



**ROMANIAN ACADEMY**  
**"PETRU PONI" INSTITUTE OF MACROMOLECULAR CHEMISTRY**  
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## **INTERNAL REGULATIONS**

- Rev. 6 -

### **Preamble:**

(1) In order to properly carry out the entire activity within the "Petru Poni" Institute of Macromolecular Chemistry in Iași, it is necessary for all employees, regardless of the position they occupy, to observe the rules, norms of work and discipline.

(2) The internal regulation includes a series of provisions that must be complied with both by the institute as an employer and by the institute's employees, including:

- a) rules on the employment and professional promotion of employees;
- b) conclusion, execution, modification, suspension and termination of the individual employment contract;
- c) organization of working time and rest time;
- d) Remuneration;
- e) the rights and obligations of the employer and employees;
- f) rules on protection, hygiene and safety at work within the institute;
- g) rules on emergency situations;
- h) rules on the observance of the principle of non-discrimination and the removal of any form of harassment and violation of dignity;
- i) the procedure for solving individual requests or complaints of employees;
- j) concrete rules regarding the discipline of work in the unit;
- k) Criteria and procedures for the professional evaluation of employees
- l) disciplinary offences and applicable sanctions;
- m) rules relating to disciplinary procedure and conciliation;
- n) modalities of application of other specific legal or contractual provisions.

### **CHAPTER I** **General provisions**

**Art. I. (1)** The rules established by these Internal Regulations took into account:

- Law no. 752/2001 on the organization and functioning of the Romanian Academy, with subsequent amendments and completions;
- Law no. 183/2024 on the status of research, development and innovation personnel;
- The Statute of the Romanian Academy in 2025;
- The European Charter for Researchers and the Code of Conduct in the Recruitment Process (issued by the European Commission);
- G.E.O. no. 127/2000 regarding the organization of the doctorate and postgraduate specialization studies within the Romanian Academy, amended by Law no. 596/8.11.2001;
- Law 199/2023 on Higher Education – Doctoral University Studies section;
- MMS Order no. 2171/2022, regarding the approval of the framework model of the individual employment contract;

- MENCS Order no. 6129/2016 regarding the approval of the minimum necessary and mandatory standards for the conferral of teaching titles in higher education, of the professional degrees of research and development, of the quality of doctoral supervisor and of the habilitation certificate, published in the Official Gazette no. 123/15.02.2017;

- Framework Law no. 153/2017 on the remuneration of personnel paid from public funds, with subsequent amendments;

- Law no. 1/2011 on national education, with subsequent amendments;

- G.E.O. no. 96/2003 on maternity protection at the workplace, with subsequent amendments and completions;

- G.E.O. no. 158/2005 regarding the leaves and health insurance allowances, with subsequent amendments;

- Decision no. 518/1995 regarding certain rights and obligations of the Romanian personnel sent abroad for the performance of temporary missions;

- MS Order no. 15/2018 for the approval of the Norms for the application of the provisions of the Government Emergency Ordinance no. 158/2005 on leaves and health insurance allowances, with subsequent amendments and completions;

- O.G. no. 137/2000, republished, on the prevention and sanctioning of all forms of discrimination, with subsequent amendments and completions;

- Methodology on preventing and combating harassment based on sex, as well as moral harassment at work, approved by GD 970/2023;

- MIA Order no. 712/2005 for the approval of the general provisions regarding the training of employees in the field of emergency situations, with subsequent amendments and completions;

- Law no. 202/2002, republished, on equal opportunities and treatment between women and men, with subsequent amendments and completions;

- Law no. 481/2004 on civil protection, republished, with subsequent amendments and completions;

- Law no. 167/2020 for amending and supplementing Government Ordinance no. 137/2000 on the prevention and sanctioning of all forms of discrimination, as well as for the completion of art. 6 of Law no. 202/2002 on equal opportunities and treatment between women and men, with subsequent amendments and completions;

- G.D. no. 681/2011 regarding the Code of Doctoral University Studies, amended by G.D. no. 134/2016;

- Law no. 53/2003 (Labor Code), republished in the Official Gazette no. 345/18.05.2011, with subsequent amendments, supplemented by Law no. 93/2018, by Law no. 213/2020 and Law no. 208/2021;

- Regulation of the Romanian Academy of 1.09.2020 regarding the evaluation of the professional performance of the employees (contractual staff) within the Romanian Academy's own apparatus and of the directors of the subordinate units;

- Government Decision no. 1.336/2022 - Framework Regulation on the organization and career development of contractual staff in the budgetary sector paid from public funds;

- Methodological norms regarding the organization of competitions for filling vacant positions of CDI staff in research institutes/research centers/branches of the Romanian Academy;

- Methodological norms regarding the organization of the promotion exam for obtaining professional research and development degrees from research institutes/research centers/branches of the Romanian Academy.

(2) The Internal Regulation applies to all employees employed at the "Petru Poni" Institute of Macromolecular Chemistry in Iasi, regardless of the duration of the employment contract and the position they occupy, as well as to those who work within the unit as seconded or delegated.

**Art.2. (1)** The internal regulation shall be brought to the attention of the employees of the institute by the management of the unit and shall produce its effects towards the employees at the moment of their knowledge. Also, the management of the institute must inform the employees of the content of the internal regulation, as well as any change in its content. Knowledge and compliance with the Internal Regulations is mandatory for all categories of staff in the institute.

(2) Upon signing the individual employment contract, the employee shall also be informed of this regulation. The provisions of this Regulation shall also be complied with by the employees whose individual employment contracts have been suspended at the initiative of the employer.

**Art.3.** For the purposes of the provisions of the Labor Code, the "Petru Poni" Institute of Macromolecular Chemistry in Iasi is the legal entity that employs the workforce and is hereinafter referred **to as the employer**.

## CHAPTER II

### Hiring and professional promotion of employees

**Art. 4. (1)** Employment within ICMPP shall be made under the law, based on the decision of the head of the unit, on a vacant or temporarily vacant position, by competition or, as the case may be, examination within the limit of available places.

**(2)** The vacant positions existing in the Institute's list of functions shall be put out to competition, corresponding to the needs established by the management.

**(3)** Any person who meets the general conditions and the specific conditions established by the job description for the occupation of the respective contractual position, according to G.D. no. 1.336/2022.

**(4)** The specific conditions to be met by the person participating in the competition for filling a vacant or temporarily vacant position shall be established, on the basis of the job description, at the proposal of the structures in whose status of functions the vacant position is located.

**(5)** In order to fill a vacant or temporarily vacant position, the structures within ICMPP shall submit to the Human Resources Payroll Service (SRUS) the proposal regarding the organization and conduct of the competitions, which must include: the name of the position, the bibliography and the competition theme, proposals regarding the composition of the competition commission, as well as the commission for solving appeals and the type of competition tests. The proposals submitted in the form of a report are approved by the director of the institute, following the agreement of the Scientific Council of ICMPP and/or of the Romanian Academy.

**(6)** The bibliography may include normative acts, works, specialized articles or sources of information and documentation expressly indicated, with relevance for the vacant or temporarily vacant contractual position for which the competition is organized; the bibliography must reflect the theme of the competition.

**Art. 5. The documents related to the employment competitions**, different depending on the professional category for which the competition is organized, are the following: ***the announcement*** of the launch of the competition for filling vacant or temporarily vacant positions (includes the general and specific conditions, the calendar of the competition, the bibliography/theme); ***decisions*** establishing competition and appeals commissions; ***the actual conduct*** of the competition (with stages completed by minutes); ***publication*** of the intermediate and final results of the competition according to the calendar; ***hiring decisions***.

**(1) The announcement is published according to the professional category for which the competition is organized.** The advertisement for a contractual position in the administrative sphere is on posturi.gov.ro website, as well as at the institution's headquarters and on its website, and the advertisement for a research position is posted at the ICMPP headquarters, on the website and in a national newspaper and/or on platforms with job announcements provided by the specific regulations of some research contracts.

