



INFORMATION FOR NEW CO-WORKERS (EMPLOYEES, STUDENTS AND ASSOCIATED) AT THE DEPARTMENT OF ONCOLOGY-PATHOLOGY

CONTENT

HR DOCUMENTS.....	2
INFORMATION FROM THE HR-ADMINISTRATION	4

To affiliate a new student to KI, contact OnkPat IDAC: idadac@onkpat.ki.se

HR DOCUMENTS

REASON FOR STAY

Only for co-workers who **don't** have an employment/scholarship/decision of affiliation at KI

Please keep the original in your research group and send a copy of this page to hr@onkpat.ki.se together with;

Copy of your residence permit (when applicable)

Copy of "Personbevis" (if registered in Sweden) or copy of passport (if not registered in Sweden)

Name:

Position: Student, PhD, Postdoc, Researcher, Guest Researcher, T/A-staff,

Other:

Employed/Scholarship by another employer:

Exchange student from another University:

Master thesis/project for studies at KI:

Master thesis/project for studies at another University:

.....

Other reason:

Period for staying at OnkPat

From: To:

[Information regarding the insurance](#) that applies during working hours and to/from work.

For affiliation to KI, contact OnkPat IDAC idad@onkpat.ki.se

.....
Signature employee/student Signature group-/team leader



Closest relative / next-kin
Person to contact
in case of EMERGENCY

Students/scholarship holders should fill in this form

Surname, first name	Nationality
Phone number (home/mobile)	Address
E-mail	

Name of the Group Leader

Surname, first name	Phone number
---------------------	--------------

Information about closest relatives / next-kin

Name of closest relative 1:	(Relation)
Closest relative's phone number: home/work	Closest relative's address and country:
Name of closest relative 2:	(Relation)
Closest relative's phone number: home/work	Closest relative's address and country:

Signature

Date	Signature employee/student
------	----------------------------

Please keep the original in your research group!

INFORMATION FROM THE HR-ADMINISTRATION

Head of the Department: Ola Larsson, E-mail: ola.larsson@ki.se

Head of Administration: Ulrika Almquist, Ulrika.almquist@ki.se

Head of HR: Anne Jensen, E-mail anne.jensen@ki.se

Discrimination or harassment

Read about KI's work concerning equal opportunities [here](#). In cases of discrimination or harassment, get in contact with any of the dedicated contact persons at the Department. Contact information can be found in a document on this [web page](#).

Threats and violence

Threatening and violent behavior is a serious working environment problem for our staff and students. KI will not tolerate any such behavior in the workplace. If you or a colleague is affected, contact your immediate supervisor, the Safety representative or the Chief Security Officer.

Code of conduct – for a good working atmosphere at KI

The code of conduct is based on the fundamental core values of KI. It clarifies the responsibilities of all co-workers at KI and what is expected of each individual, mainly from a psychosocial work environment perspective. [Code of Conduct](#) for new co-workers at KI (appendix to agreements for employment or affiliation) 2015-03-16
Version: 1.0. 2015

Sustainable development and environment

KI has set up a major goal for contributing to a better environment and more sustainable development through an integration of a sustainability perspective into its research and educational activities. Significant environmental aspects are considered in such priority areas as research, education, energy, travel, procurement, purchasing, laboratory safety and waste. Accordingly, KI has developed a program and an action plan to decrease the negative impact of its activities on the environment. All employees at KI should be aware of this program and the guidelines to environmental and sustainability work and such rules relating to their own work. Please, watch the video [One KI for Sustainable Development - KI PLAY](#). Learn about sustainability at OnkPat at [Environment and sustainable development at OnkPat | Karolinska Institutet \(ki.se\)](#)

Ethics

It is mandatory for all researchers at KI to use KI ELN electronic lab book, follow this link <https://staff.ki.se/ki-eln-the-electronic-notebook>. All experiments you perform should be documented in your electronic laboratory notebook. It should be explained in a way that it is possible for anyone, especially the supervisor, to understand what you have done and to be able to reproduce the procedure/experiments. For information about collecting and storing research data, follow this link: <https://staff.ki.se/research-data-management>

Confidentiality

Scientific presentations made at lab meetings or scientific discussions between different group members are confidential.