

## **Rules for Concurrent Appointment**

OIST School Corporation  
Approved by CEO  
Revised (Regulations of July 1, 2025)

(Objective)

### **Article 1**

The purpose of these Rules is to stipulate matters concerning secondary appointments or employments, external professional activities and other self-employed activities (hereinafter collectively referred to as “Concurrent Appointment”) of the employees of the Okinawa Institute of Science and Technology School Corporation (hereinafter referred to as “OIST”) pursuant to OIST’s Policies, Rules and Procedures (hereinafter referred to as the “PRP”) Chapter 22 and Article 19 of the Rules of Employment.

(Policy)

### **Article 2**

1. These Rules shall apply to full-time employees (hereinafter referred to as “Employee(s)”) who are subject to OIST’s Rules of Employment.
2. When carrying out the Concurrent Appointment, OIST Employees must comply with the provisions of OIST’s Rules of Employment and related PRP in addition to these Rules.
3. OIST Employees shall be obliged to carry out their duties at OIST (hereinafter referred to as “Primary Appointment”) faithfully in accordance with OIST’s Rules of Employment. In particular, during working hours, Employees must concentrate on their Primary Appointment.
4. These Rules shall not apply to the participation of OIST Employees in the activities of a legal or natural person other than OIST if such participation is on the business of OIST and is ordered by the supervisors of the Employees.
5. OIST Employees must make a clear distinction between their statuses when they are engaged in their Primary Appointment and when they are carrying out the Concurrent Appointment.
6. When engaging in the Concurrent Appointment, OIST Employees must fully consider the impact on their own physical and mental health due to excessive working hours, etc., whether there is any impact on their Primary Appointment, and must consult well with their supervisors before commencing the activity.

(Definition)

### **Article 3**

As used herein, the types and definitions of the Concurrent Appointment shall be as defined in the following items. Whether an activity is for-profit or non-profit or paid or unpaid has no relevance in the Concurrent Appointment in the context of these Rules.

- (1) Secondary Appointment: An activity performed by an Employee of OIST, which is deemed to be under the employment relationship with an external legal or natural person other than OIST through execution of an employment agreement or issuance of a working condition notification.
- (2) External Professional Activity: Any limited involvement of an Employee of OIST in an activity operated by any external committee, commission, advisory board, task force, profit company, non-profit organization, association or the like, or any irregular activity such as serving as a guest speaker or cooperating in an investigation. This includes activities served under the title of visiting professor, visiting researcher, consultant, advisor, or board member, or under any other titled position in an organization other than OIST.
- (3) Other External Activities: Activities other than the Primary Appointment, which are of a business operated by an Employee of OIST whose involvement therein is as a self-employed or an individual business operator such as a freelancer.

(Standards)

### **Article 4**

An Employee of OIST may have the Concurrent Appointment to the extent that meets the standards provided for in the following items.

- (1) It does not hinder the performance of the duties of the Primary Appointment.
- (2) It does not involve the use of any facilities/equipment of OIST.
- (3) It has no conflicts of interest with OIST.
- (4) It does not damage the reputation or credibility of OIST.
- (5) It does not exceed the scope of the residence status prescribed in the Employee's alien registration certificate, if any.
- (6) It has no violation of these Rules, OIST's Rules of Employment and PRP.

(Conditions for Concurrent Appointment with A Profit Company)

### **Article 5**

1. No Employee of OIST may be concurrently appointed to a position of officer, consultant, councilor or auditor (hereinafter referred to as "Officer") of a profit private company or organization (hereinafter referred to as "Profit Company"); provided, however, that this shall not apply to cases where the permission of such appointment as an Officer of a Profit

Company of any one of the following items is obtained based on the special circumstances which have been reviewed and confirmed by OIST.

- (1) An Officer (excluding auditor) of a technology licensing profit company or an affiliated company thereof.
  - (2) An Officer (excluding auditor) of a corporation that utilizes research results; and
  - (3) An auditor of a stock company.
2. The preceding Paragraphs shall not, however, apply to cases where the standards set forth in Article 4 can be met and permission is obtained due to special circumstances.

(Procedures for Concurrent Appointment Permission)

### **Article 6**

1. When an Employee of OIST is to be appointed to a position of Concurrent Appointment except for the activities listed in the Appendix (List of activities not subject to application for Concurrent Appointment for Faculty, Researchers, and Technicians) as determined by the Office of Dean of Faculty Affairs, the Employee shall obtain prior permission from OIST by submitting an application with a letter of request from the external employer pursuant to the prescribed procedures, prior to assuming the position.
2. If there is any change or correction in the contents of the application for Concurrent Appointment based on which an Employee of OIST obtained permission from OIST according to the preceding paragraph, the Employee must promptly submit an application for Concurrent Appointment again.
3. If an Employee of OIST in the Concurrent Appointment has become aware of new or potential new conflict of interests or duties with OIST or with the work engaged at OIST, they must promptly consult with the supervisor and immediately disclose it to OIST in accordance with Article 8 of OIST's Rules for Conflicts of Interest Management.
4. The term of permission for the Concurrent Appointment shall not exceed a period of one year. However, this shall not preclude from making a reapplication for the term exceeding one year, if the activity of the Concurrent Appointment is planned for a period of multiple years in advance at the request of the external employer.

(Obligation to notify labor management)

### **Article 7**

1. Any Employee of OIST who has a Secondary Appointment must confirm whether or not the Secondary Appointment is subject to the aggregated working hours under the Labor Standards Law (Law No. 49, 1947).
2. If the Secondary Appointment has been confirmed to be subject to the aggregated working hours in the preceding paragraph, the Employee must confirm the following matters and notify thereof to the Human Resources Division in addition to the application for

Concurrent Appointment of Article 6.

