



**Institute of Cellular Biology and Pathology
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APPROVED

THE PRESIDENT OF THE BIOLOGICAL SCIENCES SECTION

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**INTERNAL REGULATIONS
-
“NICOLAE SIMIONESCU”
INSTITUTE OF CELLULAR BIOLOGY AND
PATHOLOGY
OF THE ROMANIAN ACADEMY**

INTERNAL REGULATIONS

On the 15th of April , 1978, according to Decree no. 152, the Institute of Cellular Biology and Pathology was established; from its establishment until 1990, the Institute was subordinated to the Ministry of Education and Training, after which it entered the structure of the Academy

The official name of the Institute is: "Nicolae Simionescu" Institute of Cellular Biology and Pathology.

The institute has the following objectives:

- a. basic biomedical research and the transfer of results to the clinic.
- b. ensuring the specialization and improvement of personnel in the field of cell biology and pathology, through post-university courses, specialization internships, doctorates and other forms;
- c. supporting the educational process in the subjects of biology and cell pathology in which students of the faculties of biology, medicine, pharmacy, chemistry, physics etc.
- d. promoting modern cellular biology and pathology in Romania;
- e. the amplification of international scientific exchanges;

As part of its activity, the Institute of Cell Biology and Pathology "Nicolae Simionescu" collaborates with research institutes, higher education institutions and other units interested in scientific research and the application of results in the field of cell biology and pathology.

Also, the Institute collaborates, on the basis of conventions and agreements, with specialized Institutes from abroad, with international profile bodies, as well as with prestigious scientific personalities in the field of biology and cellular pathology.

The management of the Institute elaborated the present regulation approved by the Scientific Council of the Institute.

CHAPTER I

GENERAL DISPOSITIONS

Art.1 (1) The Internal Regulation of the Institute is drawn up in accordance with the Romanian Constitution; Labor Code; Finance Law no. 500/2002, Law 153/2017 Framework on the remuneration of personnel paid from public funds; Law on the unitary pension system no. 263/2010 with subsequent additions and amendments, HG no. no. 250/1992- regarding vacation leave and other leaves of employees from the public administration, from the autonomous regions with special specificity and from the budget units, with subsequent amendments and additions, Order 600/2018 regarding the approval of the Code of Internal Managerial Control of Public Entities, Order 974 /2020 regarding the establishment of the criteria for evaluating individual professional performance for contractual staff and the evaluation form for executive and management staff, OMFP 1917/2005-Order for the approval of the Methodological Norms regarding the organization and management of the accounting of public institutions and its application instructions , with subsequent amendments and additions, Law 752/2001-concerning the organization and operation of the Romanian Academy, with subsequent amendments and updates and with the Statute of the Romanian Academy. The internal regulation is intended to ensure the general framework of the Institute's activity and the necessary conditions for a good development of the research activity.

(2) The provisions of this Internal Regulation apply to all employees of the Institute, regardless of function, duties, place of work or duration of the contract.

(3) It also applies to those who are seconded within the Institute, to those who are pursuing a specialization or doctorate, to those who carry out collaborations in the field of scientific research, as well as to students and master's students who carry out internships or complete graduation theses in the Institute .

Art. 2. - These Internal Regulations specify the organization of research work, the rules regarding protection, hygiene and safety at work, the rights and obligations of the Institute and the employees, the procedure for resolving individual requests or complaints of employees, the rules regarding work discipline in the unit, disciplinary violations and applicable sanctions and the methods of application of specific legal or contractual provisions.

Art. 3. - (1) Labor relations are based on the principle of consensuality and good faith.

The rights and obligations regarding the labor relations between employer and employee are established according to the law and individual labor contracts.

Employees cannot waive their rights recognized by law.

Any transaction aimed at waiving the rights recognized by law to employees or limiting these rights is null and void.

Art. 4. For the smooth development of labor relations, the Institute and the employees will inform and consult each other, in accordance with the law.

Art. 5. - (1) Knowledge of and compliance with the Internal Regulation is mandatory for all categories of personnel within the Institute.

(2) Employees with the duties of heads of departments/departments will inform each employee of the content of this Internal Regulation and will make it available to them, upon request, for documentation and consultation.

(3) Any interested employee may notify the Institute regarding the provisions of the Internal Regulations, to the extent that he proves the violation of his right.

Art.6 (1) The "Nicolae Simionescu" Institute of Cellular Biology and Pathology is managed by the director together with the scientific council.

