

Internal regulations of the Units of the Research Center of the Institut Curie

[English version of the French document "Règlement intérieur des Unités du Centre de Recherche de l'Institut Curie » dated February 14, 2023]

PREAMBLE

Permanent staff assigned to a Unit, as well as students or collaborators present on a temporary basis, are placed under the authority of the Director of the Research Unit and are subject to the regulations and operating rules in force in the premises where they are assigned.

In accordance with the regulatory framework in force,

- On the various collective agreements, internal regulations, statutes and charters within the Institut Curie,
- On the labor code, article L. 1311-2 and following concerning the establishment of internal regulations,
- On the general regulation of the organization and functioning of the CNRS,
- On the organization and functioning of the CNRS operational research and service structures,
- On the decision concerning the organization and functioning of the Units and Advisory Bodies of the "Structures Opérationnelles de Recherche (SOR) et de Service (SOS)" of the CNRS ,
- On the decision concerning the constitution, composition, competence and functioning of the laboratory councils of the SOR and SOS of the CNRS,
- On the decision of the President and CEO of INSERM concerning the Research Units and other INSERM formations,
- On the education code concerning the governance and the training and research units of universities,

The purpose of these rules of procedure is to establish the rules for the following provisions:

- General organization of the Research Unit,
- Enforcement of health and safety regulations within the Institute,
- Conditions under which employees may be called upon, at the employer's request, to participate in restoring working conditions that protect the health and safety of employees, should they appear compromised,
- General and permanent rules relating to discipline and the nature and scale of sanctions that may be imposed by the employer,
- Provisions for compliance with disciplinary procedures for the employee if the employer is considering a penalty,
- Provisions relating to employees' rights of defence,
- Provisions relating to moral and sexual harassment and sexist behaviour.

It is specified that the term "Unit" refers to all research formations as defined by the supervisory authorities, including the Research Units, the so-called Service Units or platforms accredited by the Scientific Commission, the Department of Translational Research and the Management of the Research Center.

After approval by all the Directors of the Institut Curie Research Center and the laboratory councils, the present internal regulations were submitted to the Research Center's CSE for approval. They are common to all the Institut Curie's units but include an annex specific to each unit. They thus apply to all personnel present at the Research Center, regardless of their Unit or main employer.

Any modification will be subject to the same procedure as for its initial implementation and will have to be the subject, if necessary, of an amendment or new internal regulations of the Units of the Research Center.

Any change in regulations (laws, decrees, codes) applicable in the institutions mentioned in the title applies to the Unit, even if the present internal regulations do not mention it.

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Chapter 1: General Operation

Article 1: Scope of application

1.1 General definitions

Research laboratories are units in the broad sense of the term that develop research activities and bring together one or more teams composed of researchers, teacher-researchers, engineers, technicians, administrators, trainees, service providers and visitors.

In view of the diversity of profiles welcomed into the Institut Curie's Research Center (CR), it is understood that these internal regulations apply to "personnel", meaning:

- Employees of the Research Center: any person bound by an employment contract of any kind with the Institut Curie;
- CR trainees: any student bound by a multiparty training agreement signed by the CR, an educational institution (school, university, etc.) and the trainee or his/her legal representative;
- The staff hosted at the CR who work on the premises of the Institut Curie and whose hosting is governed by an agreement:
 - Permanent or non-permanent agents of the different public institutions "guardians" of the Research Center;
 - Researcher/teacher-researcher hosted in collaboration with other research laboratories;
 - Non-salaried doctoral students of the Institut Curie hosted in the framework of a thesis project;
 - Post-doctoral students hosted in the framework of a research project
 - Other personnel: emeritus researchers, temporary workers, employees of external service companies.

It is specified that each person welcomed in the Research Center is imperatively attached to a research unit or a service.

1.2 Governance of the Unit

1.2.1 Research Unit Director and Deputy Director

The appointment of the Director and, if necessary, of the Deputy Director is decided jointly by the competent authorities (e.g.: CoNRS for the CNRS) of the supervising institutions with the agreement of the Director of the Research Center and after the advice of the Laboratory Council for the duration of the Unit's mandate.

The Research Unit Director (DU) is appointed for the duration of the Unit's mandate. According to the supervisory authorities, this mandate can be renewed once at the CNRS and up to two times at Inserm. The same provisions apply to the Deputy Director.

The responsibilities of the Research Unit Director are specified in the general provisions applicable to the Units adopted by letter of agreement by the main trustees and by letter of accession by the

secondary trustees or in the general provisions applicable to the Units annexed to the Unit Agreement . The Research Unit Director is responsible for supervising the management of all the resources placed at his/her disposal and for helping to ensure the safety of the Unit's personnel. He/she gives his/her approval to any assignment of personnel to his/her Unit. The Research Unit Director specifies the areas of intervention of the Deputy Director. The responsibilities of the Research Unit Director are defined by specific decisions of the competent bodies of the parent institutions.

In addition, he or she has the following specific duties:

- chairs the Laboratory Council;
- presents to the vote of the Laboratory Council the projected budget and the annual financial statement;
- prepares and executes the budget.

When the interest of the service so requires, the duties of a Research Unit Director may be terminated before the expiration of his or her term of office.

In the event of interruption during the term of office, the replacement of the Research Unit Director shall be made according to the same procedure, for the duration of the remaining term of office of the Unit.

In case of closure of the Unit, the Director of the Unit draws up an inventory of the material and immaterial resources made available to the Unit. He/she informs the staff of the Unit as soon as he/she is aware of the situation, in collaboration with the Unit's supervisors.

1.2.2 Research Team

1.2.2.1 Team Leader

Each Unit is composed, or not, of research teams that are accredited by the Unit's supervisors, on the basis of an evaluation of their scientific project.

It is specified that the Laboratory Council is consulted on the additions and deletions of teams during the life of the Unit.

The team is placed under the responsibility of a team leader. The team leader is appointed by the Research Unit Director after agreement with the Director of the Institut Curie Research Center. The Director of the Unit will ensure that the team leader is accompanied in his/her work by making sure that he/she has received management training.

The Team Leader's duties are as follows:

- to lead the scientific policy of the team in the respect of the scientific policy of the supervisory authorities and of the Unit,
- to ensure the management of the staff members of the team who are attached to it in accordance with the rules and procedures of the supervisory authorities and of the Unit,
- Report identified needs to the Director/Unit Manager,

- Validate the team's expenses in accordance with the rules and procedures of the supervisors and the Unit,
- coordinating the feedback of information for his/her team when requested internally or externally by the Unit (team activity report, communication actions, HCERES report, etc.),
- to ensure compliance, within the team for which he/she is responsible, with the procedures defined in terms of health and safety at work in coordination with the bodies, services and/or persons in charge of these procedures within the Research Center and the other supervisory authorities of the Unit,
- ensuring compliance with the procedures defined in terms of IT security and personal data processing in coordination with the DU and the bodies, departments and/or managers in charge of these procedures within the Research Center and the Unit's other supervisory authorities (Information Systems Security Officer (ISSO), Data Protection Officer (DPO)).

In the event of a partial or total vacancy in the leadership of a team, the Unit's management guarantees the continuity of the team's activities until the end of the establishment contract, leaving it the possibility of generating sufficient contractual funding.

1.2.2.3 Team evaluation

The Director of the Unit recognizes the scientific autonomy of each team according to the themes proposed at the creation of the team and integrated in the Unit. Thus, the team leader leads the scientific policy of the team in the respect of the scientific policy of the supervisory authorities and of the Unit.

