Karolinska Institutet

Instruction for action in case of failure to report secondary occupation or erroneous reporting

All employees must report secondary occupations upon being asked to do so, to their respective Head of Department. Report secondary occupations via the PA – web.

Teachers are obliged at their own initiative, to keep the higher education institution informed of any secondary occupations that they have which are related to the subject area of their position. The same applies for all managers with specific agreements.

If there is any doubt regarding the nature of the secondary occupation, be it competitive or a breach of confidentiality, or hindering ones work in any way, the employee must consult with his or her superior.

Prohibiting secondary employment must always be discussed with those responsible in the HR department. As the employer's representative, the head of department is responsible for prohibiting secondary employment that is deemed to interfere with work or be in competition with it by means of a written decision. Secondary employment that damages trust is handled by the employer. See also KI's Rules regarding secondary employment with instructions.

In the event that an employee fails to report secondary employment, submits incomplete information or similar, their immediate manager shall contact HR at the institution, who will then contact the persons responsible for secondary occupations at the HR department.