

OUTSIDE EMPLOYMENT

Policy Number: 131GS

Effective Date: 6/1/16

Revised Dates: 6/21/17, 08/05/2020; 11/09/2020

Scope

This Policy on Outside Employment applies to faculty, staff, predoctoral researchers, summer scholars and applicants ("Covered Individuals") of The Graduate School of the Stowers Institute for Medical Research ("The School").

Purpose

The purpose of this policy is to help ensure commitment to GSSIMR and to avoid conflicts of interest and disclosure of intellectual property.

The School is included in the Stowers Group of Companies ("SGC") Organizations and has adopted the following policy as its own.

Policy

The term outside employment is inclusive of all types of outside employment, whether with governmental agencies, nonprofit associations and societies, private industry, or other educational institutions, including consulting, serving as an expert witness in litigation, or self-employment, whether for remuneration or not. Participation in Outside Professional Activities (as defined by Policy 601GS, Policy on Honoraria) is not considered outside employment.

Any Covered Individual contemplating outside employment must complete Policy Form F131GS. If there is a potential conflict of interest issue, the SIMR President and CEO may refer the matter to the SGC's Conflict of Interest Advisory Committee for review and recommendation. Form F131GS should be submitted thirty days prior to initiation of the outside employment and before any binding commitment has been made to engage in the employment. It should include all requested information and other pertinent information, such as whether the outside employment has any relationship to the Covered Individual's scope of work at the SGC. A copy of any agreement that the Covered Individual wishes to sign must be attached to Form F131GS.

Covered Individuals must not sign consulting agreements (or agreements of any type for outside employment) without prior approval evidenced by the signed Form F131GS. Many such agreements provide that new inventions and ideas will be assigned to the company retaining the Covered Individual as a consultant. Care must be exercised to ensure that no SGC facilities or resources are used in the performance of the outside employment and that the subject matter of any inventions to be assigned to the company under the agreement is not within the scope of the Covered Individual's responsibilities to the SGC. Please see Policy 129GS, Policy on Use of Computers and Phones, for additional information.

Under the policy of the SGC, rights to inventions or ideas within the scope of the Covered Individual's responsibilities to the SGC, or those developed using the SGC's facilities or funding, will be owned by the SGC irrespective of the terms of any agreement between the Covered Individual and a third party.

To safeguard these and other rights, each agreement for outside employment entered into by a full-time Covered Individual must contain the following paragraph (either in the body of the agreement or as an attachment):

- The Company [insert the name of entity] recognizes that the consultant works full-time for a Stowers Group of Companies ("SGC") Organization and has existing and overriding contractual obligations to the SGC. Nothing in this agreement shall be construed as requiring the consultant to violate these obligations. The Company specifically recognizes that the consultant assigned to the SGC all intellectual property that is related to the consultant's responsibilities to the SGC.

Part-time individuals are not permitted to consult during the period of time in which they are working for the SGC and may not use the facilities or resources of the SGC in any consulting or other employment undertaken in the time they are not working for the SGC. For instance, an individual working twenty hours per week for the SGC may not use any of that twenty hours to consult. Since it is still possible for a conflict of interest to arise between a Covered Individual's SGC relationship and outside employment, such arrangements must be reported by part-time Covered Individuals in accordance with the procedures outlined above for full-time Covered Individuals.

Outside employment can be approved if it serves the interest of the SGC. It cannot be approved if it intrudes upon the Covered Individual's duties to the SGC, interferes with the Covered Individual's focus on research conducted at the SGC, or creates in any way a conflict of interest.

This policy was approved by the GSSIMR Board of Directors on September 5, 2018.

This policy was last updated by the GSSIMR Board of Directors on November 09, 2020.

This policy will be reviewed by the GSSIMR Board of Directors in 2022.