Our Code of Integrity

Content

Preamble

Erasmus University Rotterdam (EUR)'s—our—key priority is to ensure a safe, healthy and inclusive environment for all our staff and students, and to be a widely recognised responsible and reliable partner with a unique profile based on our societal impact.

With this Code of Integrity, we therefore aspire to maintain the highest level of integrity towards our students, staff, the academic community and society as a whole.

Realising our ambitions demands clarity about the aims of our university, its foremost responsibilities and the values and principles that guide everyone's actions. It also requires effort and commitment from all our students and staff to give expression to these objectives in their day-to-day activities and to let it be at the heart of everything we do.

This Code of Integrity is therefore essential, since it provides a context and stimulus for a mutual exchange of ideas about what motivates us and binds us together as Erasmians, and to call us to account for our actions, irrespective of the positions that we hold.

Doing the right thing, every day, goes beyond adhering to ethical and legal rules. It's about creating a culture of integrity, which is the foundation for our collective efforts. This Code of Integrity will help us in this pursuit.

The Executive Board / University Council

With this Code of Integrity we aspire to maintain
the highest level of integrity towards our students, staff,
the academic community and society as a whole

How it all fits together

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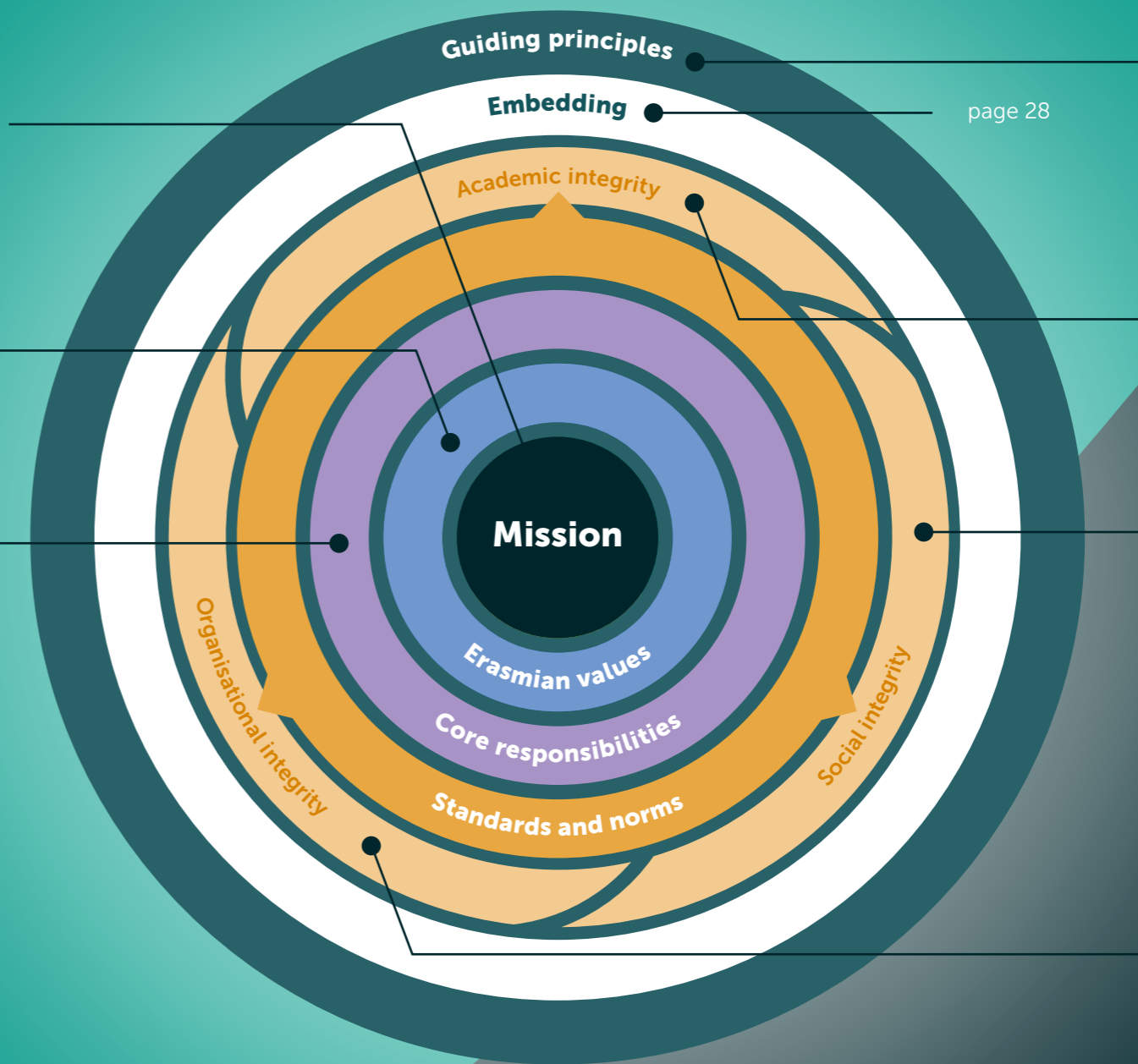**Creating positive societal impact**
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Who we are: being an Erasmian

