

Regulations Ancillary Activities Wageningen University & Research (WUR)

adopted by the Executive Board on 10 November 2025

Taking into consideration that

- *the paid and volunteer activities of staff on behalf of a party other than their own employer can provide a positive contribution to the implementation of tasks and the interests of Wageningen University & Research, and*
- *it is desirable to establish a number of conditions for accepting and conducting ancillary activities,*

the Executive Board of Wageningen University and the Executive Board of Stichting Wageningen Research enact the following regulations.

For Wageningen University these Regulations are based on the provisions in Article 1.14 of the [Collective Labour Agreement for Dutch Universities](#) and as an independent part of the CAO NU in conformity with Article J.3 of that agreement, and for Stichting Wageningen Research these Regulations are based on Article 7.1 [CLA WR](#).

Article 1 – Definitions

1. *WUR*: Wageningen University and/ or Stichting Wageningen Research.
2. *Board*: The Executive Board of Wageningen University or the Executive Board of Stichting Wageningen Research.
3. *Employee in question*: For the purposes of these Regulations, an employee in question is understood to be:
 - a. an employee of WUR, with the exception of a student assistant or an employee on an on-call contract who is also enrolled as a student;
 - b. a person with no employment contract with Wageningen University but whom Wageningen University has appointed as professor (personal professor, special professor, professors Other University, Professors International Education, professor other or distinguished professor);
 - c. PhD candidates, including PhD candidates who are not employed by WUR but are pursuing their doctorate at WUR;
 - d. any other person to whom these Regulations have been declared applicable by the Board.
4. *Ancillary activities*: all work or other activities performed by an employee in question that do not fall under the position of and/or duties assigned to an employee in question at WUR, regardless of:
 - a. the full-time equivalent (FTE) under the employment contract with WUR;
 - b. the time spent on the ancillary activities;
 - c. whether the employee in question receives any earnings from the ancillary activities; or
 - d. whether the activities are performed during or outside of working hours.
5. *Reportable ancillary activities*: any ancillary activities of an employee in question that are subject to a reporting obligation under these Regulations and that are not within scope of Article 4 of these Regulations.
6. *Earnings from ancillary activities*: remuneration received by an employee in question in exchange for ancillary activities performed. This is also understood to include deferred income and financial interests. Reimbursements of expenses incurred and

the maximum tax-exempt volunteering allowances do not qualify as earnings from ancillary activities.

Article 2 – Scope

1. These Regulations apply to all employees in question as defined in Article 1.3 of these Regulations.
2. These Regulations apply to all employees in question, regardless of the FTE they work at WUR. Even if the main position of an employee is a position outside WUR, this main position is nonetheless covered by the definition of 'ancillary activities'.

Article 3 – Reporting ancillary activities

1. Prior to their appointment, an employee in question must disclose their current activities, including any ancillary activities, as well as any financial stakes or interests. It is not necessary to disclose financial stakes and interests that concern investments, shares or share portfolios held through a publicly traded fund, except where these qualify as a substantial interest or where control is exercised by any other means.
2. An employee in question is obliged to report any ancillary activities as referred to in Article 1.5 in accordance with WUR's administrative procedure as referred to in Article 6. Such reportable ancillary activities must be reported to WUR in writing and/or electronically upon entering the WUR's employment.
3. If an employee in question does not perform any (reportable) ancillary activities, they must explicitly declare this, both at the start of their employment and if any changes occur during the term of their employment relationship with WUR.
4. An employee in question is obliged to notify WUR in writing and/or electronically of the start, changing or ending of reportable ancillary activities as early as possible prior to the start, changing or ending thereof.

Article 4 – Ancillary activities not subject to reporting obligation

1. An employee in question is not obliged to report ancillary activities if all of the following conditions are satisfied:
 - a. the ancillary activities have no relation whatsoever to the work they perform at WUR; and
 - b. it is completely clear that these ancillary activities cannot harm WUR's academic, organisational and/or business interests in any way whatsoever; and
 - c. the ancillary activities do not in any way impede an effective and full performance of their job at WUR; and
 - d. the activities are performed outside of working hours; and
 - e. the ancillary activities do not lead to any earnings being awarded for these activities with the proviso that the reimbursement of expenses incurred or a maximum tax-exempt volunteering allowance do not qualify as earnings from ancillary activities.