The announcement shall necessarily include the following elements: a) the number and level of the positions put up for competition, the structures within which these positions are located, as well as the name of the position for which the competition is organized; b) the documents requested from the candidates for the preparation of the competition file, the place of submission of the competition file and the contact details of the person who provides the secretariat of the competition commission; c) the general and specific conditions provided in the job description; d) the conditions necessary for occupying a vacant or temporarily vacant contractual position; e) the type of competition tests, the place, date and time of their development; f) bibliography and, as the case may be, the theme; g) the calendar of the competition, respectively the deadline and the time until which the competition files can be submitted, the dates of the competition tests, the deadlines in which the results for each test are displayed, the deadlines in which they can be submitted and in which the results of the appeals are displayed, as well as the deadline in which the final results are displayed.

The announcement published in the written press will contain the following elements: the name of the position, the level of studies and the seniority in the specialty of studies necessary for the occupation of the position for which the competition is organized, the date, time and place of its development, the deadline by which the documents for the competition file can be submitted and the contact details of the person who provides the secretariat of the competition commission.

The documents related to the competition, respectively the announcement containing the general and specific conditions, the calendar of the competition, the bibliography and, as the case may be, the theme, are sent for publication to the posturi.gov.ro portal, through the e-mail address: posturi@gov.ro.

Publicity in case of changes in aspects related to the organization or conduct of the contest shall be carried out as soon as possible by the same means.

(2) The person who meets the following general conditions may participate in the competition for filling a vacant or temporarily vacant position:

- has Romanian citizenship, citizenship of other member states of the European Union or of the states belonging to the European Economic Area or citizenship of the Swiss Confederation and domicile in Romania;
- knows Romanian, written and spoken;
- has the minimum age regulated by the legal provisions;
- has the capacity to work in accordance with the provisions of Law no. 53/2003 – Labor Code, republished, with subsequent amendments and completions;
- he/she has a state of health corresponding to the position for which he/she is applying, attested on the basis of the medical certificate issued by the family doctor or by the authorized health units;
- meets the conditions of studies and, as the case may be, of seniority or other specific conditions, according to the requirements of the position put out for competition;
- has not been definitively convicted of committing a crime against humanity, against the State or against the authority, in service or in connection with the service, which impedes the execution of justice, forgery or acts of corruption or a crime committed with intent, which would make him incompatible with the exercise of the position, except in the situation in which rehabilitation has occurred;
- does not serve an additional sentence prohibiting him from exercising the right to hold office, to exercise the profession or trade or to carry out the activity that he used to commit the crime or in respect of which the security measure of prohibiting him from holding a position or exercising a profession was not taken;

did not commit the crimes provided for in art. 1 para. (2) of Law no. 118/2019 on the National Automated Register regarding persons who have committed sexual crimes, exploitation of persons or minors, as well as for the completion of Law no. 76/2008 on the organization and functioning of the National System of Judicial Genetic Data, with subsequent amendments, for the areas provided for in art. 35 para. (1) letter h).

(4) SRUS employees shall verify the content of the file, referring to the documents submitted for compliance with the original, and shall validate the candidate's file from the point of view of meeting the administrative criteria.

(5) By an administrative act of the institution, the competition commission, respectively the commission for solving appeals, shall be constituted no later than the date of publication of the competition notice. The competition commission is composed of a president, 2 - 4 members and a secretary (SRUS employee), who is responsible for the proper organization and conduct of the competition and is not a member of the commission.

(6) In order to verify the candidates' fulfillment of the specific conditions for participation in the competition, their files shall be submitted to the commission by the SRUS staff.

(7) Within a maximum of two working days from the date of expiry of the deadline for submitting the files in the case of the competition for filling a vacant position, respectively a maximum of one working day for filling a temporary vacant position, the competition commission has the obligation to select the competition files based on the fulfillment of the conditions of participation.

The results of the selection of the registration files shall be posted by the secretary of the competition commission, with the mention "admitted" or "rejected", accompanied, as the case may be, by the reason for rejection, at the headquarters of the institution and on the institution's website, within one working day from the date of their establishment by the competition commission.

**Art. 6. THE HIRING OF PERSONNEL ON RESEARCH AND DEVELOPMENT FUNCTIONS** (scientific researcher grade I - CS I; scientific researcher grade II - CS II; scientific researcher grade III - CS III; scientific researcher - CS; scientific research assistant - ACS), is carried out according to *Law no. 183/2024 on the status of research, development and innovation personnel, The methodological norms regarding the organization of competitions for filling vacant positions of CDI staff* issued by the Romanian Academy and under the conditions, standards and organizational framework established by its own *Regulation on the organization of competitions for filling vacant positions of CDI staff* of IMCPP.

**Art. 7. (1) THE HIRING OF CONTRACTUAL STAFF** in the budgetary sector paid from public funds **FROM THE FUNCTIONAL COMPARTMENTS AND OF ASSISTANTS AND AUXILIARY STAFF from the research and development departments (referents, specialized inspectors, workers)** is carried out through a competition, on a vacant or temporarily vacant position, based on the provisions of GD 1336/2022.

(2) The head of the functional department/research laboratory within IMCPP proposes to organize the competition for filling the vacant or temporarily vacant position through a **Referee** assumed by signature,

registered at the secretariat of the institute and submitted to the management. The report will contain the following elements:

- *the name of the position*, vacant or temporarily vacant contractual position, identified by level and professional grade/step;
- *the job duties* – which will be found in the Job Description;
- *proposals regarding the composition of the competition commission*, as well as of *the commission for solving appeals*;
- *type of competition tests*: written test and/or practical test and interview, additional test, as the case may be;
- *theme and bibliography*;
- *other mentions* regarding the organization of the competition or the conditions of participation (specific requirements for the position, argumentation of the need to put the position out for competition, etc.).

(3) The director of the institute shall submit for analysis to the Scientific Council the respective report, which will be approved depending on the existing vacancies, the available budget and the human resources policy of the ICMPP. The proposal approved by the Council, together with the **Job Description**, shall be forwarded to the SRUS.

(4) The Human Resources Payroll Service (SRUS) of ICMPP, based on the approved report and job description, will draw up the **Decision with the persons nominated in the competition commission and in the commission for solving appeals**, which will be approved no later than the date of publication of the competition notice.

(5) **Ad** For a contractual position in the administrative/support sphere, it is posted on the posturi.gov.ro website (through the e-mail address: posturi@gov.ro), at the institution's headquarters and on its website.

The announcement must include the following elements:

- a) the number, name and level of the positions put out for competition, the structures within which these positions are located, as well as the period and duration of the working time and whether it ends for a fixed or indefinite period for each position;
- b) the documents requested from the candidates for the preparation of the competition file, the place of submission of the competition file and the contact details of the person who provides the secretariat of the competition commission;
- c) the general and specific conditions provided in the job description;
- f) bibliography and theme;
- g) the calendar of the competition, respectively the deadline and the time until which the competition files can be submitted, the dates of the competition tests, the deadlines in which the results for each test are displayed, the deadlines in which they can be submitted and in which the results of the appeals are displayed, as well as the deadline in which the final results are displayed.

Publicity in case of changes in aspects related to the organization or conduct of the contest shall be carried out as soon as possible by the same means.

(6) A person who meets the following general conditions may participate in the competition for filling a vacant or temporarily vacant position:

- has Romanian citizenship, citizenship of other member states of the European Union or of the states belonging to the European Economic Area or citizenship of the Swiss Confederation and domicile in Romania;
- knows Romanian, written and spoken;
- has the capacity to work in accordance with the provisions of Law no. 53/2003 – Labor Code, republished, with subsequent amendments and completions;
- he/she has a state of health corresponding to the position for which he/she is applying, attested on the basis of the medical certificate issued by the family doctor or by the authorized health units;
- meets the conditions of studies and, as the case may be, of seniority or other specific conditions, according to the requirements of the position put out for competition;
- has not been definitively convicted of committing a crime against humanity, against the State or against the authority, in service or in connection with the service, which impedes the execution of justice, forgery or acts of corruption or a crime committed with intent, which would make him incompatible with the exercise of the position, except in the situation in which rehabilitation has occurred;
- does not serve an additional sentence prohibiting him from exercising the right to hold office, to exercise the profession or trade or to carry out the activity that he used to commit the crime or in respect of which the security measure of prohibiting him from holding a position or exercising a profession was not taken;

- did not commit the crimes provided for in art. 1 para. (2) of Law no. 118/2019 on the National Automated Register regarding persons who have committed sexual crimes, exploitation of persons or minors, as well as for the completion of Law no. 76/2008 on the organization and functioning of the National System of Judicial Genetic Data, with subsequent amendments, for the areas provided for in art. 35 para. (1) letter h).

