

Pursuant to Article 112, paragraph 7, of the Science and Higher Education Act (Official Gazette *Narodne novine* no. 123/03, 198/03, 105/04, 174/04, 46/07 and 45/09), the Scientific Council of the Institute for Medical Research and Occupational Health at its 168th session held on 10 November 2011 passed the following

**CODE OF ETHICS
OF THE INSTITUTE FOR MEDICAL RESEARCH AND OCCUPATIONAL HEALTH**

I. General provisions

Preamble

Article 1

- (1) The Code of Ethics of the Institute for Medical Research and Occupational Health (hereinafter: the Institute) is in conformity with the Declaration of Commitment to the European Charter for Researchers (hereinafter: the Charter) and the Code of Conduct for the Recruitment of Researchers (hereinafter: the Code).
- (2) The Code of Ethics of the Institute defines ethics as a set of principles, rights and obligations which regulate professional and human relationships among scientific, professional, administrative and all other employees of the Institute (hereinafter: the Institute's employees). The latter includes the following fundamental values: integrity, excellence and freedom of research, mutual recognition and human dignity, professional and personal responsibility.
- (3) The Code of Ethics of the Institute contains moral principles and the principles of professional ethics which all employees of the Institute for Medical Research and Occupational Health must abide by in their professional and public work.
- (4) The principles of the Code of Ethics shall further be applied in an appropriate manner to all other persons not employed by the Institute but participating in the work and activities of the Institute, should such activity and behaviour of these persons be directly connected with the Institute.
- (5) The Code of Ethics regulates behavioural standards which are adapted to the needs of the Institute, while considering the principles of the right to work and safeguarding of dignity and reputation of the Institute.

The content of the Code of Ethics

Article 2

The Code of Ethics contains:

- a. fundamental principles with respect to the morally justified and morally unjustified behaviour at and in relation to the Institute (Title II);
- b. ethical rules applicable to scientific and teaching activities conducted at the Institute (Title III);
- c. provisions on the composition and procedure conducted before the Institute's Ethics Committee which provides opinion on how to exert principles and rules of the Code of Ethics and on the conformity of the behaviour of persons to which it refers with the principles and rules of the Code of Ethics (Titles IV and V).

Definitions

Article 3

- (1) For the purpose of the Institute's Code of Ethics:

- a. "The Code of Ethics" means the Code of Ethics of the Institute for Medical Research and Occupational Health;
 - b. "The Institute" means the Institute for Medical Research and Occupational Health;
 - c. "The Institute's employees" means all employees who are, based on their contracts of employment, appointed to scientific, associate, professional, administrative and other positions as per the internal organisation of the Institute;
 - d. "Researchers" means all employees who are, based on their contracts of employment, appointed to scientific, associate and professional positions as per the internal organisation of the Institute;
 - e. "Ethics Committee" means the body appointed by the Institute's Scientific Council which fosters ethical standards and looks after their implementation at the Institute.
- (2) Should any definition used in this Code of Ethics refer to natural persons, all terms referring to male gender must be interpreted as also covering female gender and vice versa (employee, researcher, scientist, teacher, research subject etc.)

The purpose of the Code of Ethics

Article 4

- (1) The purpose of the Code of Ethics is to promote values which are pertinent to the work and activity of the Institute. Promoting ethical behaviour and values contained in this Code is an obligation of all organisational forms and employees of the Institute, as well as of the institution as a whole.
- (2) For the purpose of achieving objectives referred to in the paragraph 1 of this Article, the Ethics Committee shall render its opinion on the achievement of ethical principles and standards at the Institute, with respect to both principal and specific issues, and shall undertake other steps and activities regulated by this Code of Ethics.
- (3) The procedures prescribed by this Code of Ethics do not govern the rights, obligations and responsibilities of persons participating therein and do not represent an alternative to civil, criminal, administrative and disciplinary procedures governed by laws and the Institute's by-laws.
- (4) The opinion of the Ethics Committee provided in the procedure regulated by this Code of Ethics acts by means of its authority and should be in service of the interpretation of the Code of Ethics and promotion of ethical behaviour at the Institute. It does not bind other bodies and is not deemed an administrative act.