(2) The appointment of the director is made by the President of the Romanian Academy by decision for a period of four years, after the validation by the Presidium of the Romanian Academy of the results of the competition organized according to

the "Regulations for occupying management positions in the research units of the Romanian Academy" ;

(3) The appointment of the deputy director and the scientific secretary is made by decision of the head of the institute, for a period of four years, following the result of the competition organized according to the "Regulations for occupying management positions in the research units of the Romanian Academy"

(4) The scientific council consists of the president, the scientific secretary and a number of members. The director is the president of the Scientific Council. The members of the Romanian Academy who work in the Institute, the deputy director, the scientific secretary and the persons with the attributions of head of the research departments are members of the Scientific Council by right.

CHAPTER II

THE RIGHTS AND OBLIGATIONS OF THE INSTITUTE AND THE EMPLOYEES

1. THE RIGHTS OF THE MANAGEMENT OF THE INSTITUTE

Art. 7. Management The Institute has, mainly, the following rights:

- to establish the organization and functioning of the activities carried out within the Institute;
- to establish the appropriate duties for each employee, according to the law;
- to give binding provisions for the employee, subject to their legality;
- to exercise control over the way of performing work tasks;
- to ascertain the commission of disciplinary violations and to apply the appropriate sanctions, according to the law and the internal regulation.

2. OBLIGATIONS OF THE MANAGEMENT OF THE INSTITUTE

2.1 General obligations:

Art.8 The director has the following attributions:

- to represent the institute in its relations with other institutions in the country and abroad;
- is a tertiary credit orderer, according to the law;
- to elaborate in collaboration with the Deputy Director, the Scientific Secretary and heads of scientific departments the scientific research plan of the Institute and submit it to the discussion of the Scientific Council and the approval of the Biological Sciences Section of the Romanian Academy;
- to organize and control the activity of the Institute to ensure the optimal realization of the research plan;
- to follow the publication and exploitation of the results of scientific research.
- performs the duties that fall to him, according to the laws and the Statute of the Romanian Academy.

Art. 9 The management of the institute (Chap. I, art. 6.1) has the following obligations:

- a. to ensure the favorable framework for the development of the research plan, to follow the publication and valorization of the scientific research results, to verify the correctness of the results and to take severe measures against those who report erroneous results in bad faith;
- b. to ensure the rational use of the premises, equipment, materials, energy resources;
- c. to take all the necessary measures for the good organization and development of the activity in safe conditions, for the permanent supervision of the devices and installations, of all the norms of exploitation, maintenance, repairs, maintaining order and discipline, organizing the systematic control of the duties of the Employees and drawing to the responsibility of those who violate service obligations;
- d. to provide employees with the appropriate technical equipment available to the Institute, materials, documentation and protective and work equipment, to take measures to ensure their proper condition in order to make full use of the research capacity and full and efficient use of time For work;
- e. to establish regulations compatible with international provisions and the code of ethics regarding the breeding, accommodation and use of experimental animals;

f. to take measures to improve the working conditions, ensure the conditions of labor protection and compliance with the hygienic-sanitary norms according to the legislation in force;

g. to ensure the conditions for the improvement and specialization of the staff in order to increase the value of the scientific and, in general, professional activity;

h. to ensure the achievement of the objectives of the Institute's activity, so that the staff can benefit from the rights deriving from the quality of employee, provided in the Labor Code and in other normative acts;

i. to take measures for the issuance of access cards (in the institute)/Employees' identification cards.

j. to establish individual performance objectives, as well as the evaluation criteria for their achievement;

k. to ensure the application of the legal provisions in force regarding health and safety at work, including the determination of possible risks that would endanger the running of activities and failure to achieve the intended objectives.

Art 10. to ensure free access to information of public interest according to the laws in force.

Art. 11. to protect professional secrecy until the results are published in specialized magazines.

3. THE RIGHTS OF THE EMPLOYEES OF THE INSTITUTE

Art.12 The staff of the Institute has the following rights:

a. to ensure stability in work, the service or work relationship not being able to terminate or be modified except in the cases provided for by law;

b. to benefit from appropriate working conditions, labor protection measures, social insurance allowance in case of temporary loss of working capacity, pension and other social insurance rights provided for by law;

c. to receive for the submitted activity the salary rights established according to the law, in relation to the professional training, the submitted activity and the performance of the service obligations;

d. to ensure weekly rest and annual paid vacation leave, under the conditions of the law;

e. to benefit from paid or unpaid study leave, under the conditions of the law;

f. to receive support and facilities for improving professional training;

g. to benefit from equal opportunities and treatment according to the law;

h. to cumulate within the ICBP-NS to the basic position and other norms remunerated from funding sources, other than those from the State Budget, under the conditions provided by the legislation in force;

4. OBLIGATIONS OF THE EMPLOYEES OF THE INSTITUTE

Art.13 The employees of the Institute are responsible for the correctness of the results of the scientific research undertaken and for managing the entrusted heritage. Each Employee is responsible for the fulfillment of his own duties and for the smooth running of the general activity of the Institute.