Our mission: creating positive societal impact

Our mission is to create positive societal impact. We want to make a real difference, as a knowledge generator at the very heart of society.

Our mission serves as a compass, guiding our decisions. Similarly, our way of thinking and working will be guided—and recognised by our community and beyond—by the values that we express and embody in everything we do. That is what we proudly call 'the Erasmian Way'.

Mission statement

Our mission is to make a positive impact on societal challenges. We strive to understand and make progress towards solving complex societal challenges, aligning our core activities of education and research in close cooperation with our local and global partners. We achieve our mission by being a research-intensive academic institution that develops and shares excellent scientific knowledge and skills.

Our education helps students develop the skills required for the current and future job market, with the inspiration and ability to contribute to positive societal impact. Our research is driven by the curiosity of our academic staff and a strong focus on quality and relevance. This leads to a research portfolio covering the full continuum from fundamental to more applied research, each essential in fulfilling our mission.

The Erasmian Way

Being an 'Erasmian' means being a world citizen and embracing societal engagement with an open and critical mind-set. But it also means looking at how we do so: in an entrepreneurial, innovative way, based on diverse backgrounds and opinions, always unifying and collaborating, taking action and willing to be unconventional and daring when the situation calls for it.

Our ongoing dialogue about what 'being an Erasmian' means to us all will not only enrich our understanding of how to apply these values in practice, but also help us to **embed them into our very DNA** as EUR researchers, educators, students and staff, so that our work and our presence in society will reflect what we share as 'Erasmians'.

Our foundational Erasmian values

The Erasmian Way is made explicit in our five foundational Erasmian values, which show who we are and what we stand for:

Engaged with society

In our role as a university, we feel a sense of responsibility to deliver added value in resolving the complex problems of today's society. Impact implies societal engagement. It also entails commitment to egalitarian and democratic values, as well as inclusion and a culture of dialogue and debate – and commitment to research and education that truly has an impact in the region, in our country, and in the world as a whole. Our students and employees embrace the ethos of societal engagement and equal opportunity.

World citizen

In the spirit of Erasmus himself, world citizen and the namesake of our university, our students, researchers, educators and alumni achieve new scientific insights and create solutions for regional and global challenges in society. In this ongoing search for solutions, we reach beyond the boundaries of countries or disciplines, embracing a cosmopolitan worldview. We tap into international networks as a source of alliances, knowledge and inspiration.
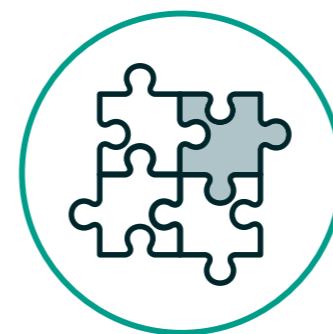
Connecting

Societal impact implies connection, convergence, collaboration: building bridges between different scientific disciplines, working together in collaboration with society. An ethos of dialogue is an intrinsic aspect. Students are educated to become experts in their own individual discipline or in a multidisciplinary context, equipped with the knowledge and insights they need to establish connections. Our research and education are interdisciplinary and multidisciplinary, building on our solid foundation of monodisciplinary knowledge and expertise. This is supported by new, co-creative and inclusive ways of working and collaborating. Connections are integral to the way we think and work.

