
	<b>Český metrologický institut</b> Okružní 31 638 00 Brno	Identifikační číslo dokumentu: <b>011-VZ-C001</b> <b>Příloha č. 1B</b>	Strana: 1/6
---	---	--	-------------

## QUALITY POLICY STATEMENT OF THE CZECH METROLOGY INSTITUTE


**top management of the Czech Metrology Institute (CMI only), management of the calibration and testing laboratory, management of the reference materials manufacturer, management of the certification bodies at CMI, and management of the notified body declare**

**in the interest of integrity of the single national metrology system within the Czech Republic and its long-term compliance with requirements of the national economy within the single European area,**


- ✓ in accordance with the international obligations of the Czech Republic, to efficiently and flexibly ensure technical implementation of the SI unit system and to ensure at the top level an internationally recognized metrological continuity for all necessary fields of measurement in the Czech Republic;
- ✓ to ensure at the required level that the activities of state administration entrusted to the Institute by the Act on Metrology and other activities stipulated by the Memorandum of Association and the Statute in accordance with generally applicable legal regulations with regard to the legal status of the Institute;
- ✓ consistently and impartially make impartial decision-making activities in conformity assessment activities, otherwise seek to meet the legitimate needs of sponsors of those activities and that senior management and personnel responsible for carrying out conformity assessment tasks:
  - they will not be in the position of designer, manufacturer, supplier, installer, purchaser, owner, or maintenance of the devices being assessed, nor an authorized representative of any of these parties in the conformity assessment (excluding the purchase and use of assessed devices that are necessary for the actions of the notified body and the performance of conformity assessment, or the use of those means for personal purposes);
  - not participate in the design, manufacture or construction, placing on the market, installation and use or maintenance of devices that are subject to conformity assessment, nor represent the parties engaged in those activities;
  - not engage in any activity that could compromise their independent judgment and integrity in relation to the conformity assessment activities they are designated to perform;
  - not offer or provide any services that could compromise confidence in their independence, impartiality or objectivity. In particular, they may not offer or provide advice to the manufacturer, his authorized representative, supplier or commercial competitor regarding the design, construction, marketing or maintenance of the devices or procedures being assessed;
  - will not be affiliated with any organization that itself provides the advisory services listed in the previous sub-paragraph (except for training activities that are not specific to a particular client and relate to resource regulation or related standards);
- ✓ ensure that the level of remuneration of top management and conformity assessment personnel (including subcontractors involved in assessment activities) does not depend on the results of the assessment;
- ✓ ensure compliance with good laboratory practice by participating in programs of interlaboratory comparisons of tests, validation of methods, control of the keeping of prescribed documentation and conditions of metrological services;

	<b>Český metrologický institut</b> Okružní 31 638 00 Brno	Identifikační číslo dokumentu: <b>011-VZ-C001</b> <b>Příloha č. 1B</b>	Strana: 2/6
---	---	--	-------------