Art.14 The persons employed in the Institute have the following general duties:

a. to respect the work schedule and to use the working time fully and efficiently to fulfill the service obligations;

b. to carry out activities according to both the specialized training and the needs of the Institute; in special situations, determined by the need to ensure the good functioning of the Institute, everyone has the obligation to participate - independently of the function or position they occupy - in the execution of any works and in taking all the measures required by the needs of the Institute;

c. to comply with the rules and instructions regarding the performance of the activity provided for in the Internal Regulation and other internal regulations;

d. to know the constructive and functional peculiarities of the devices, machines and installations with which they work, to apply the norms of their operation and maintenance;

e. to efficiently use reagents, equipment, energy resources and to take the necessary measures to avoid waste and negligence in the preservation and administration of entrusted goods;

f. to comply with the norms of labor protection, use of protective and work equipment, fire prevention or other situations that could endanger the building, the Institute's facilities or the life, bodily integrity or health of some people;

g. to notify the hierarchical boss as soon as he becomes aware of the existence of irregularities, deviations, difficulties or shortages at the workplace, proposing measures to improve the activity, in relation to the possibilities of the Institute;

h. not to leave devices, machines and installations in operation without supervision during the work schedule or outside of it;

i. not to leave the workplace until the arrival of the shift, where there is uninterrupted work; in case of non-presentation of the exchange, to notify the hierarchical boss in order to take the necessary measures;

j. to show up to work in full working capacity, in order to properly perform their duties;

k. to take urgent measures to liquidate damages and the consequences of accidents, to be at the disposal of the Institute or to report to work as soon as possible in case of damages or other needs;

l. to respect the rules of access to the Institute and not to receive people from outside the Institute except in accordance with the rules established in the Internal Regulations;

m. to signal to the person with the duties of a duty officer the devices that operate after the program hours and the parameters of normal operation;

n. to maintain order and cleanliness at the workplace;

o. to respect the confidentiality of documents or information that are not published; research ideas and themes that present elements of novelty or priorities are considered confidential documents;

p. to have a civilized behavior in work relations;

r. to notify the superior in the shortest possible time, but no later than 24 hours, if he is absent from work for valid reasons - accident, illness, etc.

Art.15 The persons with the attributions of department heads and the persons with the attributions of heads of departments/laboratories are responsible for achieving the necessary conditions for the complete safe operation of research installations, machines and devices, for the prevention of accidents or fires, for equipping the places of working with the necessary technical operating instructions, performing technical inspections on time, taking all measures to avoid any accidents or accidental interruptions.

Art. 16 In addition to the obligations stipulated in Art. 13 and 14, the research staff is required to meet the following requirements:

b. to contribute to the expansion and diversification of scientific research in the field of cellular and molecular biology and pathology;

c. to actively participate in scientific debates, in the confrontation of ideas in the specialized scientific field and to contribute, in this way, to defining the directions of research progress, to establishing the means for improving the research process and the valorization of scientific results through publications ;

d. to participate in the training of young people for scientific research by passing on their own experience and knowledge;

e. to maintain absolute discretion over confidential data and scientific results not yet published;. not to engage, in any form, to carry out works or to provide data to natural or legal persons, foreign to the Institute, except with the approval of the Institute's management;

f. have the obligation to submit activity reports requested by the Institute's management; any information on these data, requested from outside the Institute, will be provided only with the approval of the management;

g. the periodic capitalization through publications, communications or other forms of the scientific results obtained in the Institute will be done only with the consent of the Institute's management;

h. upon prolonged temporary leave or permanent leave of the Institute (extended sick leave, maternity leave, leave without pay, transfer, resignation), the employees

engaged in the scientific research activity will hand over to the Institute management all the materials containing information on the scientific research carried out in Institute published or unpublished (workbooks, iconography, preparations, etc.), as well as the materials and reagents held for these researches.

Art.17 It is prohibited:

a. presence in the Institute of persons under the influence of alcoholic beverages; those in this situation will be evicted from the Institution, with the loss of salary rights for the respective day; in case of repetition of these circumstances, severe disciplinary measures will be taken, according to the law; the production of damages to the Institute by Employees under the influence of alcohol determines the termination of the employment contract and the recovery of the damage.

b. the unofficial introduction into the Institute of materials that could cause contamination, poisoning, fires or explosions;

c. smoking in the institute is only allowed in the places designated for this purpose;

d. practicing other activities that are not intended or subordinated to the research process without the approval of the institute management;

e. leaving the workplace unjustified or using working time for purposes other than those that are in the interest of the Institute;

f. executing works of personal interest within the premises of the Institute during work, as well as preventing others from fulfilling their work obligations;

g. carrying out any activities that could endanger the security of the Institute, of one's own person or of others;

h. committing immoral, violent acts or ill-treating people or animals, uttering insults or slander or damaging property;

i. removing from the Institute substances, materials, instruments or any other assets belonging to the Institute, without legal supporting documents, countersigned by the management;

j. leaving the Institute during program hours without a permit, work delegation or other supporting documents;

k. leaving the Institute through a place other than the one established for staff access.