The team is evaluated, in accordance with the regulations in force, on the basis of the quality of its activity and the relevance of its scientific project. It is fully responsible for the justification of its activity and the presentation of its results.

The evaluation reports are sent, for information, to the members of the Laboratory Council and to the Management of the Research Center.

1.3 Specificities of the Research Unit

1.3.1. General Assembly of the staff

The Research Unit Director must convene a general meeting of all Unit staff at least once a year. When a meeting is scheduled, the invitation specifying the agenda is sent by e-mail at least fifteen (15) days before the scheduled date.

The role of the General Assembly is to participate in the reflection on any measure relating to the means, the organization and the functioning of the Research Unit.

1.3.2 Laboratory Council

The Laboratory Council is a consultative body which regulates the life of the Unit and where the staff of the laboratory are represented.

It is composed of:

- Ex-officio members: the Director of the Unit and the Deputy Director when he/she is appointed within the Unit,
- Members appointed by the Research Unit Director (3 to 5 people depending on the size of the Unit),
- Elected members representing the different categories of personnel of the Unit. The non-permanent staff of the Unit with a minimum of one year's seniority in the Unit, as well as the permanent staff, are eligible to vote and to be elected. The members of the Council are elected by direct suffrage. Voters choose the candidates from the list of the college representing the category of personnel to which they belong (permanent researchers, permanent ITA, non-permanent personnel, etc.). The candidates who obtain the highest number of votes, within the limit of the number of elected members for each college, are elected.

It is recommended that the total number of members of the Laboratory Council (including the Research Unit Director) be limited to 15. When the size of the Unit justifies it, this number can be increased to 20.

When a Laboratory Council is held, more than half of its members must be present.

It is consulted by the Director/Unit Manager on:

- status, program, research coordination, team composition;
- the budgetary means to be requested by the Unit and the distribution of those allocated to it;
- the policy of research contracts concerning the Unit;
- the policy of technology transfer and the dissemination of scientific information of the Unit;
- human resources management;
- training through research policy;
- the consequences to be drawn from the opinion formulated by the section(s) of the National Committee for Scientific Research to which the Unit belongs;
- the current and upcoming year's training program;
- all measures relating to the organization and operation of the Unit and likely to have an impact on the situation and working conditions of the staff.

The Research Unit Director may also consult the Laboratory Council on any other matter concerning the Unit.

The Laboratory Council is attached to the Unit. Thus, even if the Director of the Unit changes, the Laboratory Council continues until the end of the Unit's mandate. However, in case of a strong modification of the structure of the Unit (modification of the "internal" structure: numerous departures/arrivals in the Unit, modification of the proportion of the different types of personnel...), the Director of the Unit can propose to reduce the duration of the current mandate of the Laboratory Council and to proceed to new elections. By-elections are also held in case of departure of elected members.

It is agreed by the present *Rules of Procedure of the Units* that the modalities of implementation, the composition and the functioning of the different Laboratory Councils of the Institut Curie Research Center will be integrated in an annex.

1.4 Access to the premises

Personnel enter and leave through the main entrance(s) of the building(s)/site(s) where the Unit is located, upon presentation of a Curie access badge which must be worn visibly.

This badge is attributed to any person assigned to the Unit, provided that he/she has completed all the necessary administrative procedures with the Human Resources Department of the Institut Curie Research Center and the Unit. The badge is personal and may not be lent to a third party under any circumstances. It must be returned to the administrative team of the Unit in case of departure, at the latest on the last day of presence.

In case of theft or loss of the badge, it should be reported immediately to the security PC¹ so that the access authorizations can be deactivated and a new badge can be made.

Personnel shall have access to the laboratory premises only in the performance of their duties, and shall have no right to enter or remain on the premises for any other purpose, unless they have authorization from a competent and authorized person.

It is prohibited:

- To bring into the workplace objects or goods intended to be sold, except in the context of social works conducted by the Social and Economic Committee of the Research Center,
- To circulate subscription or collection lists without authorization,
- To introduce alcohol except for wine, beer, perry and cider and only during a convivial moment related to the life of the Unit and duly validated by its Director.

Persons not concerned with the activities of the Unit may not have access to the premises without the authorization of the team leader or department head, except in cases provided for in the regulations on union rights or in case of emergency.

Any person leaving the Unit (resignation, transfer, retirement, end of internship, end of contract, etc.) must vacate the premises and return all means of access (keys, badge, etc.).

Before leaving, the employee must also contact the relevant departments (the unit's administrative team, Human Resources Department, HSE Department, etc.) and, if necessary, the unit's prevention assistant, for the disposal or storage of chemical products, the disposal, cleaning or storage of equipment used and, if necessary, the decontamination of the workstation.

For imperative reasons of security, the representative mandated by the President of the Institut Curie may carry out checks on objects carried or transported by the staff, both on entering and leaving the premises of the Institut Curie.

¹ Security PC: Central security post located at the entrance of the hospital complex (rue Louis Thuillier).

The Research Center is open from Monday to Friday, from 6:30 am to 9:00 pm. Access to the premises outside of working hours requires the express prior agreement of the Director of the Unit in accordance with the procedure in force at the Research Center (<http://intranet/page/libre.php?id=252>).

Chapter 2: Human Resources

All personnel working in the Unit, regardless of their status, are required to comply with the provisions contained in these *Unit Rules of Procedure*.

In addition to mutual courtesy and respect, they must demonstrate neutrality. They are also bound by a duty of professional discretion for all facts, information or documents of which they have knowledge in the course of their work. A specific confidentiality agreement is signed by staff members when this obligation is not provided for by the statutes of their main employer or by their employment contract.

The Research Unit Director is responsible for the enforcement of collective discipline rules.

Each employee assigned to a Unit shall be governed, with respect to the provisions of this Chapter, by the statutory or collective provisions of their primary employer and, where applicable, their secondary employer.

Article 2. Working hours

Staff are required to respect the working hours and schedules as defined by the statutory and collective provisions relating to daily and weekly working hours and vacations set by their main employer, while taking into account the Unit's service requirements.

The actual weekly working hours for each full-time staff member of the Unit are fixed on the basis of a 5-day work cycle, from Monday to Friday. When, due to service requirements, additional or overtime hours must be worked, these must be validated by the line manager.

Only staff authorized to perform part-time service of 80% or less may work a weekly work cycle of less than 5 days per week.

The working time corresponds to the actual working time. It does not take into account the lunch break, which may not be less than 45 minutes or more than 2 hours.

Article 3. Timetable

3.1 Working hours

With the exception of employees whose working time is counted in days, staff must be present on site or reachable, when they are teleworking, between the following time slots: between 10:00 and 12:00 in the morning, between 14:00 and 16:00 in the afternoon. Exceptions to this requirement may be made in special circumstances or for departments with special work arrangements.

The request for exemption must be validated by the Director of the Unit or the line manager in accordance with the statutory and collective provisions in force.

During flextime, staff can adjust their arrival and departure times according to a schedule or calendar agreed upon with the Research Unit Director, Team Leader or Line Manager.

3.2 Hardship and standby duty

The organization of specific working arrangements and the assessment of any hardship² and standby duty³ are the responsibility of the Research Unit Director. The benefit of financial compensation or compensation in rest time for hardship and standby duty is defined by the Director/Research Unit Director/line manager in accordance with the decree and circular in force.