**The specific conditions** regarding the studies required to fill vacant or temporarily vacant positions requiring higher education or short-term higher education shall be established in accordance with the nomenclature of the fields and specializations in long-term and short-term university education, respectively the nomenclature of the fields of undergraduate university studies and the specializations and study programs within them. The specific conditions are established, based on the job description, at the proposal of the heads of the structures in which the vacant or temporarily vacant position is located, as the case may be, according to the state of functions.

Among the specific conditions for hiring on management positions the contractual staff in the budgetary sector paid from public funds in the functional compartments is also the knowledge of the legislation related to the implementation of projects financed from national, structural and European funds, specific to the field of activity in which these positions operate.

(7) SRUS employees shall verify the content of the file, referring to the documents submitted for compliance with the original, and shall validate the candidate's file from the point of view of meeting the administrative criteria. The file will contain the following documents:

- a) registration form for the competition addressed to the head of the institute;
- b) a copy of the identity document or any other document attesting the identity, according to the law, as the case may be;
- c) a copy of the marriage certificate or other document by which the name change was made, as the case may be;
- c) copies of documents attesting to the level of studies and other documents attesting to the performance of certain specializations, as well as copies of documents attesting to the fulfillment of the specific conditions of the position required by ICMPP; in the case of study documents issued in foreign languages, legalized translations of them shall also be submitted; in the case of study documents issued by foreign states, their equivalences in Romania shall also be submitted, according to the legislation in the field;
- d) the work book or, as the case may be, the certificates attesting the seniority in work, in the trade and/or in the specialty of studies, in copy;
- e) the criminal record or a declaration on own responsibility that he/she does not have a criminal record that would make him/her incompatible with the position for which he/she is a candidate;
- f) medical certificate attesting to the appropriate state of health issued no more than 6 months prior to the contest by the candidate's family doctor or by the authorized health units;
- g) *curriculum vitae* – common European model;
- h) recommendation from the place where he/she previously carried out his/her activity;
- i) other documents relevant to the conduct of the competition

The participation of persons in the competition or exam is approved in advance by the head of the unit.

(6) In order to verify the candidates' fulfillment of the specific conditions for participation in the competition, their files shall be submitted to the commission by the SRUS staff.

(7) Within a maximum of two working days from the date of expiry of the deadline for submitting the files in the case of the competition for filling a vacant position, respectively a maximum of one working day for filling a temporary vacant position, the competition commission has the obligation to select the competition files based on the fulfillment of the conditions of participation.

The results of the selection of the registration files shall be posted by the secretary of the competition commission, with the mention "admitted" or "rejected", accompanied, as the case may be, by the reason for rejection, at the headquarters of the institution and on the institution's website, within one working day from the date of their establishment by the competition commission.

(7) The subjects for **the written test** shall be established on the basis of the theme and, as the case may be, on the basis of the competition bibliography, so as to reflect the candidates' capacity for analysis and synthesis, in accordance with the level and specificity of the position for which the competition is organized.

(8) **The practical test** consists of testing the candidate's practical skills and abilities in order to fill the vacant or temporary vacant position for which he/she is applying.

(9) **The interview test** tests the candidates' skills, aptitudes and motivation and is carried out according to an interview plan drawn up by the competition commission. The interview is held within 4 working days from the date of the written test and/or the practical test, as the case may be

(8) The tests taken shall be scored with a maximum of 100 points by each member of the commission. In order to be declared admitted, candidates must obtain, in each test taken, at least 70 points for management positions, respectively 50 points for executive positions.

(9) The marking of the written test and/or of the practical test and of the interview, as the case may be, shall be made within a maximum of one working day from the end of each test. The final score is calculated as the arithmetic average of the scores obtained in the written test and/or in the practical test and interview, as the case may be.

(10) The communication of the results of each test of the competition shall be made by specifying the final score of each candidate and the mention "admitted" or "rejected", by posting it at the headquarters and on the website of the institution, as the case may be, within a maximum of one working day from the date of completion of the test.

(11) After the posting of the results obtained in the selection of the files, the written test and/or the practical test and the interview, as the case may be, the candidates may submit an appeal within a maximum of one working day from the date of posting the result of the selection of the files, respectively from the date of posting the result of the written test and/or of the practical test and the interview, under penalty of forfeiture of this right. In the case of appeals against the result of the selection of files, the appeals settlement commission will verify the fulfillment by the contesting candidate of the conditions for participation in the contest within a maximum of one working day from the expiry of the deadline for submitting appeals. In the case of appeals against the result of the written test, the practical test or the interview, the appeals settlement commission will analyze the paper or the recording of the answers to the interview only for the contesting candidate, within a maximum of one working day from the expiry of the deadline for submitting appeals. The communication of the results of the submitted appeals shall be made by posting them at the headquarters of the public authority or institution organizing the competition, as well as on its website, as the case may be, immediately after the resolution of the appeals.

(12) The final results shall be posted at the institution's headquarters and on its website, within a maximum of one working day from the expiry of the deadline provided for the last test, by specifying the final score of each candidate and the mention "admitted" or "rejected".

**Art. 8.** Candidates admitted to the competition are obliged to report to the post within 15 calendar days from the date of posting the final results. By way of exception, following the formulation of a written and well-reasoned request, the candidate declared "admitted" to the competition may request, within 3 working days from the posting of the final result of the competition, another deadline for reporting to the post that cannot exceed the notice period provided for resignation in the Labor Code, from the date of posting the final results of the competition. In case of non-attendance within the established deadline, the candidate is considered rejected, after which the next candidate who has obtained the minimum admission average immediately following is notified, mentioning the possibility of requesting employment on the respective position. If this candidate does not present himself within the legal deadline, the position is declared vacant.

**Art. 9. (1)** Employment for executive or management positions shall be made by prior verification of the applicant's professional skills, in order to assess the capacity to occupy the respective position, based on the evaluation criteria, with the establishment of a probationary period.

(2) The probationary period is: a) max. 90 calendar days (for an indefinite period)/30 calendar days (for a fixed period, more than 6 months), for executive functions; b) max. 120 calendar days (for an indefinite period)/45 calendar days (for a fixed period, more than 6 months) for management positions, and constitutes seniority.

**Art. 10. The promotion of the contractual research, development and innovation staff (obtaining RDI professional degrees) within ICMPP** (scientific researcher grade I - CS I; scientific researcher grade II - CS II; scientific researcher grade III - CS III) is carried out in accordance with *Law no. 183/2024 on the status of research, development and innovation personnel, The methodological norms regarding the organization of the promotion exam for obtaining the CDI professional degrees* issued by the Romanian Academy and under the conditions, standards and organizational framework established by its own *Regulation on the organization of the promotion exam for obtaining the CDI professional degrees* of the IMCPP.

**Art. 11. (1) The promotion of contractual staff from functional departments and assistants/auxiliary staff from research and development departments (referees, specialized inspectors)** to professional grades or steps is usually made on a vacant position, and, in the situation where there is no such position, it is done by

transforming the position from the state of functions in which it is classified into one of an immediately higher level.

(2) Promotion to a position for which a higher level of education is provided shall be made by transforming the position from the state of functions in which it is employed into a position provided with short or long-term higher education, whose professional grade is immediately higher than that of beginner, maintaining the grade held at the date of promotion, as a result of obtaining a higher level diploma and passing the exam organized for this purpose.

(3) The proposal for promotion to a position with a higher level of education, as a result of the employee's graduation of some forms of higher education in the specialty in which he/she carries out his/her activity or considered by the institution as useful for carrying out the activity, justified by the need to modify the job description, shall be made by the superior hierarchical head at the request of the employee, accompanied by the certified copy of the bachelor's degree, respectively of the graduation diploma or, as the case may be, by the certificate attesting the graduation of studies, issued by an accredited higher education institution, and is approved by the head of the institution. Promotion to a position for which a higher level of education is provided shall be made only to the extent that the head of the institution decides that the duties in the job description shall be modified accordingly.

