

Code of Ethics

EIUC

**European Inter-university Centre for Human
Rights and Democratisation**

Integrity and transparency guidelines

Adopted by the EIUC Board on 23/02/2018

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1. INTRODUCTION

Guiding principles

The European Inter-University Centre for Human Rights and Democratisation (hereinafter the EIUC / University Centre) is a not for profit organisation aimed at the promotion of democracy and the protection of human rights on a global scale. EIUC organises programmes and innovative projects (masters, summer schools, training seminars, etc.), that contribute to the development of policies which encourage democracy and good governance, the promotion of the rule of law and cooperation in development projects. The EIUC's primary activity is providing a European Master in Human Rights and Democratisation (EMA). Today the EIUC coordinates a global network of regional master programmes on human rights and democratisation which take place across all continents.

The EIUC has approved this code of ethics in order to ensure to all institutional stakeholders - the communities, public administration, the European Community, the scientific and academic community, directors, students, teachers, researchers, employees and collaborators and paid and unpaid trainees - the full implementation of the aims, of the values and principles laid down by the Statute.

The content of the Code will apply to constituents of the governing bodies, including those involved in an advisory, regulatory and audit capacity of the University Centre, students, teachers, paid and unpaid trainees, researchers, as well as employees and collaborators. External entities (e.g. suppliers) must accept the principles of the Code in order to engage in contractual relations and/or trade with the University Centre.

This Code of Conduct establishes the guidelines and standards required for integrity and transparency which are to be followed by all persons or organisations indicated in the preceding paragraph.

There are no business interests or advantages to be obtained from the University Centre that can excuse conduct which is contrary to the principles of this Code.

Compliance with the rules of the Code must be considered an essential part of the contractual and ethical obligations towards the University Centre.

Any violation of this code will always be considered contrary to the interests and values of the EIUC in any circumstance.

It is expected that a personal commitment for the respect of the rule of law, honesty, fairness towards the EIUC and transparency will be honoured.

In the context of the relationship with the EIUC, components of the operating, advisory, regulatory and audit bodies of the University Centre, students, teachers, paid or unpaid trainees, researchers, employees and collaborators must:

- Carry out their duties in accordance with the law, codes of professional ethics, internal or external regulations and the guidelines of this Code;
- Always act on the basis of a personal commitment to honesty, loyalty toward the EIUC and transparency in all work, research and study;
- Adopt all the precautions necessary to avoid the University Centre being involved in illegal activities.

2. Dissemination and knowledge of the Code

Dissemination and knowledge of the Code of Ethics

The University Centre has introduced appropriate measures in order to ensure the acknowledgment of the code and its implementation within the working environment by the relevant members of the

operating, advisory, regulatory and audit bodies of the University Centre, students, teachers, paid or unpaid trainees, researchers, employees and collaborators and where applicable on the part of the consultants and suppliers.

3. OBSERVANCE OF THE CODE OF CONDUCT

The guidelines of the Code will prevail in respect of instructions issued by internal hierarchical structure, where a conflict exists.

The code is freely accessible on the EIUC website and is available from the administrative office of the University Centre.

The acceptance of the code of conduct set out in this Code is a condition of participating in the advisory, regulatory and audit governing bodies of the University Centre, and a requirement in order to study at the EIUC and establish employment, research or training relationships.

The application of this code forms part of the personal and non-transferable responsibilities that everyone, once informed, may not invoke, as a justification for its own failure, nor can they claim a lack of knowledge of the Code or to have received instructions to the contrary from any hierarchical level.

It is hoped that each of the recipients of this Code will be proactive in their attitudes, avoiding a passive tolerance of possible infringements and act on their own initiative, when deviations from the principles outlined in this Code are noticed and do not behave in a passive manner then a situation arises that is contrary to the criteria set out in this Code.

It is also hoped that, in the case of internal investigations, each collaborator will cooperate where required, The teachers and senior managers must not approve or tolerate violations of the Code. In the event violations are encountered, these must be made known immediately to the appropriate structures.

Disciplinary sanctions, in compliance with Staff Regulations of EIUC, the CCNL and of the Workers' Statute where applicable, may lead to sanctions in line with the gravity of the infringement and in accordance with the legislation in force including dismissal with just cause, suspension, an interruption to course attendance and also to legal action that may be brought where the University Centre suffers damage as a result of behaviour which is contrary to this Code.