II. Fundamental principles and rules

a) The principles of morally justified behaviour at the Institute

The principle of peaceful enjoyment of rights

Article 5

The Institute shall ensure each employee peacefully enjoys all human rights guaranteed by the Constitution and the laws of the Republic of Croatia.

The principle of respect for integrity and dignity of persons

Article 6

All employees of the Institute must be treated with respect in line with the guaranteed rights to life, integrity and dignity. All employees of the Institute must have the right to privacy ensured.

The principle of autonomy in science

Article 7

- (1) All employees of the Institute must be acknowledged the right to unhindered work, professional development and training in accordance with personal possibilities and plans, to the extent that another person's right to these is not affected. The Institute shall strive to ensure appropriate conditions for the purpose of exerting this right.
- (2) All employees of the Institute should have commitment and responsibility to others in terms of honest, truthful and unbiased behaviour and acceptance of the criteria of excellence in all domains for the purpose of achieving common good for the Institute as a whole.

The principle of equality and justice

Article 8

- (1) Each employee of the Institute shall behave in line with the principle of equality and justice in a manner which excludes all forms of discrimination, abuse, harassment or exploitation. The Institute shall ensure conditions for achieving the principle of equality and justice.
- (2) The Institute's employees shall not misuse their authority and allow personal interests and relationships to result in situations that may affect the possibility of objective judgement and impede ethical and professional performance of duties.
- (3) All employees of the Institute should be offered equal conditions for fulfilling professional duties, exploiting intellectual capabilities and making progress.

The right to freedom of research and opinion

Article 9

- (1) The Institute acknowledges freedom as the fundamental condition and component of the process of scientific research and associated activities. In their work, researchers shall be led by the idea of freedom of research in the spirit of a responsible, objective and fair search for evidence based science and acquisition and distribution of knowledge. The Institute shall safeguard its employees from all attempts of limitation, restriction or denial of this freedom in line with the principle of freedom of research defined in the Charter.
- (2) The Institute supports and fosters freedom of opinion and expression of views as a fundamental value in all segments of life and work in the institution.

The principle of professionalism

Article 10

- (1) The Institute's employees are expected to fulfil their obligations in respect of their colleagues and other Institute's employees in a responsible, diligent, professional and ethically flawless manner. In their activities, researchers shall adhere to the principles of objectivity, impartiality, common sense, fairness, dialogue and mutual tolerance.
- (2) The Institute's employees shall abide by the criteria of professionalism and excellence and shall, accordingly, continuously progress within the selected professional area and base all their professional and ethical judgements on available facts, excluding prejudice of any kind.
- (3) All Institute's employees shall maintain and encourage collaboration through professional relationships and shall strive to efficiently use the Institute's resources with the aim of enhancing scientific and the Institute's benefit and reducing losses whenever possible. All employees are expected to act in the spirit of common goals and participate in the activities outside the Institute which are not in conflict with nor are detrimental to their professional duties at the Institute or to the Institute's reputation.

- (4) Verbal and nonverbal communication of the Institute's employees shall be in line with their professional tasks and roles.

The principle of adherence to laws and legal procedures

Article 11

- (1) All employees of the Institute are expected to adhere to all legal regulations and procedures pertinent to their professional obligations.
- (2) The Institute shall ensure necessary conditions for introducing all its employees to all relevant rules relative to their obligations.
- (3) With regard to all procedures concerning the implementation of or in association with the principles and rules contained in the Code of Ethics, the Institute's employees whose rights and interests are in question must be offered the right to participate in such procedures, to express their viewpoints on the relevant statements and to present their arguments, as well as to assume an equitable position in the procedure in respect of other participants who are in the same or comparable position.
- (4) In cases where there are discrepancies in terms of interpretation and application of the Code of Ethics' principles, the Institute's employees shall first seek to solve the disputable matters within the environment from which the problem arose or before the competent bodies of the Institute, in accordance with the provisions of Title IV and V of this Code of Ethics. Referral to the bodies outside the Institute shall be restricted to cases where such an intervention is appropriate and necessary.
- (5) The Ethics Committee shall act in a timely manner in order to prevent and suppress the violations of the Code of Ethics. To this aim, it shall institute procedures and undertake other measures within the limits of its competencies and shall look into all ethics complaints filed against an employee of the Institute.