Article 5 – Permission for and acceptance of reportable ancillary activities

1. An employee in question may not perform any reportable ancillary activities without prior written permission from WUR.
2. WUR will grant permission for the performance of reportable ancillary activities, except if there are objective reasons as referred to in Section 7:653a of the Dutch Civil Code (BW) that justify refusing this permission. This will in any case apply in the case of any ancillary activities:
 - a. which harm WUR's academic, organisational and/or business interests in any way whatsoever, such as by undermining trust in WUR's academic integrity and protection of business secrets; or
 - b. which impede the effective and full performance of their job at WUR, such in terms of the health and safety of an employee in question or violation of the Working Hours Act (Arbeidstijdenwet); or
 - c. where there is (or appears to be) a conflict of interests where the personal interests of an employee in question are directly contrary to the interests of WUR or those of any of its affiliated institutions; or
 - d. where there are any other objective reasons justifying the refusal of permission for ancillary activities, such to be substantiated by WUR.
3. WUR may impose conditions with regard to the permission for the performance of reportable ancillary activities, including among other things:
 - a. that WUR will be entitled to all or part of the earnings from the ancillary activities;
 - b. reduction of the FTE under the employment contract with WUR;
 - c. offsetting time spent on ancillary activities against holiday entitlement in excess of the statutory entitlement;
 - d. only granting the permission for a specific period;
 - e. requiring an employee in question to pay compensation to WUR if any facilities or capacity of WUR are used in any way in performing ancillary activities.
4. Depending on which category earnings from ancillary activities fall into, either WUR or the employee in question is entitled to them, or the earnings are divided between both these parties:
 - a. the employee in question is entitled to earnings from ancillary activities that are clearly not related to the employee's position at WUR;
 - b. with regard to earnings from ancillary activities that arise directly or indirectly from their position at WUR, following consultations on this matter between an employee in question and WUR, WUR/department is entitled to all or part of these earnings or the employee in question is entitled to these earnings.

WUR is also entitled to any earnings that relate to activities that fall under the position of and/or duties assigned to an employee in question, but which are received from an entity other than WUR.

5. The following categories of reportable ancillary activities may be accepted by an employee in question before reporting them and before permission has been granted:
 - a. elected public offices, such as municipal council member, provincial council member, water authority board member, member of the House of Representatives or Senate member;
 - b. positions in the judiciary;
 - c. the position of professor at an academic hospital.

Where any ancillary activity could impede the full performance of the job at WUR, permission will only be granted if WUR and the employee in question make agreements on reducing the FTE under their employment contract and/or their duties at WUR.

6. If circumstances change or new insights arise, WUR may withdraw its permission for reportable ancillary activities, subject to due observance of Articles 5.2 and 5.5, by giving the employee in question written notice of this withdrawal and the reasons for it.

Article 6 – Administrative procedure for reporting, granting permission, registration and public disclosure

1. When reporting ancillary activities, employees in question will consent to the public disclosure of these activities and will provide at least the following information:
 - a. the nature of the ancillary activities to be performed;
 - b. the entity or organisation for which the ancillary activities are to be performed;
 - c. the time to be spent on the ancillary activities;
 - d. if any earnings will be received from the ancillary activities.
2. Any permission from WUR will be documented and communicated to the employee in question in writing or electronically.
3. An employee in question is to mention their reportable ancillary activities for which permission has been granted on their publicly accessible profile page of WUR (via we@wur) stating in any case the nature of the activities and for which entity or organisation these are performed. Specifically for professors, this information will also be accessible through a public register of ancillary activities¹.
4. In derogation of the provisions of Article 6.3, WUR may grant an exemption from the obligation to publish the details of ancillary activities if there are compelling reasons for not doing so, such as where this would pose a threat to the personal privacy of the employee or would be incompatible with the interest of the Dutch state or the need to protect knowledge.

Artikel 7 – Decision, permission and enforcement

1. Within six weeks of receiving a report, WUR will decide whether it grants permission for the performance of the reportable ancillary activities, and if so, whether it attaches any conditions to this permission. Provided that it states the reasons for doing so, the university may extend this period by six weeks.
2. If an employee in question fails to comply with these Regulations, WUR may take one or measures, such as:
 - a. attaching further conditions to the permission it granted for the performance of reportable ancillary activities;
 - b. withdrawing the permission it granted;
 - c. instructing the employee in question to cease their ancillary activities;

¹ Based on the details of the design of the public register of ancillary activities, this final sentence will be rephrased if necessary.

