



NOFER INSTITUTE OF OCCUPATIONAL MEDICINE

Nofer Institute of Occupational Medicine in Lodz, Poland

**HR EXCELLENCE
IN RESEARCH AWARD**

Human Resources Strategy for Researchers



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1. Introduction

Nofer Institute of Occupational Medicine in Lodz (NIOM) was founded in 1954. It is a scientific-research institution that deals, in general, with the issues of public and environmental health with special emphasis on subjects associated with broadly understood occupational medicine.

The elementary task of the Institute is to perform scientific research as well as to conduct implementation and expertise works in the field of occupational and environmental health hazards and risks. This task includes both assessment of exposure and health effects at work and at home.

In the realization of its tasks the Institute cooperates with universities, the Polish Academy of Sciences, research institutes and other scientific units, scientific and occupational associations, non-governmental organizations, healthcare units in the country as well as with equivalent organizations and institutions abroad.

NIOM can co-create scientific and industrial centres and scientific consortia based on the principles defined in separate regulations.

What is more, NIOM constitutes a scientific-research support, in various fields, for the Minister of Science and it also provides advice and expertise to the Ministry of Health, the Chief Sanitary Inspectorate, as well as other governmental units, trade unions and industrial companies throughout the country.

NIOM for many years has been involved actively in worldwide international research cooperation, as well as in cooperation with numerous international organizations, such as: The World Health Organization, International Labour Organization or The International Commission on Occupational Health. Since 1975 NIOM has been The World Health Organization Collaborating Centre in the field of occupational and environmental health, simultaneously actively taking part in international research programmes and scientific meetings.

Moreover, the Institute takes care of education of physicians and other employees of healthcare system, as well as it is involved in health promotion and dissemination of healthy lifestyle. It organizes and runs numerous trainings and educational programmes concerning such subjects as: health hazards in the working environment of a teacher, health promotion among employees with a low level of education, significance of proper and accurate registration of data in health service, appropriate assessment of health risk under UE standards, reduction of stress in the workplace, prevention of skin diseases, allergies, hearing impairments, infectious diseases, cardiovascular diseases or psychosocial hazards, just to name a few.

NIOM is authorized by the Central Board for Scientific Degrees and Titles to confer a PhD and post-doctoral degrees in the field of medicine and medical biology as well as the PhD degree in the field of public health sciences.

In the organizational structure of the Nofer Institute of Occupational Medicine there are following departments and units:

- **Departments:** Department of Environmental Epidemiology, Department of Work Physiology and Ergonomics, Department of Health and Work Psychology, Department of Toxicology and

Carcinogenesis, Department of Biological and Environmental Monitoring, Department of Chemical Safety, Department of Radiological Protection, Department of Physical Hazards;

- **Clinics:** Occupational Diseases and Environmental Health, Toxicology, Audiology and Phoniatrics;
- **Supporting departments:** Department of Knowledge Management, Department of Projects Management, Innovation and Implementation, Hospital Pharmacy, Research Laboratory for Medicine and Veterinary Products in the GMP Quality System, National Centre for Workplace Health Promotion, Public Health Training Centre for Physicians.

There are also administrative, financial and technical departments.

In 2015 employees of NIOM were authors of 216 publications, including 122 papers with international scope, of which 118 had Impact Factor. The number of citations for NIOM in total, according to WoSCC, amounts to 19620, whereas Hirsh Index equals 55 and modified H-index 3.282 with assumption that $h_m = h / N^{0.4}$.

Scientific personnel of NIOM has a rich publishing heritage presented in the Table below:

| Year | Total | International scope | with Impact Factor (IF) |
|------|-------|---------------------|-------------------------|
| 2010 | 323 | 105 | 99 |
| 2011 | 404 | 116 | 112 |
| 2012 | 253 | 123 | 120 |
| 2013 | 206 | 112 | 107 |
| 2014 | 204 | 109 | 103 |
| 2015 | 216 | 122 | 118 |

In the SCIMAGO ranking, in the category – *research* in the field of *health*, only four Polish research institutes are ranked (chosen from about 5000 institutions from all over the world) that have at least 100 publications each year in the SCOPUS database. The institutes ranked in SCIMAGO are:

- The Maria Skłodowska Curie Memorial Cancer Centre and Institute of Oncology,
- National Institute of Public Health – National Institute of Hygiene (NIPH – NIH),
- Children’s Memorial Health Institute
- NIOM

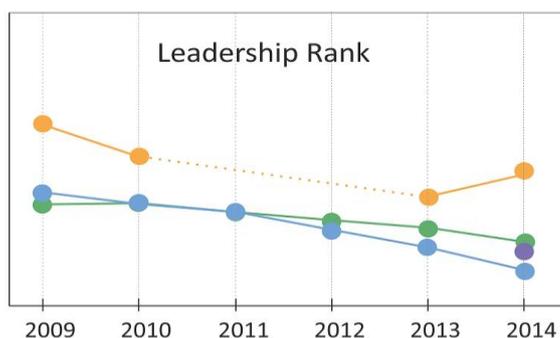
Of the four mentioned Polish institutions position of NIOM (orange colour) presents itself, as follows:



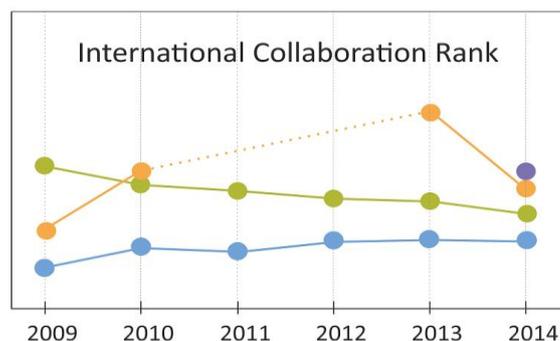
Indicates the extent of **thematic concentration**/dispersion of an institution’s scientific output. This indicator is size-independent.



Indicates the amount (in %) of an institution’s scientific output that is included into the set of the 10% of the most cited papers in their respective scientific fields. It is a **measure of high quality output of research institutions**. This is a size-independent indicator.



Indicates the amount of documents in the **Excellence rate** in which the institution is the **main contributor**. This is a size-independent indicator.



Institution's output ratio produced in collaboration with foreign institutions. This is a size-independent indicator.

The Institute is also involved in publishing activity, which focuses on dissemination of knowledge in the field of occupational medicine and environmental health. In the Editorial Office of NIOM two scientific journals are published – “International Journal of Occupational Medicine and Environmental Health” and “Medycyna Pracy”.

In 2010 the journals joined the group of the best scientific periodicals in the world, which are indexed in the Journal Citation Reports base. In 2015 the “International Journal of Occupational Medicine and Environmental Health” had 5-Year Impact Factor equal 1.332, and “Medycyna Pracy” – 0.305.

Creating and maintenance of information resources in a form of registers and databases with nationwide significance, which are a basis for reports and statistical analyses, constitute another important

area of NIOM's activity. The registers and databases are used in issuing opinions and experts' opinions for governmental units and European institutions, and they constitute an important source of knowledge for researchers, practitioners and supervising organs.

Nofer Institute of Occupational Medicine in Lodz has a many years' experience in scientific projects management, both national and international. Every year, on average there are about 300 projects realized in NIOM. Since 2000 NIOM has participated in 120+ international scientific projects; in 10 of them NIOM has been a coordinator. In 2006 the Institute received the Crystal Brussels Award for the best Polish research unit participating in 6 FP EU, and in 2009 it received a First Prize from the World Health Organization (WHO) for research on health promotion.



Handing in the WHO prize for research in health promotion by the Director General of WHO – Margaret Chan (WHO General Assembly, Geneva, 2009)



"Crystal Brussels Sprout" award in the category the best research unit (in the 6th EU Framework Programme)

2. Methodology

2.1. Appointment of a Commission and internal analysis of documentation and working practices at the Nofer Institute of Occupational Medicine

In February 2016 the Director General of the Nofer Institute of Occupational Medicine appointed a Commission to scrutinize the European Charter for Researchers and the Code of Conduct.

The Commission members:

1. Researchers – prof. Mariola Śliwińska-Kowalska – Deputy Director for Medical Affairs and Scientific Personnel Development – Chairwoman; prof. Wojciech Hanke – Deputy Director for Scientific Affairs; Jolanta Przyłuska, PhD – Department of Knowledge Management, Head; Dorota Merecz-Kot, PhD – Department of Health and Work Psychology, Head.

2. Representatives of the Administration – Kamilla Szcześniak, MA – Deputy Director for Innovation and Implementation; Aleksandra Piotrowska, MA – Department of Human Resources, Head; Sylwia Olesińska, MA – Department of Human Resources; Joanna Junak, MA – Department of Projects Management, Innovation and Implementation; Joanna Wierzbowska, MA – Department of Knowledge Management.

The Commission has analyzed the principles and requirements arising from the provisions of the European Charter for Researchers and the Code of Conduct in view of their implementation at the Institute and developed suitable recommendations. Then, the Director General of NIOM, prof. Konrad Rydzyński got familiar with them, expressed his remarks and, after minor improvements, the recommendations have been accepted and approved by NIOM's Scientific Council on April 25th, 2016. Recommendations and actions to be taken are described in Chapter 4.

Actions undertaken by NIOM to obtain HR Excellence in Research Award are visualized below.

