

Code of Conduct at IIMCB

1. Introduction

IIMCB requires the highest standards of integrity to be followed in the pursuit of research carried out by its associates.

This Code of Conduct provides standards of work performance and ethical conduct of all persons engaged at IIMCB. Specifically, the code applies to all employees, students, visiting researchers and fellows working within IIMCB or as part of a team associated with IIMCB.

2. Personal Obligations

Everyone involved in research at IIMCB owes a duty to accept full responsibility for their own conduct, and of their research, as well as the activities of any employees under their direction. They should demonstrate social and environmental responsibility, professionalism, and use good research practices in performing their jobs.

Associates should also be familiar with good research practices relevant to their jobs and should implement them. It is recognized that researchers who have recently joined the Institute may need particular support in reaching an understanding of best practice in research. Associates shall use good judgment and common sense in all situations when the requirements of the law or of good research practices appear unclear. Associates should seek advice and direction from their supervisors or Directors of the Institute in such situations.

3. Data

All processing of personal data (which includes the obtaining and storage of data) must comply with the terms of the *Law on protection of personal data* (Dz.U. z 2014, poz. 1182). Researchers must ensure that they have each person's explicit consent to obtain, hold and use personal information. Personal data will only be collected and processed for specific and legitimate purposes and will be secured against unauthorized access. All associates using personal data in research have a duty of confidence.

Data relating to publications are to be made available for discussion with other researchers, except where confidentiality provisions prevail.

Confidentiality provisions relating to publications may apply in circumstances where IIMCB or the researcher has made or given confidentiality undertakings to third parties or confidentiality is required to protect intellectual property rights. It is the obligation of the research leader to inform researchers as to whether confidentiality provisions apply and of researchers to enquire of the research leader whether there are any obligations with respect to these provisions.

4. Publications

- A publication must contain appropriate reference to the contributions made by all participants in the relevant research.

- Any person who has participated in a substantial way in conceiving, executing or interpreting at least part of the relevant research should be given the opportunity to be included as an author of a publication derived from that research.
- Any person who has not participated in a substantial way in conceiving, executing or interpreting at least part of the relevant research is not to be included as an author of a publication derived from that research.
- In addition to meeting the above requirements, an author must ensure that the work of research students, fellows, and technical employees is recognized in a relevant mode in all publications derived from research to which they have made a contribution.
- A publication, which is substantially similar to other publications derived from the same research, must contain appropriate reference to the other publications.
- Publication and dissemination of work electronically or on the internet should be treated with the same degree of integrity as every other form of publication.

In addition, standard scientific publication guidelines should be followed.

5. Research Misconduct

Research misconduct means fabrication, falsification, plagiarism or deception in proposing, carrying out or reporting results of research and deliberate, dangerous or negligent deviations from accepted practice in carrying out research and from this Code of Conduct. It includes failure to follow established protocols resulting in unreasonable risk or harm to humans, animals or the environment. It also includes assisting in such misconduct by other researchers.

It does not include honest error or honest differences in the design, execution, interpretation or judgment in evaluating research methods or results or misconduct unrelated to the research process.

An allegation of research misconduct is a serious and potentially defamatory action and could lead to a threat (or even the instigation) of legal proceedings. Consequently, for the protection of the complainant and of the party against whom the allegations are made, all enquiries (including the formal investigation, if any) should be conducted on a basis of strict confidentiality (wherever possible) as well as of integrity and non-detriment so that neither party should suffer solely as a consequence of the allegation being made.

6. Research with Animals

When animals have to be used for research purposes IIMCB is committed to minimizing their discomfort and pain. Alternatives to animal research should be used whenever possible. National law for animal welfare (Dz.U. z 2005, Nr 33, poz. 289) is to be strictly followed.

7. Fair Working Conditions

Each employee is entitled to fair, courteous, equal and respectful treatment by his or her supervisors, subordinates and peers.

IIMCB rejects any form of discrimination or harassment, e.g. based on race, religion, creed, national origin, sex, disability, age or any other relevant category.

8. Conflict of Interest

Research and business transactions will be conducted with the best interests of IIMCB in mind. Nobody, whether an individual, a commercial entity, or a company with a relationship to an IIMCB employee, may improperly benefit from IIMCB through his relationship with the employee or as a result of the employee's position at IIMCB.

Situations which may cause conflict between an employee's responsibilities towards the Institute and his personal interests should be avoided. Nevertheless, a conflict of interest, or the appearance thereof, may occasionally arise. Should such a situation occur, communication between employer and employee is of utmost importance, and the parties concerned shall attempt to resolve the matter in good faith.

9. Compliance with the Law

Each employee is expected to be familiar with the law as it applies to his job; management is expected to provide necessary instruction and advice. For example, IIMCB is strongly committed to non-discriminatory and fair labor standards, to protecting the environment and to ensuring the health and safety of its employees. IIMCB expects its employees to comply with all relevant laws.

10. Use and Protection of Research Assets and Information

Good research practice dictates the careful use and protection of IIMCB research assets. In particular, information should be protected by keeping it confidential and, if appropriate, by seeking additional protection through acquisition of intellectual property rights. IIMCB associates shall keep relevant information confidential even if there is no formal secrecy obligation. Moreover, they should take reasonable measures to otherwise safeguard and protect relevant information.

IIMCB conducts cutting-edge research in science and technology, and is heavily involved in the exchange of information with universities, public and private research institutes, hospitals, as well as with organizations and companies. IIMCB respects the tradition of academic freedom, and the need of its scientists to publish results. However, IIMCB employees and partners have to respect the interest of IIMCB as an institute bridging academic research and commercial application in protecting intellectual property rights wherever and whenever appropriate. They also have to respect the confidentiality of information or materials given to IIMCB, to collaborators, or to third parties.

11. Implementation

This Code of Conduct takes force on December 31, 2014.