accessories to it (except a memory stick, an external hard drive, a card reader, a printer, a scanner, a mouse, a keyboard, a phone, a monitor, a projector, a slide changer, a CD player, a media player, speakers, headphones, a microphone, a voice recorder).

III Consequences of misuse of computer

In the event of any doubt as to the violation of the rules for the use of the computer network and systems, the IT manager will contact the user and find out what has happened, and may stop the right to use until the circumstances have been clarified by the user.

IV Obligations of users of presentation equipment

- 12.** After the use of presentation equipment, the user is required to turn it off (eg projector, computer, touch screen, etc.).
- 13.** The user must treat the presentation equipment with prudence and, as well as

possible, to avoid its damage.

14. In the event of a failure of the presentation equipment, the user must immediately notify the information systems administrator of the study department or an IT specialist.

V Restrictions for users of presentation equipment

15. It is forbidden to plug the projector off or turn off the "I/O" button on the side of the projector before the projector fans have stopped. Turn off the projector using the **POWER** button on top of it.

16. It is forbidden to neglect the presentation equipment.

17. Removal of the presentation equipment from the college building is prohibited. If necessary, a respective application must be submitted to the education technician who coordinates it with the financial and administrative director. The education technician shall inform the applicant of the decision taken at the earliest opportunity.

VI Consequences of misuse of presentation equipment

In the event of any doubt as to the violation of the rules for the use of the presentation equipment, the education technician will contact the user and find out what has happened, and may stop the right to use until the circumstances have been clarified by the user.

The employee is familiar with the "Rules for Using Computer and Presentation Equipment" and commits to comply with them.