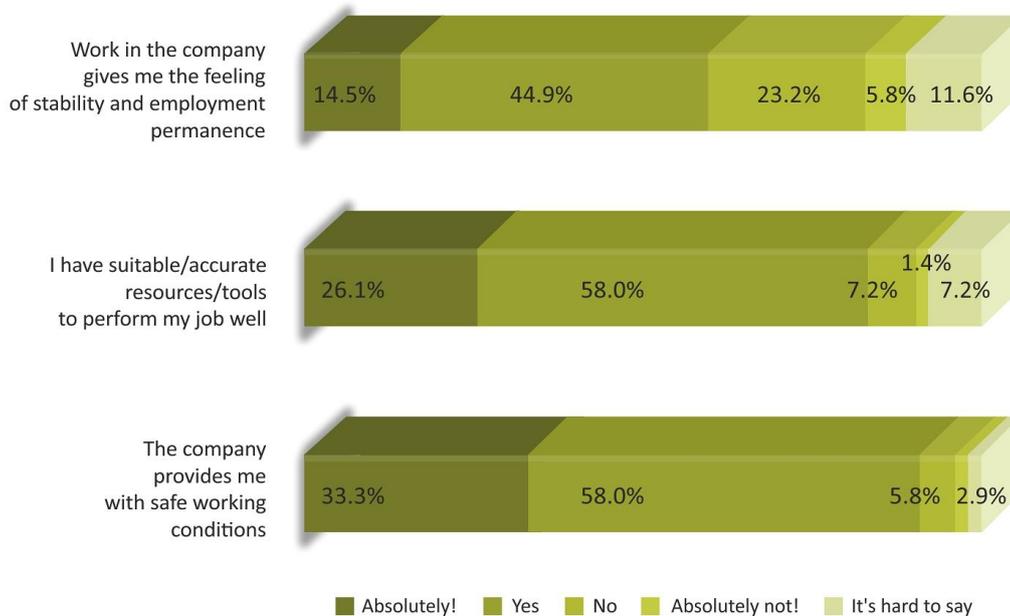
| Actions taken by NIOM for the purpose of obtaining HR Excellence in Research Award | 2016 | | | | | |
|---|----------------|----|-----|----|---|---------------|
| | before 02/2016 | II | III | IV | V | after 05/2016 |
| survey for employees' job satisfaction | ■ | | | | | |
| declaration of endorsement for the European Charter for Researchers and the Code of Conduct | | ■ | | | | |
| appointment of the implementation team | | | ■ | | | |
| analysis of the documents (legislative bases) | | | | ■ | | |
| development of HR strategy and the action plan | | | | | ■ | |
| publishing the strategy | | | | | | ■ |
| waiting for the assessment result | | | | | | ■ |

2.2. NIOM employees satisfaction survey

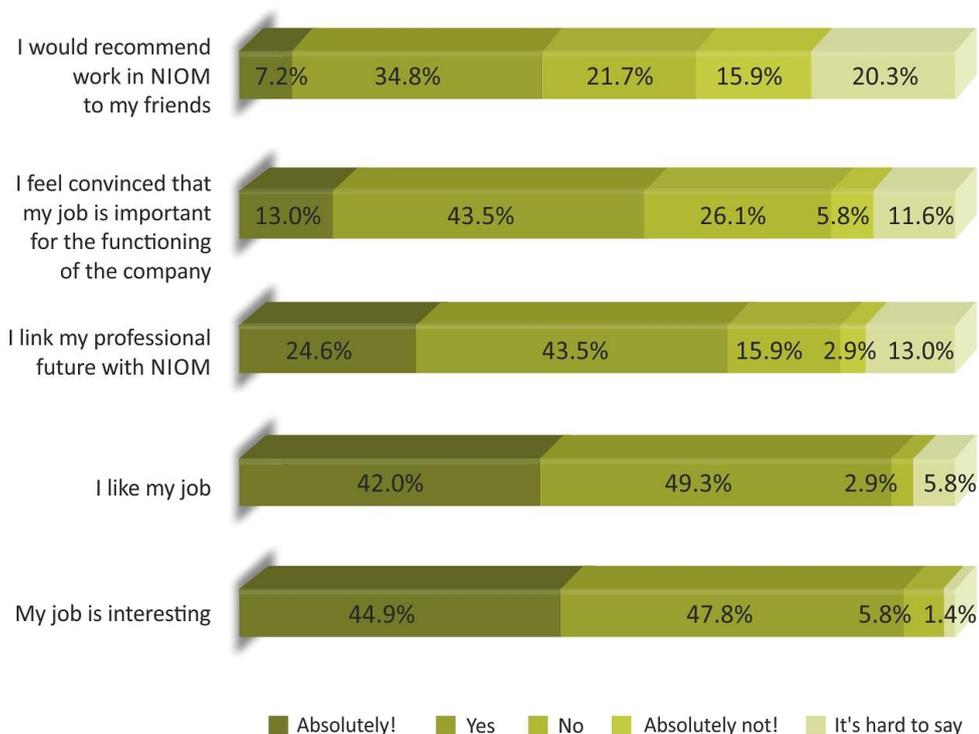
The Nofer Institute as an employees' friendly organization puts constant efforts to maintain healthy psychosocial work conditions. A periodical survey for employees' job satisfaction, commitment and stress has been initiated. The last assessment was performed by independent HR company (HRP

Group) in 2012. During the process of evaluation such factors as quality of communication, team work, work conditions and security, relationships with supervisors, career development, motivating employees and perceived company image were taken into account. Some most important results are presented below.

