

Operating Rules

**for the premises of NEWTON University, a.s.
located at 5. května 1640/65, 140 21 Prague 4**

These operating rules are based on the valid legislation of the Czech Republic effective as of 30 September 2025, consisting in particular of:

1. Act No. 111/1998 Coll., on Higher Education Institutions and on the Amendment and Supplementation of Certain Other Acts (the Higher Education Act; hereinafter “HEA”);
2. Act No. 110/2019 Coll., on the Processing of Personal Data, and Regulation (EU) 2016/679 (GDPR);
3. Act No. 262/2006 Coll., the Labour Code, and Act No. 309/2006 Coll., on Ensuring Additional Conditions of Occupational Health and Safety;
4. Act No. 133/1985 Coll., on Fire Protection, Decree No. 246/2001 Coll., on Fire Prevention, and Government Regulation No. 190/2022 Coll.;
5. Act No. 65/2017 Coll., on the Protection of Health from the Harmful Effects of Addictive Substances;
6. Act No. 258/2000 Coll., on the Protection of Public Health, and Decree No. 160/2024 Coll. as amended by Decree No. 308/2025 Coll.;
7. Act No. 89/2012 Coll., the Civil Code.

1. Introductory Provisions

This Operating Rules document (hereinafter the “Rules”) is an internal regulation of NEWTON University, a.s. (hereinafter “NEWTON University”), issued in accordance with the internal regulation of NEWTON University referred to in Section 41(2)(a) of the Higher Education Act, and it governs the conditions of stay and movement of persons within the premises of the NEWTON University building as well as other related safety and operational matters.

2. Definitions

1. “Building” – the NEWTON University building located at 5. května 1640/65, Prague 4.
2. “Operating Hours” – the time period during which the building is accessible under Article 3.
3. “Off-Hours” – the time outside the operating hours.
4. “Authorized Persons” – students of NEWTON University, participants in lifelong-learning programmes organized by NEWTON University, applicants for study at NEWTON University, employees of NEWTON University, as well as other persons permitted by law, contractual relationship, or invited/authorized for a specific purpose by authorized representatives of NEWTON University.

3. Operating Hours and Off-Hours

Operating Hours

- a) Weekdays: 7:00–20:00.

- b) Saturdays, Sundays, and public holidays with part-time study or lifelong-learning programmes taking place: 8:00–20:00.

Off-Hours

The building is closed:

- a) On weekdays from 20:00–7:00.
- b) On weekends and public holidays when teaching occurs from 20:00–8:00.
- c) On weekends and public holidays when no teaching occurs: all day.

The statutory body or the Rector of NEWTON University may temporarily set a different regime for operating hours and off-hours.

Entry of Employees During Off-Hours

- a) Permitted only after informing the office manager.
- b) Entry must be recorded in the electronic log (name, location, and expected duration of stay) managed by reception.
- c) Upon leaving, employees must report the time of departure.

Entry of Students During Off-Hours

- a) Requires written approval from the Rector or a person authorized by the Rector.
- b) Students may remain in the building during off-hours only if an employee of NEWTON University is present at the same time.

Shared Obligations

Employees and students present in the building during off-hours are required to:

- a) Comply with all rules issued by the Rector for off-hours presence.
- b) Follow all related occupational health and safety (OHS) and fire protection measures in accordance with the Labour Code and the Fire Protection Act.
- c) Prevent harm to health and damage to the university's property.

4. Entry to the Building

1. Authorized Persons

- a) Students of NEWTON University (full-time, part-time, and distance forms of study).
- b) Participants in lifelong-learning programmes organized by NEWTON University.
- c) Applicants for study at NEWTON University.
- d) Employees of NEWTON University.
- e) Other persons whose entry is permitted by law, contractual relationship, or a purposeful invitation or authorization issued by authorized representatives of NEWTON University.

Premises in the building that are leased to third parties are accessible according to the valid agreement on the use of premises concluded with the subtenant.

Proof of Identity

Upon request by reception staff or any other authorized person of NEWTON University, every individual is obliged to prove their identity and state the reason for their entry into the building. Identity may be proven by:

- a) a student ID card (ISIC / ALIVE issued by NEWTON University),

- b) identity verification in the NU Information System,
- c) an identity card, passport, or another valid identity document.

Visitor records are kept in accordance with Article 8 of these Rules and the EU GDPR Regulation.

Regime During the Main Summer Holidays and Study Break

The building is typically accessible only to NEWTON University employees.

