

THE GUIDE for NEW EMPLOYEES



Veterinary Research Institute

FOR EASY ORIENTATION IN THE DOCUMENT YOU WILL FIND...

- information that can be part of your daily work,
- some policies and procedures you need to know as soon as possible,
- important phone numbers, contacts and tips to help you find your way around.



HR EXCELLENCE IN RESEARCH



ORGANISATION
INSTITUTE
COMMUNICATION
SCIENCE AND RESEARCH
HEALTH AND SAFETY
LIBRARY

COMMITMENT
TEAM
COOPERATION
SUPPORT AND BACKGROUND
INTERNAL RULES
AREA NAVIGATION

**ONLINE
DOCUMENT
HERE**

<https://www.vri.cz/en/about-us/hr-award/documents/>

VU VeL  **VÝZKUMNÝ ÚSTAV
VETERINÁRNÍHO
LÉKAŘSTVÍ, v. v. i.**

VRI  **VETERINARY
RESEARCH
INSTITUTE**

INTRODUCTORY WORD AND WELCOME

Welcome to the team of the Veterinary Research Institute (our acronym VRI or VÚVeL). We are glad that you are joining our team and congratulate you on your new position. As you will soon see, our Institute is full of talented, dedicated, and creative people - people like you. VRI is an organization that promotes diversity, and supports the learning, personal growth, and the initiative of every one of its employees. Diversity of opinion, mutual communication, and respect are key values of the institute. We strive to create an environment where every individual feels respected and motivated, and we want to provide you with all the tools you need to quickly integrate into our workforce.

In the following pages, we detail the many benefits that VRI offers its employees, giving you an insight into the environment and the team you are about to be part of.

Please feel free to contact us at any time if you need anything.

Good luck and once again, welcome aboard!

Jana Křížová a Jiří Kolísek
HR Department

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Is there anything you miss, can't find or recommend adding to the guide?

Let us know, we will be happy to complete the document to make the information as useful as possible.

Send suggestions or stop by and see us, we'd love to welcome you on staff!

This Guidance has been created in relation to the implementation of Activity 6 (I.6.3.) of the VRI Action Plan in the context of the implementation of the HRS4R strategy (HR Award).

Current version: 23 November 2023

FIRST DAYS

Once you have completed all the employment-related documents, signed the employment contract and other related documents at the HR department, you are one of us.

The most important first step and successful integration into the new workplace...

The direct supervisor introduces new employees to the workplace and its facilities, as well as the internal rules and procedures. You will interact with a variety of employees in your job. Your supervisor or a delegated colleague will introduce you to everyone with whom you will work directly. This will help you in getting started and in communication with new colleagues. You will also be informed of your duties and introduced to your first job tasks. You will learn important background information and receive the necessary instructions for the work you will be doing.

Don't be afraid to ask! Ask for clarification or for directions. Can't find something? ..it's easier to ask than to spend a long time finding it! In the beginning, no question is useless.

...colleagues at the workplace or in the HR department are at your service.

On the first day, you will receive the necessary initial training, such as safety at work, fire protection rules, and for some, the regulations for using IT devices. In the following days and weeks, you will then receive further required and operational or specific trainings. You will make arrangements with specific instructors as time permits and other tasks are allocated. Depending on their job position, employees will pick up the necessary personal protective equipment (PPE) from the warehouse in consultation with their supervisor. For the office work, you will be sure to pick up the necessary office equipment and arrange for the dispensing of office supplies (office equipment, folders, wrappers, papers, etc.).

Working hours, salary, holidays and bonuses... During the following adaptation period, you will gradually become familiar with the important internal regulations of the company:

- **Internal Regulation No. 03 - VRI Organisational Regulations**
- **Internal Regulation No. 04 - VRI Code of Ethics**
- **Internal Regulation No 05 - VRI Working Rules**
- **Directive No 06 Internal VRI Pay Regulations**
- **Directive No 07 Public Procurement Rules**
- **Directive No 10 and No 24 - Protection of personal data and ICT security**
- **Directive No. 15 Management of the VRI Social Fund**
- **Directive on Occupational Health and Safety and the Provision of PPE**
- **Directive on the movement of persons and traffic on the premises of VRI**
- **VRI Collective Agreement**

Evidence of working time

Employees are also required to keep records of their working time as allocated by their employer. In the event of illness, medical appointments, business trips, requests for holidays or unpaid leave, the Head of Department must be contacted via the departmental secretariats (by e-mail or telephone).

Payroll

The salaries of VRI employees are determined on the basis of our **Internal Wage Regulations**. Employees are classified according to their job description into salary grades. Only in exceptional cases and where the situation warrants it, a contractual salary may be agreed.

