

Do's and Don'ts

This appendix to the Code contains a number of practical examples that may help employees to determine what is acceptable and what is not, and what requires the Executive Committee's prior consent.

Example 1

An employee is conducting research using technology that belongs to a company to which the employee is an advisor. He will require the Executive Committee's permission for this.

Example 2

An employee requires permission from the Executive Committee if he has a financial interest (directly or indirectly through a trust office) of more than 5% in a company active in the field of healthcare, life science research and/or associated areas (cf. obligation to report pursuant to the Financial Supervision Act).

Example 3

Employees are generally allowed to act as advisors to companies, provided they do not receive any remuneration.

If it involves a company that operates in the same sphere as the UMC or the advisory services require so much time that proper performance at the UMC is at risk, the employee is well-advised to request permission. If employees do receive remuneration for their advisory services, they are required to request permission.

All remunerations for secondary activities shall accrue to the department in question, either directly or, for example, through the departmental company, unless other arrangements have been made with the management of the department. The heads of departments are accountable to the Executive Committee (or any member thereof).

Example 4

Without permission from the Executive Committee, employees may not hold managerial positions in a company (e.g. CEO, scientific director or medical director). Permission is usually granted if the position takes up less than half a day per week and is not otherwise at odds with the interests of the UMC.

Example 5

Employees may not refer patients, researchers or any others to a company in which they or any of their family members have a financial interest, if they do not explicitly state this interest at the same time.

Example 6

The results of research on a topic in which the researcher in question has a financial interest in some way or other may not be published without stating this interest. Many journals explicitly require that researchers state such interests.

Example 7

Accepting payment in money or in kind for prescribing or recommending medicines is prohibited.

Example 8

Employees may not allow a company access to confidential information - i.e. information that has come to their knowledge in their professional capacity - without permission from the Executive Committee.

Example 9

Employees may not be involved as employees, advisors or managers of a legal entity associated with the UMC, or benefit as an employee in any way from such a legal entity, be it directly or through a department, if this legal entity does not conform to the UMC's Valorization Policy. The connection between this legal entity and the UMC may be apparent, inter alia, from the articles of association, the formal or actual objectives, the working method, the address or the composition of the board.

In concrete terms, this means in any case:

(for employees) that their involvement with the legal entity must be transparent to others.

(for the legal entity) that its articles of association provide for the Executive Committee's right to appoint and dismiss the members of the board and that amendments to the articles of association require the Executive Committee's approval.

Example 10

Employees require permission for carrying out secondary work activities, whether during work time or in their own spare time, which they, according to their job description, normally carry out at the UMC, such as performing surgery, providing lectures and conducting research. See Example 3 for the allocation of the income.

Example 11

An employee may accept a gift with a value of less than €50 from a company, or several gifts with a total value of less than €150 per year, if:

no conditions are attached to the gift.

the gift is reported to the manager, small inexpensive presents such as calendars and pens excluded.

Accepting gifts with a higher value is not permitted. Employees who are offered gifts with a higher value must report this to their manager.

Example 12

Allowing a company to pay the travelling and accommodation expenses for a meeting is permitted, if:

the meeting is in some way useful for the UMC.

the nature of the meeting justifies the costs involved.

the person attending the meeting makes a substantial contribution to the meeting.

the manager in question gives his/her approval.

The heads of departments are accountable to the Executive Committee (or any member thereof) in these cases.

Example 13

Receiving royalties for published scientific or other works is generally permitted, but this must be reported to the manager. Receiving royalties for patents is regulated in the UMC's Inventions Regulations.

¹ Policy Document on Organizations surrounding Radboud University Nijmegen Medical Centre, 20 December 2007, including later amendments to the policy, provided they were duly made public.

Example 14

A company offers to sponsor the department outing or a farewell symposium for a colleague. Such an offer may not be accepted. Accepting such an offer might give the impression that the company concerned has an undesirable influence on the department. Soliciting support for these activities from companies is prohibited.

Sponsoring by a company of an educational activity is permitted:

If the company does not have any influence on the programme.

The company gets something in return like a logo on the programme leaflet or a stand.

The contribution of the company is used to organize the event itself, and not to pay for a mere social activity like a party.

The person responsible for the educational activity hands a written declaration to the Executive Committee these conditions are met.

www.ru.nl/promovendi/promotiereglement Advertising in dissertations is regulated in an appendix to Radboud University's Doctorate Regulations (). Sponsoring of a dissertation is only permitted if this done in accordance with the Doctorate Regulations.

Example 15

An employee has a seat on the advisory board of a pharmaceutical company and is asked by a scientific association to prepare an advice in which the use of a medicine or vaccine marketed by the company in question will possibly be recommended. This is an example of a situation in which extreme caution and transparency are required, and the employee will need to consult with his/her manager. And the employee will have to make a choice. Performing both tasks may lead to the suspicion of bias, which may prove harmful to both the employee and the UMC.

Example 16

Suppose that all the UMCs jointly agree within the framework of the Netherlands Federation of University Medical Centres (NFU) to concentrate a particular subdiscipline into just a few centres. It would then also be in Radboud University Nijmegen Medical Centre's interest that this goal will be achieved. Employees are therefore not allowed to cooperate in any activities initiated by a third party or third parties, which might obstruct the endeavours of the joint UMCs.

Example 17

A teacher is the author of a textbook. He is of the opinion that the book should be placed on the list of compulsory books for students, for example for a particular course. Regardless of his role in education, he shall not be authorized to decide this on his own. This decision may only be made by the competent director of education, after having obtained independent advice.

Example 18

A student maintains his teacher's garden against payment. Or a PhD student babysits the children of his supervisor. In these kinds of cases, the teacher or supervisor must be extremely careful in order to prevent that his position as private employer interferes with his responsibilities as an employee of the U