(4) The promotion of the contractual staff in the functional departments, of the assistants/auxiliary staff in the research and development departments (referents and specialized inspectors) in professional grades or steps shall be made by examination, based on a **Report** drawn up by the hierarchical head and approved by the head of the institution. The exam for promotion to professional grades or steps may be organized quarterly, half-yearly or annually, depending on the decision of the head of the institution. The evaluation report drawn up by the hierarchical head includes the following elements: a) the description of the activity carried out by the candidate; b) the level of appropriation of the legislation specific to the activity carried out; c) the aptitudes that the candidate has proven in the manner of performing the duties; d) the candidate's conduct during the service; e) the promotion proposal; f) the bibliography and, as the case may be, the theme of the promotion exam; g) proposals regarding the composition of the examination commission and the commission for solving appeals. The evaluation report is submitted by the last working day of each quarter to the human resources office or to the person designated for this purpose.

(5) The announcement regarding the exam for the promotion of the contractual staff in the functional departments, of the assistants/auxiliary staff in the research and development departments (referents and specialized inspectors) shall be posted at the headquarters and on the website of the institution, 10 working days before the date set for its organization.

(6) The exam for the promotion of the contractual staff in the functional departments, of the assistants/auxiliary staff in the research and development departments (referents and specialized inspectors) consists of taking a written test or a practical test, as the case may be, established by the examination commission.

(7) The promotion to professional rank for the personnel employed in executive positions of the contractual staff in the functional departments, of the assistants/auxiliary staff in the research and development departments (referents and specialized inspectors) shall be made in relation to:

- a) minimum seniority of 3 years in the previous professional grade;
- b) the candidate must have obtained the qualification "very good" in the evaluation of individual professional performance at least twice in the last 3 years in which he/she has been in activity;
- c) professional competence ascertained by a personal activity report;
- d) passing an exam with a minimum average of 50 points through the written test or the practical test, as the case may be.

(8) During the exam for the promotion of the contractual staff in the functional departments, of the assistants/auxiliary staff in the research and development departments (referents and specialized inspectors), each member of the examination commission shall mark the work developed by the candidate with a maximum score of 100 points, based on the following criteria: a) theoretical knowledge necessary for the evaluated position; b) communication skills; c) synthesis capacity; d) complexity, initiative, creativity. The examination commission determines the weight of each criterion in the final grade. The practical test is scored by the members of the examination commission with a maximum score of 100 points. The minimum passing score is 50 points.

(9) The results of the exam for the promotion of the contractual staff in the functional departments, of the assistants/auxiliary staff in the research and development departments (referents and specialized inspectors) shall be posted at the headquarters of the institution and on its website, within two working days from the date of its defense. Candidates dissatisfied with the result obtained may file an appeal within one working day from the date of posting the results, under penalty of forfeiture of this right. The Appeals Resolution Commission



will re-evaluate the paper or practical test, and the final results will be posted at the headquarters of the public institution or authority within two working days from the date of expiry of the deadline for submitting the appeal.

(10) The persons employed in contractual positions in the functional departments, assistants/auxiliary staff in the research and development departments (referents and specialized inspectors) as beginners shall be promoted, by examination (interview), at the end of the beginning period established under the law, in the position, grade or professional step immediately superior, based on a **Report of the beginner employee** and a **Evaluation report** drawn up by the hierarchical head and approved by the ICMPP director. The promotion exam is held in compliance with the legal provisions.

(11) The employment in the new position as a result of passing the promotion exam of the contractual staff in the functional departments, of the assistants/auxiliary staff in the research and development departments (referents and specialized inspectors) shall be made starting with the first day of the month following the one in which the promotion took place. **After promotion, the job description is modified and completed with new attributions.**

*Art. 12. (1)* The individual employment contract concluded between the employer and the employee shall necessarily include the elements provided in the framework model, approved by the MMSS Order no. 2171/2022. The person to be employed within the institution will be informed in advance regarding the elements provided for in the individual employment contract. After the conclusion of the individual employment contract, the employee shall become aware of the provisions of this regulation.

(2) The elements of the individual employment contract may be modified under the conditions of the legislation in force.

(3) The job description is an annex to the individual employment contract and is an integral part of it.

*Art. 13.* The employees of the Institute of Macromolecular Chemistry "Petru Poni" Iasi who are on leave granted according to the legal provisions or whose individual employment contracts are suspended under the law are granted, on the date of resumption of activity, the basic salary corresponding to the professional grade or step in which they were classified prior to the suspension.

### CHAPTER III

#### Conclusion, execution, modification, suspension and termination of the individual employment contract

*Art. 14.* The individual employment contract is usually concluded for an indefinite period.

*Art. 15. (a)* The individual employment contract shall be concluded on the basis of the consent of the parties in written form, in Romanian and which shall include at least the elements regarding:

- the identity of the parties;
- workplace;
- the employer's headquarters;
- the position/occupation according to the specification of the Classification of Occupations in Romania or other normative acts and the duties of the position;
- the criteria for evaluating the employee's professional activity;
- job-specific risks;
- the date from which the contract is to take effect;
- the duration of the leave;
- the conditions for granting the notice and its duration;
- the basic salary and other constituent elements thereof;
- the length of the working day;
- indication of the normative act regulating labor relations;
- duration of the probationary period.

(b) The obligation to conclude the individual employment contract in written form lies with the employer.

(c) In addition to the general clauses, the parties may negotiate other specific clauses such as: the vocational training clause, the non-compete clause, the mobility clause, the confidentiality clause.

**Art. 16.** Prior to the conclusion or modification of the individual employment contract, the employer has the obligation to inform the person selected for employment or, as the case may be, the employee, about the essential clauses that he intends to include in the contract or to modify.

**Art. 17.** By way of derogation from the rule provided for in art. 13, the individual employment contract may be concluded for a fixed term or part-time under the conditions provided by chap. VI and VIII of the Labor Code.

**Art. 18.** During the execution of the individual employment contract, both the employer and the employees have the rights and obligations established in the individual employment contract, according to the Internal Regulations and the Labor Code.

**Art. 19.** Any transaction that seeks to renounce the rights recognized by law to employees or to limit these rights is null and void.

**Art. 20.** The modification of the employment contract is made only with the agreement of the parties. By exception, unilateral modification of the employment contract is possible only in the cases and under the conditions provided by the Labor Code.

**Art. 21.** The suspension of the individual employment contract may occur by law, by agreement of the parties or by the unilateral act of one of the parties.

**Art. 22. (1)** The individual employment contract may be terminated by law, as a result of the agreement of the parties or as a result of the unilateral will of one of the parties in the cases and under the conditions provided by the Labor Code.

**(2)** On the basis of a request made 30 days before the date of cumulative fulfillment of the standard age conditions and the minimum contribution period for retirement, the employees may request and be approved the continuation of the activity under the law, for a maximum period of three years, with the annual extension of the existing employment contract according to art. 56 para. 4 of Law no. 53/2003 of the Labor Code, supplemented by Law no. 93/2019.

**(3)** Female employees, upon reaching the retirement age, may request and be approved to continue their activity under the law, until they reach the age of 65, according to art. 56 para. 1 letter c) of Law no. 53/2003 – Labor Code, supplemented by Law no. 93/2019.

For the situations provided for in para. (2) and (3), the continuation of the activity is done with the approval of the Scientific Council and only if the employee has obtained the qualification "Very good" in each of the last 3 years of activity or an equivalent document.

**(4)** Upon reaching the retirement age, the employees' employment contract shall be terminated by law; they may cumulate the pension with the salary only after passing the competition for employment on a vacant or temporarily vacant position. The retirement age for research and development staff is 65 years, for both women and men; by exception to the request, the research and development staff may retire under the conditions provided by Law no. 360/2023 on the public pension system and the provisions of Law 183 on the status of CDI staff.

**(5)** The dismissal may be ordered only under the conditions provided by the Labor Code, Chapter V, Sections 2, 3 and 4.

**Art. 23.** Persons dismissed for physical and/or mental incapacity, professional inadequacy and for reasons not related to the employee's person benefit from the right of notice that cannot be less than 20 working days.

#### **CHAPTER IV** **Organisation of working time and rest time**

**Art. 24. (1)** For full-time employees, the normal duration of the working time is 8 hours per day and 40 hours per week and is achieved through the 5-day working week.