Dining, meal contribution and canteen

Employees may use the staff canteen and canteen. The canteen is located on the ground floor of Pavilion I (next to the main entrance). Our employees are entitled to a meal contribution, which consists of part of the employer's benefit, part of the social fund and the employee's supplementary payment. The employee is entitled to the subsidy lunch and allowance if his/her presence at work lasts for at least 3 hours during the shift. Thus, if an employee works part-time for 3 hours a day, he must work a full shift each day in order to qualify for the meal contribution.

Mandatory trainings

Employees are obliged to undergo occupational health and safety and fire protection training, instruction on data protection rules and the necessary occupational medical examination before employment. In addition, selected employees will undergo further follow-up training as required by their work activities. Certain qualifications and competences for work must then be renewed periodically in accordance with legal requirements or internal regulations.

Organisational processes and job responsibilities

The structure, including organisational processes, is set out in the **Organisational Regulations**. Employee responsibilities are further detailed in particular in the **Work Rules**, which, among other things, **require each employee to report to the HR department any changes in personal data, changes related to health with regard to the ability to perform work, changes in circumstances related to legal requirements towards the employer.**

Employee benefits may vary in terms of eligibility and extent of use, so it is advisable to check with the Human Resources Department for details of how they can be provided.

You will gain an overview of the specific rules and options for entitlement:

- six weeks of vacation, skills development and training support to do the job,
- possible participation in language and training courses,
- home office (by agreement, on a case-by-case basis), flexible working hours
- employee discounts (advantageous calls - mobile tariff),
- employee promotions, discounted purchases
- contribution to recreational activities in the form of Edenred Ticket Card,
- child contribution from the social fund, work or life anniversary gift,
- possible assistance for employees in difficult times.

Benefit Ticket Card contributions

Benefits are provided to employees in the form of a timely reload of a "Ticket Benefit Card" that will be sent to the employee's card. The general rules for the use of the cards are detailed on the website www.ticketbenefitcard.cz. Information on the terms and conditions of use can be also obtained from the Human Resources Department.

Allowance for the children of employees for holidays and outdoor schools

This form of allowance is regulated in more detail in **Directive No 15 on the administration of the Social Fund of the VRI**; for specific questions on the conditions of use and more detailed information, please contact the Personnel Department.

Social assistance and loan

The form of the allowance is regulated in more detail in the **Management of the Social Fund of the VRI**, please contact the Personnel Department for specific questions on the conditions of use and more detailed information.

ADDITIONAL PRACTICAL INFORMATION

Purchasing supplies and services

If staff members need to purchase any goods or services (e.g. for the purpose of carrying out their work or for the provision of the activities entrusted to them) from VRI funds or from funds entrusted to the Institute (grant funds, etc.), they are obliged to follow the **Public Procurement Rules (Directive No. 7)** and in accordance with our internal rules. Information on procurement can be found on the shared repository **drive "K" Internal Rules and Guidelines of the Institute**. All purchases and orders including procurement of goods and subsequent payments are made only through the VRI Economic Department always with the approval of the manager and the principal of the required transaction.

Media and social networks

VRI informs about important activities and events through the **NEWS** section of the website www.vri.cz. Our Institute can be found on **Facebook, Instagram, Twitter and YouTube**. Primary media coverage is provided by the institute's management, PR manager or authorized representatives.

Visual style

The standard for the use of the Institute's symbols and other "**Principles of Visual Communication**" are set out in the Unified Visual Style of the VRI (<https://www.vri.cz/ke-stazeni/> and the **VÚVeL Logo**).



Jana KŘÍŽOVÁ (HR Generalist)

mobile +420 778 413 595
e-mail: jana.krizova@vri.cz
I. Pavilion, 1. floor (A 223)

- communication with employees
- HR agenda (contracts, agreements)
- creation, change and termination of employment
- input and output documents
- employment certificates
- access cards and lunch registration
- health screening
- social fund and benefits
- events for employees

We are awarded HR Excellence in Research

in accordance with the requirements for quality management of human resources in research. We meet the conditions and requirements of the certification and are one of the scientific research institutions entitled to use the certificate as an indication of support HR standards in research.