- d. imposing sanctions under employment law, such as a warning or reprimand, suspension or disciplinary leave of absence, deducting holiday entitlement in excess of the statutory entitlement, demotion, transfer or dismissal.
3. Any measures imposed and the reasons for doing so are to be documented and communicated to the employee in question in writing or electronically.

Artikel 8 – Periodic declaration on reportable ancillary activities

1. WUR and an employee in question discuss annually in their annual interview (P&D dialogue) or another (assessment) interview whether the registration of their reportable ancillary activities is still up to date or needs to be updated.
2. To maintain an up-to-date overview of the ancillary activities, WUR may require an employee in question to declare that they are not performing any reportable ancillary activities without permission from WUR and that the registered overview of reportable ancillary activities is still up to date, or that they are not performing any reportable ancillary activities whatsoever.
3. Furthermore, WUR is authorised to actively investigate ancillary activities performed by employees in question, such as by means of spot checks.

Artikel 9 – Citation and entry into force

These Regulations are referred to as “Regulations Ancillary Activities WUR” and will enter into force on 10 November 2025, simultaneously repealing all previous regulations concerning ancillary activities.

.....

This translation of the Regulations Ancillary Activities Wageningen University & Research (WUR) is meant as a service to non-Dutch speaking employees of WUR. However, in case of a difference of interpretation, this translation cannot be used for legal purposes. In those cases, the Dutch text of the 'Regeling Nevenwerkzaamheden Wageningen University & Research (WUR)' is binding.

Annex to
Regulations Ancillary Activities WUR 2025
Frequently Asked Questions

Contents

Question	Relevant Article of the Regulations
1. What are ancillary activities?	Article 1
2. What is covered by “the position of and/or duties assigned to” an employee?	Article 1
3. I spend more time on work activities outside WUR than I spend on my job at the university; so which of these two qualifies as ancillary activities?	Article 2
4. When does an investment in a company qualify as a substantial interest?	Article 3
5. Am I required to report all ancillary activities?	Article 4
6. I receive earnings from ancillary activities; may I keep those earnings?	Article 5
7. I receive no earnings from my ancillary activities; am I required to report the ancillary activities?	Article 5
8. How do I request permission for the performance of ancillary activities or changes to these activities?	Article 6
9. When an employee in question enters the employment of the university or starts working there, how does the procedure around reporting and permission?	Article 6
10. I do lots of small jobs; surely it’s impossible to ask permission every single time?	Article 6
11. What sanctions can be imposed under the Regulations Ancillary Activities WUR for non-compliance with the Regulations?	Article 7
12. Sometimes it can take a while before permission is granted for ancillary activities. Will a sanction be imposed if I already performed ancillary activities pending the decision but ultimately do not receive permission to perform the ancillary activities?	Article 7

1. What are ancillary activities?

All work and other activities that do not fall under “the position of and/or duties assigned to” an employee at WUR are ancillary activities. These activities are not performed under the responsibility of WUR, but rather, for example, in the form of employment with another employer. In addition, the activities of a self-employed professional, for example, or those of a director and major shareholder (DGA) of a private limited company (BV), a partner in a general partnership (VOF), or an advisor and/or director of a foundation, public limited company (NV) or BV qualify as ancillary activities, as does having a substantial interest in a company.

2. What is covered by “the position of and/or duties assigned to” an employee”?

A person's duties are determined by the employer based on the classification in the job profile of the Job Classification Systems. The tasks and activities that you are expected to perform as an employee are based on the duties assigned to you by the employer. Please see your supervisor if you have any questions about your duties or your job profile.

Examples of activities that may be part of your job include:

- participating in an academic committee or consultative body related to the field of study or research,
- internally or externally serving as an editor or chief editor for scientific and professional journals related to the field of study or research,
- peer reviewing scientific articles,
- memberships of external review committees in the field of scientific education and research,
- occasionally providing education/guest lectures elsewhere related to the field of study or research,
- organisation of scientific conferences related to the field of study or research,
- appearances in the media not in a personal capacity but on behalf of WUR (appearing on a television programme as an expert, but also in the form of (popular) scientific articles in a newspaper/magazine/journal) or as a speaker.

