	<p>Protection and Security of VŠE Property and Procedures for Lost and Found Items</p> <p>SR 02/2021</p>	<p>Page</p> <p>Document status</p>	<p>1/10</p> <p>1</p>
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Protection and Security of VŠE Property and Procedure for Lost and Found Items

Abstract:

This directive sets out the principles and procedures for the protection and security of the property of the Prague University of Economics and Business (hereinafter referred to as "VŠE") and defines the obligations and rights of VŠE employees and students and, in certain areas, also of third parties in the field of security and protection. It sets out the regime measures of VŠE. This directive also defines the procedures applicable to lost and found items, valuables, documents, etc. on the premises of VŠE Žižkov and VŠE Jižní Město. The rules and procedures for losses and findings in the buildings of VŠE Accommodation and Faculty of Management in Jindřichův Hradec (FMJH) are set out in the instructions of the director or dean.


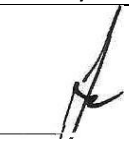
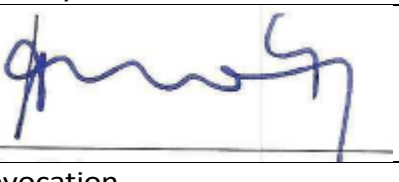
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Table of Content

PART I — Protection and Security of VŠE Property.....	3
Article 1 — Introductory provisions.....	3
Article 2 — Executive bodies	4
Article 3 — Regime measures.....	5
Article 4 — Management of the keys	7
Article 5 — Stolen property	9
PART II.— Procedure in the event of loss or finding	9
Article 6 — Introductory provisions.....	9
Article 7 — Lost and found items.....	9
Article 8 — Liability for damage and loss of items.....	10
Article 9 — Procedure for finding items	10
Article 10 — Procedure in case of loss of items	11
Article 11— Procedure for collecting found items	11
Article 12 — Records of lost and found items at VŠE	11
Article 13 — Other provisions.....	12
PART III. — Annexes and final provisions	12
Article 14— Annexes to this directive.....	12
Article 15 — Final provisions	12

PART I — Protection and Security of VŠE Property

Article 1 — Introductory provisions

1. Prague University of Economics and Business (hereinafter referred to as "VŠE") ensures the security and protection of its property by its own means and by means of a Security Agency (hereinafter referred to as "SA") with the active participation and coordination of the Department of Protection and Defence, employees and students. The aim of property protection and security is to prevent and deter damage, destruction, misuse or theft. Property protection and security is ensured by a system of:
 - a. SA activities,
 - b. fire protection measures,
 - c. electronic security alarm systems, electronic fire alarm systems, industrial television and a system of mechanical barriers, turnstiles,
 - d. regime and organizational measures,
 - e. The emergency technical support center is available at 224 098 999 (line 8999), which operates every working day from 7 a.m. to 10 p.m. in room NB 72. During the holiday period, i.e. from 1 July to 31 August, it is only open from 7 a.m. to 7 p.m.
 - f. The crisis hotline for employees and students is available at 224 095 555 (line 5555). The request is processed by the SA workplace that accepted the honor.
2. Certain facts and obligations arising from this directive are based on the applicable laws of the Czech Republic:
 - a. Labour Code - Act No. 262/2006 Coll., as amended.
 - b. Criminal Code – Act No. 141/1961 Coll., as amended.
 - c. Civil Code – Act No. 89/2012 Coll., as amended.
 - d. Act on Weapons and Ammunition – Act No. 119/2002 Coll., as amended.
3. In connection with the system of protection and security of VŠE property, measures are implemented in the event of extraordinary events, in accordance with SR 18/2007 *Principles of Action in Extraordinary Events*, such as natural disasters, ecological or industrial accidents, accidents or other dangers threatening life or health, property, the environment or internal security.
4. Managers are obliged, within the scope of their authority, to ensure that timely and effective measures are taken to protect the property of the University, while cooperating with the Department of Protection and Defence.
5. Employees are obliged to act in such a way as to prevent damage to health, property or unjust enrichment. If damage is imminent, the employee is obliged to notify BA staff.
6. The security agency uses its own resources and means to protect and guard VŠE through Centralized Protection Desk.
7. In the event of a fire, the guard shall proceed in accordance with the fire safety guidelines and evacuation plan for the VŠE premises. To the best of their ability, they shall assist the fire brigade and provide them with full support in resolving the situation.
8. In justified cases, especially in the event of an emergency, the security guard is authorized to enter closed areas of the building. He shall make a note of such action in the duty report and inform his superior.
9. During their service, security staff pay increased attention to persons who are clearly loitering on the premises of the Prague University of Economics and Business or in its immediate vicinity, vehicles parked near the VŠE premises and, if necessary, take measures to secure the VŠE area in cooperation with the Police of the Czech Republic or the municipal police (hereinafter referred to as "MP").