HR EXCELLENCE IN RESEARCH

Jiří KOLÍSEK (HR Coordinator)

mobil +420 777 459 174
e-mail: jiri.kolisek@vri.cz
I. pavilon, 1. patro (A 223)

- communication with employees
- recruitment and selection
- qualifications (periods and validity)
- training and development
- HR processes and procedures
- supporting the HRS4R (HR Award) strategy
- implementation of events for employees

Important contacts



Post office

+420 533 332 033
e-mail: podatelna@vri.cz;
vri@vri.cz



Reception / Visits

+420 533 331 111



IT Support:

+420 602 412 315
e-mail: informatik@vri.cz



Facility Support:

+420 533 332 302
+420 777 787 275
e-mail: jiri.svoboda@vri.cz



HR Department:

+420 778 413 595
e-mail: jana.krizova@vri.cz



Library:

+420 533 332 032
+420 777 786 739
e-mail: knihovna@vri.cz

Důležité kontakty



Director's office:
+420 778 441 837
e-mail: lenka.janeckova@vri.cz



Health & Safety
+420 777 791 649
e-mail: iva.stranska@vri.cz



Warehouse:
+420 533 332 219
+420 778 974 406
e-mail: alena.hadrabova@vri.cz



Payment:
+420 533 332 211
e-mail: katerina.nemcova@vri.cz



Car Fleet/ Parking:
+420 777 787 275
e-mail: jiri.svoboda@vri.cz



Health services:
+420 549 211 886
MUDr. Martin Chochlík
Palackého třída 137, Brno



Code of Ethics:

- all employees are introduced to the **VRI Code of Ethics** upon joining,
- the Code of Ethics can be found on the shared drive repository „K“ **VÚVeL INTERNÍ NORMY A PŘEDPISY ÚSTAVU**,
- every employee must be able to work in a peaceful working environment where no form of harassment or discrimination is tolerated,
- complaints may be directed to the Human Resources Department or direct supervisor,
- email address for reporting ethical incidents: duverne@vri.cz

The main ethical principles of the institution:

- we act in accordance with the legal system of the Czech Republic,
- we support freedom of research as free will and decision-making in research, freedom of scientific research, including the choice of research issues and methodology in accordance with the concept of development,
- we support open communication and cooperation,
- act with loyalty and integrity, behave responsibly and with respect for others,
- we support the prohibition of any discrimination in relation to the principles of equal opportunities,
- only support activities that are ethically acceptable and beneficial.

Our basic rules for communication:

- The Institute's PR manager is responsible for communicating with the media, the public and releasing information. If you are approached by the media, please contact your manager and the PR manager who is responsible person for VRI,
- information on reported controls, audits, inspections, including communications from inspection authorities, should be communicated immediately to your supervisor or head of department/unit,
- please immediately report crisis situations (accidents, incidents, injuries, etc.) to your immediate supervisor or the relevant responsible person, who will proceed according to the crisis communication rules,
- maintenance, problems or incidents with building operations should be reported to the Head of Facilities Management,
- safety incidents or suspected health hazards should be reported immediately to the Health and Safety Office,
- only the assigned employees, responsible according to their job description and with appropriate authority, communicate with government agencies.

How do we communicate with employees?

We use communication tools to reach our employees with important messages, announcements and essential information reach everyone concerned.

- | | |
|---|--|
| <ul style="list-style-type: none">• internal e-mail communication• our official notice board and notice boards• Management meetings (information from the Board of Directors)• internal radio and important announcements• internal rules and directives | <ul style="list-style-type: none">• messages from senior staff• Director's orders• meetings with staff• team and staff events |
|---|--|

HEALTH, SAFETY AND ENVIRONMENT (HSE)

In all our work activities, let us strive together to apply a proactive HEALTH AND SAFETY policy based on the general principle of:

No one shall be exposed to danger or injury as a result of work! Safety in the workplace is a very important aspect, so let's pay constant attention to it!

Workplace health and safety is based on three fundamental pillars:

- 1) A positive approach to HSE**
- 2) Proactive and preventive reporting of dangerous situations by employees**
- 3) Zero tolerance for breaking the rules**

In order to increase the level of safety, all employees must comply 100% with internal HSE rules!

Each employee is subject to the following rules:

- observe the legislative and internal regulations, instructions and orders of the employer, protect his/her own safety and the safety and health of those directly affected by the work activity,
- perform work in the workplaces directly designated for that purpose,
- observe the working and technological procedures and instructions with which everyone has been instructed, and follow the guidelines and manuals for the operation of specific equipment,
- follows the principles of safe behaviour, uses the personal protective equipment (PPE) provided as directed by the supervisor,
- uses the work equipment and related tools provided in a diligent manner,
- operates instruments and equipment as specified by the employer or supervisor in accordance with their operating instructions,
- does not use damaged or malfunctioning equipment or PPE,
- promptly reports potential hazards in the workplace that could be the source of an accident or danger to the health or lives of persons,
- does not use any alcoholic drinks or intoxicants during working hours,
- observes the prohibition of smoking in all workplaces other than those designated for that purpose.

Compliance with the regulations and ensuring health and safety at work are among the basic duties of all employees, students and all other persons who are present at our workplaces.

IT SECURITY & DATA PROTECTION

I am responsible for security and observing IT policies.

