

**Guidelines on
affiliation with Fondazione Bruno Kessler
for those who contribute to the development and affirmation of
ideas and projects relevant to it**

Adopted with Resolution no. 09/2017 of November 3, 2017
by the Head of the Human Resources

Art. 1 - Introduction and scope of application

In order to strengthen its mission of orientation, higher education, research and innovation and to broaden its scientific network, the Foundation may grant forms of affiliation to those whose work contributes to the development and the affirmation of ideas and projects carried out within the Foundation or illustrate in a distinctive way its scientific and cultural profile.

While affiliation procedures for those who illustrate in a distinctive way the Foundation's scientific and cultural reputation ("high profiles") are set forth in the Regulations on affiliations approved by the Board of Directors on November 25, 2016, the affiliation of those who, with their work, contribute to the development and affirmation of ideas and projects carried out in the Foundation is governed as follows.

Art. 2 - Nature and types of Affiliation

With the affiliation, the relationship between the Foundation and those who - on the basis of a clear and mutual benefit or interest - contribute with their work to the development and the affirmation of common ideas and projects, is acknowledged.

Due to this reciprocity, the Foundation and the Affiliate agree that the affiliation shall be free of charge, since they acknowledge that it can never be considered as work activity.

Affiliation with the Foundation may fall into one of the following categories:

FBK Affiliated Fellow: holder of an employment relationship with other research, study and innovation organizations that have an agreement and/or partnership with the Foundation.

FBK Visiting Fellow: holder of an employment relationship with other research, study and innovation organizations that do not have an agreement and/or partnership with the Foundation. This category also includes recipients of grants or scholarships funded by third parties.

FBK PhD Student: PhD student involved in the Foundation's PhD program.

FBK Scholar: a student holding a curricular or extra-curricular project at the Foundation, or a project designed to work on a university degree thesis or an internship project at the Foundation. This affiliation category also includes participants of the Foundation's Summer or Winter School programs or undergraduates who are recipients of "150-hour" cooperation scholarships in connection to specific agreements signed between their universities and the Foundation.

FBK High School Fellow: High School student involved in training-orientation programs and "alternating school with work" training projects such as, for example, individual internships and WebValley.

Art. 3 - Affiliation Procedure

1. In relation to the different types of affiliation, the affiliation decision falls under the prerogatives and responsibilities of, respectively: Center Director, Head of Unit, Head of Research and Innovation for Schools Unit, Head of the Human Resources Department.

2. Center Director, Head of Unit, Head of Human Resources, shall make their own decision in compliance with the provisions of these guidelines.

3. The affiliation decision is made through a formal process supported by a specific management system and must be justified. It is finalized following an eligibility check by the Human Resources Department.
4. The affiliation of retirees is only allowed exceptionally and prior authorization by the Secretary General is required.

Art. 4 - Access to premises, laboratories, equipment and services

1. The affiliate may have access to the premises, laboratories and facilities of the Foundation in accordance with the procedures laid down in the relevant policies.
2. For the activities involved in the affiliation, the affiliate may also have access to the Foundation's services, such as: Internet service and e-mail address; cafeteria service; mobility services.
3. The Foundation is responsible for compliance with applicable laws for machines, tools, prototypes or other equipment developed and used in research and/or technology activities of which it is the owner. The affiliate who is uses them is required to comply with safety provisions and regulations.

Art. 5 - Constraints, Safety and Insurance Coverage

1. The affiliate is required to comply with the Code of Conduct adopted by the Foundation.
2. The affiliate must comply with all the rules on prevention and protection in force at the Foundation, including provisions on fire prevention, emergency and first aid.
3. The affiliate's employer, where applicable, submits to the Foundation a formal certificate stating the following aspects of its employee's activities:
 - authorized activities and specific risks (chemical, biological, etc.);
 - adequate accident insurance coverage, or need for the Foundation to provide it;
 - basic and specific risks training attended or need for the Foundation should provide it;
 - medical fitness, specifying if present or if the Foundation should provide it;
 - contact information for the Head of the Prevention and Protection Department and/or other officers to be contacted at his/her company in case of accidents or safety issues.
4. The affiliate is required to use personal protective equipment where necessary in relation to the risks arising from the activities carried out.
5. The Foundation shall provide each affiliate with health surveillance, if not present, required for specific risks that the affiliate may be exposed to at the facility where he/she might work.
6. The Foundation's Head of the Prevention and Protection Office will contact the Head of the Prevention and Protection Office of the affiliate's organization of origin, informing them about the specific risks associated with carrying out the activity at the premises and laboratories of the Foundation, communicating safety and prevention measures in place and the means of accessing it and, where necessary, transmitting to the offices concerned at the organization of origin a copy of the fitness tests prepared by the occupational health physician, in compliance with personal information processing regulations.

7. The Foundation is responsible for complying with the current regulations on machinery, equipment and tools owned by or present at the Foundation, which are used by the affiliate in carrying out his/her activities.
8. The Foundation provides insurance coverage for affiliates, if not present, for accidents and third-party civil liability in connection with the affiliation activities.

Article 6 - Property Results, Confidentiality and Public Relations of Affiliated Staff

1. The ownership of the results of the activities connected with the affiliation and of the industrial property rights lies with the Foundation, except as otherwise agreed by specific provisions or by a specific inter-institutional agreement between the Foundation and the organization of origin of the affiliate, or between the Foundation and the affiliate.
2. Affiliated staff must mention the Foundation and indicate their affiliation with it on all occasions where the expression of affiliation is relevant to the recognition of scientific merit (e.g. publications and presentations of results) arising from the activities involved in the affiliation.
3. Dissemination activities must be agreed upon with the Foundation and are subjected to the relevant authorization procedures in force and without compromising the protection of intellectual and industrial property rights, confidentiality obligations and legitimate interests of the Foundation.
4. Affiliates will undertake in writing to maintain confidentiality on officially secret information that they may become aware of in connection with their activities as affiliates.

Art. 7 - Duration, Revocation and Termination of Affiliation

1. The duration of the affiliation must be in keeping with the type of affiliation and can be, upon justification, renewed.
2. Affiliation may be, upon justification, revoked by the Foundation's Secretary General.
3. The affiliate may terminate his/her affiliation status.