Entrepreneurial

Building on the legacy left by our founding fathers, our university is defined by an entrepreneurial mind-set: a can-do culture focused on results, experimentation and innovation. Unafraid to stray from the beaten path at times, daring and sometimes unconventional. Building bridges between past inspirations and present challenges, framed by our shared values. Our students, educators and researchers play an active role in how research and knowledge are put into practice. Our dedication to experimenting and innovating is also applied to our own research and education. An entrepreneurial mind-set means accepting ownership and taking responsibility as well.
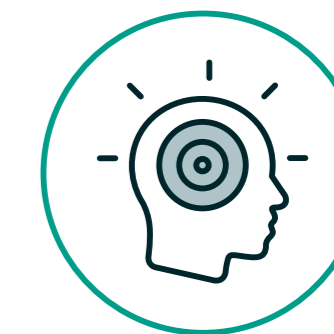
Open-minded

Erasmus was an adamant advocate of freedom and tolerance. We encourage our community to take part in the academic debate on the basis of their own strengths, talents and background. The diversity of our international and multicultural environment is reflected in our students and staff; we believe in the power of inclusion and academic freedom. We have an ethos of independence and integrity, striving for mutual understanding across social and cultural divides. Our students develop the knowledge and competences they need to accurately assess different angles and opinions. Academic faculty members set a good example and encourage healthy debate. As a community, we embrace a wide-ranging perspective on societal, political and ethical dilemmas. Opinions, accepted standards and personal values are introduced into the dialogue and subjected to critical debate.

Our core responsibilities

Following our Erasmian values, we have a strong sense of responsibility, particularly towards the following groups:

Students
We offer high-quality and challenging academic education that includes both the development and the application of knowledge in a safe, healthy, inclusive and stimulating environment for all students. This means that we provide equal treatment and opportunities for everyone, that students can be themselves and have a sense of acceptance and belonging to the EUR community. This way our education lays the foundation for personal growth and a purpose- and impactful career in academia and/or the job market, both in the public and private sector.

Staff
We offer challenging, purposeful and diversified work, geared towards personal and professional growth with equal treatment and opportunities for everyone. We have a great deal of autonomy in our performance and development, are entitled to good terms of employment and have good working conditions that allow us to realize our full potential. This means that we are all able to work in a safe, healthy and inclusive environment: an environment where we can be ourselves and have a sense of acceptance and belonging to the EUR community.

Academic community
For the (international and national) academic community, we aim to be a centre of top research and education, and a partner in the further development of knowledge. We maintain intensive relations with other academic establishments and are open to and stimulate exchanges of knowledge and information. Our research and education are both fundamental and practice-oriented. The university is guided by the ethical norms and international standards established by the academic community.
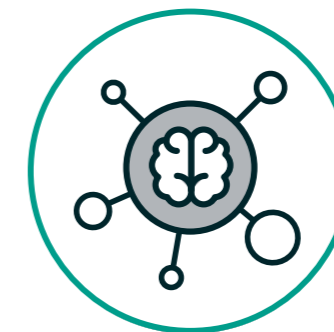
Society
We contribute to societal progress through excellent and responsibly conducted academic research and education. We work closely with local communities in areas of mutual interest and importance. We share our knowledge with society, whenever possible, through open science, valorisation and public engagement. In our activities, we embrace the concept of sustainable development as a global footprint for dignity, peace and prosperity for all people and the planet, now and in the future.

Trust, respect for people, being transparent, and inspiring collaboration are our guiding principles

Guiding principles: how we act

Whereas the previous section defines who we are as Erasmians, the following guiding principles characterise the conduct of our staff and students.

We are trustworthy

We are trustworthy

Trust is about believing in the reliability and ability of others. Trust gives people space and self-confidence to continue committing to the things they are good at. This means that we rely on each other's expertise and good will and support the development of each other's potential. It also means that we will not capture everything in rigid rules and procedures and that we allow room to make mistakes and to learn from them.