Article 2 — Executive bodies

- I. Security at the VŠE Žižkov and VŠE Jižní Město campuses is provided by SA security. In its activities, it is governed by the applicable guidelines for the performance of services. The basic unit of security for the premises is the guard, who reports to the shift commander, the head of the VŠE Property Management Department and the Department of Protection and Defence.
2. The guard is authorized to:
 - a. Detain the person in accordance with the law (under Section 76-TR) and immediately inform your superior, the responsible VŠE employee and the Police of the Czech Republic.
 - b. Use defensive measures in accordance with legal provisions for self-defense or the defense of persons and property of the Prague University of Economics and Business against whom the attack is directed. Immediately inform your superior and the employee responsible.
 - c. Carry out preventive searches (pursuant to Section 248(2) of the Labour Code) of persons entering and leaving the premises, or of the interior and luggage compartments of arriving and departing vehicles, at the exits from the VŠE premises for the purpose of protecting property, while observing the principles of personal protection.
 - d. Require persons moving around the VŠE premises to comply with the regime established by law and internal regulations of VŠE. In case of suspicion of activities contrary to the interests of VŠE, require an explanation.
 - e. SA employees are bound by Directive VŠE SR 5/2018 – *Protection and Processing of Personal Data*.
3. The guard is obliged in particular to:
 - a. Protect the property of VŠE, prevent its damage, unauthorized removal, theft or other misuse.
 - b. Monitor the status of the electronic security system and electronic fire alarm system and monitor the school premises using a camera system.
 - c. Open and close the entrance to the VŠE premises in accordance with this directive or the instructions of their superior.
 - d. Issue and collect keys to service rooms.
 - e. Ensure the lighting of the premises, considering time, operational and climatic conditions.
 - f. Provide information about the operation of the school.
 - g. Work closely with computer lab and library staff, with an emphasis on ensuring the regime and protection of property.
 - h. Ensure compliance with the prohibition of unauthorized persons entering the reception area, do not accept any items, and refrain from using telephone equipment for private purposes. Refuse requests from unauthorized persons that are contrary to this directive.
 - j. Record any accidents in the "Accident Book".

Article 3 — Regime measures

1. The operating hours of buildings on the VŠE Žižkov and VŠE Jižní Město campuses are determined as follows:

Campus / day	Working	Days off	Non-working days	Public holiday
VŠE Žižkov	6:00 a.m. — 10:00 p.m.	7:00 a.m. — 4:00 p.m.	8:00 a.m. — 4:00 p.m.	Closed
VŠE Jižní Město	6:00 a.m. — 9:00 p.m.	7:00 a.m. — 2:00 p.m.	8:00 a.m. — 4:00 p.m.	Closed