I am paying closer attention to possible scam attempts and danger of stealing information.

I will take with me only the sensitive information I need for my work, and I will make sure it is sufficiently secure, for example in an encrypted folder.

I am responsible for the electronic devices entrusted to me.

I separate personal and work time when using the IT equipment entrusted to me.

Data protection and personal data
In accordance with the General Data Protection Regulation (GDPR), the handling of personal data is governed by our internal Directive 24, which sets out the basic principles and responsibilities in the area of electronic data protection and personal data protection for employees.

I use strong, easy-to-remember passwords and keep them secret.

I store my data on internal, secure storage devices designed for this purpose.

I do not use email to send sensitive information, I do not respond to suspicious messages.

I measure the sensitivity of the information and protect the information appropriately.

Ing. Ildikó Csölle Putzová, Ph.D., MBA
GDPR Administrator for VRI

When using the internet and social media, I remain alert.

About any threat or suspicious situation I will immediately report to my supervisor and the IT department.

I am responsible for my visitors at all time when they are on the campus.

Lockscreen

Please remember to lock your screen when you leave the workplace (to use the toilet or have lunch).

Closing your laptop

Please remember that your laptop must be placed in a lockable case when you go home.

Shared printing

Please keep track of what you send to print, especially to a shared printer. Pick up your printed documents promptly.

Workstation and your desk

Please leave your workstation tidy and free of sensitive and protected

VRI ICT SUPPORT

Contact our team!
informatik@vri.cz
WE CALL YOU BACK!

We would like to provide you with the internal rules for the use of information technology at our institute. In the IT Support section you will find solutions to the most common problems, recommended settings and important contacts. We believe that if you pay enough attention to the following, you will avoid many problems!

User account name:

First name "." Last name = user

Josef Novák = user **josef.novak**

The user always logs in to the so-called domain (defining a unique setting) with the name **VRI**

Hardware distribution

The release of HW is always accomplished only by an authorized IT department staff member. After receiving HW, the user is fully responsible!

ATTENTION - it is forbidden to hand over or lend the entrusted HW to other employees without IT approval!

...and when you turn on the computer

If you receive a computer for your work, you need a password and a login to log in to the system. Once you enter the system, you are able to work with applications, etc.

Windows password

The password is chosen by the user after the first login. The password always consists of a set of characters, using:

- the minimum number of characters is 8,
- the password **must not contain** the user's first and last name,
- the password is always written **without diacritics** (without hooks or commas)
- the password must consist of **at least 3 safe categories** out of 4: 1) uppercase letters, 2) lowercase letters, 3) numbers, 4) special characters (*,.,+, etc.).

You can change your password by pressing Ctrl + Alt + Delete (Change a password). If you enter the wrong password 3 times, the user is blocked and you must call our IT.

Roman Dvořáček
Head of IT

mobile +420 602 412 315
e-mail: roman.dvoracek@vri.cz
II. pavilion, 2. floor

VRI Access chip

The access chip is used for the protected movement of authorised persons around the premises according to pre-set rules defined by the managers. The range of permissions assigned depends on the specific job position, job description and location of the assigned workplace. Entry and exit as well as all passageways are monitored and recorded to ensure security. In order to assign access permissions or change the rules, it is always necessary to ask the supervisor to approve the access and to approve the "Request for Access Chip Assignment" form. Access to accredited laboratories also requires the approval of the person responsible for the site. The administration of chips and the allocation of approved authorisations is handled by the Human Resources Department (Your HR).

Do you want to use the access chip for lunch?

- **Call your HR** to activate the lunch chip and create login details.

Can't get with your chip into the experimental stables with?

To enter the experimental stables, please **call the manager of the exp. stables, Mrs. Maria Sobotkova**. Access to the experimental stables is restricted to a small number of designated individuals who enter for research purposes for a pre-planned and approved experiment.

Catering system - <https://obedy.vri.cz>

The catering system uniquely identifies the boarder using a card or chip. The ordering terminal allows for meal type selections and check-out. The dispensing terminal displays the order to the attendant when the meal is taken.

Your name _____ Your password _____

Protection against cyber attacks

Recommendations for users:

- do not enable macros in programs, do not open untrusted attachments and links in emails;
- check email address, contact IT department in case of suspicious message

Microsoft Outlook

Microsoft Outlook is an electronic communication tool used for communication between employees (electronic mail = e-mail), contact management, time management, note tasks, etc.... It is recommended to backup electronic mail to the C:\data drive (create an "Archive" folder on the C:\ drive and save the archived file to it. Each user will receive an email address that consists of: name.surname@vri.cz.