- ✓ to permanently cultivate and develop the CMI quality system in the direction of strengthening its clarity, credibility and impartiality in decision-making on the basis of valid international standards, especially ČSN EN ISO / IEC 17025 as the initial basic level, and other internationally applied approaches and management systems (ČSN EN ISO 9001, ČSN EN ISO / IEC 17065, ČSN EN ISO / IEC 17021, ČSN EN ISO / IEC 17024, ČSN EN ISO / IEC 17043 and ČSN EN ISO 17034, European Parliament Regulation and Council (EU) 2017/745);
- ✓ in the area of production of reference materials to produce reference materials according to ISO Guide 30 and the requirements of ČSN EN ISO 17034, to produce certified reference materials according to ISO Guide 35 and to issue certificates according to ISO Guide 31;
- ✓ in the case of subcontracting, ensure adequate verification of appropriate competence;
- ✓ maintain and develop the scope and management system of specialized accredited CMI activities, namely in the field of conformity assessment and product certification, production of reference materials, assessment and certification of manufacturer's management systems, interlaboratory comparison of tests and certification of metrology personnel and in this way create the necessary support for manufacturers and importers of meters and terminal telecommunication equipment, calibration laboratories, authorized metrological centers, entities authorized for official measurement, as well as users of meters and other entities, including Czech Accreditation Institute, Office for Standards, Metrology and Testing, Czech Trade Inspection Authority, Ministry of Industry and Trade and others;
- ✓ to actively participate in the activities of international organizations dealing with metrology and telecommunications equipment and to immediately transfer the acquired knowledge and experience into the practice of the Institute;
- ✓ permanently and effectively support the improvement of qualifications and motivation of the Institute's employees, organize the necessary trainings and evaluate their effectiveness; implement economic tools to support vocational training, create motivational tools for workers in order to increase their professional qualifications and appropriate tools for improving it;
- ✓ to permanently acquaint employees of the Institute with the essence, purpose and documentation of management system of the Institute, which is the fulfilment of this declaration, in order to achieve their internal identification with the relevant goals and their application at work; implement economic tools to support vocational training, create motivational tools for workers in order to increase their professional qualifications and appropriate tools for improving it;
- ✓ regularly inform the public about the results of the Institute's activities and answer questions from the public on metrology, conformity assessment, terminal and other telecommunications equipment and electromagnetic compatibility of products;
- ✓ focus on providing services for which the Institute is established, in full compliance with current and expected future requirements of external and internal customers, including the government as a customer for state administration activities (public law activities) and develop related partnership relations in the country and abroad, in the field of testing laboratory to introduce new fields and methods of measurement in accordance with the development of standardization and to expand the technical possibilities of the laboratory in connection with the development in the field of standard-setting;
- ✓ by developing the technical background of the Institute, professional training of staff and its education for working with customers, to create conditions for entities affected by regulation under the Metrology Act or relevant areas of the Act on Technical Requirements for Products for effective fulfilment of their legal obligations;

	<b>Český metrologický institut</b> Okružní 31 638 00 Brno	Identifikační číslo dokumentu: <b>011-VZ-C001</b> <b>Příloha č. 1B</b>	Strana: <b>3/6</b>
---	---	--	--------------------

- ✓ by applying the principles of process management, strive for continuous improvement of the course of processes in the entire range of operational activities of the Institute;
- ✓ strengthen loyalty, internal cohesion and cooperation within the Institute (creation of teams and working groups) and stimulate creativity and innovation;
- ✓ by analysing the existing organizational structure of the Institute, including the means of communication, to seek and take measures leading to an efficient, fast and cheap structure of work organization and management;
- ✓ to permanently ensure safety and health protection at work, to strive for an above-standard level of the working environment within the available resources and within the mission of the institute to support activities and take measures aimed at environmental protection;
- ✓ long-term direction towards the integration of management systems;
- ✓ take ongoing steps to ensure the necessary level of resources for the implementation of the above strategy.

	<b>Český metrologický institut</b> Okružní 31 638 00 Brno	Identifikační číslo dokumentu: <b>011-VZ-C001</b> <b>Příloha č. 1B</b>	Strana: 4/6
---	---	--	-------------

## **Top management of the CMI announces the following policies:**

### ***1. Prohibition of child labour and juvenile labour***

The Czech Metrology Institute does not allow the employment of persons under the age of 15, thus committing itself to the International Labour Organization Convention No. 182 on the Prohibition and Immediate Elimination of the Worst Forms of Child Labour, which is part of the Czech legal system.

In the case of exceptional employment of students and other adolescents aged 15 to 18, the Czech Metrology Institute follows the Council Directive of 22 June 1994 No. 94/33 / EC on the protection of young people at work.

### ***2. Wages and benefits***

Management of the Czech Metrology Institute undertakes that an employee's salary or remuneration from the agreement will never be lower than the amount of the minimum wage stipulated by the legal regulation of the Czech Republic.

