

## Procedure for identification of possible incompatible secondary employment prior to appointment

It is important to DTU that candidates provide information about secondary employment, and that secondary employment is assessed prior to appointment. It may have serious consequences for DTU if an employee is engaged in secondary employment that is incompatible with employment at DTU. For instance, secondary employment may result in disputes concerning DTU's ownership of intellectual property rights, which may prove business-critical to DTU. Secondary employment may also involve conflicts of interests, leading to disqualification of the employee in relation to DTU activities. Furthermore, secondary employment may entail considerable additional costs for the department and the employee in the form of social security contributions to social security schemes abroad. Finally, secondary employment may also prevent the employee from performing the tasks at DTU required to fulfil his or her position.

To ensure that candidates who DTU intends to appoint are not engaged in secondary employment incompatible with employment at DTU, the appointing manager must enquire into whether the selected candidate is engaged in any secondary employment. If the candidate is engaged in secondary employment, the appointing manager must ask the candidate to complete the reporting form on secondary employment in accordance with the DTU guidelines on secondary employment. The head of department must assess whether the secondary employment is compatible with employment at DTU, and the head of department must sign the form to approve that the secondary employment is compatible with employment at DTU *before* the candidate is offered employment. The reporting form can be found on Portalen together with the guidelines.

If the candidate is from abroad, it is particularly important that the appointing manager informs the candidate of the obligation to report and obtain pre-approval of secondary employment, and that the obligation also applies during the employment.

If the candidate is engaged in secondary employment for another public company abroad and/or is living abroad, Corporate HR will recommend that the department contact their HR lawyer, who will help establish whether there is a risk that the department and, possibly, also the candidate will be ordered to pay social security contributions abroad due to the secondary employment.

If the candidate is not engaged in secondary employment subject to reporting in accordance with the DTU guidelines, the candidate is merely required to complete the standard information form, solemnly declaring that he or she is either not engaged in secondary employment subject to reporting, or that the secondary employment has been reported and approved by the head of department.

If the candidate has not completed this item in the information form, the staff administration employee in Corporate HR will contact the appointing manager and ask him or her to ensure that the secondary employment is reported and approved before an employment offer or a letter of employment is prepared.

The HR Department will provide information about the procedure and refer to the guidelines on secondary employment under recruitment on Portalen under *Job interviews and tests* ('Samtaler og tests') in the *Interviewguide template* ('Interviewguiden'), in the *appointment processes for scientific staff* ('Ansættelsesprocesser for videnskabeligt personale'), and in the letter to heads of department specifying the qualified candidates ('lektor/professorbrevet').