4. REPORTING CODE VIOLATIONS

The Code provides for the right and the duty to students, teachers, paid or unpaid trainees, researchers, also for employees and collaborators to send in reports about possible violations of this Code of Ethics.

The code provides for the right to preserve the anonymity of the person who reported the violation and also respects the right of the person involved to defend themselves against the allegation.

To facilitate the sending of notifications of improper behaviour, the following channel of communication is available: ethicalcode@eiuc.org .

This channel of communication guarantees to those who intend to use it, that appropriate measures have been put in place to prevent any form of retaliation against them.

5. INTEGRITY AND TRANSPARENCY GUIDELINES FOR THE CONSTITUENTS OF THE ADVISORY, REGULATORY AND AUDIT GOVERNING BODIES OF THE UNIVERSITY FOR STUDENTS, TEACHERS, RESEARCHERS, EMPLOYEES AND COLLABORATORS AND TRAINEES

5.1. Transparency and traceability of decisions

The information must be accurate and decisions must meet the requirements of transparency and traceability

Each of the recipients of this code must adopt all the necessary procedures to ensure the transparency of information and decisions.

For the operational purposes, the information is transparent when it accurately reflects the reality.

A decision is considered to be transparent and traceable when it meets all of the following requirements:

1. It was taken with the approval of an appropriate level of management;
2. It is based on a rational analysis of risks involved;
3. The reasoning for the decision and its development can be traced.

5.2. Conflicts of interest and the duty of loyalty

Conflicts of interest must be disclosed.

A real or potential conflict of interest exists when the relationship between one of the recipients of this code of conduct and a third party could be detrimental to the interests, the good name of the University Centre, fairness and impartiality and to the transparency of decisions. Any situations giving rise to potential conflicts of interest must be made known to the Secretary General and to the Manager of Finance (where it concerns suppliers), the Secretary General and the Administrative Director (in the event a conflict emerges in relations with the Public Administration or in the procedures for the selection of personnel) so that the necessary measures can be put in place to ensure that the criteria and appropriate procedures are fair and impartial towards those who are involved in a potential conflict of interest.

Where relations with suppliers/contractors are concerned, the interests of the University Centre must be prioritised over any other situation that may lead to a personal benefit, whether actual or potential, for themselves or their family or their members (intended as individuals who have a contractual or associative relationship of a business nature with one of the recipients of this code).

In taking a decision relevant to work activities, study and research, the following questions must be considered:

1. Does this decision adhere to the letter and principles of the Code of Ethics?
2. Does this decision comply with the applicable legislation and Codes of Professional Ethics?
3. Does this decision comply with the internal rules and regulations of the University Centre?
4. Can this decision be considered to be the most appropriate?
5. If this decision were to be made in the public domain, could it in any way undermine or harm the public image of the University Centre?

5.3. Relationships with consultants and suppliers, gifts and other forms of free gifts. The acceptance of gifts is limited.

The recipients of this Code are permitted to accept gifts or other forms of free gifts, only if they are modest in value and as such cannot be interpreted by an impartial observer as an instrument that may encourage a benefit or advantage in an improper manner.

Those in receipt of free gifts or favourable treatment, not directly attributable to usual conventions of courtesy, should consult the Administrative Director and the Supervisory Board in order to receive instruction regarding the use of the gifts themselves.

Under no circumstance can gifts in the form of money or goods which could be easily exchanged for money be accepted.

Invitations to participate in events, conferences, conventions, visits to other institutions must be authorised by the Administrative Director. The restriction on the receipt of gifts extends also to the family members of the recipients of this code.

Consultants and suppliers must be paid only for the activities actually carried out and payment for those activities must be reasonable. Suppliers must be selected on the basis of the quantitative and qualitative evaluation of offers provided. Offers and agreements with suppliers must always be traceable through signed contracts.

5.4. The use of the University Centre assets

Assets must be used wisely and responsibly.

The recipients of this Code who use University Centre assets must ensure that these are used for appropriate purposes by duly authorised persons.

In accordance with the legislation in force, students and staff have the responsibility to protect corporate assets and any other property, material or immaterial, belonging to the University Centre from unauthorised use, abuse of trust, damages or losses arising from inexperience, negligence or wilful misconduct.

5.5. Data protection and confidentiality

University information must only be accessible by authorised persons and must be protected from undue disclosure.

Without prejudice to the duty of disclosure of information and documents provided for by legislation and regulations, only those persons expressly authorised by the EIUC may have access to internal information, whether they are in paper form or on magnetic, electronic or optical media. The information may only be used for the purposes and the periods specified in the relevant authorisations.

