

Operation Rules

on NEWTON University, a.s. premises

found at the address Technická 2998/19, 612 00 Brno

This document follows the legislation of the Czech Republic valid as of 30 September 2025, especially:

1. Higher Education Act (Act No. 111/1998 Coll.)
2. Act on Personal Data Processing (Act No. 110/2019 Coll.) and GDPR (EU 2016/679)
3. Labour Code (Act No. 262/2006 Coll.) and occupational safety legislation
4. Fire Protection Act (Act No. 133/1985 Coll.) and related regulations
5. Act on Protection from Harmful Effects of Addictive Substances
6. Public Health Protection Act
7. Civil Code (Act No. 89/2012 Coll.)

1. Introduction

These Operating Rules are an internal regulation of NEWTON University, a.s. (further addressed as „NEWTON University or NU“), They are issued in accordance with the internal regulations of NEWTON University referred to in Section 41(2)(a) of the Higher Education Act and regulate the conditions of presence and movement of persons within the relevant building of NEWTON University, as well as related safety and operational matters.

2. Definition

1. “Building” – the NEWTON University building at Technická 2998/19, 612 00 Brno.
2. “Opening Hours” – the time period during which the building is accessible according to Article 3.
3. “Closed Hours” – time outside the opening hours.
4. “Authorized Persons” – students of NEWTON University, participants in lifelong learning programmes organized by NEWTON University, applicants for studies at NEWTON University, employees of NEWTON University, as well as other persons permitted to enter by law, contractual relationship, invitation or permission granted by authorized representatives of NEWTON University.

3. Opening hours and Closed hours

1. Opening hours

During the winter and summer semesters:

- a. workdays: 7:00 - 20:00,
- b. Saturdays and Sundays, or public holidays with lessons of combined study programmes or lifelong learning programmes: 8:00 - 18:00, or according to the teaching schedule.

During examination periods:

- a. workdays: according to the scheduled examinations and events, but at least 8:00 - 16:00,
- c. Saturdays and Sundays, or public holidays: only according to the scheduled examinations and events

During summer holidays:

- a. workdays: 8:00 - 15:00.

2. Closed hours

The building is closed:

- a. workdays: 20:00 - 7:00,
- b. weekends and public holidays with scheduled lessons, 18:00 - 8:00,
- c. weekends and public holidays with no scheduled lessons, all day.

The statutory body or the **Rector of NEWTON University** may temporarily set a different opening and closed hours schedule.

3. Entry of employees during closed hours is permitted

- a. only after the office manager is informed,
- b. only after registration into the online evidence (name, location and expected duration of stay) administered by the reception,
- c. if they register the time of departure.

4. Entry of students during closed hours

- a. requires a written consent by the Rector or an authorized person.
- b. is only permitted with an employee of NEWTON University present during the entire stay.

5. Joint obligations

Employees and students present during closing hours are required:

- a. Comply with operational rules during closing hours set by the Rector,
- b. respect occupational health and safety (OHS) and fire safety regulations,
- c. prevent damage to health and property.

4. Entry to the building

1. Authorized persons

- a. NU students (full-time, combined and distance study),
- b. participants in lifelong learning programmes administered by NU,
- c. applicants for study at NU,
- d. NU employees,
- e. other persons authorized by law, contract, invitation or permission.

2. Premises rented by third parties are accessible according to the relevant lease agreement.

3. Proof of Identity

Upon request by the reception or other authorized person of NEWTON University, everyone must **prove their identity and state the reason for entering the building**. Identity can be verified by:

- a. Student ID (ISIC / ALIVE issued by NU),
- b. Identity verification in the IS NU,
- c. ID card, passport or other valid identity document.

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

4. Main holidays and study break

- a. The building is ordinarily accessible to NU employees.
- b. Students, as well as participants in lifelong learning programmes, may enter the building only for the purpose of:
 - consultations with lecturers,
 - completing a course credit, graded credit, or examination,
 - handling administrative matters (especially at the study department).
- c. In other cases, students may enter the building only with the prior written consent of the Rector or a person authorized by the Rector.
- d. Applicants for study may enter the building for the purpose of completing the admission procedure and handling administrative matters. They must be accompanied in the building by the relevant study advisor.

5. Visitors and other persons

- a. Visitors may enter only after prior notification and registration in the visitor logbook.
- b. A visitor must be accompanied by a NEWTON University employee.

