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**Directive S2024-01**

17 April 2024

## **Rules governing conflicts of interest**

### **Preamble**

This directive addresses cases of potential conflict of interest in situations where employees of the Institute of Organic Chemistry and Biochemistry of the Czech Academy of Sciences (hereafter **IOCB**) perform other gainful activities (hereafter **other activities**), the subject of which may be in conflict of interest with the activities they perform as IOCB employees (hereafter **employees in question** or **employee in question**). Other activities include, but are not limited to, the performance of self-employment (as a self-employed person) by an employee in question, the work of an employee in question in the position of employee, statutory body, or associate (including a person with an ownership interest) in another legal entity, or any other gainful activity that may be in conflict with the interests of IOCB. Other activities do not include teaching or artistic activities, editorial activities for scientific journals, or opinion writing for grant agencies.

The purpose of this directive is to establish rules and procedures for the identification and management of conflicts of interest, namely the identification of areas of conflict of interest, the prevention of conflicts of interest, and the minimization of the impact of any conflict of interest that may arise.

In such cases, employees in question are required to proceed in accordance with this directive so that the interests of IOCB are not jeopardized, particularly as regards intellectual property of IOCB.

### **1. Duty of Employees in Question to Inform (Notification)**

An employee in question is required to inform IOCB in a timely manner via written notice that they intend to engage in other activities, so that negotiations can begin between the employee in question and IOCB concerning areas where a potential conflict of interest may arise. A template Conflict of Interest Notification Form, which the employee in question is required to complete and submit to IOCB pursuant to this directive, comprises Addendum No. 1 to this directive (hereafter **notification**).

If, as of the effective date of this directive, the employee in question is already performing other activities, they are required to notify IOCB of such activities without undue delay.

As part of this notification, the employee in question must inform IOCB about the activities they will be performing as part of the other activities so that the areas of activities performed in the framework of other activities and the areas of activities performed within the framework of IOCB can be clearly defined. The employee in question is also required to inform IOCB of any changes that occur in the context of their other activities.

The employee in question is obliged to address the notification stipulated in Article 1 of this directive to the HR and payroll department of IOCB. In this way, too, the employee in question must inform IOCB of any changes in their other activities.

A breach of the obligations of the employee in question under Article 1 of this directive may be considered an intentional violation of the obligations arising from their employment agreement and may result in termination of the employment relationship and recovery of compensation for incurred damage.

## **2. IOCB Procedure Following Receipt of Notification**

As soon as the IOCB HR and payroll department receives a notification, it will send it to the IOCB Methodical Board and to the IOCB Vice-Director for Translational Research.

The IOCB Methodical Board will discuss the notification with the IOCB Vice-Director for Translational Research, and within 30 days of receipt of the notification, it will issue a protocol evaluating whether or not it sees a potential conflict of interest for IOCB in said other activities (hereafter **protocol**). If the IOCB Methodical Board concludes that the other activities may pose a risk of conflict of interest for IOCB, particularly as they pertain to intellectual property of IOCB, the protocol will also define the areas of activities that the employee in question can perform within the framework of IOCB as well as those that they can perform within the framework of the other activities. The protocol will be signed by the members of the IOCB Methodical Board and the IOCB Vice-Director for Translational Research and submitted to the IOCB HR and payroll department within the aforesaid 30 days.

The IOCB HR and payroll department will then submit the protocol to the IOCB legal department, which will use it as the basis for an amendment to the employment agreements of employees in question in all cases in which the IOCB Methodical Board sees a potential risk for a conflict of interest.

Addendum No. 1 (Conflict of Interest Notification Form) is an integral and inseparable part of this directive.

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