A hardship or on-call duty may be set up for the needs of the service. Staff with the required skills who wish to perform this duty must make themselves known to the Director of the unit in order to obtain his or her prior agreement.

Each staff member will be required to comply with the rules in effect within the institution that pays his or her main salary with respect to compensation for hardship or on-call duty.

3.3 Cumulation of accessory activities

The combination of activities allows the personnel of the Units to make the most of their internal expertise and constitutes a source of enrichment resulting from the exchange of skills. It is specified that the accumulation of activities is subject to the prior authorization of the employing organization. Unauthorized overlapping exposes the staff concerned to disciplinary sanctions and to the repayment of sums illegally received to their main employer.

It should be noted that the Institut Curie's internal regulations prohibit staff members from participating in structures such as associations, whose purpose may be to directly or indirectly solicit funding (particularly in the form of donations) that would be obtained as a result of their status at the Institut Curie, except with the prior agreement of the Executive Board.

3.4 Telework

Telework is based on the principles of voluntariness, eligibility of activities and reversibility. Thus, each employee must comply with the regulations or collective agreements in force set by his/her main employer. The organization of one's professional activity in telework requires the prior agreement of the line manager.

² Hardships are particular constraints of work as well as obligations related to the work to which certain personnel may be subjected.

³ The on-call period is defined as the period during which the employee, without being at the permanent disposal of his employer, is obliged to remain at home or in the vicinity of his home in order to be able to respond to a professional request and, if necessary, to ensure an intervention on the work site.

Each employee must contact his or her main employer in order to formalize this work organization and to apply the regulations and collective agreement in force.

The Unit Management and the Human Resources Department of the Research Center must be informed of this organization of working time.

3.5 Training

The Director of the Unit appoints a training correspondent within the Unit to assist in the implementation of the training plan. The training plan is submitted to the advice of the Laboratory Council.

The training correspondent is in charge of collecting the training needs of the personnel, and of writing and following up the training plan of the Unit. He/she works in close collaboration with the competent services of the Unit's supervisors.

It is the responsibility of the Research Unit Director to authorize requests for training by Unit staff in line with the objectives of the structure.

Article 4: Annual leave and time off

The number of days of annual leave and the number of days granted under the flexible working time scheme are determined in accordance with the statutory provisions or collective agreements specific to the main employer to which the Unit employee is attached.

4.1. Conditions for granting leave

The granting of leave and time off is subject to a prior request to the team leader or the Research Unit Director within a period of time stipulated in the company agreement, in accordance with the situation of the personnel and the rules applicable to them.

Leave and time off are granted subject to service requirements.

All requests for time off or RTT must be made via the computerized time management tools used within each staff's primary organizations.

For employees whose main employer does not provide a computerized time management tool, it is advisable to contact the dedicated department of the main employer in order to obtain the procedure to follow.

4.2 Conditions for use of leave

Staff are required to respect the conditions of use of leave established by the statutory provisions and collective agreements of their main employer and must take into account the service requirements of the Unit.

The follow-up of leaves (annual and RTT) is carried out in the Unit under the responsibility of the Director of the Unit in connection with the research team leaders.

4.3 Solidarity Day

Employees are required to comply with the conditions of the Solidarity Day as set out in the statutory provisions and collective agreements of their main employer.

4.4 Time Savings Account (TSA)

The conditions for implementing and monitoring the Time Savings Account, when it is offered by the main employer, are implemented in accordance with the statutory provisions and collective agreements of the main employer. It is therefore advisable for each employee to contact the competent administrative authority of his or her main employer to find out the terms and conditions.

Article 5: Delays and absences

All late arrivals or absences must be reported immediately to the supervisor and then to the appropriate Human Resources department for all Research Center personnel.

Unannounced trips away from the main workplace, outside of work, during fixed working hours, must be exceptional. They are subject to the authorization of the line manager.

Possible cases for which leave of absence, during working hours, may be granted include the following:

- Staff who are ill in the workplace and return home or go to a practitioner,
- Serious family event that occurs unexpectedly, such as a child's illness requiring the presence of a parent,
- Danger in the workplace.

In the event of unjustified absence beyond 48 hours, the Research Unit Director must notify the appropriate Human Resources department.

It is reminded that repeated unjustified lateness, unauthorized or unjustified early departures, as well as unjustified absences are subject to disciplinary sanctions, and that abandoning one's post may constitute serious misconduct justifying the dismissal of the person concerned, in accordance with the rules set by the main employer. Similarly, unauthorized and unjustified absences will be subject to salary deductions.

5.1. Absence for medical reasons

Any unavailability due to illness must, except in cases of force majeure, be duly justified and reported to the employer (team leader, Unit administrative team, Research Unit Director or Human Resources Department) within 24 hours.

In the event of a medical leave of absence, the person must send, within 48 hours, a certificate of leave of absence from a health professional to the competent administrative authority of the principal employer.

5.2 Exceptional leave of absence

Certain exceptional paid absences are authorized for certain events and are subject to the prior approval of the line manager who assesses the request taking into account the needs of the service.

Upon presentation of a receipt, these days concern the following events:

- Marriage or PACS of a staff member
- Marriage of a child
- Birth
- Death of a spouse or PACS partner
- Death of a direct ascendant
- Death of a direct descendant
- Death of a direct descendant of the spouse linked by marriage, PACS or cohabitation certificate
- Death of a brother or sister
- Death of grandparents, sisters-in-law, brothers-in-law
- Moving

In addition, employees are entitled to leave of absence in the event of their child's illness. To find out the number of days of authorized absence depending on the reason for the absence, each employee should contact the competent administrative authority of his or her main employer.

Other reasons for absence may exist within the main employers, each staff should question the competent administrative authority of their main employer.

5.3 Workplace accident

In the case of an accident at work or on the way to or from work, the declaration must be made by the competent authority of the main employer of the staff member who is the victim of the accident, who must be notified as soon as possible, at the latest within 48 hours of the accident.

For all staff, information must also be sent to the relevant departments within the Institut Curie Research Center via the following email addresses depending on the staff member's site:

- Paris: at.paris@curie.fr
- Orsay: at.orsay@curie.fr

Any accident occurring in the course of professional activity must be immediately reported to the Director of the Unit, the prevention assistant, the administrative team of the Unit, but also to the Hygiene and Safety Service and the Occupational Health and Prevention Service. It must be recorded by the prevention assistant in the Unit's Health and Safety at Work Register.

If the victim of a work-related accident must go to the emergency room, he or she should not do so alone.

Accidents at work and commuting accidents that do not result in time off work or medical treatment that is covered by health insurance organizations must also be recorded in the Register of Minor Occupational Accidents, no later than 48 hours after the accident. This register is available to

employees at the Prevention and Occupational Health Service. This declaration exempts the victim from making an individual declaration to the Social Security, except in the event of a worsening of his or her state of health.

An extraordinary CSE can, if necessary, be called to analyze the causes of an accident at work and thus avoid its recurrence (art. L. 2315-27 of the Labor Code).

Article 6: Missions and travel outside the usual place of work

All staff members travelling on business for more than one day to carry out their duties outside their usual place of work must be in possession of a mission order (ODM) issued by the Director/Unit Manager before the mission takes place. This document ensures, among other things, that the staff is covered by the regulations on accidents that may occur in the workplace.

It is the responsibility of each employee to obtain this document from the competent administrative authority of his or her main employer, even if the latter does not pay for the trip.