**(2)** The maximum legal duration of working time may not exceed 48 hours per week, including overtime.

**Art. 25.** In workplaces where, due to the specificity of the activity, there is no possibility of being included in the normal working time, specific forms of organization of working time can be established, as the case may be, in continuous shift, split schedule.

**Art. 26.** The specific forms can be applied in the research, security and maintenance departments.

**Art. 27. (1)** The normal working hours of the "Petru Poni" Institute of Macromolecular Chemistry in Iasi are established as follows:

- a) from Monday to Friday inclusive, starting at 7:30 a.m. and ending at 4:00 p.m. – for employees with individual employment contracts financed from the state budget, according to the working time provided in the respective employment contracts.
- b) from Monday to Friday inclusive, it starts at 7:30 a.m. and ends at 8:00 p.m. – for employees with individual employment contracts financed from various projects, according to the working time provided in the respective employment contracts.

(2) Deviations from this program are allowed only with the consent of the management.

(3) A 30-minute meal rest shall be included in the work schedule.

**Art. 28.** Saturdays and Sundays and the legal and religious holidays provided for by the normative acts in force are established as non-working days during the year, as follows:

- January 1, January 2 - New Year's Day;
- January 6 – Epiphany;
- January 7 – St. John's Day;
- January 24 - The Day of the Union of the Romanian Principalities;
- the last Friday before Easter – Good Friday;
- the first and second days of Easter;
- May 1 - Labor Day;
- June 1 - Children's Day;
- The first and second day of Pentecost;
- August 15 - Assumption of the Mother of God;
- November 30 - Saint Andrew's Day;
- December 1 - Romania's National Day;
- December 25-26 – Christmas;
- two days for each of the 3 annual religious holidays, declared as such by the legal religious cults, other than the Christian ones, for the persons belonging to them;

**Art. 29. (1)** Overtime work may be performed only with the employee's consent, except in the case of force majeure or urgent works intended to prevent the occurrence of accidents or to remove the consequences of an accident, as well as other cases considered exceptional by the manager of the workplace.

(2) Overtime work shall be compensated by paid free hours in the next 60 days after their performance with an appropriate salary for the hours worked in the normal working hours.

**Art. 30. (1)** The record of the employees' presence shall be kept on the basis of a condition of presence by the heads of the research laboratories or by a person designated by them and by the heads of functional departments within the institute.

(2) Based on the conditions of attendance, the persons designated in para. 1 shall draw up and submit to the Human Resources Payroll Service, collective timesheets that will be the basis for the payment of employees.

(3) – The record of the working time provided within the projects financed from sources other than the RA budget shall be kept on attendance conditions related to the respective projects;

- the directors/project managers are responsible for keeping track of the working time provided within the extra-budgetary projects;

- each member of the teams of extra-budgetary funded projects has the obligation to draw up a timesheet that includes the allocation of working time on the projects in which he is employed;

- the total duration of the working time may not exceed 12 hours/day.

**Art. 31.** For certain sectors of activity, units or professions, a daily duration of working time of less or more than 8 hours can be established through individual negotiations or specific normative acts.

**Art. 32. (1)** The normal duration of night work shall not exceed 8 hours within 24 hours.

**(2)** Persons who, according to the normal working hours, carry out their activity during the night, between 22:00 and 06:00 (e.g. the personnel of the security service), benefit for the hours worked during this interval from an increase for the work performed during the night of 25% of the basic salary, if the time thus worked represents at least 3 hours at night of the normal working time, or a work schedule reduced by one hour compared to the normal length of the working day, for days when he performs at least 3 hours of work per night, without this leading to a decrease in the basic salary.

**Art. 33. (1)** The right to **annual leave** is guaranteed to all employees. The minimum duration of paid leave is 21 working days and is granted in proportion to the activity performed in a calendar year and in relation to the length of service, as follows:

- up to 5 years, 21 days;
- between 5 and 15 years, 22 days;
- over 15 years, 25 days.

**(2)** Scientific research staff – RDI staff shall be entitled to a 30-day paid leave.

**(3)** Employees who work in special or harmful conditions shall benefit from an additional leave of 6 working days.

**(4)** As a rule, the annual leave shall be taken in full or may be granted in instalments if the interests of the service require it or at the request of the employee if the performance of the activity is not affected, provided that one of the fractions is not less than 10 working days.

**(5)** The scheduling of the annual leave shall be made at the end of each year for the next year. The proposals for scheduling the leave are made at the level of each research laboratory and functional compartment, with the approval of their management and approved by the management of the institute. The order of the annual leave will be established in a staggered manner throughout the year, taking into account the good performance of the activity, but also the interests of the staff.

**(6)** For the period of leave, the employee shall benefit from a leave allowance which may not be less than the total value of the salary rights for that period.

**Art. 34. (1)** Right to **sick leave**: The employee must announce the absence due to temporary incapacity for work within the first 24 hours after the sick leave was granted or on the first working day, if the situation occurred on the days declared non-working.

**(2)** The medical leave certificate shall be submitted to the SRUS no later than the 3rd of the month following the month for which the leave was granted.

**(3)** During the period of sick leave, maternity leave and leave for raising and caring for children, the employment relationship may not be terminated and may not be modified except at the employee's initiative.

**(4)** At any time, the Institute reserves the right to take the necessary measures, under the conditions provided by law (Order no. 15 of January 5, 2018 for the approval of the Norms for the application of the provisions of the Government Emergency Ordinance no. 158/2005 on leaves and health insurance allowances), if it is proven that an abuse has been committed regarding the granting of medical leave.

**Art. 35. (1)** Apart from the annual leave, employees are entitled to **paid vacation days**, in case of the following family events/special situations:

- the employee's marriage - 5 days;
- marriage of a child of the employee – 2 days;
- birth of a child – 5 days, plus 10 days if the child's father has attended a childcare course;
- death of spouse, child, parents-in-law – 3 days;
- death of grandparents, brothers, sisters – 1 day;
- blood donations – 1 day.

**(2)** Paid leave for special family events shall be granted by the management of the unit, at the request of the applicant.

**Art. 36.** Employees also benefit from professional training leaves that can be granted with and without pay. Also, employees can benefit from unpaid leave for studies or personal interests, in which case the individual employment contract is suspended for that period.

**Art. 37.** Within the SRUS , the records of rest, sickness, studies, unpaid leave, as well as the hours worked overtime will be kept.

## **CHAPTER V**

### **Remuneration**

*Art. 38.* The remuneration of the staff is made based on the normative acts in force.

*Art. 39.* Any discrimination is prohibited when determining the salary.

*Art. 40.* The salary includes the basic salary, allowances, bonuses, as well as other additions.

*Art. 41.* Salaries are paid before any other monetary rights of the employee.

*Art. 42.* Salaries are confidential. This provision does not apply in the employee-employer relationship.

*Art. 43.* Salaries are paid once a month, on the 14th of the month.

*Art. 44. (1)* No deduction from salary may be made, except in the cases and conditions provided by law.

*(2)* Deductions for damages caused to the employer may be made only if the employee's debt is due, liquid and payable and has been established as such by a final and irrevocable court decision.

*(3)* The cumulative withholdings may not exceed half of the net salary each month.

*Art. 45.* The right to bring an action in respect of salary rights, as well as in respect of damages resulting from the non-performance in whole or in part of the obligations regarding the payment of salaries shall be prescribed within three years from the date on which those rights were due.

*Art. 46.* Employees benefit from the guarantee of their rights in the event of a transfer of the unit, and the rights and obligations of the transferor arising from the individual employment contract will be transferred to the transferee.

## **CHAPTER VI**

### **Employer's rights and obligations**

*Art. 47.* The Institute of Macromolecular Chemistry "Petru Poni" Iasi, as an employer, has the following **rights**:

- to establish the organization and functioning of the unit so as to provide the right framework for carrying out the research and development activity, an activity that requires a high degree of creativity and performance;
- to establish the corresponding duties for each employee under the law;
- to issue mandatory provisions for employees subject to their legality;
- to exercise control over the manner in which the duties of the service are performed;
- to ascertain the commission of deviations from professional ethics and disciplinary deviations and to apply the appropriate sanctions according to the law, the Internal Regulations and the Code of Ethics;
- to evaluate the employee's activity and the way of achieving the employee's individual performance objectives established by the job description, using the evaluation criteria established in the individual employment contract.