b) Inadmissible forms of behaviour

Discrimination

Article 12

- (1) All forms of direct and indirect discrimination based on religion, ethnic and national affiliation, race, gender, sexual orientation, lifestyle, financial status, origin, family and marital status, pregnancy, family relations, age, disability, physical appearance, political affiliation and health condition are inadmissible.
- (2) The sole criterion for evaluation and advancement shall be expertise, capability and professional merit, as well as the level of training and results achieved in performing a specific type of activity, operations and tasks.

Harassment

Article 13

- (1) All forms of harassment are prohibited.
- (2) All forms of sexual harassment are inadmissible.
- (3) Regular communication, well-intended jokes and criticism, as well as sexual and other intimate relationships among the Institute's employees which are consensual and based on mutual respect are deemed an area of privacy and are not considered harassment. However, all situations in which such relationships among the Institute's employees may result in the violation of the rules of this Code of Ethics on objectivity and impartiality and the conflict of interest, in particular with respect to the relationships among the Institute's employees who are in direct hierarchical relationship, which involves assessing the work and achievement

and/or deciding on the status, professional advancement, benefits and awards of another person should be avoided.

- (4) Protection from harassment and discrimination is regulated by the Ordinance on the Functioning of the Institute.

Prejudice

Article 14

- (1) All employees of the Institute shall be objective and shall not allow any form of prejudice to affect their objectivity in academic, research, administrative, managing and other forms of work and activities.
- (2) The evaluation of activity and professional competencies of any employee of the Institute shall not rest on the criteria which are not directly relevant for the activity or professional commitments preformed.

III. Ethical rules in scientific and professional work

People in scientific research

Article 15

- (1) When conducting scientific research which involves people, the World Medical Association Declaration of Helsinki – Ethical Principles for Medical Research Involving Human Subjects, legal regulations in force and ethical codes applicable to certain scientific disciplines must be adhered to.
- (2) The main purpose of research involving human subjects is to improve health, including the assessment of health risk, clarification of the cause and development of health disorders or diseases and improvement of preventive, diagnostic and therapeutic procedures. In these, the wellbeing of the individual has priority over the interests of science and society. Scientists in biomedical research shall safeguard their subjects' life, health, privacy and dignity.
- (3) Researchers who conduct research shall explain in detail to the subjects the purpose, goals and procedure, as well as the expected benefits and potential risks of research and shall thereafter obtain their written consent. If this is not possible due to subjects' minority age, lack of legal capacity or state of mind, they shall ask for the consent from their legal representatives.
- (4) Should the subject acquire capacity for independent decision making in the course of the research, the researcher must issue the subject's written consent for further research. The subject is entitled to gain insight into findings and results relative to him and can, with no consequences for him personally, refuse at any time to further participate in the research.

Animals in scientific research

Article 16

- (1) Laboratory animals used for experimental purposes shall be treated in accordance with valid legal regulations and applicable ethical and professional standards.
- (2) It is inadmissible to conduct research which can result in injury or suffering of an animal or its environment, as well as to support, encourage or hold in secrecy such activities.
- (3) All persons included in the experimental work with laboratory animals must maintain a protocol of experiments involving laboratory animals.
- (4) Animals must be euthanized/killed using acceptable, humane standards.

Scientific misconduct

Article 17

- (1) Scientific misconduct includes the following procedures: deliberate fabrication, falsification and plagiarism in proposing, conducting or reviewing a research or in reporting on the results of a research.
- (2) Scientific misconduct does not involve undeliberate errors or disagreements in selection, implementation and interpretation of procedures and methods.

Fabrication

Article 18

- (1) Research work does not allow fabrication of data and results and such procedures are deemed serious violations of the principles of ethical behaviour.
- (2) Fabrication means all deliberate creation of data or results that do not exist in reality and their presentation, dissemination and publishing despite the knowledge of their actual inexistence.

