

# Rules of Procedure of the Ethics Committee of the Institute of Physics of the CAS

## Clause 1 – Ethics Committee

1. The Ethics Committee of the Institute of Physics of the Czech Academy of Sciences (FZU) has been established in accordance with the Code of Ethics of the Institute of Physics (hereinafter referred to as the “Code of Ethics”).
2. The Code of Ethics is published on the FZU web site.
3. The FZU Ethics Committee serves the director as an advisory body. The Ethics Committee comprises of at least 7 members including its Chair.
4. The FZU Ethics Committee (hereinafter also referred to as the “Committee”) and its Chair are appointed and removed by the FZU Director.
5. The membership in the Ethics Committee is incongruent with the office of the FZU director, his deputies or the Science Secretary. All the persons mentioned above can attend the FZU Ethics Committee’s meetings as guests.
6. As a rule, the mandate of Committee members is four years. The individual members of the Committee are removed and new ones are appointed by the FZU director taking into account the smooth continuity of the Committee’s work.
7. The list of the Committee members is published on the FZU web site.

## Clause 2 – Ethics Committee’s Meetings

1. The Ethics Committee’s Meetings are convened by the Chair or by the FZU Director.
2. The FZU Ethics Committee’s meeting is chaired by its Chair. If the Chair is absent, the Committee is chaired by a member authorised by the Chair.
3. The Committee members participate in its meetings and they actively participate in its activities.
4. The Committee’s meetings are non-public.
5. The Committee is quorate if at least an absolute majority of its members are present.
6. The adoption of a resolution requires the consent of at least a simple majority of all members of the Committee.
7. A resolution is voted by acclamation. It is also possible to vote per rollam.

## Clause 3 – Ways Motions Are Debated

1. Any FZU employee can contact the FZU Director or any FZU Ethics Committee member with a potential concern.
2. Subsequently, the FZU Director or any of the FZU Ethics Committee members may submit a motion for a Committee meeting, in a written form. A motion needs to be submitted directly to the Committee’s Chair.
3. A mover needs to substantiate the motion and it needs to include the mover’s name and surname and needs to be signed by the mover.

4. For the purpose of the debate over the motion, the Committee may request cooperation of other FZU employees.
5. The Ethics Committee is obliged to start the debate of a submitted motion without undue delay, usually the first meeting regarding the respective matter should be held within a month after the motion was submitted.
6. The Committee is subsequently obliged to issue a written resolution about the result of the debate, again without undue delay.
7. The Committee's resolutions are published on the FZU Intranet within 14 days after the meeting of the Committee was closed. The Committee's resolution needs to contain a statement whether the Code of Ethics has been breached or not, including the substantiation.

## **Clause 4 – Final Provisions**

1. These Rules of Procedure have been discussed by the FZU Ethics Committee and approved by the FZU Director.
2. The Rules of Procedure of the FZU Ethics Committee come into force and effect on the day when it is signed by the Director.

In Prague, 9th July 2019

RNDr. Michael Prouza, Ph.D.  
Director of the Institute of Physics of the Czech Academy of Sciences, v. v. i.