

Instructions for the disclosure of secondary occupations

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**Karolinska
Institutet**



Instructions for the disclosure of secondary occupations

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Instructions for the disclosure of secondary occupations

The HR department is responsible for issuing up-to-date instructions and procedures for reporting of secondary employment. The HR department is also responsible for ensuring that KI employees receive the information they need to properly manage their secondary employment.

Employees who have secondary employment must declare these annually in Primula. Before an employee undertakes a secondary job, a discussion must be held with the immediate superior. This applies even if the nature of the secondary employment is such that it can be expected to be approved.

Employees who do not have a secondary job do not have to report this.

At the same time each year, all employees will receive an email with instructions on how to declare any secondary employment. Changes to the secondary employment during the year must be reported on an ongoing basis as soon as the change has occurred. The obligation to report also applies during parental leave, other leave of absence or leave due to illness.

The HR department will carry out spot checks based on a risk and materiality perspective, but also on a rotational basis to avoid predictability. The sample may be a check against the Swedish Companies Registration Office register to see whether corporate involvement is consistent with employees' notification of secondary employment.

There may also be checks against supplier registers and internal financial systems to ensure that there are no financial transactions (invoicing) between employees' companies and KI. Relevant checks are carried out in particular when there is a suspicion of incorrect or altered data in incidental reports.