Shared storage

Disk I: Used for reading - contains all internal VRI contracts (may not be accessible for some users)

Disk K: Reading access - contains the Institute's internal standards and documents

Disk L: public - everyone has rights to create and share folders and data. This shared directory is used to store work-in-progress files.

M drive: space for individual departments and divisions. A directory structure with specific access rights is created on the M drive.

Drive R: selective selection - some parts of departments e.g. laboratories have their own data space. A directory structure with specific access rights is created on the R drive.

Disk S: contains photographs of the institution's social events and is mainly used to store

Disk U: personal space of each user.

It is used to store work-in-progress files and data for end-user use.

... if you need to set up access and a drive that you do not have visible/accessible, please contact us! informatik@vri.cz

VRI LIBRARY

Please feel free to contact us or visit us at the library for any information or login difficulties.

We would be happy to see you!

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I. pavilion, 1. floor

Ing. Jarmila Ondráčková
tel. +420 533 332 032
mobile +420 724 239 096
e-mail: knihovna@vri.cz
I. pavilion, 1. floor

The library manages for you

an online catalogue in which you will find:

- an extensive collection of scientific monographs and journals
- selection of fiction and entertainment books, updated with the latest new releases on the market

online access from the Institute's IP address:

- full texts of articles from scientific journals within paid consortia
- Web of Science and Scopus databases

The library also provides:

- orders and purchases of new books for permanent location in your name
- borrowing books from other libraries and from abroad
- immediate delivery of articles that are not freely available from the Institute's address

The library catalogue can be found on the homepage: <https://knihovna.vri.cz>

Detailed instructions on how to use the catalogue and how to log in to the account are sent to each new member of staff by e-mail when they join the Institute.

Library opening hours:

The library is open Monday to Friday during working hours. **Orders through the electronic catalogue are available 24 hours a day. In addition, you can come in person every Monday from 1 to 2 p.m. to check out free books in the Causal Library.**

Other library services:

Cross-library services - if you cannot find the publication you are looking for in the catalogue, the library will be able to borrow it from another library! Contact us!

Ordering and purchasing new books - contact the library by email and we will arrange for you the purchase and delivery of the book you want, which will be permanently deposited in your name.

Delivery of scholarly articles - if you need a journal article that you don't have access to, email the citation to knihovna@vri.cz we will arrange for delivery promptly.



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VRI Copycentrum offers printing services on a large format printer MIMAKI CJV 130 up to a roll width of 1.3 m and a length of 25 m on various types of materials (photo papers, canvas). Printing, scanning and copying are provided on a multifunctional machine XEROX C70, we offer printing on various paper weights from 80 g/m² - 300 g/m² in A4 - SRA3 sizes.

We print business cards, brochures, leaflets, photographs. We can design posters, yearbooks, newsletters and other printed materials, which we can also bind in ring or sewn binding.

The services are intended for both professional research use and commercial private use.

More information including price list:
<https://www.vri.cz/spoluprace-s-praxi/copycentrum/>

Other formats and weights available
II. pavilion 2. floor



The Veterinary Research Institute (abbreviated as **VRI**) as a public research institution performs functions determined by the founder, the Ministry of Agriculture of the Czech Republic. In Czech language publications, the Institute uses the name **VÚVeL**.

The basic mission of the institution

The purpose of the establishment of the VRI is to develop the scientific fields of veterinary medicine, veterinary hygiene and ecology and related biomedical, agricultural and food sciences. In particular, the tasks arising from the needs of agriculture, the environment and countryside development in the protection of animal health.

Basic and applied research

Basic research comprises experimental or theoretical work which is primarily aimed at acquiring new knowledge of the most fundamental causes of phenomena and observable facts, without, however, dealing with questions of the use of this knowledge. In contrast, applied (directed) research refers to experimental and theoretical work to obtain new knowledge, but quite clearly aimed at specific, concrete, predetermined goals of exploitation.

Basic and applied research and development in the fields of veterinary medicine, veterinary hygiene and ecology and related biomedical, agricultural and food sciences related to these fields, including:

- participation in international and national R&D centres,
- reference laboratory activities,
- the running of a collection of zoonotic micro-organisms,
- scientific, professional and pedagogical cooperation,
- the transfer of research and development results, including new technologies, into practice and the validation and dissemination of research results in the institution's area of competence,
- the organisation and holding of professional courses, training, seminars, conferences, workshops and professional events,
- acting as an information centre and supporting publishing activities in the field of veterinary medicine and food safety,
- experimental activities,
- agricultural activities.

Long-term development concept of the research organisation (DKRVO) includes research on animal health, food safety and raw materials of animal origin. The DKRVO is a compact set of interrelated research tasks aimed at continuously improving the knowledge needed to positively influence animal health, protect humans from zoonoses, ensure a safe environment and ensure quality and safe human nutrition.

