



# Guidelines on external work at NHH

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## 1. INTRODUCTION

The Norwegian School of Economics (NHH) is positive towards employees being active and sharing their knowledge and skills for the benefit of society, also outside of their main position at NHH. However, it is a condition that any external work does not have a negative impact on the employee's work at NHH.

The purpose of these guidelines is to protect NHH's reputation and the employees' confidence and integrity, by ensuring transparency about any potential conflicts of interest and how they are managed.

The guidelines<sup>1</sup> on external work apply to all employees who have NHH as their main employer, regardless of their job category and percentage of employment.

## 2. DEFINITION

"External work" means any paid and unpaid work that employees perform and any offices they hold or duties they take on, in addition to their ordinary position at NHH. Work that is performed through an enterprise or company that is wholly or partly owned by the employee is also regarded as external work. The same applies to ownership interests in sole proprietorships and participating interests (e.g. shareholdings) in companies.

## 3. THE SCOPE OF THE NOTIFICATION DUTY

### 3.1. Main rule

As a main rule, employees must notify NHH about any external work they do. The notification duty also applies to ownership interests in sole proprietorships and participating interests (e.g. shareholdings) in companies.

### 3.2. Exceptions to the notification duty

- A. Participation in external expert committees or assessment committees
- B. External examiner at other institutions
- C. Peer reviewer for academic journals
- D. One-off minor teaching assignments, academic lectures, presentations and assignments as an expert
- E. Activities of a limited scope that are considered part of NHH's social responsibility
- F. Professional offices or duties that follow from the employee's main position

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<sup>1</sup> The legal basis for the guidelines is section 1-5 of the Norwegian Universities and Colleges Act "Academic freedom and responsibilities", the provisions of the Civil Service Act, section 1.1.4 of the key provisions of the Basic Collective Agreement "Extra work", and section 10.13 of the Personnel Handbook for State Employees "Extra and additional work etc. and ethical guidelines for the public service".

G. Unpaid offices or duties and work of limited scope for voluntary organisations

H. Offices or duties in trade unions and membership of political parties

Exemption from the notification duty for individual assignments does not apply to repeated assignments for the same employer or contractor.

### **3.3 External work that requires a written agreement**

External work as listed below is permitted if the employee has entered into a written agreement with NHH:

A. External work involving the use of NHH's resources

B. External work that needs to be performed wholly or partly during normal working hours

C. External work that might come into competition with NHH's own business

D. External work of a prolonged or extensive nature

E. External work that may raise doubts as to whether the employee can perform his/her work at NHH

F. External work that might lead to disqualification in matters for which the employee is responsible at NHH

Exemption from the notification duty for individual assignments does not apply to repeated assignments for the same employer or contractor.

## **4. WHEN AND HOW TO REPORT EXTERNAL WORK**

On appointment, employees shall notify their immediate superior (i.e. head of academic department or director of administrative office) about any external work they do.

Employees must report any new external work as soon as possible and generally not start the new external work until it has been approved by their immediate superior.

The external work must be reported using the current system for registration of external work at NHH.

## **5. PROCESSING**

Heads of academic departments and directors of administrative offices have been delegated responsibility to enter into a written agreement for external work, as necessary (see section 3.3).

Applications for permission to perform external work shall be responded to without undue delay. External work in the grey area in relation to the guidelines will require more time to be processed.

In cases where there is doubt, rejected applications shall be presented to the rectors / administrative leadership group for a decision. Rejected applications shall be accompanied by a written explanation of the reasons for the decision.

## **6. UPDATING AND PROCESSING INFORMATION**

Employees have a duty to promptly report any relevant changes related to external work that must be reported.

In the event of changes in an employee's employment relationship at NHH that will have consequences for a previous assessment of external work that must be reported, the employee must consider whether this work must be reported again.

All reported external work will be recorded in NHH's external work database. Employees can demand access to the register and correction of any erroneous information.

Employees may be asked to review and, as necessary, update the information registered about external work and ownership interests, when NHH so requires.

When an employee reports that external work has ceased or when an employee leaves NHH, the information about this person will no longer be available for publication.

## **7. PUBLICATION AND APPLYING FOR EXEMPTION FROM PUBLIC DISCLOSURE**

Information about registered external work and ownership interests will be made public<sup>2</sup>. An employee who wants this information to be exempt from public disclosure must submit an application to his/her immediate superior (i.e. head of academic department or director of administrative office).

NHH shall promptly process applications for exemption from publication/public disclosure of information about external work or individual personal data relating to the external work. NHH shall not publish the information before the application has been processed and the employee has been informed of the outcome.

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<sup>2</sup> The statutory basis for the registration and publication of this information is section 11 of the Norwegian Personal Data Act, cf. section 8, first paragraph, item f).

## **8. VIOLATION OF THE GUIDELINES**

If an employee has not registered, obtained approval for or entered into an agreement on external work, NHH assumes that the employee does not have any external work that must be registered or approved pursuant to NHH's guidelines on external work.

Violations of the guidelines on external work may have consequences for the employee's employment relationship.

**For more detailed information and guidance, see "Guide on approval of external work at NHH".**