- a. Working days — Mon-Fri, days off — Sat, non-working days — Sun, and public holidays — are determined by Act No. 245/2000 Coll. on national holidays, significant days and public holidays, as amended.
2. Exceptions and other rules regarding operating hours.
 - a. Employees are allowed to enter their workplace on non-working days between 8:00 a.m. and 4:00 p.m. only with their VŠE ID card at the reception desks of the Old Building (SB), Italská Building (IB), including JM.
 - b. Entry to the premises on Fridays from 6 p.m. and on public holidays from 1 p.m. is secured by means of a VŠE identification card.
 - c. In the event of persons moving around the premises outside operating hours, security personnel are authorized to call the security response team; the costs associated with calling the response team will be recovered from the intruders.
 - d. The operating hours for cleaning company employees on working days begin at 3:00 a.m.
 - e. Exceptions and adjustments to operating hours may be made in special cases in accordance with the instructions of the of the rector or bursar.
3. Entrances to the VŠE Žižkov campus:
 - a. Old building (SB) from W. Churchill Square (line 5716).
 - b. Entrance gatehouse from W. Churchill Square (line 5719).
 - c. Italská building (IB) from Italská Street (line 5715).
 - d. Entrances to the VŠE Žižkov campus are secured by technological security features such as mobile ID card readers, security gates and turnstiles, which ensure the control of people entering and leaving the premises.
4. Entrance to the VŠE Jižní Město campus:
 - a. Jižní Město (JM) building from Ekonomická Street (line 4222).
 - b. Entry to the building on the JM campus is secured by means of an ID card.
5. The obligation to present a valid ID card when entering the campus is in accordance with PR 3/2022 *Use of ID cards at VŠE*.
 - a. In the event of an emergency, it is necessary to proceed in accordance with SR

18/2007 Principles of Action in Emergency Situations.

- b. To use the turnstile, you must place your ID card on the designated spot. Based on its validity and authorization, passage through the turnstile is then permitted.
 - c. If the identification card is invalid, it is necessary to contact a security guard, who will verify identify the person and determine the next steps.
 - d. Visitors and other persons without an identification card should also contact a security guard, who will ensure their identification and determine the next steps.
 - e. The operation of turnstiles is governed by the operating hours of the given facility.
 - f. It is prohibited to bypass turnstiles in any unauthorized manner — by climbing over them, jumping over, crawling under or squeezing through without using an identification card.
6. No later than 15 minutes before closing time, employees, students, visitors and users of rented premises are required to leave the premises. Exceptions may be granted by the rector or bursar upon the recommendation of the relevant manager by written permission, see Appendix No. 1. The applicant shall submit this permission for registration to the Department of Protection and Defence at the email address uoo@vse.cz no later than one working day before the exception is granted.
7. Employees and students are required to present their VŠE identification card to security guards upon request.
8. When leaving the workplace, employees shall ensure that windows are properly closed, relevant equipment is switched off, valuable items are properly stored and securely locked away, and fire safety measures are observed. Even when leaving the workplace for a short time, employees are required to secure the room by locking the entrance and connecting doors to prevent unauthorized persons from entering. Employees bear direct responsibility for the consequences of non-compliance with this provision.
9. Employees, students, visitors and users of rented premises shall ensure that they do not leave any personal belongings unsecured. Clothes may be stored in designated cloakrooms with attendants (ground floor of NB and IB). Lockable lockers (maximum dimensions: 80x50x30 cm) are available for students and visitors to store their personal belongings on the ground floor of IB, Library, NB and in the basement of SB. Only the cloakroom in the Italská building on the Žižkov campus is intended for storing larger luggage. Lockable lockers are available on the Jižní město campus, located on the ground floor (maximum luggage size: 56x45x21 cm).
10. Official stamps, cash and valuables must be secured against theft and stored in accordance with the decision of the head of the relevant workplace.

11. The bursar authorizes the loan of computers, audiovisual, reproduction or other equipment outside the VŠE premises. Employees and students are required to report the removal and transport of these items outside the VŠE premises to the security guard, who will make a record of this in the service log.
12. It is forbidden to bring dogs onto the VŠE premises. The exception is guide dogs for blind persons.
13. Bicycles can be parked free of charge at the *entrance gate from* W. Churchill Square or in the racks in the outdoor part of the Rajská building car park. It is forbidden to bring bicycles into VŠE buildings! Bicycles must be secured by their owners against theft.
14. It is prohibited to ride on transport devices (scooters, skateboards, roller skates, hoverboards, etc.) is prohibited in the buildings.
15. Car access is governed by regulation PK 05/2020 Parking Lot Operation.
16. Carrying weapons on the VŠE premises is prohibited, with exceptions provided for by the Act on Firearms and Ammunition. Holders of firearms are required to report this fact to the head of the Department of Protection and Defence upon entering the VŠE premises. The Prague University of Economics and Business will allow short firearms to be stored in a storage facility in the gatehouse of the Old Building.
17. Photography and filming on the VŠE premises, including buildings, is only possible with the permission of the Marketing and Public Relations Department, in accordance with SR 1/2016 *Rules for advertising, filming and photography on the premises of VŠE in Prague*.
18. All users of rented proctors on the VŠE campus are required to comply with the regime measures set out in these guidelines.

