



Welcome!

Onboarding information for foreign
employees and candidates



We would like to congratulate and thank you for becoming a part of Bosch Community.

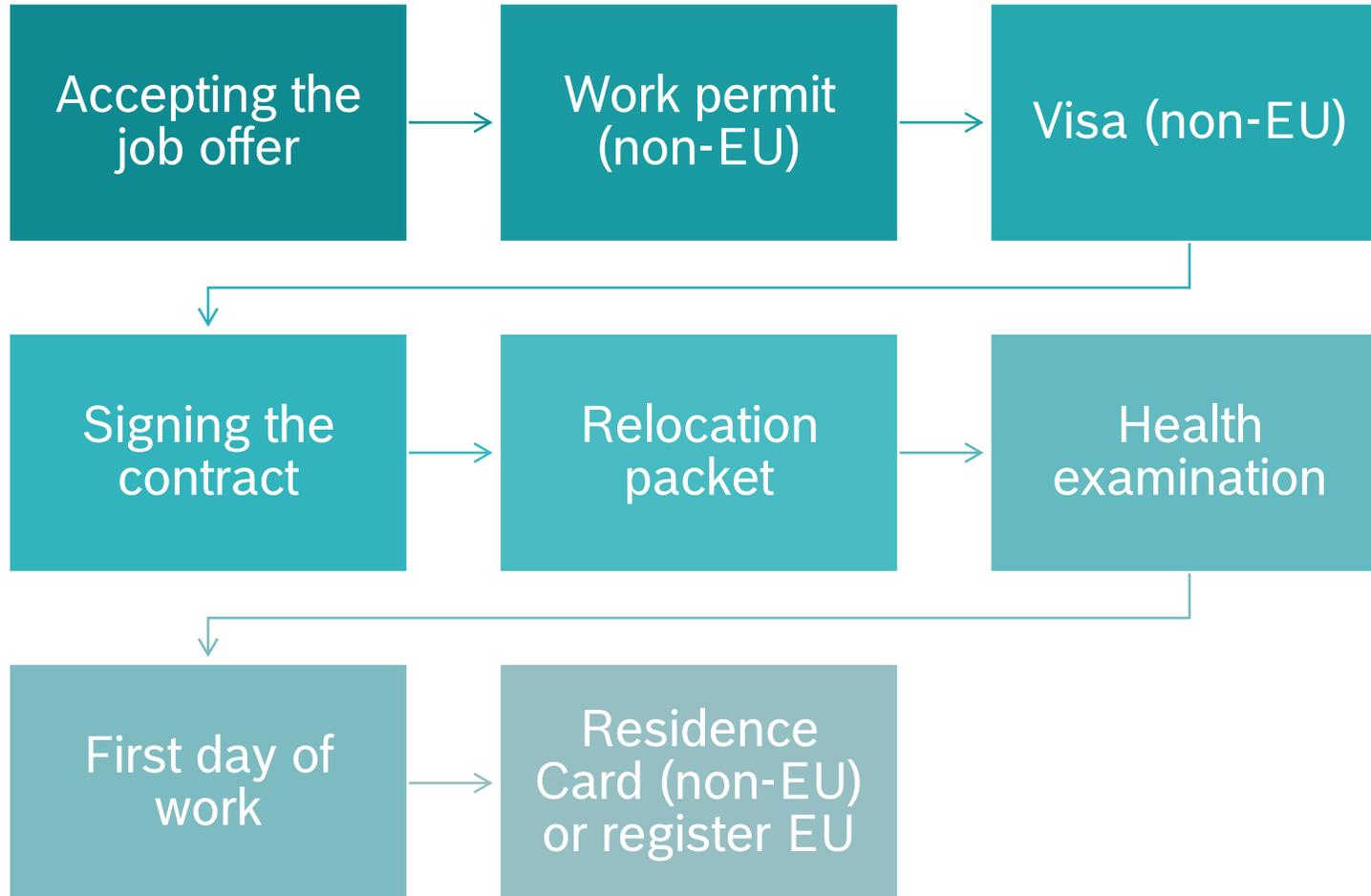
We are thrilled, you decided to join us.

This brochure's main purpose is to show you, you won't be alone and that we will help and guide you through each step of the way of relocating.

We want you to know we are here for you!