CHAPTER III

GENERAL RULES OF PROFESSIONAL CONDUCT OF THE EMPLOYEES OF THE INSTITUTE

Art.18 In the exercise of their duties, the Institute's employees have the obligation to behave professionally and in accordance with the Institution's internal norms.

Art.19 The employees of the Institute have the obligation to, through their behavior, respect the Constitution, the laws of the country and to act for the implementation of the legal provisions, in accordance with their attributions, respecting professional ethics.

Art. 20 (1) The employees of the Institute have the obligation to loyally defend its prestige, as well as to refrain from any act or fact that may harm the image or legal interests of this institution.

(2) Employees of the Institute are prohibited from the following:

a. to publicly express assessments inconsistent with reality regarding the institution's activity, its policies and strategies or its development projects;

b. to make unauthorized judgments in connection with the disputes that are being resolved and in which the Institute is a party;

c. to disclose information that is not public, under conditions other than those provided by law, if they are not authorized to do so;

d. to disclose the information to which they have access in the performance of their duties, if this disclosure is of a nature to attract undue advantages or to prejudice the Institute's image or rights;

Art.21 (1) In the interpersonal relations of the employees of the Institute, as well as with other natural or legal persons, the employees are obliged to behave based on respect, good faith, correctness and kindness.

(2) Employees have the obligation not to harm the honor, reputation and dignity of the people within the Institute, as well as the people they come into contact with in the exercise of their duties, by:

- a. the use of offensive expressions;
- b. revealing some aspects of private life;
- c. formulating slanderous notifications or complaints.

(3) The employees have the obligation to use the working time, as well as the goods belonging to the Institute, exclusively for carrying out the activities related to the established service attributions.

CHAPTER IV

Employment criteria

Art.22 Employment within the ICBP is done under the conditions of the law, based on the decision of the director of the Institute.

Art.23 (1) Hiring is done through competition or, as the case may be, examination, for vacant positions.

(2) Existing vacancies in the staff list will be put out to competition.

(3) To fill a vacant or temporarily vacant contractual position, the candidate must meet the following general conditions according to art.3 of the Regulation - framework approved by Government Decision no.286 of March 23, 2011, art.15 of H.G.1336/2022 regarding the Regulation -framework regarding the organization and career development of contractual staff in the budgetary sector paid from public funds:

a) has the Romanian citizenship or of another member state of the European Union, of a state party to the Agreement on the European Economic Area (EEA) or the citizenship of the Swiss Confederation;

b) knows the Romanian language, written and spoken;

c) has the capacity to work in accordance with the provisions of Law 53/2003-Labor Code, republished, with subsequent amendments and additions;

c) has the minimum age regulated by the legal provisions;

d) has full exercise capacity;

d) has a state of health corresponding to the position for which he is applying, attested on the basis of the medical certificate issued by the family doctor or by the competent health units;

e) fulfills the conditions of studies and, as the case may be, seniority in the specialty or other specific conditions according to the requirements of the position put up for competition;

f) has not been definitively convicted for committing a crime against national security against humanity, crimes of corruption or service crimes, crimes of forgery or against the administration of justice, crimes committed with intent that would make a candidate for a position incompatible with the exercise of the contractual function for which he is applying, except for the situation in which rehabilitation has taken place.

g) he does not serve a complementary punishment by which he was prohibited from exercising the right to occupy the position, to exercise the profession or trade or to carry out the activity that was used to commit the crime, or the safety measure of the prohibition of occupation was not taken in relation to this a function or the exercise of a profession.

(4) The competition announcement will be published in a central newspaper, on the internet page or by display at the Institute's headquarters, at least 30 calendar days before the date of the competition for research positions and on the posturi.gov.ro portal through to the e-mail address posturi@gov.ro and on the website of the Institute at least 15 days before the date of the competition or exam for filling a vacant position, respectively at least 10 working days for filling a temporary vacant position for staff contractual.

(5) The composition of the competition or examination commission for employment or promotions is determined by the decision of the director of the Institute. The commission is led by a president, and the secretary of the examination commission is responsible for the good organization and development of the competition and is not a member of the commission.

(6) The competition will consist of a written test and an oral test or interview, as the case may be, for contractual staff, for research staff, the competitions are organized

according to Law 319/2003 on the status of research and development staff and according to GD no. 1336/ 2022 for contract staff

Art.24 (1) Hiring for the occupation of research positions (a minimum average of 8 is required to pass the exam), execution or management is done after the prior verification of the professional skills of the applicant, in order to assess the ability to occupy the respective position, based on evaluation criteria with the establishment of a trial period.