Some of the aforementioned activities are examples of duties arising from the UFO profile for the position of professor and the academic responsibility (“disseminating scientific knowledge and insights”). This also applies to the UFO profiles for the positions of assistant professor (UD), associate professor (UHD), and partly also to lecturers in higher job levels.

However, there can sometimes be ‘grey areas’. Therefore, in case of doubt, you are expected to discuss this with your supervisor, who can help you determine whether a particular activity fits within your job/assigned duty or whether it constitutes a (reportable) ancillary activity.

3. I spend more time on work activities outside WUR than I spend on my job at the university; so which of these two qualifies as ancillary activities?

Work you perform elsewhere is - from WUR’s perspective - considered work carried out for third parties. This means that you will require permission for this work and it must be mentioned on your publicly accessible web page (via we@wur). This may seem counter-intuitive since an appointment elsewhere will be your main activity. Permission and disclosure are essential for safeguarding the (academic) integrity of WUR. For these

activities, you must comply with the provisions in these Regulations and request permission, if applicable, and these ancillary activities must be disclosed.

4. When does an investment in a company qualify as a substantial interest?

If at least 5% of the shares in a company are owned by you yourself, or jointly by you and a life partner who qualifies as a tax partner (fiscale partner), you have a substantial interest. Even if you and your tax partner own less than 5% of the shares, you may nonetheless have a substantial interest. This is the case, for example, if any of your or your tax partner's parents, children or grandchildren (or any of their tax partners) own at least 5% of the shares in the company.

5. Am I required to report all ancillary activities?

As a rule, you should report all ancillary activities. Only ancillary activities that meet all the conditions set out in Article 4.1 of the Regulations Ancillary Activities WUR are exempt from the reporting obligation. One of the conditions set out in Article 4.1 is that you do not receive any earnings from your ancillary activities. If you do receive earnings from your ancillary activities, you must report this to WUR (Article 6.1). Such earnings are understood to also include any deferred income, such as income from financial stakes or interests. Ownership of the company for which the ancillary activities are performed or having a substantial interest in it are also considered earnings from ancillary activities. Reimbursements of expenses incurred and the maximum tax-exempt volunteering allowances do not qualify as earnings from ancillary activities.

Examples of ancillary activities that do not have to be reported include: sitting on the board of an amateur sport club or on a school board. If you are unsure whether certain ancillary activities must be reported, you should ask your supervisor.

In the event that purchase or sale transactions are to be concluded between WUR and the party where the ancillary activities are carried out, permission is required from the board of the relevant organisational unit, whereby the board will indicate the conditions under which such transactions may be entered into by the employee or their supervisor.

6. I receive earnings from ancillary activities; can I keep those earnings?

That depends on which category the earnings fall into. Depending on this categorisation, WUR is entitled to the earnings, you as an employee are entitled to them, or the earnings are divided between WUR and you. The categorisation of earnings from ancillary activities is based on whether the activities relate to and/or arise from your position at WUR. This is provided for in Article 5.4.

Earnings that relate to activities that fall under the position of and/or duties assigned to an employee in question (see the answer to question 2 above), but which are received from an entity other than WUR, always belong to WUR. An exception applies to gifts up to an amount of 50 euros, which you may keep. Examples include a gift voucher for a limited amount, a bottle of wine or a bouquet of flowers in return for giving a lecture. If in doubt, always consult your supervisor.

7. I receive no earnings from my ancillary activities; am I required to report the ancillary activities?

As a rule, you should report all ancillary activities, even if you receive no earnings from such activities. Only ancillary activities that are exempt from the reporting obligation do not have to be reported. This exemption applies to ancillary activities that meet all the conditions set out in Article 4.1 of the Regulations Ancillary Activities WUR. The mere fact that you receive no earnings from ancillary activities does not exempt you from the obligation to report such activities. This is because regardless of whether you receive earnings from ancillary activities, there may be other factors affecting WUR's academic or other interests or affecting an effective performance of your job that require the reporting of such activities, such as the fact that the ancillary activities take up too much of your time, or give rise to the appearance of a conflict of interest.