Students and participants in lifelong-learning programmes may enter the building only for the purpose of:

- consultations with academic staff,
- completing a credit test, graded credit, or examination,
- handling administrative matters (especially at the Study Department).

In all other cases, students may enter the building only with prior written approval from the Rector or a person authorized by the Rector.

Applicants for study may enter the building for the purpose of participating in the entrance procedure and handling administrative matters; they must be accompanied within the building by the relevant study advisor.

Visitors and Other Persons

Visitors may enter only after prior registration and entry in the visitor log.

Visitors must be accompanied by an employee of NEWTON University.

Obligations Upon Entry

- a) Follow instructions issued by reception and observe safety regulations (OHS, fire protection).
- b) Do not bring prohibited items into the building.
- c) Respect camera monitoring and the processing of personal data in accordance with Article 6 of these Rules.

5. Reception – Main Entry Point

Operating Framework

- a) The reception operates during the entire opening hours of the university premises (see Article 1 of the Rules).
- b) It is responsible for:
 - unlocking and locking the entrance doors
 - switching on and off the lighting in shared areas.

Control of Entry

- a) Reception (each receptionist individually) is authorized to request that any person wishing to enter the building prove their identity (see Article 4, point 3 above).
- b) If a person fails to prove their identity, they may be refused entry to the building.

Visitor Records

(see Article 8 of the Rules and GDPR)

- a) The following is entered into the visitor log: the date, full name of the person entering the building, their time of arrival and departure, the purpose of the visit, and the place visited.
- b) Visitor records are kept for 6 months.

Inspection of Bags and Items

Reception may, to the necessary extent, visually inspect items brought into or taken out of the building. Reception is authorized to prevent:

- a) the entry of items that may endanger the safety of persons or property,
- b) the removal of university property without proper authorization from the responsible person.

End of Operating Hours – Safety Check

After 20:00 (or after the end of teaching on weekends), the receptionist performs a check of:

- a) closed windows and doors,
- b) switched-off lighting and appliances in shared areas,
- c) any water leakage or signs of fire.

Detected deficiencies must be reported immediately to the Operations Director or the Rector.

Obligations and Cooperation of Persons Entering the Premises

- a) Every person entering the building must follow the instructions of reception and comply with OHS and fire protection regulations.
- b) Violation of these obligations may result in immediate removal from the building and additional sanctions as set out in Article 14 of these Rules.

6. Camera Surveillance – Reception

1. **Purpose of Processing:** protection of the health and safety of all authorized persons entering the building (see Article 4, point 1), prevention of unlawful conduct, and protection of university property.
2. **Scope of Monitored Area:** the camera system monitors the reception area and the immediately adjacent section of the corridor (approx. 10 m from the reception desk). Other parts of the corridor and building are not monitored.
3. **Technical Parameters:** cameras do not record audio.
4. **Retention Period:** standard retention is **72 hours**; in case of incident investigation based on a written order from the Rector or an authorized person, the recording may be archived for up to **30 days**.
5. **Access to Recordings:** exclusively for a person authorized by the Rector from among the IT department employees; receptionists do not have access to the recordings.
6. **Legal Basis for Processing:** Article 6(1)(f) GDPR – legitimate interest of the controller; Section 11(1) of Act No. 110/2019 Sb.
7. **Information for Data Subjects:** an information pictogram with a reference to Internal Directive 253010/2025 is placed at the entry to the monitored area. Data subjects may exercise their rights under Articles 15–22 GDPR via e-mail at ouu@vsnewton.cz or by mail to the university's registered office.
8. **Data Protection Impact Assessment (DPIA):** prepared and stored by the controller; related internal directives and notices concerning persons authorized to enter the building are available on the NEWTON University intranet.

7. Key and Access Management

1. Central Key Administration

- a) Main entrance – keys are permanently stored at reception.

- b) All offices and classrooms – keys are stored at reception and issued only to authorized persons.

2. Special Key Sets

- a) Cleaning staff – a designated set of keys registered at reception.
- b) Service companies – temporary handover of keys only for the duration of emergency repairs or urgent maintenance, always with a record of issuance and return.

Obligations of Key Holders

- a) Always lock a separately lockable office whenever leaving it, even for a short period (§ 301(d) Labour Code – duty of care concerning entrusted assets).
- b) Keys may not be lent or duplicated without written approval from the responsible person and without signing the relevant handover protocol.
- c) Loss of a key must be reported immediately to reception and the Operations Director.