Article 4 — Management of the keys

1. A uniform key system administered by the Department of Protection and Defence and an autonomous key system administered by the VŠE Library have been implemented on the VŠE campus. The keys are the property of VŠE. Keys are loaned to employees and other authorized persons upon signature and presentation of consent for issuance from the head of the workplace to which the room belongs. The key is picked up and returned by the employee in person, who is responsible for the loss, misuse or theft of the key. The most common reasons for returning a key are, for example, termination of employment, relocation of the workplace, termination of work in the room, etc. It is the responsibility of the employee to return the relevant key. It is forbidden to lend keys to each other or to make duplicates. Failure to comply with this provision may be considered a gross violation of the employment contract.

2. The person to whom the key was lent is obliged to immediately report the loss, theft or misuse of the key to their supervisor and the Department of Protection and Defence and immediately take the necessary measures to prevent misuse of the key and avert possible damage to VŠE. In the event of a criminal offence against their person, they shall submit a report from the Police of the Czech Republic to the Department of Protection and Defence.
3. Assigned rooms are opened and locked by employees themselves as needed. Selected classrooms and study rooms designated by the Director of the IT Centre, equipped with computer and other technology, are opened and locked by the relevant IT Centre staff. Other classrooms and lecture halls are opened and locked by SA staff according to the teaching schedule.
4. Group keys are lent for use by security guards and, in exceptional cases, other persons as decided by the Head of the Department of Protection and Defence. These keys may not be lent to other persons.
5. For short-term use, max. one day, to ensure operational tasks, access to technical equipment and maintenance equipment, keys to all doors are stored at the security office. Authorized persons may borrow these keys from the security staff upon presentation of an authorization to collect the keys issued by the Department of Protection and Defence, or against signature by persons listed in the nominal register prepared by the Department of Protection and Defence, exceptionally on the basis of an oral request by the Department of Protection and Defence. Upon issuing the keys on the basis of the above-mentioned authorization or register, the security staff shall make a record including the name (number) of the key, the name of the person, the purpose of the loan, and the time details of the key's issue and return.
6. Cleaning keys are stored in the gatehouse and are organised according to individual cleaning sections. Keys are issued by security staff of the cleaning company against a permit to take the keys. The cleaning company employee is obliged to:
 - a. always inform the head of the Department of Protection and Defence about short-term use of the key system, short-term use of the key system is always in the presence of a BA employee.
 - b. Secure keys against loss, damage, theft or misuse.
 - c. Observe the prohibition on separating individual keys from the bunch, cutting duplicates, lending keys to other persons or taking keys outside the VŠE premises.
 - d. Immediately report the loss, theft or misuse of keys to your supervisor and the VŠE security guard and take the initial necessary measures to prevent further damage to VŠE property.
 - e. Return the keys to the VŠE security guard immediately after finishing cleaning.
 - f. In the event of a cleaning company employee being absent, the VŠE security guard will lend another set of keys from the cleaning department to the substitute employee against their signature, based on a personal request from the cleaning shift manager. The manager is authorised to use all keys intended for cleaning.
7. Keys to rooms and spaces rented to other organizations and keys to rooms managed by materially responsible employees are excluded from the unified key system. The

holders of these keys are responsible for their management and use. Duplicates of these keys are stored in sealed envelopes at the reception desk for use in emergency situations. The names of the persons authorized to collect the keys must be indicated on the envelope. Guards are prohibited from lending these keys to unauthorized persons. The guard keeps a record of the storage and handling of these keys.

