

Ancillary Activities Exercised Outside The Working Sphere

Authorisation Request Form for Employees

In accordance with Art. 56 of the Ordonnance sur le personnel du domaine des EPF (RS 172.220.113) of 15th March 2001, status as at 1st October 2020, employees have a duty to submit a declaration and a request for authorisation, depending on the specific characteristics of their ancillary activities. The Directive concerning the management of conflicts of interest within the framework of activities or public duties engaged in outside the working sphere (Lex 4.1.1) regulates the details and conditions for EPFL. Please refer to Article 56 reproduced below to determine whether you must submit a declaration or request for authorisation. This form is intended for **requests for authorisation** (para. 3, 4, 5) :

1 Employees must inform their superior about all public offices undertaken and all paid activities exercised outside their employment relationship, particularly external teaching obligations, consultancy work, directorships and other services.

2 Unpaid activities must be reported if conflicts of interest cannot be excluded or if the activities could harm the reputation of the ETH Board, both ETHs or the Research Institutes.

3 Exercising the offices and activities specified in paragraphs 1 and 2 requires approval if:

- a) they place such demands on an employee that the latter's performance in their employment relationship with the ETH Board, the ETHs or the Research Institutes may be negatively affected, particularly if the total time required in order to carry out both the main job and the secondary activity exceeds the hours worked during full-time employment by more than 10 percent;*
- b) the type of activity risks conflicting with the duties of the employment relationship or with the interests of the ETH Board, the ETHs or the Research Institutes;*
- c) the employee intends to use the workplace infrastructure.*

4 If conflicts of interest cannot be excluded in individual cases, permission is either denied or is granted with special conditions and requirements attached. The following activities in particular may create conflicts of interest:

- a) Advising or representing third parties in matters that form part of the tasks of the employment relationship;*
- b) Activities connected with orders that are being executed for the ETH Board, both ETHs or the Research Institutes, or that are due to be placed by the latter in the near future.*

5 The notification or the application for permission must be submitted to the superior in good time before the commencement of the activity. Both documents state:

- a) the nature and duration of the secondary activity;*
- b) the amount of time it is expected to take;*
- c) the nature and extent of the use of infrastructure;*
- d) possible conflicts of interest.*

The required information must be scanned and sent by email to Human Resources, rh@epfl.ch, where it will be stored and treated confidentially.

1. TO BE COMPLETED BY THE EMPLOYEE

Surname and first name :

School / College / Presidency/Vice-presidency:

1.	<p>a. Nature of activity</p> <p>b. Duration of activity</p> <p>c. Anticipated workload</p> <p>d. Use or not of EPFL infrastructure</p> <p>e. Potential conflict of interest</p> <p>f. Name and address of person or company for which the activity is exercised</p>	
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I hereby certify the accuracy of the above information.

Date :

Signature :

2. TO BE COMPLETED BY THE LINE MANAGER

EAs line manager, I have taken note of the above information, based on which I am giving my positive /negative (cross out the one not applicable) preliminary opinion for the exercising of the ancillary activity/activities requested on this form.

In the event of a negative preliminary opinion, please tick the appropriate reason and, if necessary, explain your preliminary opinion (Art. 11 para. 1 LEX 4.1.1) :

a	the activity occupies the employee to an extent liable to compromise their services for EPFL, especially if the accumulated workload of the activity for EPFL and the ancillary activity exceeds a level of 110 %.	
b	the activity consists of a function as managing partner, member of the board of directors or management of a company (including a start-up) and such a function does not seem to me to be compatible with the tasks and duties of the person requesting the authorisation for the following reasons :	
c	the activity consists of a function as member of the foundation board or executive committee of foundations, associations or public institutions and this function creates a risk for the reputation of EPFL because :	

d	the activity is liable, given its nature, to create a conflict of interest with those of EPFL, another institution of the EPFs or ETH Board because :	
e	the employee intends using EPFL resources.	

Surname and first name of the line manager:

Date :

Signature :

3. TO BE COMPLETED BY THE DEAN - VICE-PRESIDENT – ASSOCIATE VICE-PRESIDENT

As Dean, Vice President, Associate Vice President, I have taken note of the above information and the preliminary opinion of the line manager,

I give my authorisation for the exercising of the ancillary activity / activities as described on the form.

I do not give my authorisation for the exercising of the ancillary activity / activities as described on the form, for the following reasons:

I give my authorisation for the exercising of the ancillary activity / activities as described on the form, based on the following conditions and requirements:

Surname and first name of the Dean, Vice-president, Associate Vice-president:

Date :

Signature :

Sent as (pdf)