The aim of the research activities:

- Excellence in agricultural research,
- publication results and applied results aimed at developing new or qualitatively improved diagnostic methods,
- the development of products for the prevention of animal diseases and means of controlling components of the food chain.

The results must be based on new findings from basic, applied and experimental research, including development. The results obtained shall be further analysed and expanded in follow-up research projects. The development of the research organisation covers current topics in the fields of virology, bacteriology, immunology, food safety, reproduction and genetics, toxicology, pharmacology and immunotherapy.

All research departments of the VRI are involved in specific research projects of the institution according to the defined research objectives, which cover all research areas.

Results of creative activity

The transfer of new knowledge as well as the commercialization of new technologies is one of the activities that the Institute considers important and that directly complements the main mission of our Institute. Our policy for the protection of intellectual property is primarily aimed at carefully ensuring that the results generated by our employees are used in ways that generate benefits for the Institute to the maximum extent possible. The Centre for Technology Transfer and Project Support (CTT PP) is the unit that coordinates the activities related to the commercialisation of new knowledge and technologies developed at the Institute's individual research units. Its main activities in this area include: monitoring research activities and new knowledge, assessing the commercial potential of new knowledge, ensuring the protection of intellectual property for the items created, managing the intellectual property portfolio, consultancy, providing contractual documents, drafting internal regulations, licensing policy, promotion of results, and CTT PP manages the Institute's intellectual property database.

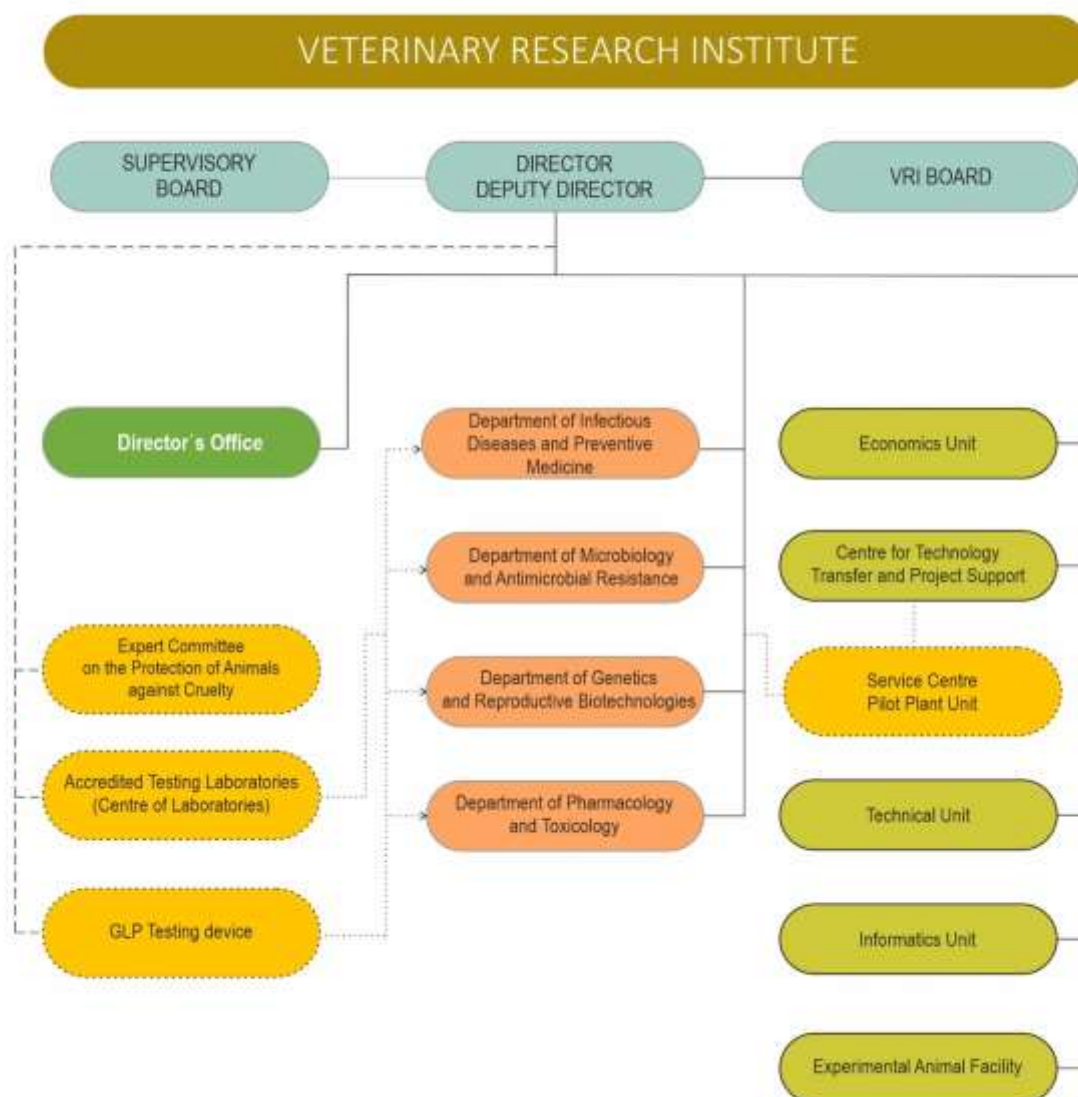
Employee work and intellectual property rights

