

Charter and Code - Action plan SINTEF

1. We will carry out a series of presentations to relevant fora within SINTEF describing exactly what C&C is.

Entity responsible: Ethics Ombudsman

2. We will include an introduction to C&C as part of the "Welcome to SINTEF" course. The "Welcome to SINTEF" course is mandatory for all new employees at SINTEF. This will be implemented from the spring of 2015.

**Entities responsible: HR/the
SINTEF School**

3. We will introduce some questions about C&C as part of the working environment survey. The exact wording of these questions has not been decided, but they will focus on familiarity with, and how we adhere to, the guidelines. The questions will be included in the survey starting in 2016.

Entity responsible: HR

4. Concerning professional responsibilities and research ethics: We will develop and implement a procedure aimed at ensuring better referencing checks linked to internal and restricted reports so that good referencing practice is maintained at all times. Spring 2016.

Entities responsible: HR/Ethics Ombudsman

5. Concerning employees' duty to make themselves familiar with strategies and principal objectives: During the preparation of SINTEF's new Principal Strategy, all employees were given an opportunity to express their views. All management teams, employee representatives and approximately 500 employees took an active part in a 3-hour interview. The process we have carried out in relation to the principal strategy will be implemented for all strategy development at SINTEF.

Entity responsible: HR

6. Concerning assessment (item 11 in the analysis): We will ensure that the annual employee appraisal is carried out in such a way that it results in a clear development plan for the employee in question. This will also be relevant for item 28 (career development strategies) and item 30 (access to career counselling). During 2016.

Entity responsible: HR