



Director's Order

13/2010

RE: Entry Cards

Identification entry cards to the complex of the IOCB ASCR, v.v.i. are issued by the personnel department for the employees of the IOCB and for students, interns or guests with a stay exceeding one (1) month who perform an activity at the institute within an agreement or internship. Employees will receive a card upon being accepted as an employee. Students, interns and guests will be issued a card with a time limit, namely based on an application, which is approved by the team leader (section) and the director. An external employee with a stay up to one (1) month will be issued a pass by the personnel department and after signing in at reception will be allowed to enter the building.

All research and development employees of the institute with university education will receive a card with authorisation to enter the complex of the IOCB also outside of the prescribed working hours, on weekends and holidays. In the case of experimental work, they are obliged to ensure safety in the specified way. Other employees may be issued a card with the above-mentioned authorisation on the basis of an application which is approved by the team leader (department) and the director.

Entry cards are not transferrable and everyone is obliged to announce their loss or damage to the personnel department without delay.

In the case of the end of employment or the stay, the cards are returned to the personnel department, where they will be destroyed.

The application forms are published on the intranet.

Prague, 2nd September 2010

RNDr. Zdeněk Havlas, DrSc.  
Director