An employee production is a work of author's own creation, the unique result of the author's creative activity, which has been created within the employment relationship with the VRI. The copyright in an employee production belongs to the institution.

Each employee shall refrain from any action that is or may be contrary to the legitimate interests of VRI in relation to intellectual property, the employee shall ensure that all intellectual property.

The details are regulated in **Directive No. 2 Intellectual Property Protection System**.

OUR STRUCTURE



Veterinary Research Institute

Hudcova 296/70
621 00 Brno
Czech Republic
VAT: CZ00027162

Contact:

Telephone: +420 533 331 111
Office of the Director: +420 533 332 501
E-mail: vri@vri.cz

More information about our institute can be found at

<https://www.vri.cz/>

Units

Centre for Technology Transfer and Project Support
Ing. Ildikó Csölle Putzová, Ph.D., MBA

IT and Library
Roman Dvořáček

Economics Unit
Mgr. František Pernica

Experimental Animal Facility
Marie Sobotková

Technical Unit
Ing. Jiří Svoboda

Director of VRI
MVDr. Martin Faldyna, Ph.D.

Assistant Director
Ing. Ildikó Csölle Putzová, Ph.D., MBA

Chair of the Council of the Institution
RNDr. Jana Prodělalová, Ph.D.

Director's Office
MVDr. Martin Faldyna, Ph.D.
secretary: Pavla Dobrovská
Ing. Jan Rázek

Research Departments

INFECTIOUS DISEASES AND PREVENTIVE MEDICINE

MVDr. Ján Matiašovic, Ph.D.
secretary: Mgr. Karel Vostal, Bc. Silvie Kummerová, DiS.

MIROBIOLOGY AND ANTIMICROBIAL RESISTANCE

doc. RNDr. Ivan Rychlík, Ph.D.
secretary: Romana Vlčnovská

GENETICS AND REPRODUCTIVE BIOTECHNOLOGIES

doc. MVDr. Martin Anger, CSc.
secretary: oddělení: Ivana Chytková

PHARMACOLOGY AND TOXICOLOGY

PharmDr. Josef Mašek, Ph.D.
secretary: Táňa Hledíková

PERSONS IN CHARGE

PR Manager

MVDr. Jan Bernardy, Ph.D.

VRI Person responsible for personal data under the GDPR regime

Ing. Ildikó Csölle Putzová, Ph.D., MBA

Internal audit

Irena Smrčková MSc.

Head of VRI Laboratory Centre

prof. MVDr. Jiří Rubeš, CSc.

HSE Manager

Quality manager for VRI Laboratory Centre

GLP testing facilities

Waste management

Ing. Iva Stránská

GMO Agenda

doc. MVDr. Adam Novobilský, Ph.D.

Person responsible for working with micro-organisms at risk

Head of the collection of zoonathogenic micro-organisms

Person in charge of RAT, VRAT

MVDr. Markéta Reichlová

Person in charge of continuous radiation protection control

Person responsible for the Experimental Animal Facility

MVDr. Edita Jeklová, Ph.D.

Wastewater treatment plant

Stanislav Pernikář

Person responsible for the operation of energy and gas management

Bohuslav Picmaus

Person responsible for the maintenance of gas devices

Miloslav Matyáš

Person authorised to manage addictive substances

PharmDr. Josef Mašek, Ph.D.

Fire Prevention Officer

Roman Konečný

Person responsible for transport and car fleet

Ing. Jiří Svoboda

Commission for the Welfare of Experimental Animals

Labour Union (Chairperson)

MVDr. Kateřina Nedbalcová, Ph.D.