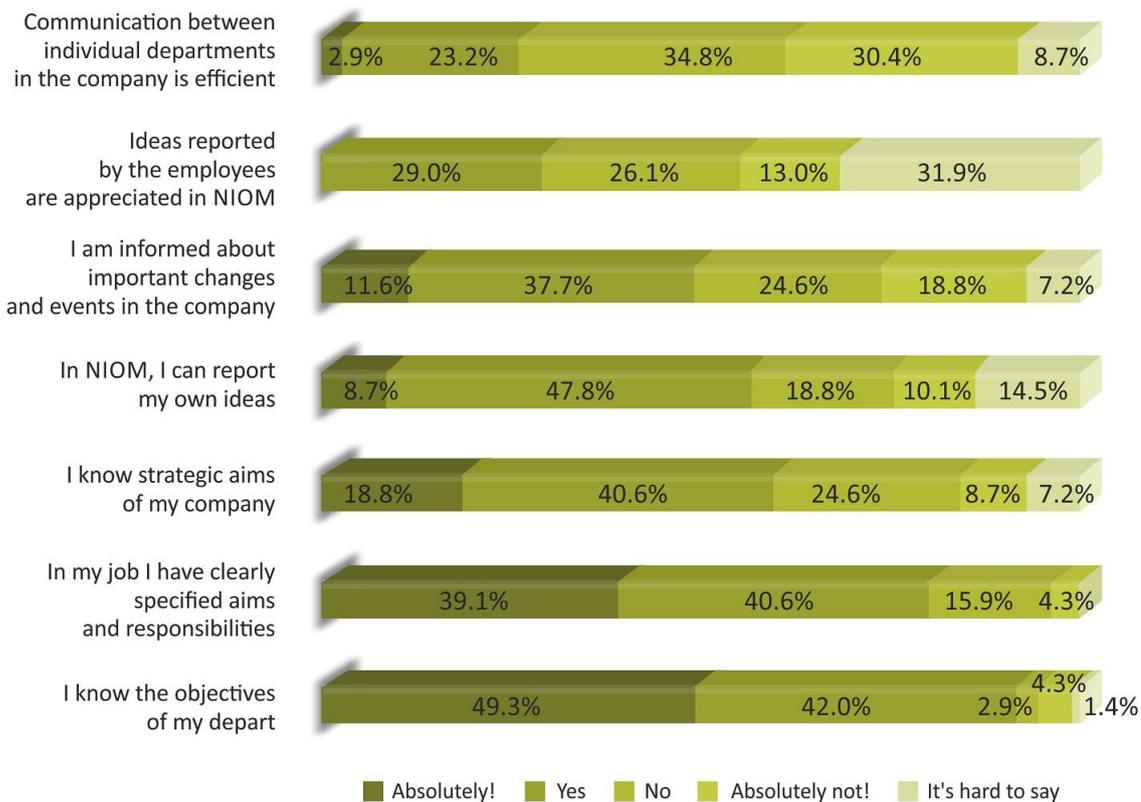
Working Conditions and Security



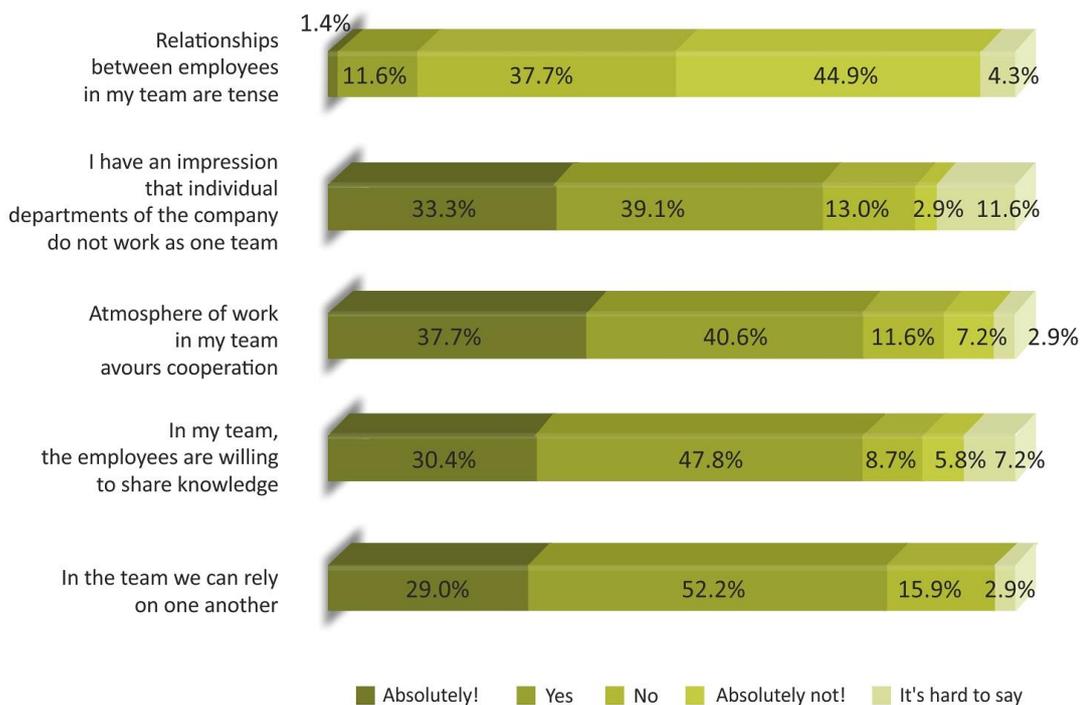
Work satisfaction and engagement



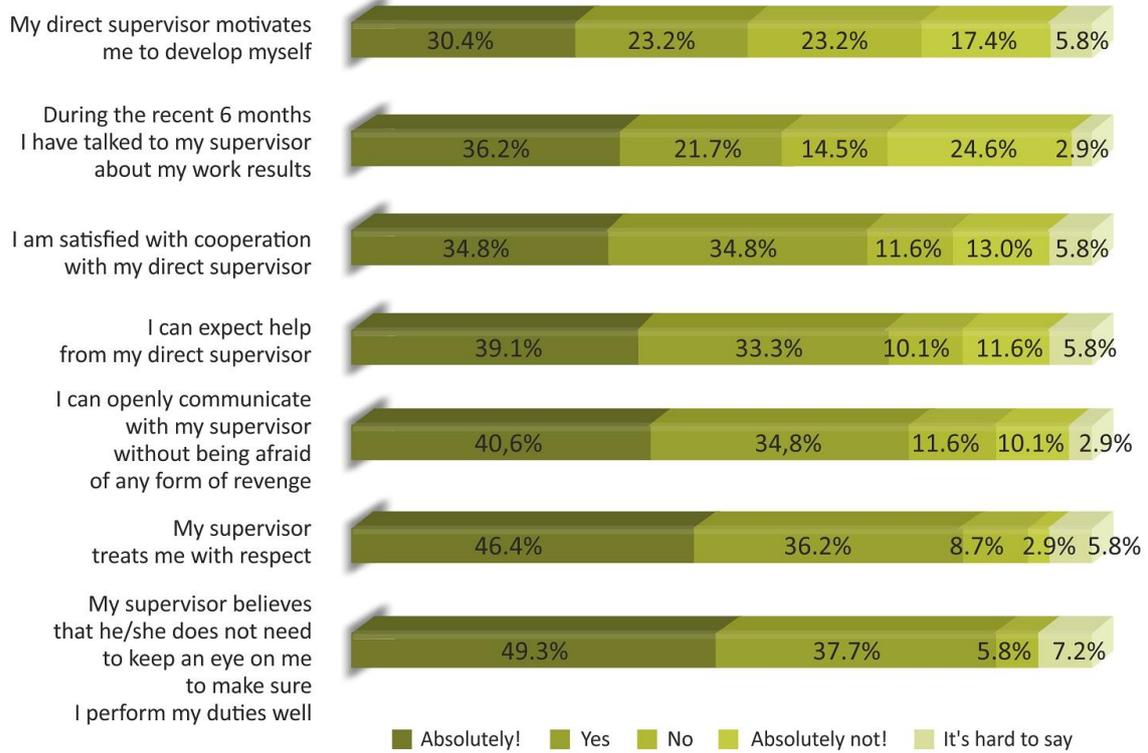
Communication in the company



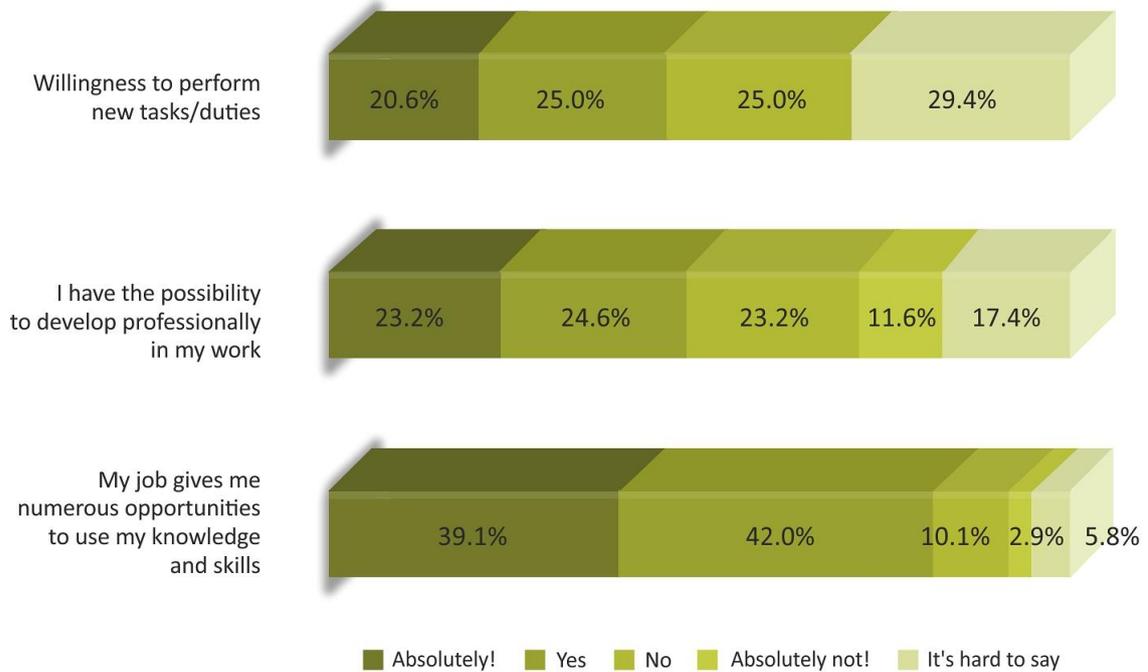
Cooperation within the team



Relationship with a supervisor

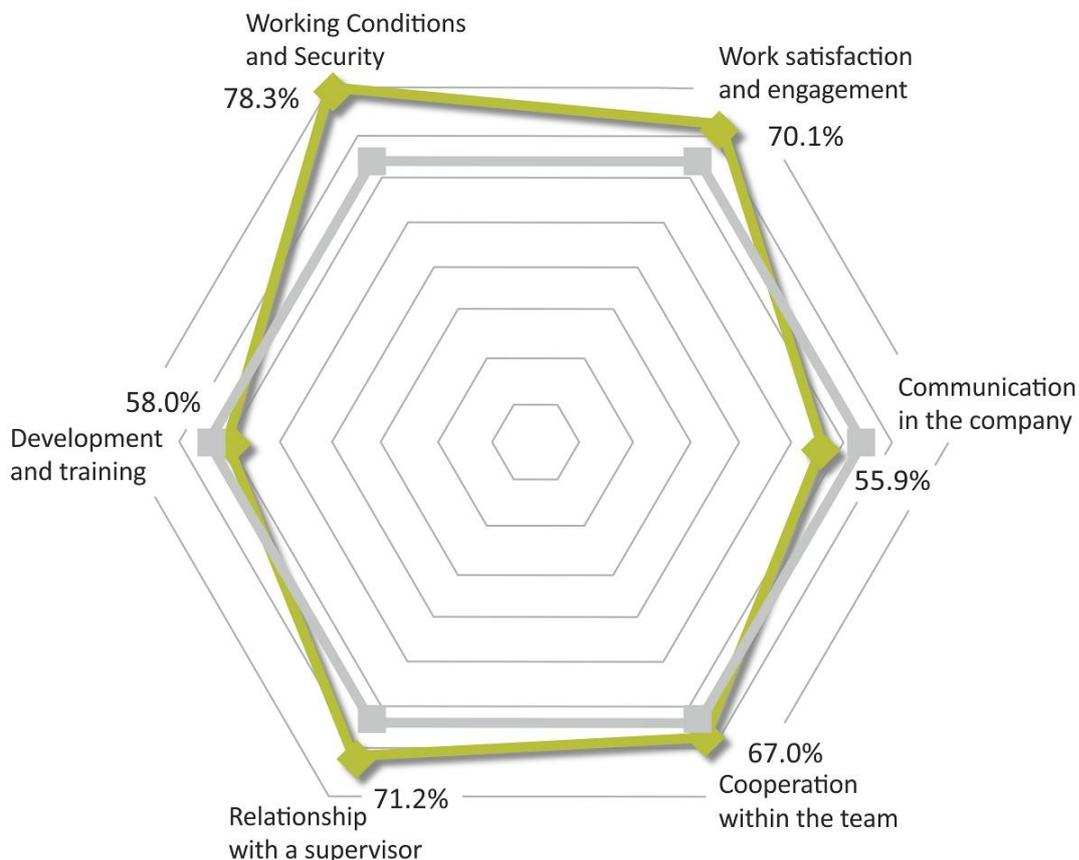


Development and training



The overall assessment was satisfactory. According to employees' opinions, the Nofer Institute of Occupational Medicine is a reliable employer who constantly takes care of proper working conditions, high quality of research and services, access to up-to-date science and equipment, and guarantees interesting occupational challenges fostering personal development of its staff. The employees appreciate good work atmosphere and 92% of them like their work. Almost 70% of them link their professional future with the Institute. Employees stress is mostly related to the system factors (low financing of science in Poland, bureaucracy) and organizational factors (work overload, work-life conflict, communication barriers and insufficient cooperation between different departments). Employees appreciate positive work atmosphere and relationships with direct supervisors; however, in their opinion, managers should have access to more diverse (both financial and non-financial) motivational tools in order to influence better their subordinates' behaviours by creating the effort-reward balance.

The survey results directed us towards improvement of communication pathways within organization and readjustment of training and development strategy to satisfy our employees' needs better. Although opinions about internal communication and possibilities for training and development were least satisfactory, they showed also that our employees want to be more engaged and participate in NIOM life and development of our organization to a greater extent – which is a positive sign for the future. Since then, communication within NIOM has been improved by new intranet design and dissemination of important information by regular e-newsletter to all employees. Socializing events for employees and their family members, such as “Christmas party”, “Children’s Day party”, tourist trips, “Ski Events” are organized every year.



2.3. Applying legal regulations and documents

National legislation:

1. The Act of April 30, 2010 on research institutes;
2. The Act of April 30, 2010 on the principles of science funding;
3. The Act of March 14, 2003 on academic degrees and scientific titles as well as degrees and title in the field of art and executive regulations;
4. The Act of February 4, 1994 on Copyright and Related Rights;
5. The Act of June 26, 1974. Labour Code;
6. Regulation of the Minister of Health and Social Welfare of May 11, 1999 on the detailed principles for appointing and financing and the mode of operation of bioethics committees;
7. The Act of August 29, 1997 on protection of personal data;
8. Regulation of the Minister of Science and Higher Education of August 8, 2011 on nostrification of academic degrees and degrees in the field of art obtained abroad;
9. The Act of August 27, 1997 on professional and social rehabilitation and employment of the disabled;
10. The Act of October 13, 1998 on the system of social security.

Internal legal regulations:

1. Statute of the Nofer Institute of Occupational Medicine in Lodz of April 7, 2011;
2. Corporate Collective Labour Agreement of June 13, 2000;
3. Regulations of work of the Nofer Institute of Occupational Medicine in Lodz of October 1, 2014;
4. Organizational regulations of the Nofer Institute of Occupational Medicine in Lodz of June 25, 1998;
5. Scientific Council Regulations of October 13, 2011;
6. Internal directive No. 8/2009 of the Director General of the Nofer Institute of Occupational Medicine in Lodz of August 25, 2009 on introduction the of Regulations determining the rules, forms and conditions of business trips held outside the country and accepting foreign visitors;
7. Internal directive No. 4/2012 of the Director General of the Nofer Institute of Occupational Medicine in Lodz of May 22, 2012 on establishing the criteria for recruitment of scientific research personnel at the Nofer Institute of Occupational Medicine in Lodz;
8. Internal directive No. 8/2012 of the Director General of the Nofer Institute of Occupational Medicine in Lodz of August 30, 2012 on the introduction of Regulations setting out the rules and procedures for conducting competitions for research posts at the Nofer Institute of Occupational Medicine in Lodz;
9. Internal directive No. 4/2013 of the Director General of the Nofer Institute of Occupational Medicine in Lodz of April 25, 2013 on the introduction of Regulations of the assessment of scientific staff achievements;
10. Internal directive No. 12/2013 of the Director General of the Nofer Institute of Occupational Medicine in Lodz of December 9, 2013 on the appointment of the Bioethics Committee.

3. Results of internal analysis

3.1. Ethical and professional aspects

3.1.1. Research freedom

Researchers should focus their research for the good of mankind and for expanding the frontiers of scientific knowledge, while enjoying the freedom of thought and expression, and the freedom to identify methods by which problems are solved, according to recognised ethical principles and practices. Researchers should, however, recognise the limitations to this freedom that could arise as a result of particular research circumstances (including supervision/guidance/management) or operational constraints, e.g. for budgetary or infrastructural reasons or, especially in the industrial sector, for reasons of intellectual property protection. Such limitations should not, however, contravene recognised ethical principles and practices, to which researchers have to adhere.