(2) The trial period is:

- a) max 90 calendar days for research and execution functions,
- b) max 120 calendar days for management positions and constitutes length of service.

(3) Advancement in professional grade for staff employed in research functions is done only on a vacant position, and for contractual staff employed in execution functions, it is done upon request, by changing the position occupied by the employee and in relation to:

- a) minimum experience of 3 years in the previous professional degree,
- b) the results obtained in the activity, according to the last evaluation,
- c) passing a written and oral exam with a minimum average of 8.

(4) The individual employment contract concluded between the employer and the employee must include the elements provided in the framework model, approved by Order of the Ministry of Labor and Social Solidarity no. 2171/2022, with subsequent amendments and additions. After the conclusion of the individual employment contract the employee takes note of the provisions of this regulation.

The elements of the individual employment contract can be changed under the conditions of the law the legislation in force.

The job description is an annex to the individual employment contract and is an integral part of it.

Employees of the Institute who are on leave granted according to the legal provisions or whose individual employment contracts are suspended under the law,

are granted on the date of resumption of activity, the basic salary related to the professional grade or step in which they were assigned before the suspension.

CHAPTER V

ORGANIZATION OF WORKING TIME IN THE INSTITUTE

Art.25 The usual duration of working time in the Institute is on average 40 hours per week, 8 hours per day, five days per week. Within a week, the daily work schedule is differentiated by fields of activity.

Art.26 The weekly rest is ensured for all staff on Saturdays and Sundays and on legal holidays, with the exception of persons with the duties of duty officers and guards - porters, to whom the weekly rest can be granted on other days, according to the shift schedule.

Art.27 The modification of the work schedule, as well as the organization of the shift schedule in certain compartments, are made by the Institute's management in relation to the research needs, in compliance with the legal provisions.

Art.28 The persons with the duties of heads of departments/laboratories and of the other work collectives have the obligation to organize the activity in the compartments they coordinate in such a way that the job duties, specified in the job descriptions they draw up for subordinate personnel, are carried out in most cases during working hours. Together with the economic-administrative sector, they ensure the correct recording of the working time performed. The job descriptions will be recorded by the Institute's management.

Art. 29 (1) The performance of work beyond the normal duration is allowed in special situations (preventing or removing the effects of calamities or other cases of force majeure, repairing machinery or installations, etc.), as well as based on the provisions and approval of the Institute's management.

(2) In order to ensure the smooth development of the Institute's activity, work beyond the normal duration can also be performed in situations required by the specifics of the research activity. In this situation can be the personnel who work on rest days for the continuation of some experiments, for the supervision of laboratory animals, for

the finalization of some works in order to fit into the established terms and to ensure the good functioning of the equipment and installations.

(3) The activities beyond the normal working hours will be recorded in the "Register of evidence of presence in the Institute outside the program hours" and approved by the hierarchical superior and the management of the Institute.

(4) The hours worked overtime without these approvals recorded in the Register of attendance at the Institute outside the hours of the program are not taken into account for any requests for compensation for the time worked overtime.

Art.30 The time in which a person performs work beyond the normal working time is compensated according to the laws in force in the following 60 days; the compensation of the hours provided by the employees with duties of officers on the Institute can be done in the next 60 days.

Art.31 (1) Pregnant women and those who are breastfeeding will not be used in medically contraindicated activities and will not work overtime. The time for the care and feeding of the child is granted according to the legislation in force.

(2) Also, people who work with a reduced schedule, given to restore their health, will not work overtime.

Art.32 (1) The service at the Institute outside the program hours is provided by the employees with duties of service officers hired for this purpose and among the executive staff, according to the monthly schedules approved by the Institute's management. Failure to show up for guard duty is sanctioned by the withdrawal of a step or gradation for a period of 3 months, after a prior disciplinary investigation

Art.33 The security of the Institute is organized by the administrative economic department and is carried out by the security personnel employed for this purpose. The security plan of the Institute is presented in Annex 1.

Art. 34 (1) Evidence of the presence of staff at the work schedule is kept through attendance conditions. Each employed person has the obligation to personally sign the attendance certificate, daily, upon entering and leaving work. Those who have not signed the condition of presence, do not have a leave ticket in the interest of work or personal, delegation or medical certificate, are considered absent without reason on the respective day.

(2) The attendance conditions will be made available to the staff in the morning. At the beginning of the program of each category of personnel, the conditions will be withdrawn by the responsible employee designated from the administrative economic compartment; the person in charge will record attendance, delays, motivated and unmotivated absences. At the end of the program, the present conditions will be made available to the staff according to the program of each category, after which they will be kept by the employees with duties of service officers.