*Art. 48.* The Institute of Macromolecular Chemistry "Petru Poni" Iasi, as an employer, has the following **obligations**:

- to conclude individual employment contracts for all employees;
- to inform the employees about the working conditions and about the elements regarding the development of the labor relations;
- to permanently ensure the appropriate technical and organizational conditions taken into account when developing the labor norms;
- to grant employees all the rights deriving from the law and from individual employment contracts;
- to periodically communicate to the employees the economic and financial situation of the unit;
- to consult the trade union regarding decisions with a substantial impact on the rights and interests of employees;
- to pay all the contributions and taxes for which it is responsible, as well as to withhold and transfer the contributions and taxes owed by the employees in accordance with the law;

- to establish the General Register of Employees and to operate the records provided by law;
- to issue, upon request, all documents attesting to the applicant's status as an employee;
- to ensure the confidentiality of employees' personal data, in accordance with the provisions of EU Regulation no. 679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, in force since 25.05.2018.

## **CHAPTER VII**

### **Employees' rights and obligations**

**Art. 49. (1)** The employees of the Institute of Macromolecular Chemistry "Petru Poni" Iasi have the following **rights:**

- the right to salary, which includes the basic salary, bonuses for special conditions and harmful conditions, doctorate bonus;
- the right to annual leave, sick leave, unpaid leave for the situations established by the legislation in force, paid maternity leave and parental leave;
- the right to compensation with appropriate free time for the hours worked beyond the normal working hours, if their performance was necessary and ordered by the hierarchical head, with the approval of the institute's management;
- the right to reimbursement of expenses incurred on the occasion of travel, in the interest of the service, both in the country and abroad, if the travel is made with the approval of the institute's management (transport, accommodation, daily allowance, participation fees, medical insurance, etc.);
- the right to state social insurance and free medical assistance;
- the right to old-age and disability pension;
- the right to equal opportunities and treatment;
- the right to dignity at work;
- the right to personal protective equipment and personal work equipment;
- the right to professional training;
- the right to information and consultation;
- the right to protection in case of dismissal;
- the right to collective and individual negotiations;
- the right to opinion;
- the right to participate in collective actions;
- the right to form or join a trade union;
- the right to the protection of personal data;
- the right to strike for the defence of professional, economic and social interests;

**(2)** According to the provisions of G.E.O. no. 96/2003, pregnant employees, who have recently given birth or who are breastfeeding, have the right to maternity risk leave under the conditions of art. 10 of G.E.O. no. 96/2003, as subsequently amended.

**Art. 50.** The employees of the Institute of Macromolecular Chemistry "Petru Poni" Iasi have the following **obligations:**

- to respect the Constitution, the laws of the country and to act for the implementation of the legal provisions;
- to comply with the provisions contained in the Internal Regulation, the Regulation on measures for the prevention, monitoring, management, communication and resolution of situations related to conflicts of interest, situations of incompatibility and slippery in the ICMPP, the Code of Ethics, as well as in the individual employment contract;
- to defend with loyalty the prestige of the Institute and not to damage its image;
- to show fidelity to the employer in the execution of the job duties; not to carry out and not to promote activities that generate unfair competition;
- to meet the evaluation criteria and the individual performance objectives of their achievement – established by the individual employment contract and the job description;

- to respect the order and discipline at work, to follow and apply the rules and instructions regarding the discipline of the research processes, to fulfill with a sense of responsibility the duties of service, according to the job description and subordination relations;
- to respect the work schedule, to perform exactly the service obligations incumbent on them, as well as any other works ordered by the direct head or management, when the interests of the institution require it;
- to fully and efficiently use the working time for the fulfillment of the service obligations;
- to appropriate and respect the technological and work process established for the respective department or for the workplace where they carry out their activity;
- to use the installations, machinery, equipment entrusted to the operating parameters provided in the technical documentation and in conditions of complete safety;
- to immediately notify the superior hierarchical manager about the existence of irregularities, deviations or shortcomings in the work activity, acting to reduce the effects and possibly proposing concrete measures to prevent them;
- to preserve, defend the entrusted patrimony and to manage it judiciously;
- not to introduce or consume alcoholic beverages of any kind within the unit, as well as not to come to work drunk or under the influence of alcoholic beverages;
- to come to work fit for work, in a decent and neat outfit;
- to comply with the rules of access to the territory of the institution and to the workplaces where entry is allowed only under certain conditions;
- to raise their professional qualification, the level of technical-scientific knowledge, to attend the training courses organized or recommended by the unit;
- to know the legislation and the normative acts related to the work he performs, after being previously informed about them;
- to keep the service card and the access card to the institute and to immediately announce their loss to the SRUS;
- to inform the SRUS of all changes that occur in the personal or family status (change of name, studies, military status, domicile, identity card, etc.);
- to notify the superior hierarchical boss immediately, by any means, about the impossibility of reporting to work (illness, other fortuitous situations);
- to comply with the provisions in force regarding scientific works, patents, heritage pieces, after being informed in advance about them;
- to have an honest, fair and conciliatory attitude in expressing opinions in order to avoid conflicts;
- to have a professional behavior, to ensure, under the law, administrative transparency;
- to use the Institute's resources only in the interest of the service.

**Art. 51.** According to art. 3 and art. 16 of G.E.O. no. 96/2003, pregnant employees who have recently given birth or who are breastfeeding have the following obligations:

- to go to the occupational medicine doctor for the issuance of a medical document attesting to their condition;
- After the birth of the child, to take at least 42 days of maternity leave.

**Art. 52.** It is forbidden for employees:

- entering the unit's premises without approval after working hours;
- introduction and consumption of alcoholic beverages in the institute and on its territory;
- execution of works foreign to the interest of the unit, during working hours and within the unit's premises;
- removing from the institution and from the workplace, by any means, any material goods belonging to it, including protective materials, without legal documents issued by the persons in law, as well as service documents, without the approval of the management;
- the alienation of any goods given for use or storage, or the use of work and protection equipment for purposes other than those for which they were intended;
- leaving the workplace during working hours, without approval from the unit, except for the personnel who, according to their job duties, have permanent approval for it;
- leaving the job, at the end of the program or whenever he/she has attended it, in the situation where damage and even destruction such as fires, explosions, floods, frosts may occur;

- sleeping during work, practicing gambling on the premises of the institution, using computers for purposes other than research or office activity;
- to claim or receive money or other benefits, other than those provided by law, for the activities performed in the institution within the scope of their job duties.

## **CHAPTER VIII**

### **Rules on occupational protection, hygiene and safety**

**Art. 53.** The person in charge of labor protection within the unit will perform the specific duties in the field of labor protection and occupational health.

**Art. 54.** The employer has the following **obligations**:

- ensures the safety of employees in all aspects related to work, including through personal protective equipment and personal work equipment;
- takes all necessary measures to protect the safety and health of employees, including for the activity of prevention of occupational risks, information and training;
- organizes the activity of ensuring health and safety at work in compliance with the general principles of prevention of occupational risks provided by art. 177 para. 2 of the Labor Code;
- is responsible for the risk of work accidents and occupational diseases under the law;
- organizes the training of its employees in the field of occupational safety and health, periodically, in the case of new employees, those who change their job or type of work, those who resume their activity after an interruption of more than 6 months and in case of changes in the legislation in the field;
- organizes the workplaces, so as to guarantee the safety and health of the employees;
- appoints the person in charge of occupational safety and health who is responsible for occupational safety and health;
- ensures the employees' access to the occupational medicine medical service through an occupational medicine doctor;
- establishes general labor protection measures, specific labor protection measures for certain professions, activities and protection measures applicable to certain categories of personnel.
- is responsible for ensuring the conditions for providing first aid in case of work accidents, for creating conditions for fire prevention, as well as for the evacuation of employees in special situations and in case of imminent danger.

**Art. 55.** In accordance with the provisions of G.E.O. no. 96/2003 on maternity protection at workplaces, with subsequent amendments and completions, the employer has the following **obligations**:

- to prevent the exposure of pregnant employees, who have recently given birth or who are breastfeeding, to risks that may affect their health and safety;
- not to force the employees concerned to perform work harmful to their health or pregnancy, or to oblige them to activities that present risks of exposure to pathogens or to the working conditions provided for in lit. A and B of Annex 2 to G.E.O. no. 96/2003;
- to reduce by a quarter the normal working time, based on the recommendations of the occupational medicine doctor, with the maintenance of salary rights, in cases where, for good reasons, the working conditions cannot be changed.