Existing regulations and practices:

Researchers working in NIOM have full freedom to realize studies, which are carried out as part of scientific plan approved by the Scientific Council. Within this scope, they can take advantage of the freedom of speech and thought, they can freely determine the methods they are planning to apply to identify and solve research problems without any plagiarism.

Ethics of research is supervised by the Bioethics Committee, the consent of which is required for commencement of any study or research project.

Researchers interested in obtaining external funds receive all necessary information on structural and other external funds, e.g. Horizon 2020, Norwegian grants etc. from the Department of Projects Management, Innovation and Implementation.

The practices mentioned above are constantly used and adhered to.

Actions required:

None

3.1.2. Ethical principles

Researchers should adhere to the recognised ethical practices and fundamental ethical principles appropriate to their discipline(s) as well as to ethical standards as documented in the different national, sectoral or institutional Codes of Ethics.

Existing regulations and practices:

In NIOM, there is a Bioethics Committee, the task of which is to analyze every new planned research project in terms of ethical aspects. Without the consent of the Committee no project enters the realization phase. Employee Code of Ethics developed by the Scientific Commission on Ethics in 2012 is provided on the website of the Ministry of Science and Higher Education. The documents are also available on the website of NIOM - Ethics of research section. As ethical principles evolved with time constant mechanism of training is needed.

Actions required:

Organizing and carrying out, once a year, workshops or trainings in the field of ethical behaviour in science. The trainings will be conducted by the individuals selected by the Deputy Director for Scientific Affairs.

3.1.3. Professional responsibility

Researchers should make every effort to ensure that their research is relevant to society and does not duplicate research previously carried out elsewhere. They must avoid plagiarism of any kind and abide by the principle of intellectual property and joint data ownership in the case of research carried out in collaboration with a supervisor(s) and/or other researchers. The need to validate new observations by showing that experiments are reproducible should not be interpreted as plagiarism, provided that the data to be confirmed are explicitly quoted. Researchers should ensure, if any aspect of their work is delegated, that the person to whom it is delegated has the competence to carry it out.

Existing regulations and practices:

The principles of ethical behaviour while performing scientific research are specified both in The Act on research institutes, Statute of NIOM and Regulations of work of the Nofer Institute of Occupational Medicine. These regulations determine rights and obligations of scientific personnel. According to them, a researcher who behaves unethically will be subjected to a disciplinary action. Training materials concerning IPR, which are updated regularly, are available on the intranet of NIOM. Employees of the Institute represent a high level of ethics and professional responsibility in the implementation of research, including the respect for intellectual property rights. Competence of individual employee is recorded in her/his personal files and confirmed by appropriate certificate. There is clear responsibility of management to assure that the person delegated to certain work has appropriate competence to carry it out.

Actions required:

Conducting election for a Disciplinary Commission by the Department of Human Resources.

3.1.4. Professional attitude

Researchers should be familiar with the strategic goals governing their research environment and funding mechanisms, and should seek all necessary approvals before starting their research or accessing the resources provided. They should inform their employers, funders or supervisor when their research project is delayed, redefined or completed, or give notice if it is to be terminated earlier or suspended for whatever reason.

Existing regulations and practices:

Procedures for obtaining funds from statutory resources as well as from other sources (EU funds, Norwegian Grants, Swiss-Polish Cooperation Programme, Public Health, grants of the National Science Centre and other national, and international) have been developed in NIOM.

Department of Project Management, Innovation and Implementation informs all the interested researchers about possibilities of obtaining funds in order to finance research, as well as informs them constantly (via mailing) about upcoming competitions and application possibilities.

All employees are informed about the procedure of reporting individual research topics to relevant funding sources. The employees, after consultations with their Department's manager and personnel of the Department of Projects Management, Innovation and Implementation decide about the place where to apply for funds and to report the project.

Every year there are scientific internal seminars on research projects progress, the aim of which is to present effects of realization of individual research projects, their stages and results. It constitutes a forum for exchange of thoughts and discussion about further research plans and development of

individual scientific career. Opportunities to realize pilot research as part of statutory activity are also provided in order to promote obtaining funds for projects realization (non-Institute projects). All the practices mentioned above are constantly used and adhered to.

Actions required:

Periodical meetings with the managers of the departments concerning application strategy as well as open information meetings on the mechanism of obtaining external funds for the studies will be organized. Every year meetings will be conducted by the Department of Projects Management, Innovation and Implementation.

3.1.5. Contractual and legal obligations

Researchers at all levels must be familiar with the national, sectoral or institutional regulations governing training and/or working conditions. This includes Intellectual Property Rights regulations, and the requirements and conditions of any sponsor or funders, independently of the nature of their contract. Researchers should adhere to such regulations by delivering the required results (e.g. thesis, publications, patents, reports, new products development, etc.) as set out in the terms and conditions of the contract or equivalent document.

Existing regulations and practices:

Researchers at all levels know national, sectoral and institutional regulations governing training and/or working conditions. When signing a work contract the candidates are made familiar with regulations concerning rights and obligations of employees. Each newly employed researcher confirms familiarity with the above mentioned principles by signing a relevant document. The practices mentioned above are constantly used and adhered to.

Actions required:

None

3.1.6. Accountability

Researchers need to be aware that they are accountable towards their employers, funders or other related public or private bodies as well as, on more ethical grounds, towards society as a whole. In particular, researchers funded by public funds are also accountable for the efficient use of taxpayers' money. Consequently, they should adhere to the principles of sound, transparent and efficient financial management and cooperate with any authorised audits of their research, whether undertaken by their employers/funders or by ethics committees. Methods of collection and analysis, the outputs and, where applicable, details of the data should be open to internal and external scrutiny, whenever necessary and as requested by the appropriate authorities.

Existing regulations and practices:

The issue of professional accountability refers to all researchers. Accountability to the employer is defined at the national level in the provisions of the Labour Code, as well as it is defined in the internal regulations of NIOM. Accountability to grant donors or other funding public or private entities is defined in the relevant agreements. As a national institution, NIOM is obliged to adhere to the principles of clear, transparent and efficient finances management and to cooperate with all authorized auditors, regardless of who ordered the audit. Information on research projects and their results are collected and stored with proper documentary diligence.

In the Institute, a written statement of the Departments' managers about the need for accurate and timely realization of tasks by the personnel of a given Department is used, and in compliance with article 100 of the Labour Code – the employees are obliged to perform work conscientiously and carefully, and to follow the instructions of their superiors.

All the practices mentioned above are constantly used and adhered to.

Actions required:

None

3.1.7. Good practice in research

Researchers should at all times adopt safe working practices, in line with national legislation, including taking the necessary precautions for health and safety and for recovery from information technology disasters, e.g. by preparing proper back-up strategies. They should also be familiar with the current national legal requirements regarding data protection and confidentiality protection requirements, and undertake the necessary steps to fulfil them at all times.

Existing regulations and practices:

Scientific research is carried out meticulously maintaining at the same time safe and healthy labour standards, and IT requirements in the field of data security. Research is carried out in compliance with the currently applying research procedures. The employees have obligatory preliminary and periodical medical check-ups performed that assess their health abilities to perform work on a given work post.

A procedure of assessment occupational health risk on individual work posts, has been developed. The objective of the procedure is to ensure the best possible, in specific conditions, protection of health and life of employees at work.

Compliant with applying legislation, procedures and instructions that aim at a reduction of occupational risk in the case of work with chemical substances, their mixtures, agents or technological processes with carcinogenic or mutagenic effect, ionizing radiation, harmful biological agents have also been implemented. The employees are equipped, free of charge, with certified equipment for personal protection and protective clothing, and footwear. Each newly employed researcher takes part in a preliminary occupational health and safety training, which is divided into: a general training in occupational health and safety (by an occupational health and safety specialist) and work post training (by a direct supervisor). The training is to prepare the employees for safe performance of work in changing conditions. Researchers are subjected to periodical occupational safety and health trainings, which take place not more seldom than every 5 years.

There is also the Policy for Information Security that regulates issues related to the safe data storage and processing. An external IT audit confirmed a good state as well as good practices that exist in NIOM with regard to the data security and software licensing.

Actions required:

Appointing by the Director General of NIOM a person responsible for realization of tasks associated with personal data protection, who will develop procedures concerning data and confidentiality protection.

Reminding about backup regularly, every month (via mailing) – IT department.

3.1.8. Dissemination, exploitation of results

All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised. Senior researchers, in particular, are expected to take a lead in ensuring that research is fruitful and that results are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises.

Existing regulations and practices:

The Institute encourages its employees to publish and disseminate results of the carried out research projects and provides its support in this field. Information on all the projects and research realized in NIOM is made available on the website of NIOM as well as it is made publicly available on the WIEDZA portal, in the ECNIS-NIOM repository and POL-on system (System of Information on Science). Obligation to disseminate and publish research outcomes results from the signed agreements concerning projects/grants realization. Publications in acknowledged branch journals are rewarded with financial bonuses and additional points in the assessment of personnel scientific achievements. Presence of activities of NIOM in public media is documented on the website of NIOM, in "We in media" section. All the practices mentioned above are constantly used and adhered to.

Actions required:

None

3.1.9. Public engagement

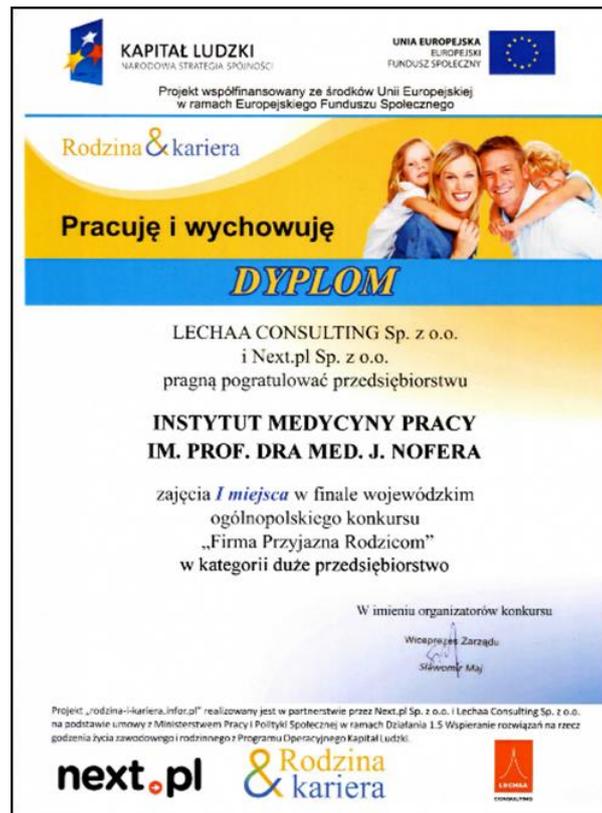
Researchers should ensure that their research activities are made known to society at large in such a way that they can be understood by non-specialists, thereby improving the public's understanding of science. Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology and also the public's concerns.

