

Directive S2025-01

11 February 2025

Organization of teambuilding activities

Article 1

Introductory provision

1. Institute of Organic Chemistry and Biochemistry of the CAS (hereinafter referred to as “IOCB”) encourages teambuilding activities within the work teams of its individual groups and departments, which aim to strengthen relationships, cooperation and communication among employees. This Directive specifies the conditions under which teambuilding activities may be organized.

Article 2

Venue for teambuilding activities

1. Teambuilding activities may only take place off the IOCB premises.
2. The training and recreational facilities owned by IOCB (facilities in Dolní Malá Úpa and Hojsova Stráž) are intended for this purpose.
3. Exceptionally and in justified cases, the IOCB Director may allow teambuilding activities to take place in a location other than the facilities referred to in paragraph 2.

Article 3

Employment law aspects

1. Teambuilding activities are considered performance of work in a business trip regime as stipulated in Act No. 262/2006 Coll., the Labor Code, as amended (hereinafter referred to “Labor Code”).
2. Employees are entitled to travel allowances in accordance with the Labor Code for the duration of the teambuilding activities in the business trip regime.
3. Employees are not entitled to reimbursement of expenses other than those compensated by travel allowances under the Labor Code.

Article 4

Approval process

1. Prior to the commencement of a teambuilding activity, the head of the group or department shall submit to the Director, in addition to the travel proposal, a program outlining the work activities description which makes clear the work-related nature of the event.
2. The organization of teambuilding activities is subject to the approval of the IOCB Director or another person authorized by him/her.

Article 5
Employees responsibilities and obligations

1. During teambuilding activities, all employees must comply with their obligations under the employment relationship, in particular to ensure work safety and protect the employer's reputation.
2. Activities organized outside IOCB premises with no work-related content, or activities that have not been approved by IOCB Director, shall not be considered work-related teambuilding activities of employees, are not entitled to compensation for wage or other costs, and may only be organized by employees in their free time.

This Directive comes into effect as of 11 February 2025.

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