6. Obligations upon entry

- a. follow the instructions of the reception and comply with safety regulations (occupational health and safety and fire safety).
- b. Do not bring prohibited items into the building.
- c. Respect camera surveillance and the processing of personal data in accordance with Article 6 of these Rules.

5. Reception – main entrance desk

1. Operational framework

- a. The reception operates throughout the entire opening hours of the university premises (see Article 3 of these Rules).
- b. The reception ensures:
 - i. locking and unlocking of the entrance doors,
 - ii. switching the lighting in common areas on and off.

2. Check of entering persons

- a. Reception (i.e. each individual receptionist) is authorized to require proof of identity of any person who wishes to enter the building (see Article 4, point 3 of these Rules above).
- b. If a person fails to prove their identity, entry to the building may be refused.

3. Visitor records (see Article 8 of these Rules below and the EU GDPR Regulation)

- a. The visitor logbook records: the date, name and surname of the person entering the building, the time of arrival and departure, the purpose of the visit, and the place visited.
- b. Visitor records are stored for a period of 6 months.

4. Inspection of bags and items

- a. The reception may, to the necessary extent, conduct a visual inspection of items brought into or taken out of the building.
- b. Reception is authorized to prevent:
 - i. the carrying of items that could threaten the safety of persons or property,
 - ii. the removal of university property without proper authorization from the responsible person.

5. Closing procedures – Security check

- a. After 20:00 (or after the end of classes on weekends), the receptionist shall conduct a check of:

- i. the closing of windows and doors,
 - ii. the switching off of lighting and appliances in common areas,
 - iii. any potential water leaks or signs of fire.
 - b. Any detected defects shall be reported immediately to the office manager. In the event of a major defect, the office manager shall inform the Director of Operations and the Rector.
- 6. Duties and Cooperation of Persons Visiting the Building and Premises of NEWTON University**
 - a. Every person entering the building is obliged to follow the instructions of the reception and the rules of occupational health and safety and fire protection (OHS/FP).
 - b. Violation of these obligations may lead to immediate removal from the building and further sanctions pursuant to Article 14 of these Rules below.

6. CCTV Monitoring – Reception

- 1. Purpose of processing:** protection of health and ensuring the safety of all persons authorized to enter the building (see Article 4, point 1 of these Rules), prevention of unlawful activities, and protection of the university's property.
- 2. Scope of monitored area:** the CCTV system monitors the reception area and the immediately adjacent section of the corridor (approx. 10 m from the reception desk). Other areas of the corridor and the building are not monitored by CCTV.
- 3. Technical parameters:** the cameras do not record audio.
- 4. Retention period:** recordings are stored for a standard period of 72 hours; in the case of an incident investigation based on written instruction from the Rector or a person authorized by the Rector, recordings may be archived for a maximum of 30 days.
- 5. Access to recordings:** access is granted exclusively to a person authorized by the Rector from among the employees of the IT department; reception staff do not have access to CCTV recordings.
- 6. Legal basis for processing:** Article 6(1)(f) GDPR – legitimate interest of the controller; Section 11(1) of Act No. 110/2019 Coll.
- 7. Information for data subjects:** an information pictogram with a reference to internal directive 251811/2025 is placed at the entrance to the monitored area. Data subjects may exercise their rights under Articles 15–22 GDPR via e-mail at ouu@vsnewton.cz or by post to the registered address of the university.
- 8. Data Protection Impact Assessment (DPIA):** prepared and stored by the administrator; 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 Management**
 - a. Main entrance – keys are permanently stored at the reception.
 - b. Offices and PC classroom 10 – keys are stored at the reception and issued only to authorized persons.
 - c. Classrooms – classrooms are not locked with the exception of the PC classroom.
- 2. Special Key Sets**
 - a. Cleaning – the cleaning company is equipped with a universal key.
 - b. Service organizations – keys may be temporarily handed over only for the duration of emergency repairs or urgent maintenance, always with a record of receipt and return.
- 3. Duties of Key Holders**

- a. Whenever leaving a separately lockable office, even for a short period, it must be locked (§ 301(d) of the Labour Code; duty of care for entrusted property).
 - b. Keys must not be lent or duplicated without the written consent of the responsible person and without signing the relevant handover protocol.
 - c. Loss of a key must be reported immediately to the reception and the office manager.
 - d. In the event of a lost key, the key holder is obliged to cover all costs related to the replacement and production of all locks and keys affected by the loss.
- 4. Entry to an Office in the Absence of an Employee**
- a. Without prior agreement, entry is permitted only to the Rector, a person authorized by the Rector, or the receptionist for serious reasons (e.g. safety or emergency). Each such entry must be recorded in the key log.
 - b. Entry is permitted upon agreement with the respective employee.
 - c. Cleaning staff may enter if it has been agreed that cleaning takes place in the absence of the employee; maintenance staff may enter only for the purpose of resolving emergencies or preventing damage.