**Art. 56.** The employees of the "Petru Poni" Institute of Macromolecular Chemistry in Iasi have the following **obligations**:

- to appropriate and comply with the norms of labor protection, fire prevention and extinguishing, the measures of their application and to provide first aid in case of work accidents, to the injured;
- to comply with the rules on safety and health at work and those on the correct use of dangerous substances, protective and working equipment, prevention of fires or any situations that would endanger buildings, installations or the life, integrity or health of some persons;
- not to leave the installations and equipment in operation unattended during working hours;
- not to introduce ignition sources (cigarettes, lighters, etc.) into areas with fire or explosion danger;
- to carry out the activity in such a way as not to expose themselves to occupational diseases or accidents;
- to inform the manager of the workplace of any change in the work process;
- the employee responsible for labor protection and his hierarchical heads, to give the reports required by the control bodies in the field of labor protection.



## **CHAPTER IX**

### **Rules on emergency situations**

**Art. 57.** The management of the Institute of Macromolecular Chemistry "Petru Poni" Iași has the following obligations:

- ensures the identification, monitoring and evaluation of specific risk factors, generators of dangerous events;
- establishes and monitors the fulfillment of measures and actions for prevention and preparation of intervention, depending on the classification of civil protection;
- organizes and equips, based on the performance criteria developed by the General Inspectorate for Emergency Situations, its own emergency structures and establishes the regulations for their organization and functioning;
- participates in civil protection exercises and applications and directly leads the actions of alarm, evacuation, intervention, limitation and removal of the consequences of emergency situations carried out by its own units;
- provides free of charge to the intervention forces called to support in emergency situations the equipment, substances, means and antidotes appropriate to the specific risks;
- organizes the training and preparation of the personnel employed in the field of civil protection;
- ensures the alarm of the population in the risk area created as a result of its own activities;
- provides, annually, in its own budget, funds for expenses necessary for carrying out civil protection activities;
- notifies the competent persons and bodies about the risk factors and immediately signals them about the imminence of the occurrence or occurrence of a civil emergency situation at the level of the institution or economic agent;
- establishes and transmits to the transporters, distributors and users of the products the specific rules and protection measures, correlated with the foreseeable risks in use, handling, transport and storage;
- concludes contracts, conventions or cooperation protocols with other professional or voluntary emergency services;
- maintains in working order the means of transmission-alarm, the shelter spaces and its own technical means, intended for shelter or intervention, keeps track of them and periodically checks them.

**Art. 58.** The employees of the Institute of Macromolecular Chemistry "Petru Poni" Iași have the following obligations:

- to comply with the norms, rules and protection measures established in the field of emergency situations;
- to participate in trainings, exercises, applications and other forms of specific training.

The training of employees in the field of emergency situations is done by the employer at the time of employment and periodically and is carried out through the following categories of training:

- a) general introductory training;
- b) job-specific training;
- c) periodic training;
- d) shift training, where the situation requires it;
- e) special training for dangerous works;
- f) training in professional retraining;
- g) training for staff outside the institute.

Persons who have not acquired the minimum level of knowledge established for the general introductory training will not be admitted to the jobs. The training of employees on civil protection is provided systematically, usually together with the training on fire prevention and extinguishing, under the conditions established by the general provisions developed by the General Inspectorate for Emergency Situations and approved by the Minister of Administration and Interior.

The participation of employees in training is a work task.

## **CHAPTER X**

### **Rules on the observance of the principle of non-discrimination and the removal of any form of harassment and violation of dignity**

**Art. 59.** Within the framework of labor relations, the principle of equal treatment with all employees of the institute operates. Any direct or indirect discrimination against an employee, discrimination by association, harassment or victimization, based on race, citizenship, ethnicity, color, language, religion, social origin, genetic traits, sex, sexual orientation, age, disability, chronic non-contagious disease, HIV infection, political option, family situation or responsibility, trade union membership or activity, belonging to a disadvantaged category, is prohibited.

Any employee who performs work based on an individual employment contract concluded with the "Petru Poni" Institute of Macromolecular Chemistry in Iasi must benefit from adequate conditions for the activity carried out, social protection, occupational safety and health, as well as respect for his dignity and conscience, without any discrimination.

**Art. 60.** Every employee has the right to a work environment free of acts of moral harassment. No employee shall be sanctioned, dismissed or discriminated against, directly or indirectly, including with regard to salary, professional training, promotion or extension of employment relationships, because he or she has been subjected or refused to be subjected to psychological harassment at work.

Psychological harassment at work is any behavior exercised towards an employee by another employee who is his hierarchical superior, by a subordinate and/or by a hierarchically comparable employee, in relation to labor relations, which has as its purpose or effect a deterioration of working conditions by harming the rights or dignity of the employee, by affecting his physical or mental health or by compromising his professional future, behavior manifested in any of the following forms: a) hostile or unwanted conduct; b) verbal comments; c) actions or gestures.

Moral harassment at work is any behavior that, due to its systematic nature, may harm the dignity, physical or mental integrity of an employee or group of employees, endangering their work or degrading the working environment.

## **CHAPTER XI**

### **Procedure for solving individual requests, notifications or complaints of employees**

**Art. 61.** Any employee may notify the employer about the provisions of the Internal Regulations, to the extent that he/she proves the violation of one of his/her rights.

**Art. 62.** The control of the legality of the provisions contained in the Internal Regulation is the competence of the courts, which may be notified within 30 days from the date of communication by the employer of the manner of solving the complaint formulated according to art. 52.

## **CHAPTER XII**

### **Disciplinary offences and applicable sanctions**

**Art. 63.** The employer has the right to apply sanctions to its employees whenever it finds that they have committed disciplinary offences.

**Art. 64. (1)** The following facts shall be considered serious deviations from labor discipline:

- failure to fulfill the service tasks at the level of the requirements;
- unjustified absence from work for 3 consecutive days;
- refusal to report to work during periods of interruption of activity for special cases, if notified by the management of the unit;
- unseemly attitude at work towards colleagues and persons to whom he/she is subordinate, which contributes to the disruption of activity;
- cause, due to negligence, of damages to the institution, theft from its patrimony or that of the employees.

**(2)** Disciplinary misconduct is an act related to work and consists of an action or inaction committed with guilt by the employee, by which he has violated the legal norms, the present regulation, the individual employment contract, the orders and legal provisions of the hierarchical leaders.

**Art. 65.** The disciplinary sanctions that can be applied to employees in case of disciplinary offenses according to the Labor Code, art. 248 are:

- written warning;
- demotion from office, with the granting of the salary corresponding to the position in which the demotion was ordered, for a period not exceeding 60 days;
- reduction of the basic salary and/or, as the case may be, of the management allowance for a period of 1-3 months by 5-10%;
- disciplinary termination of the individual employment contract.

### **CHAPTER XIII**

#### **Rules regarding the procedure of the preliminary disciplinary investigation. Conciliation of individual labour conflict**

**Art. 66. (1)** Under penalty of absolute nullity, no measure, except for a written warning, may be ordered before a preliminary investigation has been carried out.

**(2)** In this regard, the employee shall be summoned in writing, with acknowledgement of receipt, by the person/commission empowered by the employer to carry out the investigation, specifying the object of the investigation, the date, time and place of the meeting.

**(3)** The employee's failure to appear without good reasons gives the employer the right to order the sanction without carrying out the prior disciplinary investigation.

**(4)** During the preliminary investigation, the employee has the right to be assisted by a lawyer chosen by him and to formulate and support all the defenses in his favor. When negotiating, concluding or modifying the individual employment contract or during the conciliation of an individual labor conflict, either party may be assisted by an external consultant specialized in labor law or by a representative of the trade union of which he is a member, according to his or her own option.

**(5)** With regard to the information provided, prior to the conclusion of the individual employment contract or during its execution, including during the conciliation, a confidentiality contract may be entered into between the parties.