(3) Departures during the program, in the interest of work or personal, are made only on the basis of permission tickets (delegations) that were previously issued by the heads of departments / laboratories and approved by the Institute's management.

Art.35 (1) Leave in personal interest can only be taken with the prior approval of the Institute's management, without which leaving the Institute in personal interest is considered an unmotivated absence.

(2) The time not worked as a result of requests in personal interest, up to 4 hours, is calculated by equating hour to hour. A personal leave of over 4 hours per day is equivalent to one working day.

(3) Time not worked as a result of delays is compensated in the following 7 days.

(4) Non-working time can be:

- compensated by overtime;
- compensated by guards, if the needs of the Institute require it;
- compensated by vacation days.

(5) Delays and excessive personal absences are considered violations of work discipline and may be sanctioned according to the Labor Code.

Art. 36 Access to the Institute is allowed on the basis of the access card/service ID issued every six months, the provisional permit mentioned in art. 38 para. 2 and entrance tickets.

Art.37 In the compartments where they carry out their activity, the employees of the Institute will wear gowns, protective or work equipment. The card/identity card cannot be alienated.

Art. 38 (1) The person who loses his card/identity card, or the equipment with the Institute's insignia, is obliged to immediately notify the hierarchical superior and the economic-administrative department.

(2) Persons who have lost their service cards/identification cards will be issued temporary access permits until new identification cards are issued according to the legal provisions.

(3) The record of lost or stolen cards will be carried out by the economic-administrative department, which has the obligation to communicate this to the security personnel in order to prevent their use by other persons.

Art.39 It is forbidden for people outside the Institute to photograph/record in the Institute without the approval of the director of the Institute.

Art.40 Short-term access to the Institute by a person from outside is allowed on the basis of the identity card or identity card, with the telephone announcement of the requested Employee, who will pick it up from the entrance hall and will be responsible for the behavior of that person in the Institute.

Art.41 After finishing or outside the program hours, the presence of the staff in the Institute is allowed with the consent of the higher hierarchical boss. Employees with the duties of duty officers have the obligation to keep records of the persons remaining in the Institute outside of the program hours.

Art. 42 (1) In the case of employment with an individual work contract at home, in special situations, both the employees and the management of the Institute have the same rights and obligations, stipulated in the individual work contract and in these Internal Regulations.

(2) Home-based employees perform their specific tasks, establishing their schedule in agreement with the Institute's management and respecting the rules specific to scientific research activity.

(3) In the content of the individual work at home contract, it is mandatory to expressly mention the fact that the employee works at home, the schedule in which the employer has the right to control the employee's activity and the specific way of carrying out the control, the way of verifying the fulfillment of tasks and responsibilities provided in the job description according to the Labor Code.

Art. 43 (1) Employees have the right - under the law - to a paid holiday every calendar year.

(2) Rest leave is granted to employees in accordance with the legal provisions and is granted proportionally to the activity performed in a calendar year.

For employees employed during the year, the duration of the vacation leave is determined proportionally to the period worked from employment to the end of the respective calendar year.

(3) The rest leave is carried out every year.

If the employee, for justified reasons, cannot take, in whole or in part, the annual leave to which he was entitled in the respective calendar year, with the consent of the person in question, the employer is obliged to grant the unused leave in a period of 18 months starting with the year following the one in which the right to annual leave was born.

Compensation for unused vacation is allowed only in case of termination of the individual employment contract.

(4) The vacation is carried out on the basis of an individual appointment established by the employer with the consultation of the employee. Programming is done until the end of the calendar year for the following year.

(5) Individual programming can determine the date of the leave or, as the case may be, the period during which the employee has the right to take the leave, a period that cannot exceed 3 months.

(6) Within the leave periods established according to paragraph (4), the employee can request the leave at least 30 days prior to its taking.

(7) In case the vacations are scheduled in fractions, the employer is obliged to establish the schedule in such a way that each employee takes at least 10 working days of uninterrupted leave in a calendar year.

Proposals for the nominal scheduling of holidays are made by department heads after prior discussion with subordinate staff and are approved by the Institute's management. The employees of the Institute are obliged to take their vacations on the planned date. In unforeseen cases, rescheduling is allowed.

(8) Employees may be recalled from leave, by written order of the Institute's management, for unforeseen service needs, which require the presence of those in question at the Institute.

(9) The records of vacations are kept by activity departments and by the human resources department.

Art. 44 (1) According to the regulations in force, employed persons may request, after the exhaustion of the legal vacation leave, unpaid leave for professionally justified reasons: appearing for exams, supporting the doctoral thesis, training doctoral students with scholarships, specializations abroad, etc. .

(2) The length of service during the leave without pay will be established in accordance with the provisions of the law.

Art.45 (1) Employed persons have the right to allowances in case of temporary loss of work capacity, according to the legislation in force.