The benefits are not provided in a discriminatory manner or that would create unequal treatment of employees. In providing benefits, the Czech Metrology Institute proceeds in accordance with Act No. 262/2006 Coll., The Labour Code, as amended (hereinafter also the "Labour Code", and in accordance with Act No. 198/2009 Coll., On Equal Treatment and Legal Means of Protection against discrimination (Anti-Discrimination Act), as amended.

### ***3. Working hours***

In determining the length of working hours, the Czech Metrology Institute is based on the provisions of § 78 et seq. Labour Code. In general, the fixed weekly working time for full-time work is 40 hours per week.

### ***4. Rejection of various forms of modern slavery***

The Czech Metrology Institute has set such conditions that negative phenomena that are referred to as modern slavery cannot be applied in the organization (e.g., human trafficking, forced marriage, forced labour, child exploitation, sexual violence, etc.). A necessary condition for preventing the emergence of modern slavery is a strict distance from the practices defined by Act No. 40/2009 Coll., The Criminal Code, as amended.

### ***5. Freedom of association and collective bargaining***

The Czech Metrology Institute declares that it fully respects the rights of employees regarding freedom of association and collective bargaining.

Freedom of association is guaranteed in the Czech Republic by Article 20 of Constitutional Act No. 2/1993 Coll., The Charter of Fundamental Rights and Freedoms, as amended, and also by the Convention for the Protection of Human Rights and Fundamental Freedoms (Article 11).


In the field of collective bargaining, the Czech Metrology Institute is governed by Act No. 2/1990 Coll., On Collective Bargaining, as amended. The right of employees to strike is guaranteed both by the provisions of Article 27 (4) of the Charter and by the above-mentioned Act on Collective Bargaining.

### ***6. Refusal of harassment and discrimination***

The Czech Metrology Institute rejects any phenomena at its workplaces that could be specified as harassment and discrimination. In accordance with these negative phenomena, the management of the Czech Metrology Institute declares that it will ensure compliance with equal treatment of all employees and the prohibition of their discrimination, as stipulated in the Labour Code (§ 16).

### ***7. Adherence to ethical principles, business ethics***

Every CMI employee is obliged to adhere to the ethical, moral and professional principles described in the Code of Ethics of the Czech Metrology Institute (Annex No. 1 of the document 011-PC-C001 Working Rules). This document also describes in detail the principles of business ethics applied by the Czech Metrology Institute.

	<b>Český metrologický institut</b> Okružní 31 638 00 Brno	Identifikační číslo dokumentu: <b>011-VZ-C001</b> <b>Příloha č. 1B</b>	Strana: <b>5/6</b>
---	---	--	--------------------

#### **8. *Human rights***


The CMI management is fully committed to the principles guaranteed in particular by the Charter of Fundamental Rights and Freedoms and the Convention for the Protection of Human Rights and Fundamental Freedoms.

#### **9. *Health and safety***

The Czech Metrology Institute is actively creating the conditions for the protection of health and safety to be one of the priority interests of the company, managers and all CMI employees.

#### **10. *Environmental sustainability***

In their activities, CMI employees constantly ensure compliance with the principles and rules concerning environmental protection, both by complying with legal and professional requirements and by saving raw materials, energy, water and gas. As part of the construction and reconstruction of buildings, new environmental measures are being introduced and applied, as well as in the purchase of materials, equipment, means of transport and services.

	<b>Český metrologický institut</b> Okružní 31 638 00 Brno	Identifikační číslo dokumentu: <b>011-VZ-C001</b> <b>Příloha č. 1B</b>	Strana: <b>6/6</b>
---	---	--	--------------------

Date: 08. 12. 2021

Signature:



**Doc. RNDr. Jiří Tesař, PhD., CMI General Director**



**Ing. František Staněk PhD., Deputy Director of Legal Metrology,  
Head of CMI Testing Laboratory**



**RNDr. Pavel Klenovský, Deputy Director of Fundamental Metrology,  
Head of CMI Calibration Laboratory,  
Head of Manufacturer of Reference Materials**



**Ondřej Kebrle, BBA, MSc., Deputy Director of Economy**



**Ing. Jaroslav Mucha, CMI Quality Manager**