**Information on the “Agreement on Responsibility for Protection of Assets Entrusted to the Employee in Accounting”, on the “Confirmation of Receipt of Entrusted Assets”, on the “Agreement on Responsibility for the Loss of Entrusted Item(s)” and the “Confirmation of Receipt of Entrusted Item(s)”.**

**The Agreement on Responsibility for Protection of Assets Entrusted to the Employee in Accounting** is required of every Employee who works with assets which are the subject of circulation or turnover and with which the Employee has the possibility of personally handling within the entire period in which they have been entrusted (e.g. cash, paper securities, goods, material supplies) and from the start of their employment relationship. On the basis of this Agreement, the Employee who signs this Agreement is responsible for all valuables and goods which they will accept in the future (i.e., even goods not specified in the Agreement), until the time when in conjunction with the law, they withdraw from the above-mentioned Agreement or end their employment relationship, or respectively, when the Employer decides to end the relationship. In order to show the Employee that he/she has accepted other goods not listed in the above-mentioned Agreement, during the course of their employment relationship it is necessary to sign, in the event of a possible dispute, the **Confirmation of Receipt of Entrusted Assets** (this does not establish their responsibility; responsibility is established in the Agreement, but this betters the force of evidence in favour of UP in the case of a dispute).

**The Agreement on Responsibility for the Loss of Entrusted Item(s)** is always necessary for the Employee to sign when the Employer entrusts them with an item or items with which the Employee requires to carry out their work and the value of the item or items exceeds CZK 50,000. This is not the appropriate instrument for listing e.g. automobiles, furniture and office furnishings, workplace facilities, machines, etc. This is rather indicated for computer notebooks, mobile telephones, cameras, video cameras, etc. If the value of the entrusted item(s) does not exceed CZK 50,000, then it is necessary for the Employee to sign the **Confirmation of Receipt of Entrusted Item(s)**.

Agreements and Confirmations of Receipt are concluded with the Employee by the Employee’s direct supervisor; and in three copies, of which one is given to the Employee, one to the appropriate UP Personnel Office for the Employee’s personnel file, and one retained by the supervisor.

Agreements and Confirmations with existing Employees whom have been entrusted assets and items in the period before the publication of these forms will be concluded by the Employees’ supervisors by 31 December 2014.

Together with the concluding of new Agreements and Confirmations, existing Employees who have been entrusted assets and items in the period before the publication of the new Agreements on the basis of Loan Agreements will conclude **Agreements on Release from the Obligation on the Loan Agreement**.