**Declaration of duties – affiliate**

This is an enquiry concerning any assignment in addition to activities at KI. Affiliates must be prepared to report any such assignments to KI on request of the head of department. Such a request must always take place prior to a decision regarding affiliates. The declaration pertains to all assignments, duties, occupations or positions (henceforth designated; occupations) that the affiliate has in addition to their activities at KI. Even basic positions at a hospital etc. are to be reported. When the affiliate has reported their duties, the head of department or equivalent assesses whether the occupation damages confidence or not. KI considers it to be unacceptable for affiliates at KI to have occupations that may damage the confidence in KI as a public authority and an employer. Affiliates are not covered by the regulations in the statute and collective agreements that regulate secondary occupations for employees. It is, however, possible to obtain guidance about what applies concerning secondary occupations that damage confidence here <https://ki.se/en/staff/secondary-occupations>

**This report is submitted to the head of department**

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| --- | --- |
| Name      | Title      |
| Department (If active in more than one department, **one** statement is submitted pertaining to **all** occupations)      |
| **Statement** |
| [ ]  I have no occupations in addition to my activities at KI[ ]  I have the following occupations in addition to my activities at KI*Description of occupations.*Specify the principal/employer, as well as the nature and content of the occupation, the role/mission you have and specify information about the client. If the occupation is research, describe the research and report how the research fulfills any permit requirements. If you have a commitment to your own company / foundation or equivalent, describe your role and state information about the company and if there is an agreement or cooperation with KI       |
| Date      | Signature of the person providing the information      |
| **The head of department’s decision (shall be served on person providing the information )** |
| [ ]  The declaration of duties has been processed and requires no further action |
| [ ]  The declaration of duties has been processed. The following duties, occupations or positions damage confidence and are considered unacceptable by KI:      |
| Date      |  Head of department’s signature      |