In addition, when you establish a legal entity or are involved in another organisation as a Management Board or Supervisory Board member or shareholder, you may be obliged to report these ancillary activities, as they may involve deferred income or a possible conflict of interests.

8. How do I request permission for the performance of ancillary activities or changes to these activities?

The procedure is as follows: You discuss with your supervisor* the ancillary activities you wish to perform or any planned changes to (aspects of) the ancillary activities you are already performing. You must have this discussion before you start with the ancillary activities or the changes occur. You can then officially report your ancillary activities via MyHR.

You give your supervisor permission to view your report and consent to its publication on your public profile page. Once your supervisor has given permission in MyHR, you will receive electronic confirmation of this in MyHR. The registration of your ancillary activities will be stored in your file in MyHR.

The decision may be appealed in the usual manner on the basis of the Regulations on the Individual Right of Complaint Wageningen Research or on the basis of the Sectoral Scheme on the Disputes Resolution Committee of Dutch Universities.

* For professors who are not employed by WUR, this will be the chair holder.

9. When an employee in question enters the employment of the university or starts working there, how does the procedure around reporting and permission start?

The procedure is as follows: During the final stage of the selection procedure, which also involves assessing whether the parties can agree on the terms of employment, the supervisor is expected to discuss with the candidate whether they perform any ancillary activities. This discussion will also address whether or not these ancillary activities can be performed alongside the work for WUR.

When offering the employment agreement / copy of the employment agreement, HR will point out that the new employee must request permission from their supervisor for ancillary activities. You will have to report any changes thereafter yourself.

Employees in question are also obliged to provide insight into their ancillary activities and financial stakes and interests prior to appointment (Article 3.4).

10. I do lots of small jobs; surely it's impossible to ask for permission every single time?

In the interest of safeguarding academic integrity, it is essential that you report any ancillary activities you perform as transparently as possible. For this reason, it is essential that you request permission for all ancillary activities, including minor jobs. If you regularly do such small jobs that are not part of your regular duties at WUR, you may in consultation with your supervisor opt for requesting general permission once for all such jobs, so that you are not required to report each activity. In that case, you should ensure that your public disclosure of these ancillary activities makes sufficiently clear whether there are any possible conflicts of interest with external clients. When your ancillary activities are discussed in the annual performance interview or another assessment interview, you should then retrospectively disclose the ancillary activities you performed.

However, as a general rule, you should report ancillary activities in advance whenever possible and you should always keep your publicly accessible profile page (via we@wur) up to date.

11. What sanctions can be imposed under the Regulations Ancillary Activities WUR for non-compliance with the Regulations?

As a rule (based on the principles of good employership and good employeeship), everyone should adhere to the obligations under the Regulations.

If the rules are not complied with, a sanction will be imposed where appropriate. Whether a sanction is imposed depends on the nature and seriousness of the violation of the Regulations and the circumstances that played a role in this. The principles of good employership and good employeeship are also relevant in this respect.

Examples of possible sanctions include:

- warning or reprimand;
- suspension or disciplinary leave of absence;
- deducting holiday entitlement in excess of the statutory entitlement (if prohibited activities were performed during working hours);
- demotion;
- transfer;
- dismissal.

The examples above are not intended as an exhaustive list of the sanctions that can be imposed, and it is up to WUR to determine the seriousness of the violation and whether a sanction is justified and proportionate in the situation concerned.

WUR may also take other measures, such as attaching further conditions to the permission granted to perform the reportable ancillary activities, withdrawing previously granted permission, or instructing you to terminate the reportable ancillary activities.

12. Sometimes it can take a while before permission is granted for ancillary activities. Will a sanction be imposed if I already performed ancillary activities pending the decision but ultimately do not receive permission to perform the ancillary activities?

There will usually be sufficient time to request permission before you start with the ancillary activities.

In the exceptional case that permission could not be obtained in advance (due to the prolonged absence of the supervisor, for example), no blame will be attached to the employee in question if they start with the ancillary activities pending the permission, except if it was already evident to the employee from a discussion or emails, etc. that permission was not going to be granted. An employee in question is expected to prevent this situation as much as reasonably possible. When an employee in question is informed of the decision to refuse permission, they must immediately cease the ancillary activities.