Failure to comply with these rules is considered a breach of employment duties by a NEWTON University employee or a disciplinary offence by a student and may result in claims for compensation for damages caused by failure to comply with these rules.

8. Visitor Records and Processing of Personal Data

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

9. Health Protection, Occupational Safety and Fire Protection

1. Prevention of Damage

- a. Employees shall store their personal belongings in such a way that they are not accessible to unauthorized persons.
- b. Offices, workrooms or other entrusted enclosed and lockable spaces must not be left freely accessible; they must be locked when leaving, including during the working day.
- c. Employees are required, when leaving the workplace, to check their office and ensure that windows are closed and electrical equipment that does not need to remain in operation is switched off.
- d. NEWTON University bears no responsibility for loss or damage to personal belongings stored outside designated lockable spaces.

2. Duty to Protect the Property of NEWTON University

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

3. Reporting Damage or Imminent Danger

- a. In the event of damage, risk of damage, or any other imminent danger, employees are obliged to immediately inform their direct supervisor.
- b. Students and visitors to the university premises shall report such circumstances to the lecturer or to the reception.

4. Emergency Exit Routes and Common Areas

- a. Corridors, stairways and emergency exits must remain permanently clear; in particular, it is prohibited to store any objects or materials there, whether permanently or temporarily.

5. Prohibition of Smoking and Other Hazardous Activities

- a. Smoking, including the use of electronic cigarettes, is prohibited throughout the entire building and in front of the building entrance.
- b. Lighting or handling open flames is also prohibited.

Violation of the above obligations may lead to compensation for damages, employment-related sanctions or disciplinary proceedings pursuant to Article 14 of these Operating Rules. Such conduct may also be considered a violation of the Labour Code, the Fire Protection Act and the Fire Prevention Decree, the Public Health Protection Act, and other applicable legislation.

10. Rules for the Use of Equipment

1. Purpose and Scope of Use

2. Employees, students and other authorized persons may use school facilities and other equipment (computers, telephones, copiers, tools, etc.) exclusively for the performance of work, educational or research tasks and strictly in accordance with the operating instructions with which they have demonstrably been familiarized.

3. Protection of Entrusted Property

- a. Users are obliged to protect equipment and facilities against loss, theft, damage or destruction.
- b. Providing specific equipment or facilities of NEWTON University for use by another person without the consent of a supervisor (or, in the case of students, the lecturer) is prohibited.

4. Removal of Equipment from the Building

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

5. Prohibition of Private or Business Use

- a. Within the building and on the devices and equipment of NEWTON University, employees and all students are prohibited, without the explicit consent of the responsible person, from conducting their own business activities (including, for example, cryptocurrency mining or providing paid services to third parties).
- b. The building, equipment and facilities of NEWTON University may not be used for private activities or non-business personal purposes; overnight stays in the building are also prohibited.
- c. Violation of this prohibition is considered a breach of employment duties or a disciplinary offence. In such cases, NEWTON University also has the right to claim compensation for any resulting damage.

11. Elevator Operation and Safe Use

1. Basic Rules

- a. All persons are required to respect the load capacity of elevator cabins and not to overload them.
- b. Jumping, making sudden movements, or forcibly preventing the doors from closing is prohibited in the elevator.
- c. Smoking, including the use of electronic cigarettes, and handling open flames are prohibited in the elevator cabin.

2. Emergency Situation and Evacuation

- a. In the event of an evacuation of the building (fire alarm, gas leak, etc.), all elevators are automatically taken out of service and must not be used.

3. Elevator Malfunction

- a. In the event of an elevator malfunction, it is prohibited to forcibly open the cabin doors or the elevator shaft doors.
- b. In case of malfunction, press the emergency communication button; the cabin is permanently connected to the service control center, which will arrange for the rescue of persons.

4. Service and Maintenance

- a. Regular inspections and tests are carried out by a contracted service organization in accordance with applicable legislation.
- b. Rescue of persons outside the working hours of maintenance technicians is performed exclusively by the service organization.

5. User Responsibilities in Emergency Situations

- a. Zachovat klid, neotvírat dveře násilím, komunikovat s dispečinkem.
- b. Po vyproštění nahlásit událost recepci, která provede záznam a informuje správu budovy.