Entry into an Office in the Absence of the Employee

- a) Entry is permitted only to the Rector, an authorized person, or reception staff, and only for serious reasons (e.g., safety, emergency). Every such entry must be logged in the key register.
- b) Cleaning staff may enter if cleaning is agreed to take place in the employee's absence; maintenance staff may enter only to remove an emergency or prevent damage.

Failure to follow these rules is considered a breach of work duties for NEWTON University employees or a disciplinary offence for students and may result in liability for any damage arising from non-compliance.

8. Visitor Records and Personal Data Processing

1. Data from the visitor log are stored for 6 months.
2. The controller of personal data is NEWTON University, a.s.; processing is carried out in accordance with the EU GDPR Regulation and Act No. 110/2019 Sb.

9. Health Protection, Occupational Safety, and Fire Protection

1. Damage Prevention

- a) Employees must store their personal belongings in a manner that prevents access by unauthorized persons.
- b) Offices, cabinets, and other entrusted lockable spaces must not be left freely accessible; they must be locked when leaving, even during the working day.
- c) NEWTON University bears no responsibility for loss or damage to personal belongings stored outside designated lockable storage areas.

2. Duty to Protect NEWTON University Property

- a) All employees, students, and visitors are obliged to ensure that NEWTON University property is not damaged, stolen, or destroyed.

3. Reporting Damage or Danger

- a) Employees must immediately inform their direct supervisor of any damage, threat of damage, or other imminent danger.

- b) Students and visitors must report such situations to the teacher in charge or at reception.

Escape Routes and Common Areas

- a) Corridors, staircases, and emergency exits must remain permanently unobstructed.
- b) It is strictly forbidden to store any items or materials in these areas, whether temporarily or permanently.

Ban on Smoking and Other Dangerous Activities

- a) Smoking, including the use of electronic cigarettes, is prohibited throughout the entire building.
- b) The use of open flames and any manipulation with them is also prohibited.

Violation of these obligations may lead to compensation for damages, employment penalties, or disciplinary proceedings under Article 14 of these Rules, and may also constitute a breach of the Labour Code, the Fire Protection Act and related regulations, the Public Health Protection Act, or other applicable legislation.

10. Rules for the Use of Equipment

1. Purpose and Scope of Use

- a) Employees, students, and other authorized persons may use university equipment and facilities (computers, telephones, copiers, tools, etc.) exclusively for fulfilling work, teaching, or research tasks and strictly in accordance with operating instructions with which they have been formally acquainted.

2. Protection of Entrusted Property

- a) Users must protect equipment and devices against loss, theft, damage, or destruction.
- b) It is prohibited to provide specific equipment or devices owned by NEWTON University to another person without the approval of the relevant supervisor (or the teacher, in the case of students).

3. Removal of Equipment from the Building

- a) Equipment or devices owned by NEWTON University (including laptops, etc.) may be taken outside the premises only on the basis of a written handover protocol approved by the Operations Director or IT Officer.
- b) Unauthorized removal of equipment is considered a breach of work duties or a disciplinary offence and may also constitute an administrative or criminal offence under applicable law.

4. Prohibition of Private or Business Use

- a) Employees and students are prohibited from conducting their own business activities using university premises or equipment without explicit permission from the responsible person (including, for example, cryptocurrency mining or providing paid services to third parties).
- b) University premises, equipment, and facilities may not be used for private activities of a non-business nature, and overnight stays in the building are strictly prohibited.
- c) Violation of this prohibition is considered a breach of work duties or a disciplinary offence. NEWTON University may also seek compensation for any resulting damage.

11. Operation and Safe Use of Lifts

1. Basic Rules

- a) All persons must respect the load capacity of lift cabins and must not overload them.

- b) Jumping, making sudden movements, or forcibly preventing the doors from closing is prohibited.
 - c) Smoking, the use of electronic cigarettes, and handling open flames are strictly prohibited inside the lift cabin.
- 2. Emergency Situations and Evacuation**
- a) When the evacuation of the building is announced (fire alarm, gas leak, etc.), all lifts are automatically taken out of service and must not be used.
- 3. Lift Malfunction**
- a) In the event of a lift malfunction, it is forbidden to forcibly open the cabin doors or the shaft doors.
 - b) Press the emergency communication button; the cabin is permanently connected to the service dispatch centre, which will arrange the release of persons.
- 4. Service and Maintenance**
- a) Regular inspections and tests are carried out by a contracted service company, within deadlines set by applicable legislation.
 - b) Outside the working hours of maintenance technicians, only the service company is authorised to extricate trapped persons.
- 5. Obligations of Users in an Emergency**
- a) Remain calm, do not force the doors open, and communicate with the dispatch centre.
 - b) After release, report the event to reception, which will record it and inform building management.

