

**Rules of Procedure of the Ethics Committee of the Institute of Philosophy of the CAS, v. v. i.**

1. The Ethics Commission (hereinafter referred to as the Commission) is an independent permanent advisory body to the Director of the Institute and the Council of the Institute. The Commission shall be impartial and free from influences that would limit the objectivity of the assessment of individual submissions. It bases its conclusions on the Code of Ethics of the FLU (hereinafter referred to as the Code of Ethics) and other relevant regulations. The members of the Commission shall maintain confidentiality of the facts with which they come into contact by virtue of their office throughout the duration of their membership and after its termination.
2. The Commission shall be composed of five members, comprising at least two women, at least two men and at least two persons who have no employment relationship with the FLU. The members of the Commission shall be approved by the Council of the Institute and appointed by the Director of the FLU. The term of office shall be five years. A member of the Commission may serve repeatedly. Members may resign from the Commission by written declaration addressed to the Chairperson of the Commission and the Director of the FLU. A member of the Commission may be removed by the Council of the Institute for serious reasons. The names of the members, as well as the name of the Secretary of the Commission, are published on the FLU website. At its first meeting, the Commission shall elect a Chairperson.
3. The Commission deals with three types of submissions. These are:
  - a) Suggestions made by the Director or the Council of the Institute concerning the application of the Code of Ethics or other relevant issues.
  - b) Requests for ethical review of grants and research projects submitted by the Principal Investigator/Principal Investigator or other responsible person, as appropriate.
  - c) Complaints concerning a possible violation of the Code of Ethics by an FLU employee or body (hereinafter: the subject concerned). Complaints of this type may be made by members of the staff of the FLU (or, in particularly serious and justified cases, by another person or institution).

In exceptional cases, the Commission may also consider an anonymous complaint, provided that the preservation of anonymity does not prevent a sufficient investigation.

4. All types of submissions shall be sent in writing or electronically to the Chairperson of the Commission. The Chairperson shall circulate the suggestion to all members of the Commission and delegate one or more of them to report on it. The President/Chairperson shall convene the first meeting of the Commission on the complaint as soon as possible, but no later than 30 days after receipt of the complaint. At that meeting, the Commission may reject the complaint as unfounded or recommend how else it should be dealt with within the organisational structure of the Institute. The decision to reject the complaint must be taken unanimously. If the Commission examines the complaint further, it shall decide whether further evidence is required for its investigation and shall begin to collect it. The person lodging the complaint shall be informed without delay of the acceptance or non-acceptance of the complaint. In the event that a complaint concerning a possible

violation of the Code of Conduct (3.c) is received, the entity concerned shall also be informed without delay.

5. The Commission will normally consider complaints of type 3.a and 3.b within two months of submission. In the case of type 3.c complaints, the Commission shall reach a decision within six months of the submission. In justified cases, it may take longer to deal with the complaint, but it must inform the person making the complaint and the body concerned of the delay and the reasons for it.
6. A complaint concerning a possible violation of the Code of Conduct (3.c) should always specify which article of the Code of Conduct it concerns and how this article may have been violated. If the person making the complaint relies on written documents, these should be included in the submission. Similarly, any information available to the submitter that enables the Commission to assess the seriousness and merits of the submission should be included in the submission. The complaint should also include information on whether and how the complaint has been previously addressed within the organisational structure of the department. The following points of the Rules of Procedure govern the Commission's procedure for dealing with type 3.c. complaints.
7. If any member(s) of the Commission finds that he/she is biased in relation to a particular initiative, he/she must declare his/her bias and exclude himself/herself from the meeting. Such member shall then be replaced in full at all meetings relating to the said initiative, and only at those meetings, by another person proposed and approved by the Institute Council.
8. In investigating the complaint, the Commission has the right to request the cooperation of any FLU employee and any departmental authorities. Unless precluded by law or compelling personal reasons, all parties approached shall, to the extent possible, provide the Commission with their oral or written testimony and any other material relevant to the complaint.
9. The party concerned shall be entitled to acquaint itself with the materials relating to its case in good time, to submit arguments in its defence to the Commission and to supplement the relevant information. The person concerned shall be given the opportunity to be heard at the Commission meeting concerning his case.
10. After investigating the complaint, the Commission shall reach a clear statement as to whether or not the Code of Conduct has been violated and shall give reasons for its decision. The decision shall be adopted if it is supported by at least four votes. The Commission will then send its conclusions to the Council of the Institute, the Director, the person making the complaint and the person concerned and publish them on the Institute's intranet. The Commission may recommend to the Institute Council and the Director of the FLU further action to address the complaint.