Falsification

Article 19

- (1) All forms of falsification are inadmissible in scientific research.
- (2) Falsification involves all types of activities aimed at manipulation with the research material, equipment of processes, alteration or omission of data or results with the purpose of deliberately adjusting or tendentiously interpreting the results of scientific research.

Plagiarism and self-plagiarism

- (1) Research work permits no plagiarism.
- (2) Plagiarism means appropriation or taking over other persons' ideas, processes, results or words without recognising their true origin.
- (3) It is inadmissible to duplicate or copy own texts (self-plagiarism) without citing the previous source of such text.
- (4) Upon their election to associate and scientific positions and/or when applying for the Institute's awards, applicants are required to submit the statement of authenticity confirming that each paper and achievement of theirs to which they refer is the result of their own work and that such paper contains no other sources but those cited in it. The Scientific Council shall draw up the standard text of the statement which shall then be submitted in the abovementioned procedures.

Abuse of authorship

Article 21

- (1) The right to authorship is based on substantial contribution to the development of research idea, concept and design, implementation, result interpretation and writing or reviewing, as well as on the readiness to assume responsibility for a corresponding part of work.
- (2) It is expected that only those participants who contributed substantially to the work be named the co-authors of the published scientific or professional paper.
- (3) Abuse of authorship involves:
 - a. Ghost authorship - undisclosed or deleting an author's name when they are fully entitled to co-authorship;
 - b. Imputation of authorship – adding authors without their knowledge or consent;

- c. Honorary authorship/guest authorship – granting the right to authorship to persons who have no such right and requesting such undeserved authorship.

Fabrication and modification of recommendations

Article 22

Fabrication and modification of recommendations and false presentation of scientific and professional achievements is inadmissible and represents serious violations of the principles of ethical behaviour.

Receiving gifts and other goods

Article 23

- (1) The Institute's employees shall not request gifts nor encourage giving or receiving gifts of any kind, neither for themselves nor for other persons, if there is a reasonable assumption that these will indirectly or directly affect their objectivity, fulfilment of professional obligations and respect of professional rights and duties.
- (2) The obligation of the Institute's employees is to remove all attempts of corruptions.

Conflict of interests

Article 24

- (1) The Institute's employees should avoid all forms of conflicts of interests (conflict of interests may be caused by family relationships, close friendships, present or previous intimate relationships, personal discrepancies, antagonism etc.).
- (2) Independence of the activities carried out outside the Institute (involving financial and other interests) should be insisted upon so that these are not in conflict with professional obligations and that they do not affect the integrity and objectivity of the Institute's employees.
- (3) All forms of nepotism by which an action of a relative of a particular person puts this person into a favourable position in respect of other persons who dispose of equal or better competencies are inadmissible.

Intellectual property rights

Article 25

Intellectual property rights in respect of the results of a research and collected data must be safeguarded in line with the contractual obligations of the research in question.

Transparency and confidentiality

Article 26

- (1) The Institute supports and promotes transparency in regulations and activities as one of its fundamental values. All rules and provisions which define the rights and obligations of the Institute's employees must be precise, clear and available.
- (2) All Institute's employees must respect the value of transparency and availability of the criteria and the procedures of evaluation of the fulfilment of professional obligations (career progression, awards for scientific and professional work etc.)
- (3) All Institute's employees who dispose of confidential data based on their positions at the Institute shall permanently protect the secrecy of such data. Confidential data means data whose secrecy arises from the need to safeguard the rights of the Institute's employees and

which are declared confidential pursuant to the law, general documents of the Institute or a decision by the competent body rendered pursuant to these regulations. It is not allowed to disclose confidential data to other employees of the Institute nor to any other party unless such disclosure is a part of regular fulfilment of duties at the Institute or if there is a legal or professional obligation to disclose such information.