Existing regulations and practices:

The Institute takes numerous actions in the field of dissemination of knowledge on its activity and carried out research work, and it does it at many levels, inter alia: through participation in the festival of science; participation in job trades and branch meetings; contacts with media (interviews, articles popularizing knowledge, films in regional TV, radio broadcasts); updating Internet services addressed to various target groups; Wiki OSH; free of charge advice and medical check-ups as part of health campaigns; organization of internships for students and graduates from the universities of Łódź, and international students from IAESTE (The International Association for the Exchange of Students for Technical Experience) organization and among others: within the programme "The Young in Łódź". The Institute has a logo of "Parents Friendly Company" and in 2014 obtained a certificate of an "Employee Friendly Employer" in the competition of NSZZ Solidarność. It also cooperates with other institutions for the purpose of dissemination and introduction of active and healthy ageing in the Lodz voivodeship.



An honorable mention in the VIIth edition (2014) of the “Employee Friendly Employer” competition handed by The President of Poland, Bronisław Komorowski



The 1st place in the finals of the national regional competition 'Parents Friendly Company' in the category: a large enterprise.

Actions required:

Drawing up by the Department of Knowledge Management information about NIOM to be presented in Wikipedia.

3.1.10. Non discrimination

Employers and/or funders of researchers will not discriminate against researchers in any way on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.

Existing regulations and practices:

Each researcher after being employed by NIOM is made familiar with the regulations that prohibit discrimination, which he/she confirms with her/his signature on a relevant document. The rules are strictly obeyed. There are no known cases of violation of these rules. The Institute does not discriminate against researchers in any respect. Each scientist is treated equally, regardless of gender, age, ethnicity, national or social origin, religion, sexual orientation, language, disability, political opinion, social or economic status.

The practices mentioned above are constantly used and adhered to.

Actions required:

None

3.1.11. Evaluation/appraisal systems

Employers and/or funders should introduce for all researchers, including senior researchers, evaluation/appraisal systems for assessing their professional performance on a regular basis and in a transparent manner by an independent (and, in the case of senior researchers, preferably international) committee.

Existing regulations and practices:

NIOM conducts evaluation/appraisal system for assessing their scientific employees professional performance systematically since 1992. The system was amended in 2012 in order to adjust it better to the appraisal system introduced by the Ministry of Science. Regulations of the assessment of scientific staff achievements, accepted formally by the Scientific Council of NIOM, determine a detailed mode and the principles of performing periodical assessments of scientific achievements, that nation-wide legislation obliges to implement. The assessment is performed by a 7-person Commission appointed by the Scientific Council. Periodical assessment includes scientific employees on the position of an associate professor and full professor and assistant professor as well as engineering and technical staff employed in the realization of scientific research or developmental activities. The Commission's assessment takes into account the following areas of activity:

- a) scientific achievements, including: scientific publications; citations; reviews; obtaining a non-statutory research project; coordination of a non-statutory research project; obtaining an academic title/degree; promoting in doctoral habilitation (completed); prestigious awards for scientific accomplishments; being a chief-editor of a scientific journal; membership in the management of associations, organizations, scientific institutions and teams of experts; organization of national and international conferences; other significant achievements;
- b) opinion of the manager of the Department given researcher works in, including: ability to work in a scientific-research team or ability to manage such a team; analytical abilities and creativity.

The procedure of assessment is detailed and transparent; it is based on the assessment of individual parameters of scientific research activity. There is also an appeal mode provided for those who are not satisfied with the assessment performed by the Commission.

Actions required:

Supplementing composition of the Commission assessing scientific achievements of employees with a representative of the Scientific Council who is not an employee of NIOM. The candidature will be pointed by the Scientific Council.

3.2. Recruitment

3.2.1. Recruitment

Employers and/or funders should ensure that the entry and admission standards for researchers, particularly at the beginning of their careers, are clearly specified and should also facilitate access for disadvantaged groups or for researchers returning to a research career, including teachers (of any level) returning to a research career. Employers and/or funders of researchers should adhere to the principles set out in the Code of Conduct for the Recruitment of researchers when appointing or recruiting researchers.

Existing regulations and practices:

Issues related to recruitment of scientific personnel in the Institute are regulated in a detailed way by the Statute of the Nofer Institute of Occupational Medicine and other relevant internal regulations of NIOM.

NIOM supports the women who return to work after maternity leave. In such a situation, an employee is protected by a general prohibition of employees discrimination contained in the Labour Code. In the process of recruitment, candidates willing to return to scientific work after a break in it, including a break caused by parental obligations, are not discriminated against in any way. Also currently employed in NIOM researchers maintain their work posts after return from parental leaves. In the Institute, as part of European grants e.g. Marie Curie (Sklodowska), there is a number of opportunities to come back to the scientific career in Poland for researchers from outside the country.

Actions required:

Implementing by the Department of Human Resources competition procedures and developing form required for recruitment procedure in an English language version.

3.2.2. Recruitment (Code)

Employers and/or funders should establish recruitment procedures which are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised. Advertisements should give a broad description of knowledge and competencies required, and should not be so specialised as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.

Existing regulations and practices:

Procedures of recruitment of researchers that function in the Institute are open, effective and transparent. They are based on the principle of transparency and unlimited access. They are comparable at the international level and adjusted to the type of offered vacancy and they provide candidates with appropriate support during the process of recruitment.

Notifications about a vacancy for a Researcher are published, in compliance with currently applying in this field nation-wide and internal regulations, on the website of the Institute as well as on relevant national and foreign portals, i.e., on the website of a Minister relevant for science and in the base of the European Commission – EURAXESS.

Notifications are published in accordance with the determined in legislation deadlines of publication, which provide the candidates with time for submitting application (at least 14 calendar days).

Notification about the competition contains a detailed description of required knowledge and qualifications. The candidates may submit their applications personally or via post.

Actions required:

Extending by the Department of Human Resources a description of a vacant work post by working conditions, rights and perspective for professional development.

3.2.3. Selection (Code)

Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines, including from other countries and with relevant experience to assess the candidate. Whenever possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews. Members of selection panels should be adequately trained should be realistic.

Existing regulations and practices:

Competition proceeding is conducted by a 5-person Competition Commission appointed in compliance with the rules defined in the Regulations that specify rules and mode of conducting competitions for scientific work posts in the Institute.

The Commission consists of the Deputy Director for Scientific Affairs, 3 members of Scientific Council of NIOM and the manager of the Department where the researcher wants to work. The Commission is appointed every time, for the purpose of a specific qualification proceeding.

Apart from the analysis of the submitted documents, the Commission performs job interviews with the candidates. This way, the Commission gets extra information about each candidate, verifies his/her experience, substantial preparation, personality features and motivation to take up work. The candidate, on the other hand, has an opportunity to obtain some more information about the work post he is willing to get.

Commission examines each candidate in terms of compliance with the requirements specified in the notification and on the basis of a conversation with the candidate. It may also ask the candidate to submit additional material documenting his/her qualifications and scientific achievements.

Actions required:

Introducing into the Competition Regulations information concerning such a selection of members of Competition Commission so as to ensure a variety of experiences and qualifications as well as gender balance. The changes will be implemented by the Department of Human Resources and Scientific Council.

3.2.4. Transparency (Code)

Candidates should be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects. They should also be informed after the selection process about the strengths and weaknesses of their applications.

Existing regulations and practices:

Notifications concerning vacant scientific work posts contain all necessary information on the work posts, deadlines of submitting applications and the scope of the required documents.

Those candidates who submit a full set of documents and meet the criteria of recruitment are qualified for competition. The notification contains information saying that incomplete applications or those that do not fulfill criteria described in the notification cannot be qualified for the further

stage of the proceeding, of which candidates will be informed. The candidate is informed via phone about the date of the meeting with the Commission. The Commission informs the candidates about the results of the competition the same day, after completing all job interviews. Oral justification of such a decision indicates strengths of the winning candidate. Then, the selected candidate is approved by the Scientific Council and the Director General of the Institute.

Internal acts regulating rules and mode of performing competitions and the required documents are published in the intranet of the Institute.

Professional development path of a researcher stems from the nation-wide legislation, the Act on research institutes and internal regulations as well as Corporate Collective Labour Agreement, which specify gradation of research positions.

Actions required:

Publishing internal acts regulating the rules and mode of performing competitions as well as required documents on the external website of the Institute.

3.2.5. Judging merit (Code)

The selection process should take into consideration the whole range of experience of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered. This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions.

Existing regulations and practices:

Scientific Council of NIOM, taking care of the high level of the carried out research, has introduced criteria for recruitment of personnel for scientific work posts. They are based on requirements in terms of the obtained education and on bibliometric indicators. These constitute the basis of candidate assessment. However, during recruitment process other aspects of the candidate's profile are also taken into consideration, i.e.: participation in conferences, professional experience, international cooperation or personal development.

The practices mentioned above are constantly used and adhered to.

Actions required:

None

3.2.6. Variations in the chronological order of CVs (Code)

Career breaks or variations in the chronological order of CVs should not be penalised, but regarded as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career track. Candidates should therefore be allowed to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the post for which application is being made.

Existing regulations and practices:

Recruitment procedures in the Institute do not include any particular regulations in terms of the form or content of CV, except for the requirement that this document should be in a written form. The

candidates have full freedom to decide how to present their professional career, and their qualifications are not assessed only based on the submitted CV. Also remaining submitted documents as well as the final job interview are taken into account. The candidates who due to various reasons indicate breaks in their career are not disqualified or discriminated against at any level of the proceeding, provided they meet the criteria specified in the notification about a vacant work post. The practices mentioned above are constantly used and adhered to.

Actions required:

None

3.2.7. Recognition of mobility experience (Code)

Any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change from one discipline or sector to another, whether as part of the initial research training or at a later stage of the research career, or virtual mobility experience, should be considered as a valuable contribution to the professional development of a researcher.

Existing regulations and practices:

The Institute recognizes the value of mobility as a valuable contribution to the professional development of researchers. Information about participation in conferences, scientific meetings or symposia constitutes one of the additional documents that a candidate may submit during recruitment procedure. He/she may also present other, significant in his/her opinion, information affecting usefulness in the case of scientific work, including this that attest to its professional mobility. The practices mentioned above are constantly used and adhered to.

Actions required:

None

3.2.8. Recognition of qualifications (Code)

Employers and/or funders should provide for appropriate assessment and evaluation of the academic and professional qualifications, including non-formal qualifications, of all researchers, in particular within the context of international and professional mobility. They should inform themselves and gain a full understanding of rules, procedures and standards governing the recognition of such qualifications and, consequently, explore existing national law, conventions and specific rules on the recognition of these qualifications through all available channels.