Passwords shall be equivalent to a signature and can be known only by their respective owners and must not be divulged to third parties.

Everyone must strive to adopt all the measures necessary to safeguard the University Centre information they hold from the risk of damage or loss and must keep the information for the periods of time set out in law and by internal regulations.

5.6. Protection of Privacy

The University Centre ensures that personal and sensitive data acquired for the purposes of carrying out its functions are processed, communicated and disseminated in accordance with domestic and European legislation on the Protection of Privacy

Non-compliance with the obligation of confidentiality will constitute a **serious breach** if it implies, **by any means**, a disclosure or if it offers the opportunity for the dissemination of information relating to the state of health of individuals.

The university will take all the necessary measures to keep and safeguard personal and sensitive data, in accordance with the provisions of Legislative Decree 196/03 and in accordance with the applicable legislation on privacy (see **EU regulation No. 679/2016 - GDPR**).

5.7. Use of Technological Resources

The hardware and software resources must be used only for the activities of the University Centre, research, study or for other expressly authorised uses. The use of software without a valid license is strictly prohibited.

The recipients of this Code may not use equipment, systems and technological devices for different purposes from those expressly authorised.

The use of software programs that do not conform to the official standard is not permitted. The introduction of illegal copies of software in to the University Centre computer system is prohibited.

Those who work with technological resources will have to be informed of the restrictions on use and should operate in such a way as not to violate the licenses or carry out acts that entail a responsibility to EIUC.

Technological resources should be used in compliance with current legislation and in accordance with the procedural rules and operational conditions laid down by the relevant departments.

5.8. Intellectual property rights and copyright

The ownership of intellectual property rights and copyright, developed in the course of the normal working practice remains with the University Centre.

The recipients of this Code must respect the copyright relating to projects, texts, systems, processes, methodologies, studies, reports, projections or any other activity, granted while in use.

5.9. Public Administration Relations

Public administration relations including those with the European Union and the other university partners are governed by a sense of responsibility, fairness and a spirit of collaboration.

Gratuities, acts of courtesy and hospitality are permitted when they are of modest value and in compliance with the legislation in force, and are such that they do not compromise the integrity or reputation of either party such that it cannot be interpreted by an impartial observer as an attempt to gain advantage in an improper manner. In any case, this type of expenditure must be authorised by the Administrative Director and appropriately documented.

5.10. Study, research and work environments

The University prohibits discrimination in the treatment of its staff.

All stakeholders involved in study and research activities conducted by the University Centre may aspire to accessing degree courses, doctorates and EIUC research projects, provided they are in possession of the necessary requirements.

All persons may aspire to positions of employment with the EIUC or to be taken into consideration for a new position solely on the basis of the requirements of service and the scientific and academic objectives and on the criteria of merit, without arbitrary discrimination.

All recipients of this code at any level and with any qualification must work together to maintain a climate of mutual respect in the face of personal differences.

5.11. The EIUC promotes a respectful, safe and healthy working environment.

The EIUC, in respect of the regulatory framework and guidelines aimed at making the healthy and safe work environment, undertakes to ensure a safe and healthy working environment, through monitoring, management and prevention of risks related to the conduct of the professional activity, research and study. The EIUC prohibits and does not tolerate the use of alcohol and drugs, sexual harassment and any type of discrimination. The psychophysical health of students and staff, at any level and of any qualification is particularly safeguarded and promoted.

In this regard the EIUC condemns unethical conduct and in particular any behaviour that is exerted on the students and staff that can be dangerous to their health.

The organisation of study, research and work activities will therefore seek to avoid any situation of organisational mobbing or bullying and/or psychological violence, in accordance with the regulations in force.

5.12. Relations with the Community

The EIUC limits its political participation in the name of the University Centre and governs relationships with government officials and the constituents of public administration

Staff are not authorised to lend public support, in the name of the EIUC, to political parties, nor to participate in election campaigns, nor to take part in religious, ethnic, political or international conflicts.

All personnel must comply with the rules and regulations that govern the relations with public administration officials.

5.13. EIUC promotes respect for environmental legislation.

Compliance with the rules and regulations also extends to the legislation relating to environmental protection and the rational use of natural resources.

5.14. Accounting Documentation

The accounting records must always be truthful and transparent.

Budgets, the accounts and financial statements must truthfully and accurately represent the asset and economic situation, as well as the financial performance of the University Centre.