Article 5 — Stolen property

1. The Department of Protection and Defence ensures the protection of property registered at the Prague University of Economics and Business. Damage to school property must be reported to the head of the workplace and immediately to the Department of Protection and Defence, which will decide on further action.
2. Damage to the property of the school, employees, students or other persons is dealt with in accordance with the Labour Code or the Civil Code. This applies in particular to cases where the employer is liable for damage caused in the performance of work duties or in connection with averting damage threatening the employer or danger to life or health, as well as for damage to items which are usually brought to work and which the employee or student has put aside while performing their work duties or in direct connection with them and in a designated or usual place.

PART II.— Procedure in the event of loss or finding

Article 6 — Introductory provisions

1. The loss and finding of items are generally governed by Act No. 89/2012 Coll., the Civil Code, as amended.
2. This guideline, issued by VŠE, regulates in detail the procedure to be followed by the finder when finding lost property and returning it to its owner, in accordance with the applicable legal regulations and recommendations of the public authorities of the Czech Republic.

Article 7 — Lost and found items

1. A lost item is defined as an item that a person has lost without the intention of abandoning it.
2. It is assumed that everyone wants to retain their property and that a found item has not been abandoned. Anyone who finds a lost item is obliged to return it to its owner or to the person who lost it and may not simply consider it abandoned and take possession of it.
3. If several persons find an item at the same time, they are obliged to return it jointly or individually according to their mutual agreement.
4. If it is not possible to determine from the circumstances who lost the item and to whom it should be returned, the finder shall report the find without undue delay to the relevant office, which shall then proceed as the finder of the item. The relevant offices of the University of Economics, where finds can be handed in, are:

- a. *Department of Protection and Defence on the Žižkov campus, room no. NB 20,*
 - b. Campus Administration of the Jižní Město Campus, room no. 0106.
- S. a. The Department of Protection and Defence / Campus Administration of the Jižní Město Campus accepts items found in VŠE buildings, as well as items found in other premises belonging to VŠE – the Žižkov Campus and the Jižní Město Campus.

Article 8 — Liability for damage and loss of items

1. The finder shall return the lost item to the person who lost it or to the owner (hereinafter referred to as the "owner") in exchange for reimbursement of the necessary costs associated with the find. If the owner of the item cannot be identified, the finder shall hand over the lost item to Department of Protection and Defence on the Žižkov campus/ Campus Administration of the Jižní Město Campus against written confirmation, with VŠE subsequently acting as the finder.
2. VŠE is liable for damage and loss of items stored in shared cloakrooms, lockers (in the event that they have been forcibly opened despite being properly secured) and items stored in Department of Protection and Defence on the Žižkov campus/ Campus Administration of the Jižní Město Campus, in accordance with the Civil Code.

Article 9 — Procedure for finding items

1. When a found item is handed over to the Department of Protection and Defence on the Žižkov campus/ Campus Administration of the Jižní Město Campus, a report on the receipt of the found item will be drawn up with the finder.
2. If the found item is:
 - a. an identity card, driving licence or passport — it shall be handed over to the police, registry office or the representative office.
 - b. A wallet or other item containing or not containing cash, valuables, including
The document will be handed over to the municipal police as the competent authority of the municipality.
 - c. Payment card — will be handed over to the entity that issued the payment card.
 - d. ID cards and cards — e.g. ISIC, library card, gym membership card, loyalty cards and others — will be handed over to the entity that issued the card or ID. If it is not possible to determine who issued the card or pass, the card or pass will be handed over to the municipal authority with extended powers (the lost and found office of the Prague City Council).
 - e. Other items (electronics, clothing, books, keys, glasses, jewellery, etc.) will be handed over after 14 days after the day of their discovery, they shall be handed over to the municipal office of the municipality with extended powers (agenda Lost and Found Department of the Prague City Council).
8. Found documents and ID cards will be stored in a safe at the VŠE for the necessary period of time.
9. The following items will not be accepted as lost property:
 - a. Food that is heavily soiled, smelly, damp and mouldy, items that are visibly damaged and cannot be identified. Furthermore, items that are hazardous to health and dangerous, e.g. unidentifiable liquids.