All travel in France or abroad is subject to the rules in force in the organization providing the financial support for the said travel. Staff members remain covered by their main employer during travels carried out in the framework of the Unit's activities.

Article 7: Disciplinary sanctions

Any action considered inappropriate by a staff member, i.e., not corresponding to the normal conditions of performance of his or her employment contract, may, depending on its seriousness, be subject to disciplinary action by his or her principal employer in accordance with the provisions of the latter's regulations and bylaws.

Chapter 3: Occupational Health and Safety

Article 8: Safety and risk prevention resources

The personnel integrated into a Unit must respect the regulations in force concerning health and safety at work, as well as all the specific instructions existing in these fields on the site where the Unit is located.

8.1 Research Unit Director

It is the responsibility of the Research Unit Director to ensure the safety and physical and mental protection of the personnel under his/her authority and to ensure the safeguarding of the property at his/her disposal, as well as the protection of the environment.

To this end, he/she is responsible for the application within the Unit of the regulations on health and safety at work and ensures that the personnel have the necessary means of protection for their activity. He/she is responsible for the assessment of risks in the Unit and their transcription into a

single occupational risk assessment document (DUERP), and ensures the implementation of the resulting action plan.

8.2 Prevention assistant and referents provided for by the regulations

Depending on the size of the Unit, the Director of the Unit proposes one or more prevention assistants (PAs), after consultation with the Laboratory Council.

Placed under the authority of the Director of the Unit, the PA works in close collaboration with the Hygiene and Safety Department and the Occupational Health and Safety Department of the Research Center and its partners, and assists and advises the Director of the Unit, particularly in the implementation of safety and risk prevention measures.

Thus, the following areas may be covered by the PA:

- The risk assessment process;
- The implementation of a risk prevention policy;
- The implementation, in consultation with the prevention advisor and the prevention doctor, of health and safety rules at work aimed at improving the working conditions of the personnel;
- Welcoming newcomers and training them in risk prevention at the workplace;
- The quality of life at work.

The Director of the Unit proposes, if necessary, a person competent in radiation protection (PCR) or any other person whose presence is required in application of the regulations in force or taking into account the themes developed and the risks present (referent for the L2/L3 laboratories, first aid worker, etc.) within the Unit.

It ensures that the personnel appointed receive the appropriate training and have the necessary means to carry out their missions.

8.3 Fire safety personnel

Evacuation leaders (guide and support person) are designated by the Research Unit Director. They have the authority to evacuate personnel in accordance with the safety procedures in effect in the facility where the unit is located.

First response team members: all Unit personnel who have received training in the handling of fire extinguishers from the Institut Curie Research Center are first response team members and can intervene in accordance with the safety instructions in force in the establishment where the Unit is located.

8.4 Health, Safety and Environment Department

The Institut Curie Research Center has a Health, Safety and Environment (HSE) Department. This department assists and advises the management of the establishment and the Research Units in the development and implementation of the policy for the prevention of professional risks and environmental protection at the Research Center.

Its main missions are to:

- Advise managers (scientific, technical, administrative) to define the health and safety procedures to be implemented for the improvement of working conditions, the development, transformation or rehabilitation of premises and buildings;
- Leading the risk assessment process (risk and accident analysis, safety visits, prevention program, etc.);
- Develop risk prevention training plans;
- Implement the legislation and regulations in terms of hygiene, health and safety at work and environmental protection;
- Coordinate and lead the network of prevention assistants in the institution.

Any Research Unit staff may seek advice or guidance from the HSE department.

The HSE department, in conjunction with the Research Unit Director and the Unit's prevention assistants, prepares the Unit's Single Occupational Risk Assessment Document (DUERP) and the Annual Occupational Risk Prevention and Working Conditions Improvement Program (PAPRI Pact), which formalizes all the measures for dealing with the occupational risks identified

The DUERP is available to all personnel on the Institut Curie Research Center intranet, on the page dedicated to the HSE department or on request at the following address: service.hse.cdr@curie.fr.

8.5 Health, Safety and Working Conditions Commission (CSSCT) of the Social and Economic Committee of the Research Center

The CSSCT is entrusted, by delegation from the ETUCE, with part of the ETUCE's responsibilities relating to the health, safety and working conditions of employees, as provided for in the company agreement on staff representation at the Institut Curie.

It should be noted that the mission of the CSSCT is to contribute to the protection of health, the improvement of safety and working conditions of all persons working on the premises of the Institut Curie (including temporary workers and employees of external companies).

It meets at a frequency defined by the company agreement in force relating to the representation of the personnel of the Institut Curie and as often as necessary when circumstances require it (extraordinary meetings).

Any staff member of the Unit can request an opinion from the members of the CSSCT or the CSE.

It is to be noted that within the supervisory authorities (CNRS, Inserm) of the Unit there is a Committee of hygiene, safety and working conditions which has the same prerogatives in accordance with the regulations of the Public Service and the Labour Code.

Article 9 - Organization of prevention within the Unit

9.1 Occupational Health and Prevention Service (OHPS)

Staff (including doctoral students) are medically monitored by the Occupational Health and Prevention Service, the frequency of which is defined by the occupational physician (at least every

5 years or special medical surveillance depending on exposure to specific risks and/or the state of health of the staff).

School and/or university trainees up to Master 2 level remain under the medical responsibility of their educational institution. If a trainee, school and/or university student up to Master 2, is required to handle risky products, he/she must, prior to his/her training period, be received by the prevention medicine department of his/her educational institution and provide a certificate of no contraindication to working in a level 2 laboratory upon his/her arrival at the Institut Curie Research Center.

The prevention of accidents and occupational diseases is imperative. The Research Unit Director must ensure that each staff member of his/her Unit attends the meetings of the Prevention and Occupational Health Service.

The occupational physician (<http://intranet/page/index.php?id=66>) is the advisor of the employer, the workers and the staff representatives. Within the scope of his missions:

1) He participates in the prevention of occupational risks and the protection of workers' health, in particular by:

- Improving the living and working conditions in the company;
- Adapting workstations, techniques and work rhythms to the physical and mental health of employees, particularly with a view to maintaining their employment;
- Protecting workers against all types of nuisance, particularly against the risk of work-related accidents or exposure to dangerous chemical agents;
- Improving the overall hygiene of the facility;
- Executing health prevention and education within the institution in relation to the professional activity;
- Implementing new constructions or alterations of premises;
- Modifying equipment;
- Implementing or modifying the organization of night work;
- Providing support in the event of a major reorganization of the company.

2) He advises the employer, in particular by participating in the assessment of risks within the framework of the development of the company and by his actions to improve the work environment, carried out in accordance with his mission defined in article L. 4622-3 of the Labour Code in the service of prevention and the maintenance of employment of workers;

3) He decides on the individual monitoring of the state of health of workers, which is exclusively preventive and which he carries out with the health personnel mentioned in the first paragraph of article L. 4624-1 of the Labour Code. The health personnel work within the framework of protocols established by the occupational physician and under his authority;

4) He contributes to epidemiological monitoring and to the traceability of staff exposure.

9.2 Isolated work

Isolated work situations must remain exceptional and be managed in such a way that no personnel work in isolation at a point where they could not be rescued quickly in the event of an accident.

It is the responsibility of the Director of the Unit to authorize or not to authorize work outside working hours and working days in application of the procedure in force within the Institut Curie Research Center and of the use of the lone worker alarm devices (DATI).

Trainees are reminded that they are not allowed to work outside of working hours and working days, which could lead to isolation.