Right and duty to continuous training and education

Article 27

- (1) All employees of the Institute have the right and duty to continuously train themselves and to insist on improving the quality and level of their knowledge and expertise within the selected area of work.
- (2) The Institute's employees shall plan, carry out and report their scientific research and professional, teaching and other professional activities in accordance with the acknowledged standards of scientific and teaching competency.

Career progression

Article 28

- (1) The evaluation of successful fulfilment of professional obligations and professional competencies of any employee of the Institute shall be objective and unbiased as well as founded on previously defined and transparent criteria. All employees of the Institute shall base their judgements on career progression conditions of other members only on the criteria that are directly relevant to the activity performed or professional obligations or on presented expertise, talent, professional merit and results achieved in performing professional tasks pertinent to the job position.
- (2) All forms of direct or indirect discrimination in the procedure of evaluation of the conditions for career progression and in the very procedure of career progression are inadmissible.
- (3) The Institute shall ensure equal career progression conditions to all employees based on the fulfilment of professional obligations. It shall strive to create conditions for rejuvenation of the structure of the staff employed and shall foster advancement and independence among younger employees of the Institute.

Public appearance

Article 29

- (1) The Institute supports the employees' right to public appearance and freedom of expression which involves public, radio and television appearances, responsible and diligent expression of personal stances in newspapers, books and magazines and other forms of activity for the benefit of the institution and society in general.
- (2) The Institute's employees holding higher ranked scientific titles or professional status must not prohibit or restrict personal public appearances to the employees of the Institute holding lower ranked scientific titles or professional status, nor can they condition such appearance in any manner whatsoever.
- (3) The Institute's employees who are authorised to publicly appear and perform public appearances on behalf of the Institute shall clearly underscore that they present the views of the Institute. In all forms of public appearances and activities in which the employees of the Institute participate on behalf of the institution or represent the institution, they are expected to act in line with the highest ethical principles and professional standards.

Professional duties in teaching activities

Article 30

The Institute's employees who participate in undergraduate, graduate and postgraduate/doctoral teaching activities as external associates at the universities in Croatia and abroad have the following duties and obligations:

- a. To strive to achieve and transfer a high level of scientific findings from the domain of the subject they teach;
- b. To ensure accuracy, precision, representativeness of the content of the subject and an appropriate position of the subject within the programme of studies;
- c. To seek that students achieve the objectives of the subject in the most effective manner;
- d. To offer identical possibilities of knowledge improvement which will guarantee identical progress to all students;
- e. To elaborate all topics in an open, fair and positive manner, especially topics which can be perceived by students as particularly sensitive for any reason,
- f. To contribute to the intellectual development of students within the teaching area and avoid all activities that may interfere with such development;
- g. To ensure the work of all students is evaluated in a valid, open, fair, objective and timely manner;
- h. To ensure transparency and public aspect of examination and the objectivity of marks awarded;
- i. To respect dignity of colleagues and to collaborate with them in the interest of students' progress;
- j. To respect educational objectives, strategies and standards of the institution where they teach in the interest of students' progress;
- k. To refrain from each form of conditioning of access to examination by imposing conditions that are not contained in the provisions of the curriculum, and in particular from all forms of imposing conditions which entail personal economic or other type of gain to the teacher;
- l. To consider opinions and evaluations of students on their teaching competencies with the purpose of improving the quality of teaching activities;
- m. To evaluate students' work in a diligent and responsible manner and to discourage, prevent and disallow copying.

IV. Ethics Committee of the Institute

General duty of monitoring and implementing the Institute's Code of Ethics

Article 31

- (1) The Institute's Ethics Committee shall be responsible for the realisation and improvement of ethical standards at the Institute and for the implementation of this Code of Ethics.
- (2) The Institute' Ethics Committee may ask for the opinion of other ethics related bodies outside the Institute in particular cases or in association with general issues of interpretation and application of this Code of Ethics.

Ethics Committee of the Institute

Article 32

- (1) Members of the Ethics Committee of the Institute are appointed by the Scientific Council, upon the agreement by the director of the Institute and for a four-year mandate.
- (2) The Institute's Ethics Committee is composed of five members who are employed by the Institute. Four members are elected among the members of the Institute's Scientific Council, two of which must be medical doctors and one must be doctor of veterinary medicine. The fifth member must hold a bachelor's/master's degree in law.

