

**OPEN ACCESS POLICY of
The Nofer Institute of Occupational Medicine in Lodz**

Guided by the principles of transparency and willing to provide everybody with access to knowledge with no restrictions, we introduce the hereby Open Access Policy of the Nofer Institute of Occupational Medicine in Lodz with regard to scientific publications and research data.

General Terms and Conditions

§ 1

1. The hereby Policy does not violate the rights and obligations resulting from the Act of the 4th of February 1994 on the copyright and related rights (consolidated text: Journal of Acts 2016, pos.666 with later amendments) as well as Work Regulations of the Nofer Institute of Occupational Medicine in Lodz, and especially commitment of researchers to disseminate scientific work and the right of the Institute to use results of scientific research results and work performed in the Institute.
2. The Open Access Policy concerns employees of the Nofer Institute of Occupational Medicine in Lodz, and also other persons that the Institute has concluded a contract with, which provided application of the hereby policy. The Open Access Policy applies to all work, particularly this which is a result of public funding, in which in affiliation the address of the Institute was given.
3. In the hereby Open Access Policy the following definitions of terms are used:
 - a) “publications”:
 - publications in scientific journals,
 - publications in peer-reviewed conference materials,
 - scientific monographs and chapters in scientific monographs,
 - PhD dissertations.
 - b) “research data” – data collected or produced as a material for an analysis as part of scientific research performed in the Nofer Institute of Occupational Medicine;
 - c) “gold way” – publishing in open access scientific journals and books;
 - d) “green way” - depositing a work in a repository

Open Access to scientific publications and research data

§ 2

1. The Authors seek to provide open access by making their publications publicly available so that everyone can have access to them in any place and time and can use them technically with no restrictions and no charges along with providing a free license – Creative Commons, simultaneously implementing the principle of parallel paths by:
 - a) publishing in peer-reviewed open access scientific journals and books (gold way) and depositing them in the institutional repository ECNIS-NIOM or
 - b) depositing an electronic final version of the publication, potentially the author's version or the version accepted by a policy of the publisher (green way), in the institutional repository ECNIS-NIOM, not later than 6 months (12 months in the case of publications in the field of social and humanistic sciences) after the date of the publication publishing.
2. Making the work publicly available, which is mentioned in § 2, section 1, is ensured as quickly as possible from the date of accepting the work for publication. The Authors pass the information on acceptance of the work for publication to the Department of Knowledge Management, NIOM.
3. The Authors will make every effort to establish terms of realization of the commitment in section 1:
 - a) with publishers and other users of a publication (e.g. organizers of scientific conferences), including providing non-exclusive licenses for a publication, which do not contain provisions limiting or excluding the possibility of realizing the obligation specified in § 2, section 1;
 - b) with co-authors of a publication – with the first or corresponding author (in the case of many authors' publications), as well as with authors of the originals (in the case of work being adaptations, e.g. translations of already existing publications).
4. In case when realizing obligation indicated in w § 2, section 1 is impossible, this obligation is considered as realized if the Author of a publication makes every effort to make this publication publicly available and documents these efforts.
5. Persons who are in possession of research data, collect and store it in order to provide open access to it along with related meta-data.
6. If it is possible, persons in possession of research data make it available in such a way that everybody has access to it at any time and any place without violating legal limitations, e.g. personal data or business secrets protection, along with providing a free license. Research data can be deposited in the institutional repository ECNIS-NIOM or in a repository specialized for a certain type of data.

Effectiveness of the Open Access Policy

§ 3

1. A direct supervisor is obliged to familiarize every new employee with the institutional Policy of Open Access.
2. Researchers of the Nofer Institute of Occupational Medicine document actions taken to realize commitment resulting from the hereby Policy, stores such a documentation and make it available when necessary.
3. A report on realization of this policy in a previous year is published on the website of the Nofer Institute of Occupational Medicine in Lodz.
4. The hereby Policy concerns publications and research data that were produced after introduction of the Open Access Policy in the Nofer Institute of Occupational Medicine in Lodz.