9.3 Specific prevention measures according to the activity and risks

The managers of teams and joint structures must declare to the prevention assistants and the HSE department of the Institut Curie Research Center any new experimentation likely to present a risk in order to study together the preventive measures to be implemented.

Persons with managerial responsibilities undertake to provide appropriate training to all new employees when they take up their workstation. They must specify together the nature of the risks to which the employee is likely to be exposed and the prevention measures to be adopted (specific training for certain risks, use of individual or collective protective equipment, etc.). The employees undertake to implement these preventive measures and to respect the organizational rules established within the team or the common room (maintenance and cleaning, reservation schedule, borrowing of equipment, stock of consumables, etc.).

9.3.1 Type of protective equipment and conditions of use

Numerous pieces of collective protection equipment (CPE) are available to personnel (fume cupboard, PSM, etc.). Safety instructions are posted on these stations and should be read before use. Their use is mandatory in the event of any identified risk.

In addition to these CPEs, personal protective equipment (PPE) must also be used for any identified risk. The PPE available to personnel is as follows:

- *Gowns*: Gowns must be worn in laboratories and for all manipulations regardless of the nature of the manipulations performed;
- *Gloves*: the role of gloves is to protect the hand from contact with corrosive, toxic or harmful molecules, or with pathogenic micro-organisms. Gloves must be worn as soon as a risk related to handling is identified in the laboratory. The use of gloves is forbidden in meeting rooms, catering rooms and toilets. Gloves must be systematically removed when handling telephones, door handles, switches, elevator buttons, etc.;
- *Safety glasses*: must be worn for any handling that could result in a risk of projection into the eye. In some cases (use of UV, liquid nitrogen), the wearing of a mask protecting the whole face is strongly recommended;
- *Respiratory masks*: must be worn when handling products that present an inhalation risk and when the product is impossible to be handled with collective protective equipment.

Please note that open-toed shoes are not allowed in the laboratories. For any specificity or other PPE, please contact the HSE department of the Institut Curie Research Center.

As a principle of prevention, the use of collective protective equipment (CPE) should always be preferred to that of personal protective equipment (PPE). Everyone is required to use all the collective and individual protective equipment available to them and to comply strictly with the specific instructions given for this purpose, particularly with regard to the use of radioelements and dangerous substances (biological or chemical).

9.3.2 Nature of the premises at risk and conditions of access and use

The premises at risk are clearly identified in the Unit's single document for the assessment of professional risks (DUERP). The document is available to all staff on the Institut Curie's intranet, on the page dedicated to the HSE department.

The conditions of access and use are specific to each room at risk. It is therefore advisable to refer to the persons in charge of each of these rooms to receive all the necessary safety instructions to respect.

In general, working on a common and shared device requires cleaning and storage of the accessories used. The user is responsible for taking the necessary time to do this. When leaving the workplace, each person must ensure that all equipment used during the day is completely switched off and that any equipment left in service by necessity does not present a danger (fire, flood, etc.).

It is the responsibility of the Unit's management to inform the personnel under their responsibility of the safety instructions applicable to the performance of their duties and to monitor compliance with these instructions. The personnel are obliged to respect all these instructions.

9.3.2.1 Activities involving biological and/or chemical risks

Most of the Unit's premises are at BSL-1 (L1 containment), where genetically modified or non-genetically modified biological products are handled that are not pathogenic to humans and do not pose a threat to the environment.

All newcomers are required to undergo general training to raise awareness of biological risks at the Institut Curie, as well as workstation training provided by supervisory staff.

L2 type containment rooms are used for handling Class 1 or 2 natural or genetically modified biological products (which may cause disease in humans but are unlikely to be released into the environment and for which effective prophylaxis or treatment is known).

Access to L2 and L3 rooms is restricted. Only persons who have received specific training in good laboratory practices for this type of containment, given by the L2/L3 referents of the Unit to which the personnel belong, are authorized to access them. At the end of this training, each user agrees to follow the regulations for the use of the L2/L3 laboratories in which they carry out their experimental work.

In all cases, the biological waste produced is evacuated according to an appropriate procedure managed at the institutional level and accessible through the HSE department.

The Safety Data Sheets (SDS) of all the chemicals handled in the premises are available (computerized) to the personnel who are required to consult them before each new handling.

Each user is trained by the PAs and supervisory staff in the proper use of these products and the management of the waste generated. According to the procedures available from the HSE department, waste is systematically sorted by chemical product family in order to avoid incompatibilities.

In the event of a chemical spill, personnel have an "emergency kit" at their disposal, enabling them to respond to the situation in the best possible conditions. All newcomers are trained in the use of this kit by the Unit's PAs (<http://intranet/page/index.php?id=57>).

Waste management is part of the handling protocol. Everyone is responsible for the proper management of the waste they produce.

9.3.2.2 Laser risk activity

In the case of Units with an imaging platform including a number of microscopes using lasers, personnel working in these premises must be made aware of the danger associated with the laser risk by the unit's laser safety officer (RSL). Personnel who are required to work in direct contact with the beams must first undergo specific training organized by the HSE department of the Research Center.

9.3.2.3 Radioactive risk activity

In the case of Units with one or more rooms dedicated to the use of radioactivity in research work, these rooms are only accessible to persons who have followed:

- Training in radiation protection provided by the HSE department's radiation protection officer;
- Specific training provided by the Unit's Radiation Protection Competent Person (RCP).

Once trained, the user will have to undergo a mandatory medical examination to be authorized to work in these premises. He will then be subject to reinforced medical monitoring by the occupational physician. Any manipulation in these premises implies the wearing of an individual dosimeter which will be provided by the Unit's PCR.

Waste management is part of the handling protocol. Everyone is responsible for the proper management of the waste they produce.

9.4 Emergency organization

General safety instructions are available to staff. Evacuation plans and the list of first-aid workers are posted on each floor, as well as emergency numbers near the fixed telephone stations.

In the event of a fire, the following instructions should be followed:

- Stop all work in progress,
- Secure its manipulations,
- Close doors and windows (do not lock them),
- Immediately head for the emergency exits calmly without running,

- Go to the outdoor assembly point,
- Do not use the elevators,
- Do not return to your workstation without an invitation from the people in charge of evacuation.

Evacuation drills are held regularly to ensure that safety instructions are understood.

9.5 Conduct(s) in the event of an accident related to a specific activity

Many risks are listed in the Unit, such as:

- Electric,
- Chemical,
- Organic,
- Ionizing radiation,
- Cryogenic liquids,
- Pressure equipment,
- Gas handling,
- Fire...

All safety instructions and job descriptions are available on the Institut Curie intranet, on the HSE department page (French/English) (<http://intranet/page/index.php?id=57>). Many of them are also posted on the premises themselves.

9.6 Safety Training

The Research Unit Director must ensure that the employees under his/her authority, particularly new employees, have received safety training and, where appropriate, specific training adapted to their workstation. He/she must ensure that this training is traceable.

9.6.1 Training for new entrants

All new employees must attend general training on occupational risks provided by the Institut Curie's HSE department as soon as possible, as well as training on the prevention of risks specific to the Unit provided by the prevention assistant.

Training in fire safety and fire extinguisher handling organized by the Institut Curie's Security Department is also mandatory.

This general training must necessarily be supplemented by training at the workstation, provided by the supervisor or by the managers/referents of certain premises. (see article 9.3.2.1 of the Units' internal regulations).