**(6)** In the case of an individual labor conflict, the parties shall act in good faith and shall try to amicably settle it.

*Conciliation, within the meaning of Law no. 213/2020, means the amicable settlement of individual labor conflicts, with the help of an external consultant specialized in labor law, in conditions of neutrality, impartiality, confidentiality and with the free consent of the parties.*

**(7)** In order to carry out the disciplinary investigation, the employer shall designate a person or shall establish a commission or shall call on the services of an external consultant specialized in labor legislation, whom he/she shall empower in this regard.

**(8)** In order to conduct the preliminary disciplinary investigation, the employee shall be summoned in writing by the designated person, by the chairman of the commission or by the external consultant, specifying the object, date, time and place of the meeting.

**(9)** During the preliminary disciplinary investigation, the employee has the right to formulate and support all defenses in his favor and to provide the commission or the person empowered to carry out the investigation with all the evidence and motivations he considers necessary, as well as the right to be assisted, at his request, by an external consultant specialized in labor law or by a representative of the trade union of which he is a member."

**Art. 67.** The employer shall order the application of the disciplinary sanction by a decision issued in written form within 30 days from the date of becoming aware of the disciplinary offence, but no later than 6 months from the date of the offence.

**Art. 68. (1)** The sanctioning decision shall be communicated to the employee under signature or by registered letter within 5 days from the date of issuance and shall take effect from the date of communication.

**(2)** The sanction decision may be challenged by the employee before the competent courts within 30 days from the communication.

### **CHAPTER XIV**

#### **Specific rights and obligations of research and development personnel**

**Art. 69.** The RDI staff benefits, in addition to the other rights provided by the legislation in force, also from the following **rights**:

- to have access to the sources of information and documentation necessary for the research and development projects in which they participate, in compliance with the rules of use and publication;
- to participate in the elaboration of the strategy of scientific research and technological development;
- to participate in scientific events with communications from the results of the research and development activity and to publish scientific papers, under the law, with the support of the unit, within the limit of financial resources;
- to patent the research results under the law, with the support of the unit, within the limit of financial resources;
- to be recognized as authors or co-authors of a scientific endeavor and to be rewarded according to the legislation in the field;
- to benefit from advice and support in the career of researcher;
- to benefit from opportunities for interinstitutional mobility, in particular between different profiles of research organisations;
- to be supported by the unit, in order to improve their professional training, according to the law;
- to be part of professional associations, societies and national and international scientific organizations without entering into a conflict of interest with the unit where they perform the basic activity through the activity carried out in these bodies;
- to be recognized and stimulated their performance in the field of research and development through awards, bonuses, titles, diplomas, as well as by other means;
- to participate in competitions for the financing of their own scientific activity, from budgetary or private funds, under the conditions of the law;
- to participate as an expert, referent, member of evaluation commissions, consultant and the like, at the request of other institutions or economic agents, without entering into a conflict of interest with the institution or unit where he/she performs the basic activity and to be remunerated for the activity performed;
- to obtain an uncapped monthly income, if, at the same time as the execution of the homework financed by the budget of the Romanian Academy, he/she also carries out projects financed from national or international programs financed from public or private funds;
- to carry out activities by cumulation, regarding research, teaching or capitalization of research in accordance with the provisions of the laws in the field; they can be exercised inside or outside the research unit in which they are employed, provided that they do not create conflicts of interest or unfair competition;
- to benefit, under the law, from bonuses to the basic salary: doctorate, loyalty, confidentiality and other bonuses provided by law;
- to refuse for moral and ethical reasons, to participate in scientific research that has a negative impact on the human being and on the natural environment;  
to request and obtain with priority the approval to occupy a position of lower grade than the one acquired, if it is in their own interest;
- to benefit from a stable working environment, which ensures a flexible schedule appropriate to the specific activity;
- to benefit, within the European Research Area, from ensuring geographical, intersectoral, interinstitutional, interdisciplinary and transdisciplinary and virtual mobility, as an important means of raising the scientific level and professional development at all stages of a researcher's career;
- to benefit, on a regular and transparent basis, in order to advance one's career and promote a sustainable career in research, from a professional performance evaluation system, based on clear and quantifiable criteria, according to specific procedures carried out at ICMPP level or at national level, which takes into account the creativity of researchers, but also their research results, such as: publications, patents, training and conferences, supervision, mentoring, national or international collaboration, etc.;
- to be represented in the information, consultation and decision-making structures within the ICMPP;
- to obtain a higher professional degree through the exam, provided that the minimum standards are met.

**Art. 70. The specific obligations** of the RDI staff are the following:

- To respect the ethics and deontology of the research and development activity;
- To respect the intellectual property rights and confidentiality agreed with the collaborators and funders of the research;

- Not to create conflict of interest or unfair competition in case of cumulation of activities;
- To participate in the training of young researchers and to transmit their own knowledge and experience in the RDI activity;
- To use the technical-scientific patrimony and other resources of the institution exclusively for professional activities in the interest of the employing institution;
- To participate in the evaluation of the RDI activity, as well as of its own results;
- To participate in competitions within national and international research programs (including those of the European Community or programs resulting from international bilateral cooperation agreements to which Romania is a party);
- To carry out the RDI activity without violating human rights and freedoms;
- To continuously develop their scientific and technical knowledge and to contribute to the dissemination of scientific and technical information and culture, as well as to the awareness of the public and decision-makers on the role of science and technology;
- To participate in the application, under the law, of the results of its own RDI activity;
- To disseminate and promote the results of the RDI activity;
- To carry out activities to promote the interests of the research organization;
- To collaborate in the provision of information on the results of the RDI and, where appropriate, in the detailing of the data necessary for internal and external examination, except for those with a confidentiality regime, whenever necessary and at the request of the competent authorities, based on data collection and analysis methods.

## **CHAPTER XV**

### **Modalities of application of other specific legal and contractual provisions**

**Art. 71. (1)** On the basis of the rules and principles of contractual civil liability, the employer is obliged to compensate the employee in the situation in which he has suffered a material damage, due to the employer's fault, during the service obligations or in connection with the service.

**(2)** If the employer refuses to pay the compensation, the employee may file a complaint with the competent courts.

**Art. 72.** Employees are financially liable, based on the rules and principles of contractual civil liability, for the material damages caused to the employer due to their fault and in connection with their work.

**Art. 73. (1)** The employee who has received an undue amount from the employer is obliged to return it.

**(2)** If the employee has received goods that were not due to him and that can no longer be returned in kind or if he has been provided with services to which he was not entitled, he is obliged to bear their value. The value of the goods or services in question is established according to their value from the date of payment.

**Art. 74.** The employer is also liable for contravention or criminal liability under the conditions established by art. 260-265 of the Labor Code.

**Art. 75.** Apart from disciplinary liability, employees are liable for contravention and criminal liability under the law.

## **CHAPTER XVI**

### **Criteria and procedures for professional evaluation of employees**

**Art. 76.** The evaluation of employees will be done in accordance with the provisions of the ICMPP Regulation regarding the evaluation of employees' professional performance.

## **CHAPTER XVII**

### **Final provisions**

**Art. 77.** This Regulation is supplemented by the provisions of the Labor Code, the regulations in force, the Statute of the Romanian Academy and the regulations and rules established by the Romanian Academy.

**Art. 78.** These Internal Regulations will be brought to the attention of each employee by posting at the headquarters of the Institute of Macromolecular Chemistry "Petru Poni" in Iasi. The newly employed persons will become aware of the content of this regulation through the care of the coordinators of research laboratories, compartments and workshops.

**Art. 79. (1)** Any employee may notify the management of the Institute regarding the provisions of the Internal Regulations, to the extent that he/she proves the violation of his/her right.

**(2)** The appeal shall be addressed to the Director of the Institute, in writing, with the express mention of the challenged provisions, of the rights considered to be violated and with the appropriate motivation, to be resolved within 30 days.

**(3)** If the answer received is not satisfactory, the employee may notify the court within 30 days from the date of communication of the settlement method or from the expiry of the term within which the employer had the obligation to respond to the notification received.

**This Regulation is adopted, after consultation with the employees' representatives, in a meeting of the Scientific Council, and may be amended when new normative acts appear and whenever necessary.**

**DIRECTOR,**

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**Dr. Valeria HARABAGIU**