Step by step

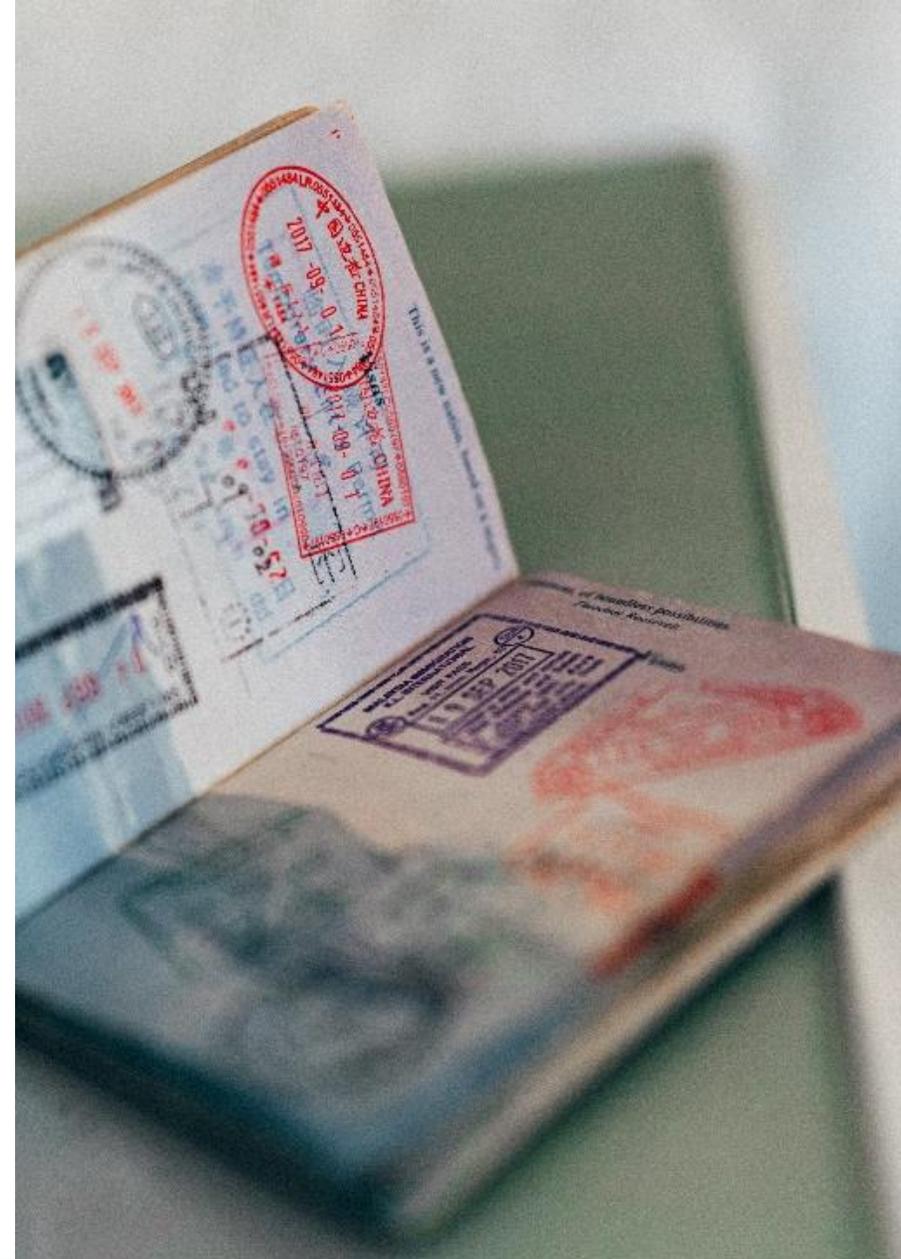


DOCUMENTS AND PAPERWORK

Work permit and visa

- ▶ The only thing you might have to worry about is getting your **temporarily residence** and **work permit** (*concerns people coming from other countries than EU or EOG*)
- ▶ *You have to register your stay if you're from EU country staying for more than 90 days*
- ▶ Information for colleagues coming from:
 - ▶ Ukraine: you may use Polish Business Harbour or Biometric Passport
 - ▶ Belarus: you may use Humanitarian Visa or Polish Business Harbour

