



## INTERNAL REGULATION FOR COMPLAINTS AND REPORTS SERVING PUBLIC INTEREST

<b>Name of the Organization:</b>	<b>Research Center For Astronomy And Earth Sciences (Research Center)</b>
<b>Seat:</b>	1121 Budapest Konkoly Thege Miklós út 15-17.
<b>ID Number:</b>	300322
<b>Represented by:</b>	Dr. Kiss László director-general

### PURPOSE OF THE INTERNAL REGULATION

The purpose of this regulation is to fulfil the requirements set forth in the law Nr. XXV. of 2023. on complaints and reports serving public interests, and to protect persons filing such complaints and reports.

**This is a summary of the substantive and procedural rules. Should you need more information, please contact the internal controller named below.**

### SCOPE OF THE INTERNAL REGULATION

This internal regulation covers complaints and reports serving public interest filed to any department or organizational unit of the Research Center.

**Note that this internal regulation differs from the Whistleblower regulation of the Research Center, which covers violations of EU norms. This internal regulation covers complaints and reports serving public interests.**

### DEFINITIONS

**COMPLAINT:** This is a petition or request, which seeks the termination of a personal grievance, and which does not belong to other venue (judicial or administrative). A complaint may include any suggestion.

**REPORT SERVING PUBLIC INTEREST:** A report serving public interest calls the attention to such a circumstance, the remedy of which serves the interest of the community or society. A report serving public interest may include any suggestion.

### PROCEDURAL RULES OF THE RESEARCH CENTER

A complaint or report serving public interest may be filed by anyone according to the procedural rules described below.

Reporting can be done both in writing and verbally in person. **Verbal reporting** may be done in person and you need to schedule an appointment through the following e-mail address: **panasz@csfk.org**. **Written reporting** may be done electronically or through postal service.

The employee responsible for the investigation is as follows: Márton Rózsahegyi, internal controller.

**E-mail address:** [panasz@csfk.org](mailto:panasz@csfk.org)

**Postal Address:** 1121 Budapest, Konkoly Thege u. 15-17.

**Write on the envelop:** "complaint or report serving public interest"

**Confidentiality shall be preserved at all stages of the procedure!**



The person filing a complaint or report serving public interest shall be informed about the details of the procedure, the rules for the processing of his/her personal data and his/her rights. The person filing a complaint or report serving public interest shall also be informed about the consequences of false or malicious reporting.

The complaint or report serving public interest shall be investigated **within 30 days but no later than** 6 months. The Research Center will inform you about the duration of the procedure.

The Research Center may request further details or clarification to establish the set of facts.

In some cases, the **investigation may be avoided** (e.g. same complaint or report serving public interest filed by the same person, malicious reporting) or **will not occur** (if the grievance occurred more than a year ago). The investigation of an anonymized complaint or report serving public interest may also be rejected except the underlying grievance is substantial.

**Should the complaint or the report serving public interest prove correct, the following steps shall be done:**

- a.) the reinstatement of the conditions prescribed by law,
- b.) the remedy and prevention of the cause,
- c.) the remedy of the grievance,
- d.) establishing responsibility if necessary.

**The Research Center will notify the person filing the complaint or report serving public interest about the measures done or not done and the justification of such steps.**

Any further information may be requested from the internal controller named above.

Date: 27 November, 2023.

A handwritten signature in blue ink, appearing to read 'László Kiss', is written over a horizontal dotted line.

Dr. László Kiss  
Director General