(2) Persons who have lost their ability to work are obliged to notify the Institute without delay about the state of their health and to present the supporting documents in this sense.

(3) For serious cases, family members have this duty, so that the person in question can benefit from the rights due to him.

CHAPTER VI

LABOR HYGIENE AND SAFETY RULES

Art.46 Each employee has the obligation to ensure the application of measures related to his safety and health at work, as well as that of other employees, according to the legislation in force.

Art. 47 (1) In case of special events, accidents at the workplace, each employee will urgently inform the management of the Institute.

(2) All accidents occurring during service, especially those with serious consequences, will be immediately brought to the attention of management.

(3) The same rules will be respected in the case of accidents occurring on the home-work route and vice versa.

Art.48 In order to ensure safety at the workplace, employees have the following obligations:

a. employees are responsible for complying with the rules of hygiene and work safety techniques;

b. it is prohibited to keep, distribute or sell substances or medicines whose effect can produce behavioral disturbances, within the Institution's premises;

c. it is prohibited to introduce, distribute or facilitate the introduction of alcoholic beverages in the premises of the Institution, with the exception of festive days of the Institute.

CHAPTER VII
RULES REGARDING COMPLIANCE WITH THE PRINCIPLE OF NON-
DISCRIMINATION AND AL
REMOVAL OF ANY FORM OF VIOLATION OF DIGNITY

Art. 49 (1) The principle of equal treatment for all employees operates within the labor relations.

(2) Any discrimination against an employee is prohibited, according to the legislation in force.

Art. 50. (1) Every employee benefits from working conditions appropriate to the activity carried out, social protection, security and health at work, as well as respect for his dignity and conscience, without any discrimination.

(2) The right to equal pay for equal work, the right to the protection of personal data, as well as the right to protection against illegal dismissals are recognized to all employees who perform a job.

Art. 51. Sexual harassment of a person by another person at the workplace is considered discrimination based on gender and is prohibited and may be sanctioned according to the legislation in force.

Art. 52. (1) Employees have the obligation to make efforts to promote a normal work climate in the unit, respecting the provisions of the law, employment contracts, internal regulations, as well as the rights and interests of all employees.

(2) In order to create and maintain a working environment that encourages respect for the dignity of each person, procedures for the amicable resolution of individual employee complaints, including those regarding cases of violence or sexual harassment, can be carried out, in addition to those provided by law.

CHAPTER VIII
DISCIPLINARY ACTIONS

Art.53 (1) Violation of service obligations, including plagiarism, any fraud or deviation from the rules of conduct, constitutes a disciplinary offense and is sanctioned as such, regardless of the function or position held by the person who committed it.

(2) Disciplinary sanctions are applied according to Art. 248 paragraph 1 of the Labor Code and are the following:

a) the written warning;

b) demotion from the position, with the granting of the salary corresponding to the position in which the demotion was ordered, for a duration that cannot exceed 60 days;

c) reduction of the basic salary for a duration of 1-3 months by 5-10%;

d) reduction of the basic salary and/or, as the case may be, the management allowance for a period of 1-3 months by 5-10%;

e) disciplinary cancellation of the individual employment contract. Art. 54. (1) When establishing the sanction to be applied to a person for the offense committed, the causes and gravity of the act, the conditions in which it was committed, the degree of guilt of the person in question, whether or not he had deviations, as well as the consequences of the deviation on the smooth running of the Institute.

(2) Under the penalty of absolute nullity, no measure, with the exception of the one provided for in art. 248 para. (1) lit. a) The Labor Code cannot be ordered before a preliminary disciplinary investigation has been carried out. The person in question will be heard and the claims made by him in his defense will be investigated

Art.55 (1) In order to initiate disciplinary action, it is necessary that the Institute's management be notified in advance about the commission of a violation. As a rule, the reporting document is drawn up by the hierarchical boss of the one in question.

(2) The report (finding) can be drawn up in the form of a report that includes data about the name and surname of the accused: function, place of work, description of the offense, degree of guilt, discussion of defenses, disciplinary antecedents, sanction proposal.

(3) The management of the unit, receiving the referral, entrusts the performance of the preliminary investigation to a competent and neutral commission.

(4) The commission that conducts the investigation must document itself on the conditions and circumstances of the facts considered as misconduct. It must collect the evidence that can lead to the establishment of the factual situation and the guilt, the statements (explanatory notes of the people who witnessed or took direct knowledge of the commission of the offense).

(5) The commission that carries out the investigation must summon the accused, show him what the accusation consists of and listen to him in relation to the deed he is accused of.

(6) Taking into account its importance, the proof of listening to the accused is made with his written explanatory note or with the act by which the person conducting the investigation relates what the accused declared in his defense.