Existing regulations and practices:

In Poland, the issue of formal recognition of education and professional qualifications obtained outside the country is regulated by the relevant international agreements and national legislation. The Act on academic degrees and scientific titles contains regulations concerning the possibility that a candidate holding a foreign degree can apply to initiate habilitation proceedings in Poland. The Act on research institutes regulates the possibility of employing a candidate that has a foreign academic degree on a post of a visiting professor.

Competition proceeding that is carried out in the Institute has the nature of commission and gives the chance to assess candidate's qualifications widely, including his/her informal qualifications.

There is also an option of advice within this field for those candidates who apply for a scientific post in the Institute. All the practices mentioned above are constantly used and adhered to.

Actions required:

None

3.2.9. Seniority (Code)

The levels of qualifications required should be in line with the needs of the position and not be set as a barrier to entry. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained. As professional qualifications may be gained at an early stage of a long career, the pattern of lifelong professional development should also be recognised.

Existing regulations and practices:

This principle is fully respected. Recruitment for a vacant scientific post takes place based on the criteria of the Act on research institutes and the Corporate Collective Labour Agreement of the Institute, where qualifications and achievements from the whole professional career are taken into account rather than only seniority or the institution where the candidate worked previously. The level of qualifications in the notification about a vacant scientific post is closely correlated with the needs of given post.

The practices mentioned above are constantly used and adhered to.

Actions required:

None

3.2.10. Postdoctoral appointments (Code)

Clear rules and explicit guidelines for the recruitment and appointment of postdoctoral researchers, including the maximum duration and the objectives of such appointments, should be established by the institutions appointing postdoctoral researchers. Such guidelines should take into account time spent in prior postdoctoral appointments at other institutions and take into consideration that the postdoctoral status should be transitional, with the primary purpose of providing additional professional development opportunities for a research career in the context of long-term career prospects.

Existing regulations and practices:

The issues concerning recruitment/appointment of academic staff and applying by a candidate for initiation of habilitation or for granting the title of a professor are regulated in detail by the national law. The Institute when employing researchers or conducting relevant promotion proceeding strictly complies with the above mentioned regulations.

Such practices are constantly used and adhered to.

Actions required:

None

3.3. Working conditions and social security

3.3.1. Recognition of the profession

All researchers engaged in a research career should be recognized as professionals and be treated accordingly. This should commence at the beginning of their careers, namely at postgraduate level, and should include all levels, regardless of their classification at national level (e.g. employee, postgraduate student, doctoral candidate, postdoctoral fellow, civil servants).

Existing regulations and practices:

In NIOM all researchers are treated as professionals regardless of the stage of professional career they are at. The status of a researcher is determined by the relevant national law as well as internal regulations of NIOM. The regulations mentioned above determine rights and duties of this occupational group in a properly detailed way. The developed in the Institute requirements concerning recruitment of personnel on scientific posts determine the minimal criteria for recruitment on these posts.

The practices mentioned above are constantly used and adhered to.

Actions required:

None

3.3.2. Research environment

Employers and/or funders of researchers should ensure that the most stimulating research or research training environment is created which offers appropriate equipment, facilities and opportunities, including for remote collaboration over research networks, and that the national or sectoral regulations concerning health and safety in research are observed. Funders should ensure that adequate resources are provided in support of the agreed work programme.

Existing regulations and practices:

NIOM has research laboratories equipped with the latest equipment and research techniques. Equipment base is being gradually supplemented as a result of purchases made within grants and other research projects. Scientific training and access to a broad spectrum of specialized databases is provided thanks to a presence and use of a modern research library and a multimedia room. A hi-tech laboratory base is used in: the Department of Toxicology and Carcinogenesis, namely in the Toxicity Assessment Unit, in the Molecular Toxicology Unit and in the Molecular Genetics and Epigenetics Unit; the Department of Biological and Environmental Monitoring, i.e., in the Metal Analyses Laboratory, in the Biochemistry and Environmental Monitoring of Organic Substances Unit; Research Laboratory for Medicine and Veterinary Products in the GMP Quality System; Department of Physical Hazards as well as in the Department of Radiological Protection.

NIOM has the first in Poland, and one of the most modern in Europe, integrated system for monitoring the psycho-physical state of drivers, the aim of which is to minimize hazard in road traffic. The system is in the Department of Work Physiology and Ergonomics.

As a result of systematically carried out quality policy in terms of competence requirements for research and modelling laboratories, 7 laboratories of NIOM have accreditation of the Polish Centre for Accreditation, and 2 have certificates confirming compliance with the principles of Good Manufacturing Practice (GMP) and Good Laboratory Practice (GLP).

Cooperation of NIOM from a distance is ensured thanks to research networks: Center of Excellence in Molecular Biology and Epidemiology of the Occupational and Environmental Cancer (Epimol), Centre

of Competence in Occupational Hearing Loss (Hearloss). In recent years, thanks to research work within international research network – ECNIS significant progress in the study on the risk of cancer related to occupational exposure has been achieved. Since 2004 NIOM has cooperated within the BioTechMed network.

Actions required:

None

3.3.3. Working conditions

Employers and/or funders should ensure that the working conditions for researchers, including for disabled researchers, provide where appropriate the flexibility deemed essential for successful research performance in accordance with existing national legislation and with national or sectoral collective-bargaining agreements. They should aim to provide working conditions which allow both women and men researchers to combine family and work, children and career. Particular attention should be paid, inter alia, to flexible working hours, part-time working, tele-working and sabbatical leave, as well as to the necessary financial and administrative provisions governing such arrangements.

Existing regulations and practices:

The Institute adheres to all nation-wide regulations concerning employment of the disabled employees, scientific leaves, paid and unpaid dismissals from work and parental leaves for both women and men.

In the Institute flexible working hours apply. Also part time employment is used, particularly in connection with realization of parental obligations. The system of task-related working time and periodic work outside the Institute – at home or in other place chosen by an employee, are also practiced. At an employee's request and with the consent of the Director General of the Institute, there is a possibility of individual working time schedule. Researchers are entitled to extended annual holiday leave lasting 36 of working days in a year. Moreover, NIOM has a logo of a Parents Friendly Company.

All the practices mentioned above are constantly used and adhered to.

Actions required:

None

3.3.4. Stability and permanence of employment

Employers and/or funders should ensure that the performance of researchers is not undermined by instability of employment contracts, and should therefore commit themselves as far as possible to improving the stability of employment conditions for researchers, thus implementing and abiding by the principles and terms laid down in the EU Directive on Fixed-Term Work.

Existing regulations and practices:

Employment and its stability result from the national legislation contained in the Labour Code and the Act on research institutes. These documents regulate the issues concerning employment as part of work contract, including those related to term agreements. They also provide a number of mechanisms for the protection of the stability of employment. In the Institute there also applies Collective Labour Agreement registered at the State Labour Inspectorate, the provisions of which have been negotiated with the trade unions. The Institute fully respects and applies these principles in its employment policy. Special provisions concern appointment of academic personnel for the

position of a professor, which is a form of employment that gives a very high guarantee of stability and permanence of employment.

The practices mentioned above are constantly used and adhered to.

Actions required:

None

3.3.5. Funding and salaries

Employers and/or funders of researchers should ensure that researchers enjoy fair and attractive conditions of funding and/or salaries with adequate and equitable social security provisions (including sickness and parental benefits, pension rights and unemployment benefits) in accordance with existing national legislation and with national or sectoral collective bargaining agreements. This must include researchers at all career stages including early-stage researchers, commensurate with their legal status, performance and level of qualifications and/or responsibilities.

Existing regulations and practices:

All regulations of the national legislation in terms of, inter alia: social insurance benefits, minimum wage or remuneration for overtime work are adhered to. Benefits that employees are entitled to in connection with the performance of tasks within the doctoral and promotion procedures (promoters, reviewers) are also paid in accordance with applicable regulations in this regard.

Internal regulations concerning the value of remuneration depending on the post as well as additional components of remuneration are contained in the Corporate Collective Labour Agreement, which was developed through negotiations with trade unions. According to this document, the employees apart from basic remuneration are entitled to the following extra benefits:

- seniority supplement after at least 3 years of work;
- jubilee awards for 20, 25, 30, 35 and 40 years of work;
- retirement benefits in the amount of more than a generally applicable provisions provide;
- functional supplements for employees holding managerial positions;
- bonuses for publications;
- permanent and temporary discretionary bonuses, including those associated with improving qualifications;
- task bonuses for timely and exemplary performance of tasks within the research topics included in the Scientific Plan of NIOM.

All the practices mentioned above are constantly used and adhered to.

Actions required:

None

3.3.6. Gender balance

Employers and/or funders should aim for a representative gender balance at all levels of staff, including at supervisory and managerial level. This should be achieved on the basis of an equal opportunity policy at recruitment and at the subsequent career stages without, however, taking precedence over quality and competence criteria. To ensure equal treatment, selection and evaluation committees should have an adequate gender balance.

Existing regulations and practices:

Currently, the Institute employs 348 employees in total , including 81 researchers.

1. The structure of employees in terms of gender presents itself, as follows:

| Group of employees | Women | Men | In total |
|----------------------------------|------------|-----------|------------|
| researchers | 54 | 27 | 81 |
| engineer and technical personnel | 161 | 34 | 195 |
| administration and services | 59 | 13 | 72 |
| total | 274 | 74 | 348 |

2. Summary of executives and management by gender:

| Management personnel | Women | Men | In total |
|---------------------------------------|-----------|-----------|-----------|
| Board of Directors | 3 | 2 | 5 |
| managers of main organizational units | 13 | 6 | 19 |
| remaining managers | 25 | 6 | 31 |
| total | 41 | 14 | 55 |

3. The Scientific Council of NIOM consists of 33 persons, of whom 23 are employees of NIOM. Gender structure of employees who are members of the Scientific Council of NIOM:

| Employees in the Scientific Council of NIOM | Women | Men |
|---|-----------|-----|
| | 17 | 6 |
| Total | 23 | |

Women dominate in the employment structure. They are numerous represented both among personnel, executive Staff and Scientific Council. This state of affairs results, in our assessment, from demographic determinants as neither in recruitment nor promotion procedures is particular gender preferred. They are in every respect objective and impartial.

Such practices are constantly used and adhered to.

Actions required:

None

3.3.7. Career development

Employers and/or funders of researchers should draw up, preferably within the framework of their human resources management, a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, including for researchers on fixed-term contracts. It should include the availability of mentors involved in providing support and guidance for the personal and professional development of researchers, thus motivating them and contributing to reducing any insecurity in their professional future. All researchers should be made familiar with such provisions and arrangements.

Existing regulations and practices:

In NIOM determination of an individual path of professional development, realized based on involvement in the carried out research projects, is preferred. Full availability of mentors who provide support and advice concerning personal as well as professional development is ensured within the projects. As part of the procedures associated with registration and conferment procedure for a doctoral degree, regulated by the nation-wide legislation, each PhD student has an assigned thesis supervisor who directs and supervises the process of doctoral dissertation preparation.