- (1) Date and period of the labor contract with the other employer.
- (2) Prescribed working days, working hours, and starting and finishing times at the other employer's workplace.
- (3) Expect presence/absence expected number of hours, and the maximum number of hours of overtime work at the other employer's workplace.
- (4) Procedures for reporting actual working hours at other employers' workplace.
- (5) Frequency of checking the preceding four items.

(Declaration Requirement for Activities Listed in the Appendix)

**Article 8**

1. An Employee of OIST must declare the type of activity, the organization or entity they are engaged with, the duration, the amount and form of compensation, and the specific content of the activity in advance to the Secretary General, using the designated form, when engaging in activities listed in the Appendix that involve monetary compensation.
2. If the Secretary General determines that the activity with compensation may not meet the criteria specified in Article 4, the Secretary General may instruct the Conflict of Interest Review Panel (hereinafter referred to as "COI Review Panel") to examine the appropriateness of continuing the activity and take appropriate management actions.
3. Upon receiving the instruction from the Secretary General, the COI Review Panel must promptly consider appropriate management measures and present them to the Secretary General.

(Prevention of Double Compensation and Improper Use of Public Funds)

**Article 9**

An Employee of OIST shall not receive any form of compensation, allowance, or any other monetary benefit, whether direct or indirect, from external sources in relation to OIST duties. However, this does not apply in cases where such monetary compensation is donated to OIST or is directly used for specific projects or research within OIST, provided that it does not result in personal benefit.

(Hours of working)

**Article 10**

1. The Concurrent Appointment shall be performed outside the prescribed working hours of OIST (for an Employee who is given discretion on working hours, outside the Employee's scheduled working hours).
2. If an Employee has more than one Concurrent Appointment, total working hours of the Concurrent Appointment shall not exceed 8 hours per week (416 hours per year) on

average annual basis.

(Prohibitions)

**Article 11**

1. No Employees of OIST may use their own work time, the work time of other officers or employees, OIST's business sites, or other University resources as defined in Chapter 21 of the PRP for Concurrent Appointment.
2. No Employees of OIST may use the University name, logo, or trademark outside the scope permitted in Chapter 15 of the PRP in the conduct of their Concurrent Appointment.
3. No Employees of OIST may divulge confidential information or unpublished data, etc., created or obtained through their Primary Appointment, to any companies of the Concurrent Appointment or any business customers in the Concurrent Appointment.
4. No Employees of OIST may transfer any intellectual property (including filing an application therefor or working thereof) arising from their Primary Appointment to any companies of the Concurrent Appointment or any business customers in the Concurrent Appointment without going through the procedures of OIST.
5. No Employees of OIST may be involved in transactions related to business operations of OIST that are conducted between OIST and any companies of the Concurrent Appointment or any business customers in the Concurrent Appointment.
6. The provisions of Paragraph 1 of this Article do not apply to activities listed in the Appendix. However, this does not apply if the activity involves the use of OIST Employees' working hours or university resources beyond incidental usage.

(Discretion of OIST)

**Article 12**

If OIST finds that any of the following cases may arise as a result of Concurrent Appointment of its Employees, OIST may immediately prohibit or restrict such Concurrent Appointment at its discretion.

- (1) When there is a risk of overwork, harm to life, or health.
- (2) When there is a hindrance to the provision of labor.
- (3) When it would leak OISTs' secrets
- (4) When there is an act that damages the reputation or credibility of OIST or destroys the relationship of mutual trust.
- (5) If it harms the interests of OIST.
- (6) Any other acts that are in violation of these Rules, OIST's Rules of Employment, or the PRP.

(Disclosure of Conflicts of Interests)

### **Article 13**

1. An Employee of OIST who has received a request for annual disclosure stipulated in Article 8 of its Rules for Conflicts of Interest Management, must submit an annual Conflicts of Interest Disclosure Form regarding the status of their Concurrent Appointment.
2. If any conflict of interest or responsibility arises after the annual disclosure described in the preceding paragraph (including when such a question arises), the Employee of OIST must submit an immediate Conflict of Interest Disclosure Form regarding the status of their Concurrent Appointment for review by OIST, in accordance with Article 9 of OIST's Rules for Conflicts of Interest Management.

(Secretariat)

### **Article 14**

The Secretariat of the matters stipulated in these Rules shall be conducted by the Rules and Compliance Section.

(Disciplinary Actions)

### **Article 15**

In case of finding that an Employee of OIST willfully ignored or intentionally violated the provisions of these Rules, the Employee shall be subject to disciplinary action stipulated in OIST's Rules of Employment.

### **Supplementary Provisions (Version 1.0)**

Approved by the President

These Rules shall come into effect from May 17, 2013

### **Supplementary Provisions (Version 1.1)**

Revised by the Chief Executive Officer

These Rules shall come into effect from April 1, 2015

### **Supplementary Provisions (Version 1.2)**

Revised by the Chief Executive Officer

These Rules shall come into effect from October 1, 2015

### **Supplementary Provisions (Version 2.0)**

Revised by the Chief Executive Officer

These Rules shall come into effect from September 1, 2021

**Supplementary Provisions (Version 3.0)**

Revised by the Chief Executive Officer

These Rules shall come into effect from June 1, 2023

**Supplementary Provisions (Version 4.0)**

Revised by the Chief Executive Officer

These Rules shall come into effect from July 1, 2025