Article 10 — Procedure in case of loss of items

1. You can enquire about lost property at the relevant office (Department of Protection and Defence on the Žižkov campus/ Campus Administration of the Jižní Město Campus) or leave your contact details and a description of the lost item here in case it is found and handed in later.

Article 11— Procedure for collecting found items

1. This article applies only to lost property handed over directly by VŠE to its owner or holder (hereinafter referred to as the "Owner").
2. When collecting lost property, the owner must prove their ownership or right of use of the item (e.g. by providing legal proof of ownership or other right of use of the item, such as a proof of purchase, affidavit, etc.), along with a detailed description of the lost item. The owner of the items shall prove their identity when collecting the found items.
3. After verification of ownership or other legitimate right of use, a handover protocol for the found item shall subsequently be drawn up with the owner of the item for the purpose of returning the item to its owner, see Annex No. 3. If the found item is no longer held by the, Department of Protection and Defence on the Žižkov campus/ Campus Administration of the Jižní Město Campus, the owner shall be referred to the competent public authority to which the item was handed over for safekeeping in accordance with Article 9, see Annex No. 4.

Article 12 — Records of lost and found items at VŠE

The Department of Protection and Defence on the Žižkov campus/ Campus Administration of the Jižní Město Campus keeps a written record of lost and found items in the form of a book, which contains:

1. Reference number of the find, date and time of receipt of the find, detailed description of the items, including a description of any damage to the found items, date of handover of the find (either to the owner of the items or to the relevant public authority to which the items were handed over).
2. Confirmation of the handover of the found items to the relevant public authority.
3. First name, surname and legible signature of the recipient according to a valid document:
 - a. In the case of collection of found items from the VŠE: signature of the authorised employee of the Department of Protection and Defence on the Žižkov campus/ Campus Administration of the Jižní Město Campus.
 - b. In the case of the release of found items by VŠE: signature of the owner of the items or signature of an authorized employee of the lost and found department of the public authority.
4. First name, surname and legible signature of the person handing over the item according to a valid document:
 - a. In the event of handing over found items to VŠE: signature of the finder.
 - b. In the case of the return of found items by VŠE: signature of the authorised employee of Department of Protection and Defence on the Žižkov campus/ Campus Administration of the Jižní Město Campus.
5. The following documents will also be included in the register of lost and found items at

VŠE:

- a. Confirmation of receipt of the found item by VŠE.
- b. Protocol on the release of found items to the owner.
- c. Protocol on the release of found items by VŠE to the relevant public authority.
- d. Protocol drawn up by the Police of the Czech Republic on the receipt of found items from the Department of Protection and Defence.

Article 13 — Other provisions

1. This directive authorises Department of Protection and Defence on the Žižkov campus/ Campus Administration of the Jižní Město Campus employees to access the Integrated Study Information System (InSIS) database solely for the purpose of obtaining information used to identify personal data leading to contacting the owner and finding the lost item.
2. Information identifying the owner of the found item will be used exclusively for the purpose of returning lost and found items. Authorised ÚPP employees are authorised to work with personal data obtained from the Integrated Study Information System (InSIS) database in such a way that under no circumstances will it be misused — i.e. they will not provide the information obtained to third parties or use it for their own benefit, and will not use it for any purpose other than to contact the owner of the item.

PART III. — Annexes and final provisions

Article 14— Annexes to this directive

1. Application for permission to enter the VŠE building *outside working hours*.
2. Protocol on the acceptance of found items by the VŠE.
3. Protocol on the return of found items to their owner.
4. Protocol on the release of found items by VŠE to a public authority.

Article 15 — Final provisions

1. This directive repeals Directive SR 6/2018 — *Protection and Security of VŠE Property*
2. This directive repeals Directive SR 1/2015 *Lost and Findings at VŠE in Prague*.

LIST OF AMENDMENTS:			
Amendment No.	No. Page/Section where the amendment occurs	Subject of the amendment – title of the addendum	Effective from:
1.1	5/1	Change in operating hours of buildings on the VŠE Žižkov and VŠE Jižní Město campuses	20 May 2024
1.2	6/9	Use of lockable lockers, storage of personal belongings in the VŠE premises at Žižkov and Jižní Město	20 May 2024