Young researchers are encouraged to apply or carry out research, which finish with a publication, within competitions organized by the National Science Centre (e.g. Preludium) or the Ministry of Science and Higher Education (e.g. Iuventus Plus). These processes take place in the presence of and are supported by a mentor. This creates opportunity to develop and obtain scientific independence.

The practices mentioned above are constantly used and adhered to.

Actions required:

None

3.3.8. Value of mobility

Employers and/or funders must recognize the value of geographical, intersectorial, inter- and trans-disciplinary and virtual mobility as well as mobility between the public and private sector as an important means of enhancing scientific knowledge and professional development at any stage of a researcher's career. Consequently, they should build such options into the specific career development strategy and fully value and acknowledge any mobility experience within their career progression/appraisal system. This also requires that the necessary administrative instruments be put in place to allow the portability of both grants and social security provisions, in accordance with national legislation.

Existing regulations and practices:

The Institute supports and encourages its employees to professional mobility. Formal procedures with regard to this issue have been developed – Regulations determining principles, forms and conditions of business trips outside the country and accepting foreign guests. Mobility is appreciated both in the case of periodical assessment of scientific achievements as well as during recruitment procedures.

Every year funds are devoted to cooperation with foreign scientific institutions, from which foreign trips for scientific personnel, including, young researchers are co-financed. Thanks to such a policy of NIOM young researchers have a chance to obtain grants and develop their scientific independence. Cooperation with a private sector is realized, among others, as part of Strategmed type projects and is perceived as a valuable model of implementation of innovative solutions developed in the Institute

into the industry. In accordance with the nation-wide legislation, in justified cases, after achieving agreement with the third party, there is a possibility of moving grants and social insurance. The practices are constantly used and adhered to.

Actions required:

None

3.3.9. Access to career advice

Employers and/or funders should ensure that career advice and job placement assistance, either in the institutions concerned, or through collaboration with other structures, is offered to researchers at all stages of their careers, regardless of their contractual situation.

Existing regulations and practices:

Providing professional advice is a good practice used in the Institute every day and, to a large extent, it takes place in a form of interpersonal contacts (also of young employees with their mentors). There are also institutional support principles within this field. NIOM has an institutional profile in the social service for researchers – ResearchGate, with a division into scientific departments. Every employee may set up his/her own individual account within this structure, as part of which he/she determines his/her professional interests. Job offers, that are reported to ResearchGate by any institution from all over the world, are automatically sent to each user of the service based on the previously defined professional interests.

Actions required:

Disseminating information about: ResearchGate and EURAXESS – portal for mobile researchers, twice a year via newsletter by the Department of Knowledge Management.

3.3.10. Intellectual Property Rights

Employers and/or funders should ensure that researchers at all career stages reap the benefits of the exploitation (if any) of their R&D results through legal protection and, in particular, through appropriate protection of Intellectual Property Rights, including copyrights. Policies and practices should specify what rights belong to researchers and/or, where applicable, to their employers or other parties, including external commercial or industrial organisations, as possibly provided for under specific collaboration agreements or other types of agreement.

Existing regulations and practices:

Intellectual Property Rights are regulated by the national legislation (The Act on Copyright and Related Rights) and they are fully respected in NIOM. Moreover, each employee of NIOM can make him/herself familiar with this issue thanks to publications on IPR available on the intranet of NIOM. Solution in the case of trainings in the field of Intellectual Property Rights will be proposed in the future.

Actions required:

Trainings in the field of Intellectual Property Rights (once a year) organized by the Deputy Director for Scientific Affairs.

3.3.11. Co-authorship

Co-authorship should be viewed positively by institutions when evaluating staff, as evidence of a constructive approach to the conduct of research. Employers and/or funders should therefore develop strategies, practices and procedures to provide researchers, including those at the beginning of their research careers, with the necessary framework conditions so that they can enjoy the right to be recognised and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents, etc., or to publish their own research results independently from their supervisor(s).

Existing regulations and practices:

Co-authorship in the case of publishing research results is dependent on the actual contribution and the role in the carried out studies, in accordance with the principles established by the research team. The principles of percentage contribution of a co-author to a publication are determined in the Regulations of the assessment of scientific staff achievements. Researchers working in NIOM have a full right and freedom to publish their scientific results regardless of the Board of Directors or a direct supervisor. These practices are constantly used and adhered to.

Actions required:

None

3.3.12. Teaching

Teaching is an essential means for the structuring and dissemination of knowledge and should therefore be considered a valuable option within the researchers' career paths. However, teaching responsibilities should not be excessive and should not prevent researchers, particularly at the beginning of their careers, from carrying out their research activities. Employers and/or funders should ensure that teaching duties are adequately remunerated and taken into account in the evaluation/appraisal systems, and that time devoted by senior members of staff to the training of early stage researchers should be counted as part of their teaching commitment. Suitable training should be provided for teaching and coaching activities as part of the professional development of researchers.

Existing regulations and practices:

Professional development of employees of NIOM via teaching/learning takes place at a level of each scientific department as well as at the level of the whole Institute. Young employees gain knowledge from senior employees during scientific meetings taking place inside each department. Scientific meetings and thematic trainings for all interested employees are organized cyclically with the support of scientific associations that operate in NIOM, such as: Polish Society of Occupational Medicine, Polish Toxicological Society, Polish Association of Industrial Hygienists. The employees that start their work in NIOM have opportunities to participate in individual as well as group trainings in the field of access to databases and information resources organized by the Department of Knowledge Management. Information about all training initiatives is sent via newsletter. In NIOM, there are also numerous courses as part of post-graduate trainings, which are attended also by young researchers. Teaching achievements constitute a considerable part of scientific development of employees. They constitute one of the criteria for obtaining an independent scientific position (PhD, Professor). NIOM does not perform teaching at the undergraduate academic level, therefore, there are no situations in which employees would have too many teaching obligations.

All the practices mentioned above are constantly used and adhered to.

Actions required:

None

3.3.13. Complaints/Appeals

Employers and/or funders of researchers should establish, in compliance with national rules and regulations, appropriate procedures, possibly in the form of an impartial (ombudsman-type) person to deal with complaints/appeals of researchers, including those concerning conflicts between supervisor(s) and early-stage researchers. Such procedures should provide all research staff with confidential and informal assistance in resolving work-related conflicts, disputes and grievances, with the aim of promoting fair and equitable treatment within the institution and improving the overall quality of the working environment.

Existing regulations and practices:

Depending on the nature of the issue, there are various procedures of appeal, which are based both on the national legislation as well as on the internal procedures.

First, an employee can report his/her complaints directly to his/her supervisor, which stems directly from the principles of professional subordination and organizational structure.

The Director General is the final organ of appeal. In some cases, complaints and appeals are dealt with by other bodies, e.g. Scientific Council of NIOM is responsible for appeals in the case of issues related to the dismissal of an employee due to the assessment of his/her scientific achievement. In the Institute there are also: Anti-bullying Commission and Conciliation Commission. The aim of the first one, is to prevent and to investigate the cases related to mobbing behaviours towards employees. The latter is an intermediary body between an employee and the Board of Directors in the case of disputes associated with employment. Corporate trade unions also play a significant mediatory role.

All the practices mentioned above are constantly used and adhered to.

Actions required:

None

3.3.14. Participation in decision-making bodies

Employers and/or funders of researchers should recognize it as wholly legitimate, and indeed desirable, that researchers be represented in the relevant information, consultation and decision-making bodies of the institutions for which they work, so as to protect and promote their individual and collective interests as professionals and to actively contribute to the workings of the institution.

Existing regulations and practices:

In compliance with relevant regulations and the Statute, the Institute functions thanks to its organs – Director General and Scientific Council. The Director manages the Institute with support of the Scientific Council, which constitutes an initiating, consultative and advisory organ, as well as his Deputies.

Scientific Council as a collegial body provides a representation of employees of NIOM in the process of planning and decision making in the area of the Institute functioning. In accordance with the relevant provisions, members of Scientific Council include individual groups of scientific personnel of the Institute. Employees with a doctoral degree become members of the Council on the way of carried out elections. Professors and those with a post-doctoral degree are included in the Scientific Council by law. Scientific Council, in order to improve its functioning, delegates some of its competences to specially appointed Commissions:

- for Assessment of Scientific Plan;

- for academic degrees in the field of medical sciences, in the area of medicine;
- for academic degrees in the field of medical sciences, in the area of medical biology;
- for academic degrees in the field of health sciences;
- for qualification of individuals for scientific posts;
- for assessment of scientific achievements of researchers.

Individual Commissions consist of an appropriate number of members, also including young researchers.

The practices mentioned above are constantly used and adhered to.

Actions required:

None

3.4. Training

3.4.1. Relation with supervisors

Researchers in their training phase should establish a structured and regular relationship with their supervisor(s) and faculty/departmental representative(s) so as to take full advantage of their relationship with them. This includes keeping records of all work progress and research findings, obtaining feedback by means of reports and seminars, applying such feedback and working in accordance with agreed schedules, milestones, deliverables and/or research outputs.

Existing regulations and practices:

Verification of the progress in the studies and their results takes place during department meetings and meetings of scientific societies. It also takes place as part of supervision over statutory projects that are realized from the statutory resources provided to carry out research studies serving development of young researchers. Individuals who submit projects as part of such studies are under care of an experienced mentor and have a regular contact with their supervisor. Such procedures are used in order to control progress of the project in accordance with the planned tasks schedule.

These practices are constantly used and adhered to.

Actions required:

None

3.4.2. Supervision and managerial duties

Senior researchers should devote particular attention to their multi-faceted role as supervisors, mentors, career advisors, leaders, project coordinators, managers or science communicators. They should perform these tasks to the highest professional standards. With regard to their role as supervisors or mentors of researchers, senior researchers should build up a constructive and positive relationship with the early-stage researchers, in order to set the conditions for efficient transfer of knowledge and for the further successful development of the researchers' careers.

Existing regulations and practices:

Managers of the Departments and equivalent organizational units, who are subordinate to the Director General of the Institute or to a relevant Deputy Director are responsible for providing subordinate to them employees with instructions, consultations and advice. They are also obliged to assess the results of work of their subordinates and to take care of increasing their professional qualifications in the field of scientific development. As part of a relationship with their subordinates

they accept and examine their proposals, complaints and appeals, and represent them in front of the Board of Directors.

Actions required:

Supplementing Organizational regulations of NIOM with provisions that would oblige Department and equivalent units managers to organize and hold regular meetings (at least once a quarter) to assess the progress of work / research.

3.4.3. Continuing Professional Development

Researchers at all career stages should seek to continually improve themselves by regularly updating and expanding their skills and competencies. This may be achieved by a variety of means including, but not restricted to, formal training, workshops, conferences and e-learning.

