

Appointing new employees

If you intend to employ someone, it is advisable to first check against the sanctions list whether the country concerning the institution where the person works or has worked, or the person himself, is on this list ([EU Sanctions Map](#)). This particularly applies for Russia, Belarus, Iran and North Korea. Information about the countries can also be found on the following government website: [Countries and regions](#).

- If the person in question comes from a country or works (or has worked) in a country on the sanctions list, please contact the HR advisor as soon as possible, and in any case **before** an offer is made.
- The HR advisor will then, after consultation with the researcher, the department management and the faculty contact person for knowledge security, and advice from the VB and the Knowledge Security Advisory Group, indicate whether it is possible to offer a contract.

Tips and tricks on appointing employees

When checking a person's **CV**, look out for the following:

- **Gaps:** a CV may contain gaps between certain periods (between jobs, periods of study, etc.). If it does, it is a good idea to ask the person to explain them. It is possible that they may be attempting to conceal certain affiliations, activities, or work.
- **Links with non-sanctioned organisations:** a person may have links with a non-sanctioned organisation, but also strong links with a sanctioned organisation or government.
 - o **Example:** a person has worked for an organisation involved with certain dual-use technology that works in close collaboration with a sanctioned military or other type of organisation.
 - o **Or:** a person has occupied positions in a high-risk country whose government keeps a tight rein on the freedom of movement. Examples include journalistic posts at media and technology companies.
- **Photo:** check the photo on the CV. People have been known to use a photo of themselves in military uniform on their CV. This should raise questions about who exactly the partner in the collaboration will be.
- **ASPI:** With regard to China, the Australian Strategic Policy Institute has published a website with a list of Chinese universities and their relationship with the Chinese army. See: [ASPI Unitracker](#). Under 'Seven sons of national defense', 'Military', 'Security' and 'Defence industry conglomerate' you will find 79 military universities or institutes, including the NUDT, with which collaboration is highly undesirable.
 - o **Affiliation:** if the person is affiliated to any of the (very) high-risk universities, then an assessment must be made of the extent of their affiliation. An affiliation as a student and an affiliation as a lecturer or researcher can indicate different risks. If

the affiliation is not shown on the ASPI list but there are reasons to doubt the collaboration, you should contact kennisveiligheid@vu.nl.

What precautionary measures can I take if I decide to take on someone with a high-risk affiliation?

Find out what level of access is desirable for the partner. To which buildings and to what information and internal network will the partner be granted access? What will be shared with the partner? Will access be given to a complete product or to a 'light' version without sensitivities?

- Give partners with a risk affiliation access only to premises, information, and internal networks to which they need access. **Restrict access** to other sensitive premises, information, and internal networks that could represent a risk.
- Include agreements in the contract that limit risks related to knowledge security as much as possible, for example clearly formulated resolutive conditions so that termination can take place immediately if undesirable developments occur. For example a violation of academic integrity. You can consult international codes of conduct and/or the Dutch Code of Conduct for Scientific Integrity.
- Ensure that (as with all employees) regular consultation takes place with the researcher(s) involved. In this way, you are more likely to be able to identify at an early stage whether the researcher can conduct his/her research in accordance with Dutch academic core values, such as integrity and freedom.

Contact

If you have any questions resulting from this factsheet, please contact us at kennisveiligheid@vu.nl.