The personnel concerned are obliged to attend the training courses to which they are called.

A certificate is given to them at the end of each training.

Other training courses are defined in consultation with the prevention assistant and the Unit's training correspondent. Safety training must be included in the Unit's training plan.

9.7 Records

An *occupational health and safety register* is available to staff to record any incident or accident that occurs in the Unit (ask the Unit's prevention assistants for information). This includes commuting accidents and minor incidents/accidents that do not require immediate specialized care or time off work. It also allows you to report all observations and suggestions concerning risk prevention and the improvement of working conditions.

A *Public Health and Environmental Alert Register* is available to all staff at the reception desk of the Developmental Biology building (Paris site) and at the reception desk of building 110 (Orsay site), to record the right to alert. The location is specified by the PA during the training of newcomers.

The *special register for reporting serious and imminent danger* is intended to ensure the traceability of alerts made by staff in case of serious and imminent danger. Thus, when a staff member or a staff representative at the CSE notices that there is a serious and imminent danger, he/she notifies the employer and the latter must then record this notice in writing on the register.

A *register of minor work-related accidents* (see article 5.3 "Work-related accidents" of the internal regulations of the units) is available to staff at the Institut Curie Research Center's Prevention and Occupational Health Department.

9.8 Hosting of outsiders

9.8.1 Trainees and visitors

The reception of trainees (Education Code, articles D. 124-1 to D. 124-9) and visitors must be organized and supervised.

For students after the baccalaureate up to Master 2 level, the duration of the internship cannot exceed 6 months within the same institution per year of study. A tripartite internship agreement must be drawn up and signed by the educational institution, the student and the Institut Curie. This must be done before the arrival of the trainee, as students can only be welcomed in the Unit if the agreement is signed by all parties.

The Units are asked to comply with the legislation in force concerning the reception of trainees. Thus, an internship tutor indicated as such in the internship agreements may not supervise more than 3 interns simultaneously during the same period.

Furthermore, the Institut Curie may not host more than 15% of its trainees in any one period.

For visitors staying at the Institut Curie for more than one month, it is imperative to establish a "visitor agreement" before their arrival.

For visitors who will be at the Institut Curie Research Center for less than one month, the Unit must contact the Human Resources Department.

9.8.2 External companies

At the initiative of the Department or the Management that orders the operation, a prevention plan must be drawn up in writing between the company and the Unit when external companies intervene in the Unit (repair, maintenance, installation, etc.) if:

- the operation to be carried out by the external companies, including any subcontractors they may call upon, represents a total number of foreseeable working hours equal to at least 400 hours over a period of less than or equal to twelve months, whether the work is continuous or discontinuous. The same applies when it appears, during the execution of the work, that the number of working hours must reach 400 hours;
- the work to be performed is part of the list of so-called dangerous work contained in the decree of March 19, 1993.

Loading and unloading operations are subject to special regulations and simplified rules. The risk assessment process and the drafting of the prevention plan are therefore adapted to these particularities. In this context, we no longer speak of a "prevention plan" but of a "safety protocol".

These documents (prevention plan and safety protocol) are used to prevent risks related to interference between the activities, installations and equipment of different companies present at the same time in the same workplace.

These documents specify the obligations of the Unit: the means of assistance in the event of an incident or accident and the means of alert available, the internal safety instructions for the premises and the preventive measures that the Institut Curie Research Center will implement to avoid any accident or incident.

These documents also specify the obligations of the external company or the transport company: the place of work and the terms of circulation on the site (route, speed limit, etc.), specific risks and the preventive measures to be integrated into the work.

These documents must be signed according to the rules in force.

Article 10 - Prohibitions

10.1 Pets

The introduction of pets on the premises of the Institut Curie Research Center is strictly forbidden.

10.2 No smoking and no vaping

Pursuant to articles L. 3511-7 and L. 3513-6 of the Public Health Code, smoking and vaping are prohibited in the workplace.

10.3 Alcohol and drugs

It is forbidden to enter or remain in the Unit while intoxicated or under the influence of drugs.

The introduction and consumption of narcotics is prohibited on the work premises. The introduction and consumption of alcoholic beverages on the work premises is prohibited, except with the exceptional authorization of the Director of the Unit.

The Research Unit Director shall require any person who is apparently intoxicated to leave his or her workstation, particularly when that workstation presents a danger to the health and safety of the person and others in the vicinity.

It is forbidden for any person to drive a vehicle, whether service or personal, on the premises of the Institut Curie while intoxicated.

In order to guarantee the safety of employees and third parties, for employees engaged in the performance of certain work (in particular the handling of dangerous products) in cases where alcohol or drug consumption constitutes a danger for the persons concerned or their environment, management may request that a drug or alcohol consumption screening test be carried out, in particular a saliva test or a breathalyzer test.

This control can be carried out at any time of the day in case of suspicion by the line manager or the management of a state of intoxication of a worker.

10.4 Other prohibitions

It is also prohibited to:

- Violate safety rules regarding the use of machinery and the handling of dangerous products;
- Remove or store laboratory materials without authorization;
- Proceed to the start-up, stop, and dismantling of apparatus without informing the person in charge;
- Bring in prohibited weapons or devices;
- Handle emergency equipment (fire extinguishers, etc.) outside of their normal use and to make these equipment difficult to access;
- Neutralize any safety devices;
- Consume or store food and drink in the laboratories, including on the desks located in these spaces;
- Pipette to the mouth;
- Light Bunsen burners with matches;
- Wear earphones, headphones and earpieces in the laboratory;
- Clutter up the corridors;
- Introduce or have introduced into the Unit persons who are not members of the Unit, without any reason of service, except for specific legal provisions (concerning staff and union representatives in particular) or unless expressly authorized by the Research Unit Director.

All prevention and safety instructions are available on the Institut Curie Research Center intranet, on the HSE department page (<http://intranet/page/index.php?id=57>).

10.5 Moral and/or sexual harassment and gender-based violence

According to the provisions of articles L. 1153-1 to L. 1153-6 of the Labor Code (c. trav.), no employee shall suffer:

- Sexual harassment, consisting of repeated comments or behaviour with a sexual connotation which either violate her dignity because of their degrading or humiliating nature, or create an intimidating, hostile or offensive situation against her;
- Acts assimilated to sexual harassment, consisting of any form of serious pressure, even if not repeated, exercised with the real or apparent aim of obtaining an act of a sexual nature, whether this is sought for the benefit of the perpetrator or for a third party;
- Sexist conduct (Labor Code, art. L. 1142-2-1), defined as any conduct related to a person's sex, the purpose or effect of which is to undermine his or her dignity or to create an intimidating, hostile, degrading, humiliating or offensive environment. Any employee who engages in the above-mentioned conduct is liable to disciplinary action;
- Repeated acts of moral harassment that have the purpose or effect of degrading working conditions likely to infringe on his rights and dignity, to alter his physical or mental health or to compromise his professional future (c. trav., art. L. 1152-1).

No employee may be punished, dismissed or subjected to a direct or indirect discriminatory measure, particularly with regard to remuneration, training, reclassification, assignment, qualification, classification, professional promotion, transfer or renewal of contract, for having suffered or refused to suffer sexual harassment as defined in article L. 1153-1 of the French Labor Code, including, in the case referred to in 1° of the same article, if the remarks or behavior have not been repeated (c. trav, art. L. 1153-2).

No employee may be punished, dismissed or subjected to a discriminatory measure for having testified to acts of sexual or moral harassment or for having reported them (C. trav., art. L. 1153-3).