These ones you have to submit yourself

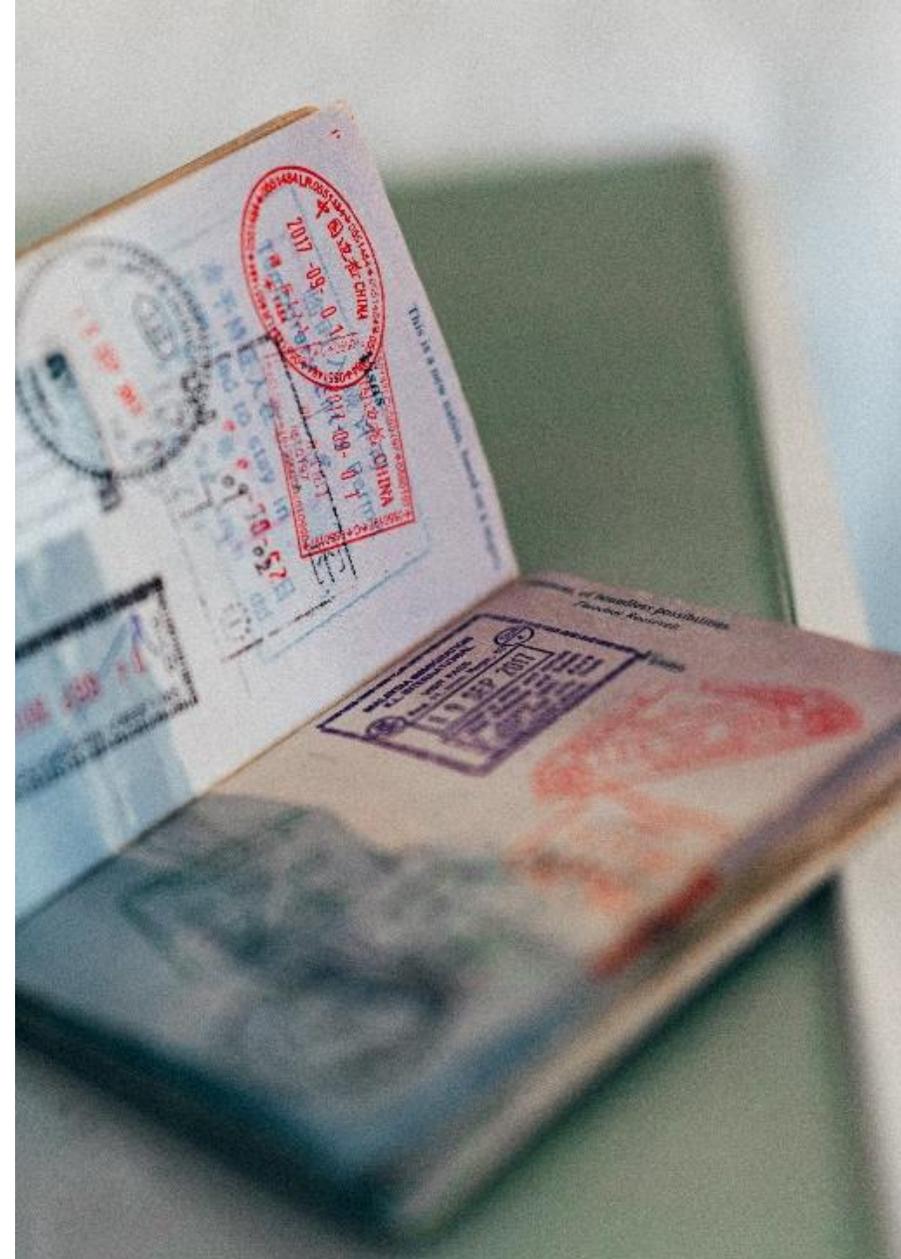


PESEL number*

- ▶ If you are from EU you will also need **PESEL number*** you have to be registered in Poland *(for at least 90 days)*
- ▶ PESEL number is mandatory to pay your taxes in Poland

This one you have to submit yourself

*Polish identification number





To be able to work in Poland

- ▶ You must have these documents:
 - ▶ employer's statement or work permit
 - ▶ visa or residence card
 - ▶ passport

Work permit (for outside of the EU countries only)

In order for you to work in Poland you need (one of listed below):

- ▶ **Employer's statement:** your employer has to file it to a District Job Agency
- ▶ **Work permit:** you have to file it yourself to appropriate Province Governor's Office
- ▶ We will help you with obtaining work permit and cover the costs

Temporarily Residence

In order for you to work in Poland you need (one of listed below):

- ▶ **Biometric passport** (up to 90 days)
 - Applies only to UA citizens
 - After 90 days you have to apply for residence card- we will help you with that

- ▶ **Visa** (up to one year)

- ▶ **Residence Card:** we will help you with that

Legalisation process

It takes some time, here are the time frames:

- ▶ Work permit takes 30-60 days to get
- ▶ Employer's statement takes 14 – 30 days to get
- ▶ Residence card takes 6 - 8 months to get



APARTMENTS

Tough beginnings

- ▶ We want to be there for you on every step you take and help you with the struggles.
At first we would recommend you temporary housing solution, which is Varsovia Apartments and for longer stay we would help you contacting Home Select to find you something more homey.