- (3) The Ethics Committee's president is elected by the members of the Committee among the members of the Scientific Council.
- (4) The Institute's Ethics Committee may enact the Rules of Procedure of the Ethics Committee with an agreement of the Scientific Council and the director of the Institute.

V. Procedure before the Ethics Committee of the Institute

Request for opinion

Article 33

- (1) The procedure before the Ethics Committee is instituted upon a written request to review the ethics and conformity of a specific activity or behaviour with the principles and provisions of the Code of Ethics and such judgement is given in the form of an opinion.
- (2) The request for providing judgement on ethics in the form of an opinion may be submitted to the Ethics Committee by all employees of the Institute. Exceptionally, with an explanation, the request for providing judgement on ethics in the form of an opinion may be submitted to the Institute's Ethics Committee by external subjects.
- (3) The request for providing judgement on ethics must be specific and precise. The request must define and precise the following:
 - the general issue in question,
 - particular circumstances of the case and activity or behaviour for whose conformity with the principles and rules of the Code of Ethics the opinion is sought.
- (4) The opinion provided upon the request for providing judgement on ethics of a research is granted by the Ethics Committee in all situations of national or international scientific research project proposals, scientific research project modification or extension for the parts which have previously not been granted agreement by the competent ethics committees and in all cases of master's or doctoral thesis applications.
- (5) The request for providing judgement on ethics of a research referred to in Article 4 shall contain the title of project or qualifying paper, the name of project manager or associate, research abstract or hypothesis, research methods, written opinions by the competent Ethics Committees of other institutions if the Ethics Committee did not provide opinion on the part of the research to be conducted in the home institution.
- (6) The request for providing judgement on ethics of a research shall clearly denote the type of research (A, B, C or a combination) and describe conditions as follows:
 - A. RESEARCH INVOLVING HUMANS AND COLLECTION OF BIOLOGICAL SAMPLES
 1. Explanation on the need to conduct research involving humans and potential alternative methods;
 2. How the subjects will be acquainted with the aim of the study and how they will obtain agreement for consent for participation in the research;
 3. How privacy and anonymity and their data will be protected;
 4. How biological samples will be collected and clinical-diagnostic interventions carried out with identification of medical staff who will be performing these;
 5. How biological waste will be handled.
 - B. RESEARCH INVOLVING HUMANS WITHOUT COLLECTION OF BIOLOGICAL SAMPLES
 1. Explanation on the need to collect data on subjects (questionnaires, psychological testing and other);
 2. How the subjects will be acquainted with the aim of the study and how they will obtain agreement for consent for participation in the research;
 3. How privacy and anonymity and their data will be protected.
 - C. RESEARCH INVOLVING LABORATORY ANIMALS

1. Explanation on the need to conduct research involving laboratory animals and potential alternative methods;
2. A detailed protocol of animal experiment, involving keeping, foreseen interventions and location, procedures and staff who will perform euthanasia;
3. How biological waste will be handled.

Procedure undertaken by the Committee

Article 34

- (1) Upon request referred to in Article 33 of this Code of Ethics, the president of the Institute's Ethics Committee shall convene the Committee within 30 days from the receipt of the request.
- (2) The Committee may ask the person who submitted the request to produce additional explanations, notifications and relevant documentation, especially for the projects involving under age subjects, pregnant and breastfeeding women and other projects where appropriate. If the request asks for the opinion in a specific case, the Committee may ask for an opinion and explanations by persons interested in the matter.
- (3) Should the person who submitted the request ask for the examination of ethics of a form of behaviour relative to the scientific and professional work of a certain employee or a group of employees at the Institute, these persons shall be granted the possibility to provide their opinion on relevant statements and express their argumentation.
- (4) Having examined all relevant documentation, the members of the Ethics Committee shall discuss the request in question at the meeting of the Ethics Committee; they shall take a stand on the content of the opinion, draw up a draft opinion and render the opinion in writing.
- (5) The Institute's Ethics Committee shall render its opinion solely based on statements and data referred to in the request, attachments contained therein and additional explanations and opinions by the person who submitted the request and other persons. The Committee shall not verify the statements contained in the request and opinions nor is it vested with investigation authorities to establish facts upon own initiative. Should the statements on the facts referred to in the request and the statements on the facts referred to in the opinions differ, and should it result impossible to conclude on the accuracy of these conflicting statements based on the materials submitted in the procedure, the Committee shall name this circumstance in its opinion and restrict its viewpoint on the issue in question.
- (6) If the request asks for the opinion on the conformity of a specific form of behaviour with explicitly defined provisions of the Code of Ethics, the Ethics Committee shall render its opinion on the conformity with these provisions but is shall also be entitled to expand its opinion to encompass the conformity of behaviour with other principles and rules of the Code of Ethics.