Existing regulations and practices:

The Institute provides its personnel with numerous opportunities to take part in the best trainings, and therefore, supports their professional development. The Institute Board of Directors facilitates improvement of qualifications by providing possibilities of taking part in workshops, trainings and scientific conferences. In the Institute there is also a Commission for business trips, which examines applications for funds for the previously mentioned forms of professional qualifications improvement. Additionally, for this purpose, an internal fund supporting such funding has been created. The practices mentioned above are constantly used and adhered to.

Actions required:

None

3.4.4. Access to research training and continuous development

Employers and/or funders should ensure that all researchers at any stage of their career, regardless of their contractual situation, are given the opportunity for professional development and for improving their employability through access to measures for the continuing development of skills and competencies. Such measures should be regularly assessed for their accessibility, take up and effectiveness in improving competencies, skills and employability.

Existing regulations and practices:

NIOM makes it possible for its researchers to participate in workshops and trainings that improve their professional competences e.g., IT trainings, trainings in the field of information skills, thematic workshops associated with the activity of NIOM. As an example, in 2015, in the Scientific Library of NIOM workshops entitled 'Effective Scientific Publishing' were conducted. During the workshops, the employees obtained practical knowledge and skills in the field of scientific publishing – they got to know the methods of effective writing allowing preparation and sending scientific articles to international scientific journals. Such practices are constantly used and adhered to.

Actions required:

None

3.4.5. Supervision

Employers and/or funders should ensure that a person is clearly identified to whom early-stage researchers can refer for the performance of their professional duties, and should inform the researchers accordingly. Such arrangements should clearly define that the proposed supervisors are sufficiently expert in supervising research, have the time, knowledge, experience, expertise and commitment to be able to offer the research trainee appropriate support and provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms.

Existing regulations and practices:

As part of existing organizational structure, managers of individual organizational units are obliged to provide their subordinates with instructions, consultations and advice. Next, employees may come for help or advice to the Director General or his Deputies. The employees of NIOM are aware of organizational structure of the Institute – information is on the website of NIOM. They are also constantly informed via e-mail about all changes introduced to the Organizational Regulations of NIOM. The managers, as part of their competences, may also designate experienced employees from their department, whose duty is to take care of a new employee.

Actions required:

None

4. Action plan

Most of the rules and principles complying with the European Charter for Researchers and the Code of Conduct have already been imposed by the Polish law (The Labour Code; the Act on research institutes), while some result from the internal acts of NIOM (such as the Statute of the Nofer Institute of Occupational Medicine, internal regulations of the Scientific Board of NIOM or the Corporate Collective Labour Agreement). The preliminary analysis has shown that the areas that require improvement, include: regulations and actions related to ethical and professional aspects (6/11) and recruitment (4/10). Working conditions and social security (2/14) as well as training (1/5) require only minor corrections.

And so, the carried out analysis has indicated the need for taking actions in four types of activities, i.e.,:

- trainings and notifications
- developing new documents
- supplementation of the existing internal regulations
- appointments

As part of ‘trainings and notifications’ activity NIOM will once a year organize and carry out workshops or trainings in the field of ethical behaviour in science. Also trainings in the field of Intellectual Property Rights are going to be conducted. Moreover, periodical meetings with the managers of the departments concerning application strategy as well as open information meetings on the mechanism of obtaining external funds for the studies will take place. Information on ResearchGate and EURAXESS – an information point for internationally mobile researchers will be disseminated twice a year by means of a newsletter. Internal acts regulating the principles and the mode of conducting competitions as well as required documents will be made available on the external website of the Institute. At the very same time, in order to secure data appropriately, an action consisting in reminding about the necessity to prepare backup will be implemented (mailing). Within ‘developing new documents’ activity, information about NIOM in Wikipedia will be drawn up, competition procedures and forms required for recruitment procedure will be written in an English language version. The appointed Information Security Administrator will develop procedures concerning data and confidentiality security.

“Supplementation of the existing internal regulations” will consist in:

- extension of a description of a vacant work post by working conditions, rights and perspective for professional development;
- introduction into the Competition Regulations information concerning such a selection of members of Competition Commission so as to ensure a variety of experiences and qualifications as well as gender balance;
- supplementation of the Organizational regulations of NIOM with provisions requiring Department and equivalent units managers obligation of regular meetings (at least once a quarter) to assess the progress of work / research.

The Director General of NIOM will appoint a person responsible for realization of tasks associated with personal data protection. Election to the Disciplinary Commission will be conducted.

The already existing good practices compliant with the European Charter for Researchers and the Code of Conduct will be still respected and adhered to.

Monitoring process

Twice a year (at the end of the second and fourth quarter) the Commission to scrutinize the European Charter for Researchers and the Code of Conduct appointed by the Director General of NIOM will verify the state of changes and regulations to be implemented. Conclusions from the verification will be handed in, in a form of a protocol, to the Director General of NIOM.

Acceptance

All the mentioned above changes and improvements to be implemented have obtained a positive opinion and thus, have been accepted by the Scientific Council of NIOM on 25th April 2016 (the II/2016 Session).

The Nofer Institute of Occupational Medicine in Łódź represented by the Director General – Professor Konrad Rydzyński, fully accepts the Human Resources Strategy for Researchers.

| Results of the internal analysis of NIOM for the European Charter for Researchers and the Code of Conduct | Realization time in NIOM | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|----|-----|------|----|---|----|-----|---|----|-----|------|---|----|-----|------|----|---|----|-----|--|--|--|
| | 2016 | | | | | | | | | | | | 2017 | | | | | | | | | | | |
| | IV | V | VI | VII | VIII | IX | X | XI | XII | I | II | III | IV | V | VI | VII | VIII | IX | X | XI | XII | | | |
| 3.1. Ethical and professional aspects | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.1.1. Research freedom | NONE | | | | | | | | | | | | | | | | | | | | | | | |
| 3.1.2. Ethical principles | Deputy Director for Scientific Affairs | | | | | | | | | | | | | | | | | | | | | | | |
| 3.1.3. Professional responsibility | Department of Human Resources | | | | | | | | | | | | | | | | | | | | | | | |
| 3.1.4. Professional attitude | Department of Projects' Management, Innovation and Implementation | | | | | | | | | | | | | | | | | | | | | | | |
| 3.1.5. Contractual and legal obligations | NONE | | | | | | | | | | | | | | | | | | | | | | | |
| 3.1.6. Accountability | NONE | | | | | | | | | | | | | | | | | | | | | | | |
| 3.1.7. Good practice in research | Information Security Administrator | | | | | | | | | | | | | | | | | | | | | | | |
| | Information Security Administrator | | | | | | | | | | | | | | | | | | | | | | | |
| | IT | | | | | | | | | | | | | | | | | | | | | | | |
| 3.1.8. Dissemination, exploitation of results | NONE | | | | | | | | | | | | | | | | | | | | | | | |
| 3.1.9. Public engagement | Department of Knowledge Management | | | | | | | | | | | | | | | | | | | | | | | |
| 3.1.10. Non discrimination | NONE | | | | | | | | | | | | | | | | | | | | | | | |
| 3.1.11. Evaluation/appraisal systems | Department of Human Resources; Scientific Council | | | | | | | | | | | | | | | | | | | | | | | |
| 3.2. Recruitment | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.2.1. Recruitment | Department of Human Resources | | | | | | | | | | | | | | | | | | | | | | | |
| 3.2.2. Recruitment (Code) | Department of Human Resources | | | | | | | | | | | | | | | | | | | | | | | |
| 3.2.3. Selection (Code) | Department of Human Resources; Scientific Council | | | | | | | | | | | | | | | | | | | | | | | |
| 3.2.4. Transparency (Code) | Department of Human Resources | | | | | | | | | | | | | | | | | | | | | | | |
| 3.2.5. Judging merit (Code) | NONE | | | | | | | | | | | | | | | | | | | | | | | |
| 3.2.6. Variations in the chronological order of CVs (Code) | NONE | | | | | | | | | | | | | | | | | | | | | | | |
| 3.2.7. Recognition of mobility experience (Code) | NONE | | | | | | | | | | | | | | | | | | | | | | | |
| 3.2.8. Recognition of qualifications (Code) | NONE | | | | | | | | | | | | | | | | | | | | | | | |
| 3.2.9. Seniority (Code) | NONE | | | | | | | | | | | | | | | | | | | | | | | |
| 3.2.10. Postdoctoral appointments (Code) | NONE | | | | | | | | | | | | | | | | | | | | | | | |
| 3.3. Working conditions and social security | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.3.1. Recognition of the profession | NONE | | | | | | | | | | | | | | | | | | | | | | | |
| 3.3.2. Research environment | NONE | | | | | | | | | | | | | | | | | | | | | | | |
| 3.3.3. Working conditions | NONE | | | | | | | | | | | | | | | | | | | | | | | |
| 3.3.4. Stability and permanence of employment | NONE | | | | | | | | | | | | | | | | | | | | | | | |
| 3.3.5. Funding and salaries | NONE | | | | | | | | | | | | | | | | | | | | | | | |
| 3.3.6. Gender balance | NONE | | | | | | | | | | | | | | | | | | | | | | | |
| 3.3.7. Career development | NONE | | | | | | | | | | | | | | | | | | | | | | | |
| 3.3.8. Value of mobility | NONE | | | | | | | | | | | | | | | | | | | | | | | |
| 3.3.9. Access to career advice | Department of Knowledge Management | | | | | | | | | | | | | | | | | | | | | | | |
| 3.3.10. Intellectual Property Rights | Deputy Director for Scientific Affairs | | | | | | | | | | | | | | | | | | | | | | | |
| 3.3.11. Co-authorship | NONE | | | | | | | | | | | | | | | | | | | | | | | |
| 3.3.12. Teaching | NONE | | | | | | | | | | | | | | | | | | | | | | | |
| 3.3.13. Complaints/Appeals | NONE | | | | | | | | | | | | | | | | | | | | | | | |
| 3.3.14. Participation in decision-making bodies | NONE | | | | | | | | | | | | | | | | | | | | | | | |
| 3.4. Training | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.4.1. Relation with supervisors | NONE | | | | | | | | | | | | | | | | | | | | | | | |
| 3.4.2. Supervision and managerial duties | Department of Human Resources | | | | | | | | | | | | | | | | | | | | | | | |
| 3.4.3. Continuing Professional Development | NONE | | | | | | | | | | | | | | | | | | | | | | | |
| 3.4.4. Access to research training and continuous development | NONE | | | | | | | | | | | | | | | | | | | | | | | |
| 3.4.5. Supervision | NONE | | | | | | | | | | | | | | | | | | | | | | | |

Types of activities

- trainings and notifications
- supplementation of the existing internal regulations
- appointments
- developing new documents

Accepted and approved by:

Director General of NIOM



prof. Konrad Rydzyński

Chairwoman of the
Commission



prof. Mariola Śliwińska-Kowalska

Chairperson of the Scientific
Council



prof. Marcin Kamiński