Contact

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Varsovia Apartamenty Kasprzaka

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<https://www.varsoviaapartamenty.pl/en/>



Contact pt. 2

► Krzysztof Kupiński

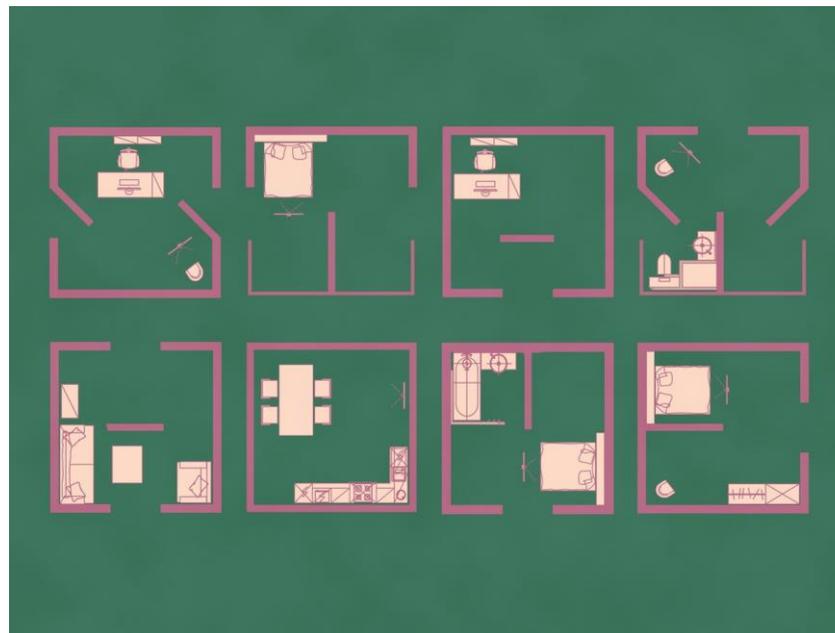
HOME SELECT

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03-954 Warszawa

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www.homeselect.pl



POLISH EDUCATION SYSTEM

The system consists of the following:

1. Preschool → kids at the age of 3 – 6 (at the age of 6 it is mandatory to attend)
2. Elementary school → classes 1 through 8 (age 7 – 15)
 - Classes 1 – 3 are more of an early school education and classes 4 – 8 are more of a middle school education level
3. High school → classes 1 through 4 (age 15 – 19)
 - ends with matura exam

Tech school → grades 1 – 5 (age 15 – 20)

 - ends with a diploma warranting professionals qualifications, enables people to pass matura as well

The system consists of the following pt. 2:

3. Vocational college → no longer than 2,5 years

enables people with matura to get a diploma warranting professionals qualifications

Special needs school → lasts for 3 years

helps adjusting people with disabilities to working environment, enables obtaining a diploma confirming preparation to work

The system consists of the following pt. 3:

4. University/ college → optional (3 years of Bachelor's Degree and 2 years of Master's)



CULTURAL PRINCIPLES

System of values

- ▶ Work and pleasure go together
- ▶ We often make friends with people from work
- ▶ We value freedom
- ▶ We tend to be fair, loyal and solidary
- ▶ We tend to plan for future (long-term perspective)



At work

- ▶ People are the most valuable
- ▶ At first we might be distant, it changes over some time
- ▶ We operate on facts and like to have specific goals
- ▶ We lean towards achieving goals and solving problems



Useful links

- ▶ [How to work with remote agile teams? - IT Project Management \(IT-PEP\) - Docupedia \(bosch.com\)](#)
- ▶ [Poland_eng.pdf](#)
- ▶ <http://wearebosch.com/index.en.html?bgn=yes>
- ▶ <https://www.hofstede-insights.com/>
- ▶ [Poland - Hofstede Insights \(hofstede-insights.com\)](#)

HEALTH CARE

Private

- ▶ We offer our employees and their families private health care at Enel Med.

You just have to fill a few documents out and pay deduction 😊



NFZ

Narodowy Fundusz Zdrowia

Public

- ▶ You may benefit from NFZ (Public Health Care)

Life insurance

- ▶ Employees (and their families) at Bosch may request for UNUM life insurance. There are 3 options and you may choose one of them .



Adobe Acrobat
Document

Information about
insurance



Adobe Acrobat
Document

Terms and conditions

DISCOVER WARSAW

You may plan your trip or sightsee online as well 😊

- ▶ Maps: [Warsaw maps and guides - Official Tourist Website of Warsaw \(warsawtour.pl\)](https://warsawtour.pl/maps-and-guides)
- ▶ Good to know: [Good to know about Warsaw - Official Tourist Website of Warsaw \(warsawtour.pl\)](https://warsawtour.pl/good-to-know)
- ▶ Explore Warsaw: [Sightseeing Routes - Official Tourist Website of Warsaw \(warsawtour.pl\)](https://warsawtour.pl/sightseeing-routes)



BOSCH'S USEFUL DICTIONARY

Bosch's Useful dictionary

English	Polish
Hi	Cześć
How are you?	Jak się masz?
Thank you	Dziękuję
I'm sorry/Excuse me	Przepraszam
Please	Proszę
You're welcome	Nie ma za co
Brainstorming session	Burza mózgów
Training	Szkolenie
Think outside the box	Myśl nieszablonowo
Nothing's impossible	Nie ma rzeczy niemożliwych
Do you want to grab some coffee?	Idziemy na kawę?
You're on mute	Masz wyciszony mikrofon

ENJOY POLAND