Any provision or act contrary to the provisions of articles L. 1153-1 to L. 1153-3 of the Labor Code is null and void (C. trav., art. L. 1153-4).

All major employers must take all necessary measures to prevent, put an end to and punish acts of sexual harassment and moral harassment. In the workplace and on the premises or at the door of the premises where employees are hired, the persons mentioned in article L. 1153-2 of the French Labor Code are informed by any means of the text of article 222-33 of the French Criminal Code, as well as of the civil and criminal litigation procedures available in the area of sexual harassment, and of the contact details of the competent authorities and services. The list of these services is defined by decree (c. trav., art. L. 1153-5).

Each employee should contact the competent administrative authority of his or her main employer in order to find out who is responsible for guiding, informing and supporting employees in the fight against sexual harassment and gender-based violence, in accordance with article L. 1153-5-1 of the French Labor Code.

Any employee who has engaged in sexual harassment is liable to disciplinary action (c. trav., art. L. 1153-5 and L.1153-6).

A mediation procedure may be initiated by any person in the company who believes that he or she is a victim of moral harassment or by the person who is the subject of the complaint. The choice of the mediator is agreed upon by the parties. The mediator is informed of the state of relations between the parties. He or she attempts to reconcile them and submits proposals to them in writing with a view to putting an end to the harassment. When conciliation fails, the mediator informs the parties of the possible sanctions that may be incurred and of the procedural guarantees provided for the victim (c. trav., art. L. 1152-6).

According to the provisions of articles L. 1154-1 to L. 1155-2 of the Labor Code:

When a dispute arises concerning the application of articles L. 1152-1 to L. 1152-3 and L. 1153-1 to L. 1153-4 of the French Labor Code, the applicant for a job, an internship or a period of training in a company or the employee presents facts suggesting the existence of harassment. In view of these elements, it is up to the defendant to prove that these actions do not constitute such harassment and that his decision is justified by objective elements unrelated to any harassment. The judge forms his or her opinion after ordering, if necessary, any investigative measures that he or she deems useful (c. trav., art. L. 1154-1).

The representative trade union organizations in the company may take all legal action resulting from articles L. 1152-1 to L. 1152-3 and L. 1153-1 to L. 1153-4 of the Labor Code. They may exercise these actions on behalf of an employee of the company under the conditions provided for in article L. 1154-1 of the Labor Code, subject to the written agreement of the person concerned. The person concerned may always intervene in the proceedings initiated by the trade union and terminate them at any time (c. trav., art. L. 1154-2).

The fact of interfering or attempting to interfere with the regular exercise of the functions of a mediator, as provided for in article L. 1152-6 of the Labor Code, is punishable by one year's imprisonment and a fine of €3,750 (C. trav., art. L. 1155-1).

Acts of discrimination committed as a result of moral or sexual harassment as defined in articles L. 1152-2, L. 1153-2 and L. 1153-3 of the Labor Code are punishable by one year's imprisonment and a fine of €3,750. The court may also order, as an additional penalty, the posting of the judgment at the expense of the convicted person under the conditions provided for in article 131-35 of the Penal Code and its publication, in full or in excerpts, in the newspapers that it designates. These costs may not exceed the maximum amount of the fine incurred (Labour Code, art. L. 1155-2).

Chapter 4: Scientific integrity, confidentiality, publication and communication, intellectual property

Article 11: Scientific integrity, open science, confidentiality, publications and communication, intellectual property

11.1 Scientific integrity

Scientific integrity is the set of rules and values that must govern the research activity to guarantee its honest and scientifically rigorous character.

All research conducted by the Institut Curie Research Center staff must guarantee the impartiality of the research and the objectivity of the results.

The staff of the Unit is committed to respect and apply the recommendations on:

- Retention of initial data and research protocols,
- The roles and responsibilities of the authors and contributors to the project,
- The device dedicated to bibliographic references in scientific publications,
- Links of interest and the resulting risk of conflict of interest.

Breaches of scientific integrity will not be tolerated within the Institut Curie's research units. Among the most serious breaches are fabrication, falsification of results and plagiarism. Deliberate withholding of data and conflict of interest are also serious offences.

Other breaches of scientific integrity include embellishment of data, omission or selection of results, crumbling of publications, improper use of statistical tests, biased selection of citations, failure to preserve data or selective use of data. These behaviors that taint the results of research are also prohibited.

Any staff member who fails to comply with these rules is subject to disciplinary action.

11.2 Open Science

Open Science aims to make scientific research and the data it produces accessible to all people and at all levels of society, in accordance with the FAIR (Easy to Find, Accessible, Interoperable, Reusable) principles. Not all research data is intended to be open or disclosed, and there are exceptions that take into account other concerns such as specific data that are confidential, whether because of their personal nature, for reasons of industrial competition, or for fundamental or regulatory interests of states. Open Data is defined in the European Community's phrase "open as far as possible, closed as far as necessary".

With this in mind, Law No. 2016-1321 of October 7, 2016 for a Digital Republic introduced a right to Open Data on research that is half-funded by public funds.

In this context, and as soon as it is possible in view of the provisions concerning confidential information and the protection and exploitation of results, the Unit's personnel will endeavor to widely disseminate the scientific information resulting from their work to the public.

The decision to open or protect research data can be taken with the competent services of the guardians.

11.3 Privacy

The work of the Unit is by definition confidential.

Consequently, the personnel of the Unit are required to respect the confidentiality of all information of a scientific, technical or other nature, whatever the medium, as well as of all products, samples, compounds, biological materials, equipment, software systems, methodologies and know-how or any other element not in the public domain of which they may become aware as a result of their stay in the Unit, of the work entrusted to them and of that of their colleagues.

This confidentiality obligation remains in effect as long as the information is not in the public domain.

In the absence of any other agreement or equivalent document already signed, it is imperative that the personnel welcomed in the Unit sign a confidentiality agreement upon their arrival.

For any presentation and any exchange on the work and research results of the Unit with public and/or private partners, the signature of a "secrecy agreement" between the parties concerned is strongly recommended. The structures of valorization of the supervising institutions can be usefully contacted for this purpose.

The obligation of secrecy cannot prevent the researchers assigned to the Unit from drawing up their annual activity report for their supervisory authority, as this communication for internal use does not constitute a disclosure within the meaning of the laws on industrial property.

The provisions of this article shall not prevent the defense of a thesis or a dissertation by a researcher, a grant holder or a trainee assigned to the Unit, which may take place, if necessary, in camera.

The rules determining the classification of the level of confidentiality of information and information systems, the rules for marking documents and mapping information systems, as well as the rules concerning the protection measures applicable to this information and information systems are included in the Unit's information systems security charter and are detailed in the Research Center's information systems security policy (PSSI). It is recommended that this PSSI be presented to the Laboratory Council.

It is specified that the Unit's personal data processing is implemented in accordance with the European Data Protection Regulation n°2016/679 of 27 April 2016, the amended Law n°78-17 of 6 January 1978 on information technology, files and freedoms and any national regulations issued in application of these texts.

The Research Unit Director is responsible for all processing of personal data in the Unit.

The Data Protection Officer (DPO) responsible for assisting the Research Unit Director concerning the compliance of the Unit's personal data processing can be contacted by e-mail at the following address:

- For the Institut Curie: dpo@curie.fr
- For the CNRS: dpd.demandes@cnrs.fr
- For Inserm: dpo@inserm.fr

The Unit's staff shall ensure the protection of personal data that they are required to process in the course of their duties.