We are respectful

Respect means that we accept each other as we are. We respect each one's individuality, talents, limitations and boundaries, including our own. This means that we do not accept nor tolerate behaviour that undermines our Erasmian values. Respect also means honesty. Honesty includes pointing out our behaviour and actions, giving and receiving constructive feedback, staying open for conversations and mutual understanding, and expressing expectations.

We are respectful

We are
transparent

We are transparent

Transparency is about openness, visibility, and accessibility in terms of action, behaviours, and results. Transparency means clearly showing where we stand, where we are headed, and how we deal with dilemmas that we might face. This will also hold us accountable for our actions, results, and behaviour in front of ourselves and others. Given our trustworthiness we trust others to deal with shared information in a responsible manner. We also respect each other's privacy, and don't share (personal) information if unnecessary.

We are collaborative

Collaboration means that we rely on each other in realising our pursuits. Collaboration exists between staff of departments, faculties and other universities, between students, between staff and between staff and students. It also means that we acknowledge that we can only thrive by working effectively in teams. Teamwork expresses itself in sharing and celebrating accomplishments, keeping one's promises, doing what is expected of one and helping and inspiring one another in realising our pursuits and shared goals.

We are
collaborative

Standards and norms: our rules

Organisational integrity
- Administrating ancillary activities
- Objective procurement, tendering and enlistment
- Responsible ICT facilities and internet use
- Confidential use and protection of personal data
- Respectful use of university buildings, grounds and facilities

- Whistleblower's Committee
- Ombudsperson

- Confidential Advisor Research Integrity
- Research Integrity Committee
- Coordinator Academic Integrity
- Faculty Coordinator Research Integrity
- Ombudsperson

Academic integrity
- Professional academic research project
- Responsible research cooperation

Contact persons and facilities

Contact persons and facilities

Academic integrity

Organisational integrity

Social integrity

Standards and norms

Social integrity
- Reporting undesirable behaviour
- Avoiding conflict of interest in personal relationships

Contact persons and facilities

- Confidential Counsellor Undesirable Behaviour
- Committee Undesirable Behaviour
- Ombudsperson

Academic integrity relates to the ethical aspects of academic research and teaching

Within the Dutch university system and EUR, specific standards are developed to help us make the right decisions and act in accordance with ethical and legal standards in specific situations. These standards relate either to academic, social or organisational integrity.

Professional academic research conduct

At EUR we strive towards a culture that stimulates to conduct research upholding the highest standards of integrity. Therefore, everyone involved in education and research bears a personal and collective responsibility for promoting and safeguarding research integrity. To promote and safeguard research integrity, researchers declare that they are familiar with and will adhere to the Netherlands Code of Conduct for Research Integrity on their appointment to EUR. This document by the Association of Universities in the Netherlands (VSNU) provides detailed elaboration on the general principles and rules for professional academic conduct and describes the five principles for research integrity:

- Honesty
- Scrupulousness
- Transparency
- Independence
- Responsibility

As we work towards open science, researchers are also expected to organise their data according to the EUR's Research Data Management and FAIR principles.

Responsible research cooperation

At EUR we pursue close collaboration and co-creation with society. As we find ourselves working together with third parties more often, a conflict of interest might arise. A conflict of interest is defined as a situation in which someone, or someone's relatives, has/have direct or indirect personal, financial, and/or business interests that may adversely influence the performance of their university tasks and responsibilities or conflict with the interest of the university. Therefore, in the performance of our duties, we must be alert to and avoid situations in which a direct or indirect interest exists or arises. As soon as an interest is identified, we should consider whether it is likely that the interest will interfere or appear to interfere with the interests of EUR. When making this assessment, it helps to ask ourselves whether objective third parties (including colleagues, managers and board members) could reasonably come to the conclusion that this interest might influence us to act in a manner which is not in the interests of EUR. If this type of conflict is encountered, we should always report it to our line manager. If in doubt, please contact your line manager to discuss the matter. More information and guidelines about working with third parties can be found in the EUR Impact and Innovation Regulation.