(7) The explanatory note is always made in writing and must be signed by the accused. If the accused refuses to give the explanatory note, a verbal process will be concluded with 2 witnesses to record the refusal to give the explanatory note. The signature of the witnesses and the one doing the research always becomes mandatory. Listening to the accused and verifying his arguments in his defense must be prior to the application of the sanction, and non-compliance with these conditions, imperatively imposed by the law, leads in certain cases to the annulment of the sanctioning decision.

Art.56 In the case of violation of the rules regarding order and discipline at the workplace, the staff of the compartment to which the guilty person belongs can discuss the committed violation, request and propose to the Institute's management in writing, the application of disciplinary sanctions.

Art.57 (1) The bodies authorized to apply disciplinary sanctions are, within the limits of their competence, the following: heads of departments, the director, the scientific council.

(2) The "warning" sanction can be applied by department heads; the other sanctions are applied by the management of the Institute.

(3) For the staff appointed by the higher hierarchical forum, the disciplinary sanction is applied by that forum.

(4) For the staff appointed with the approval of the higher hierarchical forum or the Scientific Council, the termination of the employment contract is done with the approval of these forums.

Art.58 Disciplinary violations committed by a person assigned to work during the delegation to another unit, are sanctioned by the management of the unit that delegated it.

Art.59 (1) Disciplinary termination of the employment contract cannot be done while the person in question is on leave for temporary incapacity for work, in case of pregnancy, during maternity leave, while taking care of the sick child in age up to 3 years.

(2) The decision regarding the disciplinary termination of the employment contract is communicated to the person in question within 5 days, under the signed hatred. It produces its effects from the date of communication.

Art.60 Criminal or material liability, or the application of a measure of moral influence does not exclude disciplinary liability for the committed deed, if by this work obligations were also violated.

Art.61 (1) The disciplinary sanction can be established and must be communicated in writing to the person in question within no more than 30 days from the date when the person entitled to apply it became aware of the commission of the offense, without being able to exceed 6 months from the date the offense was committed. If these terms have expired, the disciplinary sanction can no longer be applied.

(2) In the written communication that is made to the employed person, in relation to the sanction applied, the means of appeal, the deadline for filing the complaint and the competent bodies to resolve the complaint will also be provided.

(3) The disciplinary termination decision of the individual employment contract is issued in writing and, under the penalty of absolute nullity, must be motivated in fact and in law and include details regarding the term in which it can be contested and at

the court at which is contested. Art.62 (1) Against the disciplinary sanction, the sanctioned person can make a written appeal within 30 days from the notification of the sanction. The appeal is resolved within 30 days by:

- a. the person occupying the hierarchical position immediately superior to the one who applied the sanction;
- b. Scientific Council for sanctions applied by the director;
- c. court, if the sanction consists in the disciplinary termination of the employment contract.

(2) In these cases, the pronounced decisions are final.

Art.63 The disciplinary sanction applied to a person - with the exception of the termination of the employment contract - is considered not to have been taken if the employee has not committed another offense within one year of its execution.

CHAPTER IX

RESOLVING THE PROPOSALS, COMPLAINTS AND REQUESTS OF THE EMPLOYEES IN THE INSTITUTE

Art.64 (1) The management of the Institute examines and clarifies the reported problems of personal or general interest and is responsible for solving them promptly, according to the laws.

(2) The management of the Institute is responsible for the objectivity of the research carried out, for the validity and fairness of the conclusions drawn and the legality of the established measures, for the accuracy and effectiveness of the answers given.

Art.65 Notifications and complaints directed against the activity of the Institute's management are investigated and resolved by the hierarchically superior forums.

Art.66 Examining and resolving them is mandatory within 30 days of receipt. For those that require a longer research, the term can be extended by a maximum of 30 days by the head of the Institute. Exceptionally, for those that cannot be resolved within this term, longer extensions can be approved.

Art.67 The management of the Institute will ensure the investigation and quick and thorough resolution of the problems raised by the employees, in compliance with the legal provisions.

CHAPTER X

FINAL PROVISIONS

Art.68 (1) The Internal Regulation is approved by the Scientific Council and signed by the Director of the Institute and the Scientific Secretary. After signing, the Internal Regulation will be made known to all Employees.

(2) The Internal Regulation can be amended, according to the procedure provided for its preparation, whenever the needs related to the good organization of the activity and work discipline in the Institute require changes.

Art.69 The adopted Internal Regulation is updated according to the laws and modified under the conditions stipulated by the legal provisions.

Art.70 These Internal Regulations are completed with all Operational Procedures existing on the date of its issuance or issued after approval within the ICBP.

Date of approval by the Scientific Council

Signing date

DIRECTOR,

Acad. Maya Simionescu

SCIENTIFIC SECRETARY,

Dr. Felicia Antohe