

Article 1

Introductory Provisions

- (1) In accordance with Article 31, paragraph 2 of the Statute of the Czech University of Life Sciences Prague, the Ethics Committee of the Czech University of Life Sciences Prague (hereinafter the “Committee”) is established for the assessment of suggestions regarding compliance with the Code of Ethics of the Czech University of Life Sciences Prague (hereinafter the “Code”).

Article 2

Composition of the Committee and Term of Office of Members of the Committee

- (1) The Code regulates the number of members in the Committee, the method of their appointment and dismissal, including the procedure for proposing members of the Committee and the term of office of members of the Committee, termination of membership in the Committee and method of appointing successors of members whose membership in the Committee ended, and establishment of ad hoc members of the Committee with an advisory vote.
- (2) The Code determines the obligations of members when being appointed members of the Committee, and during work for the Committee.

Article 3

Powers of the Committee and Informing of the Activities of the Committee

- (1) In accordance with the Code, the Committee discusses the submissions of CULS employees and students that relate to adherence to the Code. The procedural steps for submitting suggestions to the Committee are set out in the Annex to these Rules of Procedure.
- (2) At its meetings, in addition to the submissions of CULS employees and students that relate to adherence to the Code, the Committee may also deal with other matters associated with the issues regulated in the Code.
- (3) In accordance with the Code, the statements of the Committee regarding the discussed submissions (with the exception of confidential information, and whilst maintaining the relevant provisions of Act No. 101/2000 Coll., on the Protection of Personal Information, as amended), are published on the public part of the CULS website. The statements of the Committee are sent to the persons specified in the Code.
- (4) The Committee shall not be obliged to look at submissions that are not submitted by CULS employees or students.

Article 4
Committee Meetings

- (1) In accordance with the Code, the Committee meets as necessary. The meetings are convened and chaired by the Chairman or an authorized Committee member authorized by the Chairman. In accordance with the Code, the Committee meeting is not public.
- (2) The Chairman of the Committee is obliged to convene the Committee meeting if at least two members of the Committee request as such of the Chairman of the Committee in writing, and if they specify in their request the reason for convening the Committee meeting.
- (3) In accordance with the Code, the Committee shall be obliged to make a statement in writing to each substantively-debated submission. The standpoint of the Committee must always be contained in such a statement.
- (4) The Committee shall decide through voting on the wording of the statement regarding the submissions and other discussed points at meetings, including the agenda of the meeting. In accordance with the Code, each member of the Committee has one vote. A motion shall be approved if at least four members of the Committee vote to adopt it. The voting shall be secret upon the motion of the Chairman or any member of Committee.
- (5) As soon as possible after receiving a submission, the Chairman of the Committee shall inform the other members of the Committee about the submission by sending a copy of the submission to all of the members of the Committee. For objective reasons, the Chairman of the Committee may delegate this power to another member of the Committee.
- (6) Within the time period set out by the Chairman or his or her authorized member of the Committee, members of the Committee shall inform the Chairman or his or her authorized member of the Committee that they were familiarized with the submission. If any member of the Committee does not make a statement within the set time period, it shall be considered that the member was familiarized with the submission.
- (7) The Chairman or his or her authorized member of the Committee shall convene a Committee meeting as soon as possible after the deadline set for familiarization with the submission pursuant to paragraph 6.
- (8) At its earliest meeting from accepting a submission, the Committee shall decide on the best method for resolving the submission in accordance with the Code. At the meeting, the Committee shall evaluate whether the submission contains all of the requisites pursuant to the annex to these Rules of Procedure, and whether the submission relates to the Code. The Committee shall drop a submission that does not relate to the Code, or whose procedural submission does not correspond to the rules set out in the annex to these Rules of Procedure, without the need for a substantive debate. If a submission is dropped, the Committee may inform the submitter that the submission does not relate to the Code and with ethics, i.e. with the content aspect, and the Committee may recommend to the submitter to contact other bodies (the CULS Disciplinary Committee).

- (9) After the earliest Committee meeting from the submission, a submitter or submitters are informed within 5 business days from the Committee meeting that the submission was dropped or accepted, and about how it will be resolved.
- (10) The Committee shall be entitled to request a statement from other persons who may contribute to resolving the accepted submission. If such persons are CULS employees or students, it shall be their moral obligation (in accordance with their conscience) to adhere to the Committee's request to provide an explanation regarding the submission.
- (11) The Committee shall not be bound by any deadlines to come to a final resolution regarding the submission, but the Committee must act without undue delay.
- (12) If, during the course of evaluating a submission the Committee is to make a statement regarding a matter falling under its powers, and if this is a matter for which the convening of the Committee would be ineffective given its content, relevance or time availability, the Committee may then also adopt a decision outside of a meeting (decision-making via per rollam voting), electronically.
- (13) The Committee shall vote at its meeting on the final decision on resolving an accepted submission (item 12 of this Article does not relate to such a decision), and the results of the vote shall be publicized (according to these Regulations) on the public part of the CULS website.

In Prague, on 21 March 2017

Doc. PhDr. Michal Lošťák, Ph. D.
Chairman of the CULS Ethics Committee
In his own hand

Annex to the Rules of Procedure of the Ethics Committee:
Procedure for submitting suggestions to the CULS Ethics Committee

The procedure specified below determines the rules for submission of suggestions of the CULS employees and students that relate to adherence to the Code:

- (1) Submissions of CULS employees and students in matters that relate to adherence to the Code of Ethics must be sent in writing to the Chairman of the Committee to the following address: Doc. PhDr. Michal Lošťák, PhD., Chairman of the CULS Ethics Committee, Kamýcká 129, 165 00 Prague - Suchbát.
- (2) In the submission must be specified the name and names of the submitters, as well as contact information in the form of addresses, telephone number and e-mail where the submitters can be reached, the signatures of all of the submitters and the date of the submission. Via their signatures, the submitters also confirm that they shall respond from the specified contact information (specified telephone number and e-mail) at the latest within 5 business days from receiving a request from the Ethics Committee to submit other documents regarding the submission. If the submitters do not respond to the Committee's request within 5 business days, the submission shall be dropped and the Ethics Committee will no longer deal with it.
- (3) The submission must contain in particular the factual basis of the submission – i.e. a description of a situation substantiated by verifiable facts, and which clearly expresses to which article and point of the Code of Ethics this submission relates. Furthermore, in the submission must be substantiated the previous methods of resolving the submission (to whom the submission was directed before being submitted to the Ethics Committee, and if it was not submitted to another body, it is necessary to disclose the reasons for why it was not), and to submit the solutions (answers, statements, decisions, etc.) of bodies contacted earlier. The submission must also include evidence to which the submitter refers in the submission (e.g. documents, statements, etc.)
- (4) If the Ethics Committee accepts a submission, the Ethics Committee shall determine a method for resolving the submission in which the Ethics Committee can request of submitters additional information, and it may also contact other persons (including legal entities) to supplement the necessary information for a final decision to be made on the submission. The Ethics Committee may also determine a necessary personal discussion of the submission with the submitter, or with other affected persons. Statements of the affected persons must respect their conscience.