Any person leaving the Unit, for whatever reason (resignation, transfer, retirement, end of internship, end of contract, etc.), must give access to information or data of any kind that he/she

has obtained or contributed to obtain during his/her assignment and that are necessary for the continuation of the research work of the team concerned or for its valorization

Any staff member who fails to comply with these rules is subject to disciplinary action.

11.4 Publications and Communication

As part of the policy to accelerate the development of Open Science, all scientific publications resulting from research at least half-financed by public funds and which can be deposited in open archives in accordance with the law for a digital Republic, will be archived in a perennial way. They will be accessible in the national open archive HAL (Hyper Article Online).

11.4.1 Prior information from the Director of the Unit

Publication and communication projects envisaged by authors registered in the Unit's organization chart are brought to the attention of the Research Unit Director and must comply with the Institut Curie's internal rules and regulations as well as with agreements and regulations in force.

In addition, any publication or communication, including institutional, and whatever the medium used (paper, web, etc.), must comply with the legislation in force, in particular concerning:

- Personal data (General Data Protection Regulation or GDPR),
- The applicable system for protecting the nation's scientific and technical potential (PPST),
- The law of the written and online press,
- Intellectual property rights, including copyrights on texts, images, sounds, videos...

11.4.2 Formalism of publications and communications

The Institut Curie's "Signature Charter for Scientific Publications" must respect the rules in force. It is available on the PSL Université de Paris / Research website.

To know the exact signature to use, there is a tool at your disposal:

<https://psl.eu/charte-de-signature-scientifique-de-psl?etablissement=209>

It is therefore up to each staff member to use this charter for any communication, whether internal or external.

These publications must also comply with the communication rules of the sponsoring institutions and include any information required by the organizations contributing to the funding of the work that led to the publication.

11.4.3 Logos and trademarks

The staff cannot in any case use or refer to the corporate names, logos or brands of the tutelage(s) for any other purpose than scientific communication, without prior express and written authorization from the staff in charge of this subject within each of the said supervisory authorities.

Any commercial use of these elements or of the Unit's name, particularly to present commercialized products, is prohibited.

In any case, the Unit's staff does not have the authority to authorize a third party to use the trademarks and logos of its supervisors.

Any total or partial reproduction of the trademarks or logos of the supervisory authorities of the Research Unit without their express authorization would constitute an infringement within the meaning of articles L. 713-2 et seq. of the intellectual property code. Moreover, the unauthorized use of the corporate name of the guardianship Unit constitutes a fault within the meaning of articles 1240 and 1241 of the civil code.

11.4.4 Creation of websites

The creation of websites, blogs and other Internet publications concerning the work of one or more of the Unit's personnel must be authorized by the Director of the Unit and by the representatives of the Unit's supervisory bodies, i.e., for the Institut Curie, the Communication Department.

The Director of Publication, who is responsible for the information accessible and published via the Unit's various institutional means of communication (website, social networks, scientific blogs), is the legal representative of the information systems host, i.e. the Institut Curie.

The Director of the Unit is responsible for the editing of the Unit's websites and ensures compliance with the regulations in force and with the instructions, notes and internal circulars of the supervisory bodies concerning any publication on the Unit's online institutional communication media.

The dissemination of information on the work of the Unit is authorized only on the official website of the Unit in compliance with the contractual provisions of the agreements under which this work is carried out.

All distribution of information, regardless of the medium (paper, computer), from the Units must respect the graphic charter of the Unit's supervisors.

All staff should contact the Institut Curie's Communications Department to obtain the Institut Curie's graphic charter.

It is advisable to add on the one hand the logos of the other tutelles of the Unit and on the other hand, according to the financing of the research activities, the logos of the financing agencies.

11.5 Laboratory notebooks

All research personnel of the Unit are required to keep a laboratory notebook in order to ensure the follow-up and protection of the results of their work.

The book guarantees the traceability and transmission of knowledge. It is also a legal tool in case of litigation. The laboratory notebook is updated regularly. The results of the daily experiments carried out in the laboratory are recorded and the methods for archiving the data are indicated.

It is reminded that the Management of the Research Center makes recommendations concerning the model of laboratory notebook to be used at the Institut Curie.

The laboratory notebooks belong to the tutelage of the Unit and are kept in the laboratory even after the departure of a staff. Copying for strictly personal use of the users, i.e. the writers of the notebook, is authorized.

11.6 Intellectual Property

The results, the inventions and the economic rights on the software obtained within the Unit belong, unless otherwise agreed with a third party, to the trustees of the Unit in application of articles L. 611-7 and L. 113-9 of the intellectual property code and in accordance with the agreements made between the said trustees.

In all cases, the Unit's supervisors have the sole right to protect the results of the Unit's work and, in particular, the right to register the corresponding intellectual property rights.

The Unit's personnel must give their full support to the procedures for protecting the results of the work in which they have participated, and in particular to the possible filing of a patent application, to the maintenance of a patent and to its defense, both in France and abroad.

The trustees undertake that the names of the inventors will be mentioned in the patent applications unless they object.

Any person welcomed in the Unit for a period of more than one month, without statutory or contractual link with the tutelles of the Unit, must have signed at the date of his arrival in the laboratory, a reception agreement including the provisions of confidentiality, publications and intellectual property applicable to the results he could obtain or could contribute to obtain during his stay in the Unit.

11.7 Obligation to inform the relevant supervisory authorities: contracts, grant decisions and own resources

The Unit's personnel must inform the competent services of the Unit's supervisors (partnership and promotion services of the supervisors) of any collaboration project.

After signing the contract, the competent services of the Unit's supervisory authorities will give a copy of the contract to the scientific leader of the project and to the Director of the Unit.

All purchases of equipment and hiring of personnel within the Unit must be reported to the Research Unit Director.

Article 12: Sustainable development and environmental protection

The Unit is committed to sustainable development and ensures that the environmental impact of its activities is taken into account in its general operations.

Article 13: Archiving

The archives of the Units constitute the memory of the Units. By archives, we mean all the documents and data produced and received as part of the Unit's activity⁴. They must be preserved and disposed of, if necessary, in accordance with the conditions laid down in the heritage code.

Chapter 5: General Provisions

Article 14: Duration

These internal regulations of the Institut Curie Research Center Units come into force for an indefinite period on the date of signature by the Research Unit Director and the Director of the Institut Curie Research Center after consultation with the Research Center's CSE.

The appendices may be updated as needed without constituting a change in the Rules of Procedure.

Article 15: Advertising

The present Rules of Procedure are published in accordance with the legal provisions in force.

It is also brought to the attention of the personnel working at the Research Center, by posting it on the Institut Curie Research Center's intranet (except for specific annexes for each Unit) (<http://intranet/page/index.php?id=66>).

The Research Unit Director shall ensure that the internal regulations are communicated to each staff member of his/her Unit.

An original signed copy of this policy shall be submitted to the Research Unit Director.

Done in Paris, on February 14, 2023 [*Only the French version of the document is signed*]

Pr. Alain PUISIEUX
Director of the Research Center
of the Institut Curie

Mr./Ms.
Research Unit Director of the [*Research Unit
to specify*]

⁴ Art. L.211-1 (*Code du Patrimoine*): Archives are all documents, including data, regardless of their date, place of storage, form and medium, produced or received by any natural or legal person and by any public or private service or organization in the course of their activity.