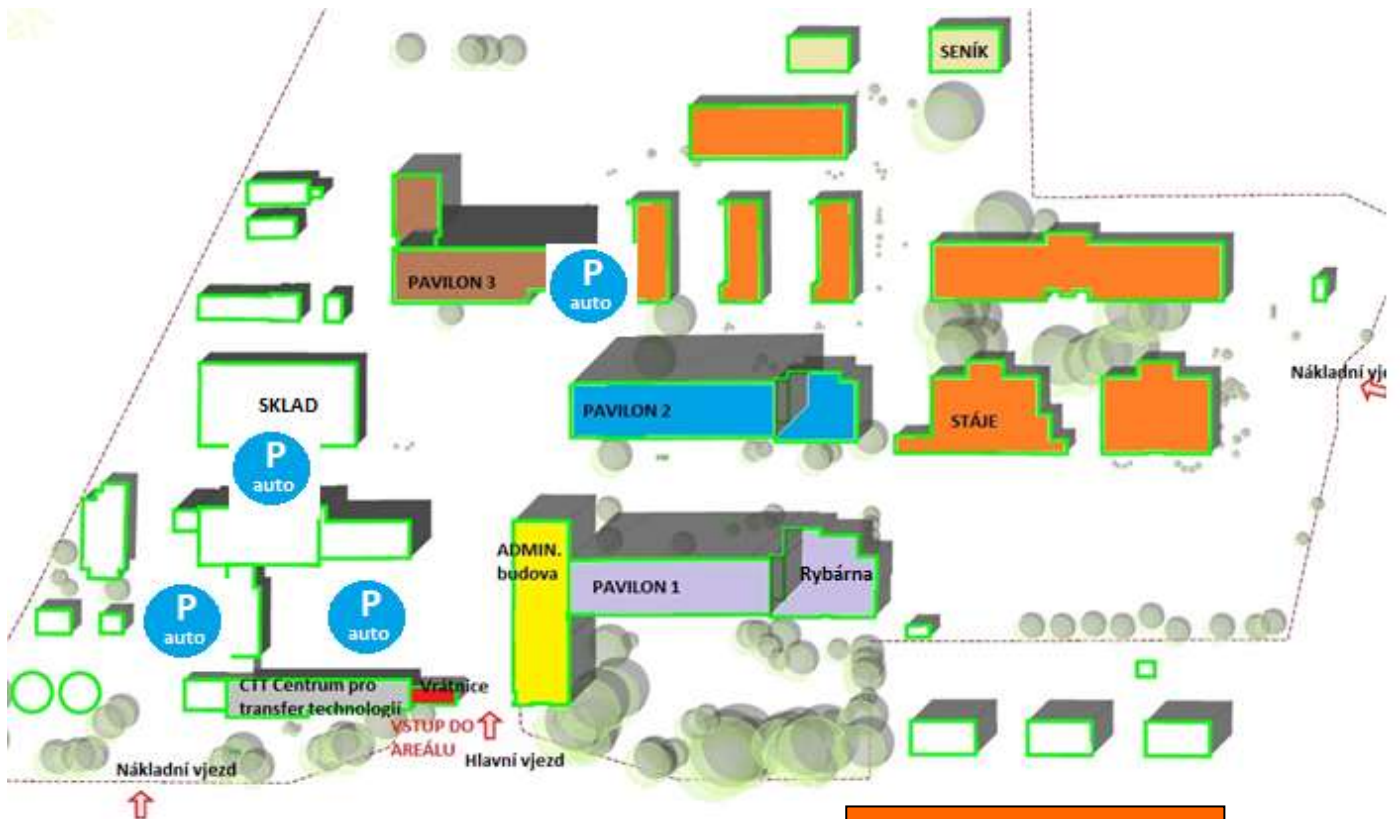
Food Commission

Ing. Jiří Kolísek

Social Fund

Jana Křížová

NAVIGATION



PAVILION 3
 * **Dpt. 01** INFECTIOUS DISEASES AND PREVENTIVE MEDICINE

ADMINISTRATIVE CENTER
Dining room, canteen
Ground floor
 * Technical Unit
 * Economics Unit
 treasury
 financial accountant
 payroll accountant
 office supplies - warehouse
 HSE manager
 administration office
First floor
 * Directors Office
 * Conference Halls
 * HR
 * Library

**Experimental
 Animal Facility**

PAVILION 2
 * **Dpt. 02** MICROBIOLOGY AND ANTIMICROBIAL RESISTANCE
Second floor
 * IT Unit

PAVILION 1
Ground floor
 * **Dpt. 04** PHARMACOLOGY AND TOXICOLOGY
First floor
 * **Dpt. 04** PHARMACOLOGY AND TOXICOLOGY
Second floor
 * **Dpt. 03** GENETICS AND REPRODUCTIVE BIOTECHNOLOGIES
Second floor
 * **Dpt. 03** GENETICS AND REPRODUCTIVE BIOTECHNOLOGIES
Laboratory of Fish Research

Centre for Technology Transfer and Project Support

**MAIN
 ENTRANCE/EXIT**