

**Directive S2023-04**

20 February 2023

**Institutional Resilience at IOCB Prague****Article 1****Preamble**

- (1) The aim of this Directive is to establish internal controls at the Institute of Organic Chemistry and Biochemistry of the CAS (hereinafter referred to as “the Institute”) in order to increase resilience of the Institute to the influence of foreign powers, especially by raising awareness about threats and risks.
- (2) Institutional resilience is primarily understood as a prevention of foreign power influence in the workplace, cybersecurity and compliance with the international control and sanction regulations. It prevents theft of intellectual property and advanced technologies. Some powers (esp. dictatorships, fundamentalist regimes or states that consider the Czech Republic an enemy state) and their institutions or companies are interested in illegally obtaining key knowledge, which is legally unavailable to them, and they take an active role in this regard. As the Institute may generate such knowledge and use such technologies, it is essential to prevent its misuse.

**Article 2****Institutional Resilience Coordinator**

- (1) In order to systematically maintain a high degree of institutional resilience of IOCB Prague to the influence of a foreign power, the function of an institutional resilience coordinator is established at the Institute.
- (2) The institutional resilience coordinator
  - a) cooperates with the institutional resilience manager at the CAS Head Office,
  - b) receives reports from staff about attempts to exercise a foreign power influence or a breach of regulations related to international control and sanction regimes (hereinafter referred to as “security incidents”),
  - c) provides employees with consultations and advice in this area,
  - d) identifies research teams, projects, devices, equipment and technologies at risk of potential interference with institutional resilience.

**Article 3****Staff and Student Duties**

- (1) Employees and students at the Institute are obliged to:
  - a) conduct themselves in such a way as to avoid any opportunity of a foreign power to exercise influence in the workplace and to avoid breaches of regulations concerning international control and sanctions regimes,
  - b) report security incidents without undue delay,

- c) review the risks of cooperation with the relevant contracting party before entering into a contract with an external partner,
  - d) undergo institutional resilience training, usually together with training on occupational health and safety and fire protection, and regularly renew their training. Selected employees who, in particular with regard to their managerial position or discipline, are more likely to be targeted for influence, shall undergo extended training; students are obliged to undergo institutional resilience training, if the institutional resilience coordinator so decides.
- (2) A breach of duties referred to in Par. 1 is considered a serious breach of duties resulting from legal regulations applying to work performed by the employee within the meaning of Section 52(g) of the Labour Code.

#### **Article 4**

##### **Security Incidents Reporting**

- (1) Security incidents are reported to the institutional resilience coordinator without undue delay.
- (2) The institutional resilience coordinator, within a reasonable period given the circumstances and seriousness of the content, shall assess the report, provide the reporter with feedback, inform the Institute Director and recommend further actions.

#### **Article 5**

##### **Partner Risk Assessment (Due Diligence)**

Prior entering into a contractual relationship with an external partner, employees responsible for the preparation of such contract are obliged to assess the risks of cooperation with the other contracting party (in terms of the potential risk of damage to the reputation of the Institute, the CAS or the employees involved, the exercise of influence by a foreign power, a breach of restrictions arising from international control and sanction regimes, or theft of intellectual property). In the event of such risk, the employee is obliged to contact the institutional resilience coordinator.

#### **Article 6**

##### **Publicity and Crisis Communication**

Any press releases and public statements intended for public communication by the Institute concerning institutional resilience must be consulted with the institutional resilience coordinator and approved by the Institute Director.

**Article 7**  
**Effect**

This internal Directive enters into effect on 1<sup>st</sup> March 2023.

A handwritten signature in blue ink, appearing to read 'Jan Konvalinka', is positioned above the printed name and title.

Prof. RNDr. Jan Konvalinka, PhD.  
Institute Director