

# **INTERNAL REGULATION**

## **Communication of Employees of the Institute of Biophysics of the CAS with Media**

### **Article I      Introductory Provisions**

1. This internal regulation is issued for the purpose of specification of rights, obligations, and procedures of employees of the Institute of Biophysics of the CAS relating to the communication of these employees with media.
2. The Institute of Biophysics of the CAS is hereinafter referred to as “IBP”.

### **Article II      Communication with Media**

1. Media, for the purpose of this internal regulation, shall mean all means by which information can be communicated to the professional and general public, the extent of which cannot be determined in advance. The media means in particular television, radio, internet and print transmission of information. Internet transmission includes also internet television, radio, written text, and social and communication networks (Facebook, Twitter, Tiktok, Google+, Tumblr, Instagram, LinkedIn, etc.)
2. Communication with the media on behalf of the IBP is managed by the director of the IBP, or by a person authorized by them to do so. In such case, the content, choice of media and way of communication with the media is approved by the director of the IBP in advance.

### **Article III      Crisis Communication with Media (not requested in advance)**

1. If an employee of the IBP is approached by a media representative with a request for interview or statement, the employee of the IBP is obliged to request information from the media representative about type of media, specific programme, how the programme will be presented to public and whether the employee of the IBP has the right to authorize the information being published before publishing the information. The employee of the IBP is further obliged to ask whether the communication with media representative is recorded in form of video or sound recording.
2. If the communication with the media representative is not arranged in advance, the employees of the IBP are not authorized to communicate with the media representative on the spot. The employees of the IBP shall arrange a date of the interview or statement with the media representative. Before the date of the interview or statement, the employees of the IBP are obliged to contact the director of the IBP or a person assigned by them and consult the interview or statement for the media. The director of the IBP has the right to prohibit the employee from talking to the media representative. If the interview or statement for the media is not consulted before the date of the interview, the employees of the IBP are not allowed to provide the interview or statement to the media representative.

### **Article III      Closing Provisions**

1. This internal regulation shall become effective on \_\_\_\_\_.\_\_\_\_\_.2021

Brno, on \_\_\_\_\_.\_\_\_\_\_.2021

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Director of the Institute of Biophysics of the CAS