**POTVRZENÍ O PŘEVZETÍ SVĚŘENÝCH VĚCÍ**

**CONFIRMATION OF RECEIPT OF ENTRUSTED ITEM(S)**

**According to Section § 255, Paragraph 1 of Law No. 262/2006 Czech Law Coll., i.e. the Labour Code, and Subsequent Amendments**

Name(s) and Surname(s):

Permanent Address:

Date of Birth:

(hereinafter, as the “Employee”)

1. The Employee, on the basis of the employment contract dated xx.xx.xxx, has an employment relationship with Univerzita Palackého v Olomouci (Palacký University Olomouc – hereinafter, as the “Employer”) and has been placed into the position of xxxxxxxxxxx at the workplace xxxxxxxxxxxxx; during performance of this work the Employee uses items with which there is connected responsibility of the Employee for the loss of entrusted item(s).
2. On the basis of this confirmation, the Employee hereby takes responsibility on the date xx.xx.xxxx for the loss of ......................................... (list the entrusted equipment, work safety instruments or other similar items, the value of which **does not exceed** CZK 50 000.), inventory number(s) …………….. (hereinafter, the “Entrusted Item(s)”), which is confirmed by signature below.
3. The Employee will bear in mind that in the event of loss of the Entrusted Item(s) he/she is obliged to make full recompense to the Employer for the amount of the damages if he/she cannot show that he/she is not at fault for the loss.
4. The Employer will ensure that the Employee may secure the Entrusted Item(s) into a locked …………. in …………., to which only the Employee has the key.

*Variant in the event of the use of the Entrusted Item(s) outside the workplace (for example a notebook computer or mobile telephone):* The Employer is obliged to establish appropriate work conditions which will allow the proper performance of the Employee’s responsibility. The Employee expressly agrees that he/she will have the Entrusted Item(s) with him/her outside the workplace and also outside of working hours and will safeguard against their loss for the entire period therein. For this reason the Employee does not request that the Employer provide a locked space in the workplace. The Employee will keep in mind that he/she shall be responsible for the loss of the Entrusted Item(s) throughout the period of being entrusted them.

1. This Agreement has been prepared in three identical copies considered originals; the Employer and the Employer each retaining one copy.

In Olomouc, date ……………

 ……………………

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