Opinion

Article 35

- (1) Pursuant to the request referred to in Article 33 of this Code of Ethics, the Ethics Committee of the Institute shall render its opinion in writing and shall deliver it to the person who submitted the request. One copy of the opinion shall be archived in the Institute's archives together with the request and the complete documentation submitted.
- (2) When rendering opinion, the intention is to reach consensus of all members of the Committee. Should this result unfeasible, the opinion shall be rendered based on the stance assumed by the majority of the Committee members.

- (3) The opinion shall be rendered no later than 60 days following the receipt of the request referred to in Article 33 of this Code of Ethics. If the Ethics Committee asks for additional explanations and notifications, this deadline begins from the day of receipt of the requested additional documentation and then the opinion shall be rendered no later than within 90 days from the receipt of the request.
- (4) The opinion of the Committee shall contain the following:
 - a. The description of the request and issues discussed by the Committee;
 - b. The statements on the principles and rules of the Code of Ethics considered by the Committee in respect of the request submitted;
 - c. The Committee's stance on whether the behaviour described in the request is in line with the Code of Ethics or not;
 - d. Reasons for rendering the opinion of the Committee;
 - e. The information on whether this opinion was rendered unanimously or not;
 - f. The date of rendering of the opinion.
- (5) Should the opinion establish that a specific form of behaviour is not in line with the principles and rules of the Code of Ethics, it may further contain:
 - a. The Committee's assessment on non-conformity and the severity of the violation of ethical principles caused by such behaviour;
 - b. The stance of the Committee on the manners in which non-conformity of behaviour with the Code of Ethics could have been avoided and/or on the measures which could contribute to future prevention of such violations of the Code.
- (6) If the opinion has not been rendered unanimously, the members of the Committee whose stances differed from the majority are entitled to attach their opinions to the opinion of the Committee.
- (7) Exceptionally, if the Committee concludes that based on the request and other received data it is unable to render opinion, that it holds no authority to provide opinions or if for any other reason is unable or unwilling to provide opinion, the President of the Committee shall inform thereof the person who submitted the request within the deadline referred to in the paragraph 3 of this Article and shall explain in detail the reasons for not rendering the opinion.

VI. Transitional and final provisions

Article 36

- (1) The Institute's Scientific Council shall appoint the Ethics Committee referred to in Article 32 of this Code of Ethics no later than within 3 months from the day of coming into force of this Code of Ethics.
- (2) Until appointment of the Ethics Committee referred to in paragraph 1 of this Article, the duties of the Ethics Committee shall be carried out by the previously appointed Ethics Committee which is obliged to complete all initiated procedures of opinion rendering which it received until the day of entering into force of this Code of Ethics.

Article 37

This Code of Ethics of the Institute for Medical Research and Occupational Health shall enter into force on the eighth day from the publication on the notice board of the Institute.

Article 38

This Code of Ethics may be amended in a manner and following a procedure prescribed for the purpose of its enactment.

Chair of the Scientific Council of the Institute
Biserka Radošević Vidaček, PhD

It is established that the Code of Ethics of the Institute for Medical Research and Occupational Health was published on the Institute's notice board on 18 November 2011 and it entered into force on 26 November 2011.

Director of the Institute
Ana Lucić Vrdoljak, PhD