12. Building Safety

A. Obligations of All Persons in the Building

1. Compliance with Regulations: All persons must comply with all applicable internal and legal regulations on occupational safety and fire protection, in particular:
 - a) Act No. 133/1985 Coll., on Fire Protection, and Decree No. 246/2001 Coll., on Fire Prevention.
 - b) Act No. 262/2006 Coll., the Labour Code, and Act No. 309/2006 Coll., on Ensuring Additional Conditions for Occupational Safety and Health
2. Familiarisation Requirements

All persons must familiarise themselves with:

- a) the evacuation plan of NEWTON University and the building as a whole,
 - b) the location of hydrants and fire extinguishers,
 - c) local operating and technological procedures where increased risks exist.
- 3. Order and Housekeeping**
- a) Do not place flammable materials near heaters or electrical wiring.
 - b) Ensure the stability of portable heating appliances and do not cover them with fabrics.
 - c) Switch off and disconnect unused appliances (unless designed for unattended operation).
- 4. In Case of Fire**
- a) Attempt to extinguish the fire using available means, provided personal safety is not endangered.

- b) Immediately call the fire brigade (Fire Rescue Service – 150 or general emergency number 112).
- c) Inform reception; it will activate the internal crisis chain and, if necessary, notify the KCP fire unit on internal line 92 or at the fire reporting office (tel.: 261 172 334).
- d) Follow the instructions of the commanding officer and begin evacuation.

5. Reporting Hazards

- a) Any defect endangering fire safety, water leakage, or other emergency must be reported immediately to reception, which will inform the Operations Director and the Rector of NEWTON University.

B. Prohibitions

(Applicable to all employees, students, and other persons in the building)

It is prohibited to:

1. Bring private electrical or gas appliances into the building or use them without prior inspection and approval by the technician (e.g., microwave ovens, kettles).
2. Handle flammable substances, chemicals, or pressure vessels outside teaching; dispose of chemical residues into the sewage system.
3. Use pyrotechnics or open flames inside the building.
4. Interfere with electrical installations, dismantle light covers, or cover lighting fixtures with flammable materials.
5. Smoke, including electronic cigarettes, anywhere in the building (no exceptions).
6. Consume alcohol or other intoxicating or psychoactive substances.
7. Access the roof, lift machinery rooms, or areas marked with warning symbols.
8. Misuse or relocate fire extinguishers and hydrants.
9. Leave chargers or appliances plugged in unattended (unless designed for continuous operation).
10. Bring animals into the building.

C. Evacuation and Escape Routes

1. Corridors, staircases, and emergency exits must remain permanently unobstructed.
It is strictly prohibited to store any items or materials—whether temporarily or permanently—in these areas.

D. Procedure in an Emergency

1. Threat to life, injury, or fire – call:
150 (Fire Rescue Service), 155 (Emergency Medical Service), 158 (Police).
2. Inform reception, which will activate the internal crisis chain and, if necessary, notify the KCP fire unit on internal line 92 or at the fire reporting office (tel.: 261 172 334).
3. Violation of these rules may be considered a breach of work duties (employees), a disciplinary offence (students), or an administrative or criminal offence under applicable legislation.

13. Reporting of Injuries and Extraordinary Events

1. All employees, students, and other persons present in the building must report any injury occurring on the premises of NEWTON University.

2. Students report injuries to the teacher of the class during which the injury occurred, or at reception.
3. Employees report injuries to their direct supervisor, and, if necessary, also to reception.
4. Injuries are recorded in the injury logbook located at reception.
The "Injury Report" must be prepared without delay, no later than within 5 working days.
5. First aid: first-aid kits are located at reception and in the recording studio.
Emergency numbers: EMS 155, Fire Brigade 150, Police 158.
6. In case of serious health risk, it is mandatory to call EMS at 155 immediately and inform reception of their arrival.
7. Any security incident for which the Police emergency line 158 has been used must be reported to reception without delay.

14. Sanctions

Depending on the nature and consequences of the conduct violating these Rules, such conduct may be:

1. considered a breach of work discipline for employees,
2. considered a disciplinary offence for students,
3. grounds for the immediate removal of other persons from the building.

15. Final Provisions

These Rules replace the wording of the Operational Rules dated 16 November 2018.
They take effect on 1 December 2025.

Prague, 25 November 2025

Approved by: 

on behalf of NEWTON University, a.s.

Anna Plechatá Krausová, DPhil.

Chair of the Board of Directors