12. Building Safety

A. Duties of All Persons in the Building**1. All persons must comply with all applicable internal regulations and legal provisions on occupational health and safety (OHS) and fire protection (FP), in particular:**

- a. Act No. 133/1985 Coll. on Fire Protection and Decree No. 246/2001 Coll. on Fire Prevention,
- b. ct No. 262/2006 Coll., Labour Code, and Act No. 309/2006 Coll. on ensuring additional occupational health and safety conditions.

2. All persons must familiarize themselves with:

- a. the evacuation plan of NEWTON University premises and the building as a whole,
- b. the location of hydrants and fire extinguishers,
- c. local operational and technological procedures where increased risk is present.

3. All persons must maintain order, in particular:

- a. not storing flammable materials near heaters and electrical installations,
- b. ensuring the stability of portable heating devices and not covering them with fabrics,
- c. switching off and disconnecting unused appliances (unless designed for unattended operation).

4. In the event of a fire:

- a. attempt to extinguish the fire using available means, provided this does not endanger personal safety,
- b. alert others by shouting "FIRE",
- c. immediately report the fire by calling emergency number 150 (Fire Rescue Service) or 112,
- d. inform the head of the workplace or the reception,
- e. follow the instructions of the head of the workplace and initiate evacuation.
- f. The head of the workplace is responsible for coordinating staff actions during an emergency. Within the campus, this role is performed by the office manager. In their absence, the receptionist assumes this role. The head of the workplace organizes

evacuation and communicates with the building reception or emergency services.

- g. The building is equipped with an electronic fire alarm system (EPS). The EPS signal is connected to the reception, which operates continuously 24 hours a day, 7 days a week.
5. Any defect endangering fire safety, water leakage or other emergency must be reported immediately to the reception, which will promptly inform the office manager. In the event of a major defect, the office manager contacts the Director of Operations and the Rector.

B. Prohibitions (applicable to all employees, students and other persons in the building)

1. Bringing into and using private electrical or gas appliances in the building without prior inspection and approval by a technician (e.g. microwave ovens, kettles).
2. Handling flammable substances, chemicals or pressurized containers outside of teaching activities; disposing of chemical residues into the sewage system.
3. Using pyrotechnics or open flames in the building.
4. Interfering with electrical installations, removing light fixture covers or covering lights with flammable materials.
5. Smoking, including electronic cigarettes (applies to the entire building, including the area in front of the entrance, without exception).
6. Consuming alcohol or other intoxicating and psychotropic substances.
7. Entering the roof, elevator machine rooms or areas marked with warning signs.
8. Misusing or relocating fire extinguishers and hydrants.
9. Leaving chargers and appliances plugged in unattended (unless designed for continuous operation).
10. Bringing animals into the building.

C. Evacuation and Escape Routes

1. Corridors, stairways and emergency exits must remain permanently clear; in particular, it is prohibited to store any objects or materials there, whether permanently or temporarily.

D. Procedure in Case of Emergency

1. In case of threat to life, injury or fire, call: 150 (Fire Rescue Service), 155 (Emergency Medical Service), 158 (Police of the Czech Republic).
2. At the same time, inform the head of the workplace or the reception.
3. Violation of these rules may be considered a breach of employment duties, a disciplinary offence by a student, or an administrative offence or criminal act under applicable legal regulations.

13. Reporting Accidents and Extraordinary Events

1. Employees, students and all other persons present in the building are obliged to report any accident that occurs within the premises of NEWTON University. Students report accidents to the lecturer during whose class the accident occurred, or to the reception. Employees report accidents to their direct supervisor or also to the reception of NEWTON University.
2. Accidents are recorded in the accident log located at the reception.
3. An "Accident Report" must be prepared without delay, no later than within 5 working days.
4. First aid: a first aid kit is available at the reception.
5. Emergency numbers: Emergency Medical Service 155, Fire Rescue Service 150, Police of the Czech Republic 158.
6. In the event of a serious threat to health, it is mandatory to immediately call the emergency medical service at 155 and simultaneously inform the reception staff of its arrival.
7. In the event of any security incident in the building, if the emergency police line 158 has been

used, the reception must be informed without delay.

14. Sanctions

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

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

15. Final Provisions

1. These Rules were issued on 25 November 2025
2. They enter into force on 1 December 2025.

In Prague, 25 November 2025

Approved: 

On behalf of NEWTON University, a.s.
Anna Plechatá Krausová, DPhil.
Chairwoman of the Board of Directors