Action No	Area	Planned action	Body responsible	Verification of implementation	Short-term deadline	Long-term monitoring plan
1	General	Information on the HR Logo on the IFJ PAN website.	HR-logo Working Group and Computer and Network Support unit	Access from the website www.ifj.edu.pl	III Q 2016	Continuously update the information
2	2.2.Ethical principles	Place "Code of Ethics of Scientific Employee" and "The European Code of Conduct for Research" on the IFJ PAN website.	Scientific Director and Computer and Network Support unit	Access from the website www.ifj.edu.pl	III/ IV Q 2016	
3		Organize a seminar for IFJ PAN employees in order to present Polish and European documents concerning the ethic work of a researcher.	Director General and Organization and Legal Offices	Information on the seminar page of IFJ PAN: www.ifj.edu.pl/sem/	II Q 2017	Once a year over the next 5 years
4	2.5.Contractual and legal obligations	Introduce the rule that the researchers should be informed about the principles governing the protection of intellectual properties before signing a job contract at IFJ PAN.	Director General and Human Resources Section	Access to the relevant document posted together with the contract offers	II Q 2017	Update the document when required
5	2.7.Good practice in research	Organize a training workshop on good data protection practices: backup procedures and tools, safe work practices, data protection/encryption tools etc.	Computer and Network Support unit	Information on the seminar page of IFJ PAN: www.ifj.edu.pl/sem/	II Q 2017	At least once a year and when new important issues show up
6		Issue the document on the policy of information security	Administrative and Economic Director		IV Q 2016	
7	3.2.Non-discrimination 3.4.Working conditions	Organize an internal audit at IFJ PAN on architectural barriers for people with disabilities.	Scientific and Technical Director and Safety Department	Check the IFJ PAN premises	III Q 2017	Implement necessary facilities to make easier access for people with disabilities
8	3.5. Stability and performance of employment	Information about permanent opportunities and positions communicated in a more accessible way using the IFJ PAN web.	Scientific Director and Computer and Network Support unit	Access from the web site: http://www.ifj.edu.pl/person/praca/?lang=pl	Implementation – IV Q 2017	Continuously update the information

9	3.16. Evaluation/ appraisal systems	The appropriate information campaign on the rules governing performance evaluation of scientists should be targeted to the young researchers group.	Head of the Scientific Council Committee for the evaluation of scientists	Appropriate regulations published on the site of the Scientific Council	II Q 2017	Update the rules when necessary
10	3.17.Complaints/ appeals	Create easily accessible (for IFJ PAN employees) webpage information about the Anti-mobbing Commission, Disciplinary Commissioner, and Employee Council.	Members of mentioned bodies and Computer and Network Support unit	Access from the website www.ifj.edu.pl	III Q 2017	Continuously update the information provided by relevant bodies
11 12	4.1.Recruitement	Publish the information about the recruitment also in English on the Institute's web page. Provide the English translation of the document "Rules for the Recruitment on the Assistant and Adjunct Positions".	Head of the Selection Committee	Disseminate the information on the web page and publish it together with the call for recruitment	III Q 2017 III Q 2017	Continuously monitor the recruitment procedures, update and improve the regulations