Contact persons and facilities for academic integrity: Confidential Advisor Research Integrity, Committee Research Integrity, Central Coordinator and Faculty Coordinators Research Integrity

The Confidential Advisor Research Integrity is the first point of contact for questions or circumstances relating to academic integrity and suspected violation of research integrity by current or former EUR employees or students. The main task of the Confidential Advisor Research Integrity is to provide advice as well as to indicate the possible routes and procedures to be followed. Together with the complainant, the Confidential Advisor Research Integrity will assess the nature and gravity of the suspected violations in order to explore possible courses of action. Anyone who is confronted with a possible violation of research integrity has the possibility to file a complaint through the EUR Scientific Integrity Complaints Procedure which will be handled by the Research Integrity Committee. When unsure as how to move forward, one can also seek advice from the Faculty Research Integrity Coordinator.

Social integrity refers to how we treat others, with the goal of cultivating a safe, healthy and inclusive environment for everyone everywhere, online and offline

Reporting undesirable behaviour
At EUR we are strongly committed to creating a pleasant and safe working and study environment for everyone. We don't tolerate undesirable behaviour, online and offline, and complaints will always be acted upon in consultation with the reporter. Undesirable behaviour can take many forms: intimidation, discrimination, bullying, violent or aggressive behaviours, (sexual) harassment and other. Sometimes undesirable behaviour is more subtle, and one might for example not feel treated with respect. We encourage everyone to open up and talk about undesirable behaviour when it is encountered, for example with the Confidential Counsellor Undesirable Behaviour or your line manager. They can help you find the best way of action. Maybe you can also talk (together) to the person that acted disrespectfully. This might not always be an option, or previous steps didn't lead to improvements, in any case, you can also consult the Ombudsperson at EUR. Students can also contact a Confidential Counsellor Undesirable Behaviour or Student Counsellor. Another option after experiencing undesirable behaviour is to file a complaint in line with the EUR Complaints regulations Undesirable Behaviour. This regulation describes the different rights and the procedure that must be followed.

Avoiding conflict of interests in personal relationships
At EUR we find a fair and (socially) safe and motivating environment with equal opportunities for everyone of great importance. In our work and/or study, it is possible that we are not only colleagues or (peer-)students, but also friends, partners, business partners or family. In these cases, it is important that all people involved remain professional and objective, that they do not abuse the hierarchical and/or trust relationship and are aware of the integrity risks that these personal relationships and/or feelings can entail. For example, a relationship between employees—especially those working in the same department—may lead to a conflict of interest via the unauthorised sharing of confidential information. It may also create the appearance of unfairly obtained benefits. These situations are undesirable and detrimental to all parties. Furthermore, an intimate (romantic or sexual) relationship between teachers and students or employees with an assessment relationship is not allowed. Employees can confidentially contact their HR Business Partner and/or Confidential Counsellor Undesirable Behaviour to discuss these situations and ask for advice. Students can contact a Confidential Counsellor Undesirable Behaviour or Student Counsellor. More information about our policy on personal relationships can be found in the EUR Regulation Personal Relationships.

Contact persons and facilities for social integrity: Confidential Counsellor Undesirable Behaviour, Committee Undesirable Behavior and Ombudsperson

EUR has appointed several Confidential Counsellor Undesirable Behaviour for both students and employees that serve as the contact person for anyone who has been confronted with unwanted behaviour (including (sexual) intimidation, aggression and violence, bullying and discrimination) or unequal treatment in their study or work. The Confidential Counsellors Undesirable Behaviour treat reports and complaints with strict confidentiality, and only inform third parties with the staff or student's expressed permission. You can also contact the Ombudsperson. The Ombudsperson can offer support for questions, dilemmas or conflicts in the form of an in-depth conversation, for example, or advice, referral, mediation or start an independent investigation. All contacts with the Ombudsperson are handled in confidence. Also, the Ombudsperson is impartial and independent and is not subject to any authority.

Organisational integrity relates to the respectful, adequate and diligent use of (public) funds, time, data and facilities within EUR

Administrating ancillary activities
At EUR we strongly encourage staff (both academic and professional services) and students to be active within and add value to society, for example through ancillary activities. Ancillary activities are all paid and unpaid activities that are not part of one's job or study at our university, but can nevertheless (generally) add value by generating or sharing our academic knowledge and by contributing to the development of our employees and students. Students, for example, are eligible for a Certificate of Recognition when they participated in volunteer work during their studies. Ancillary activities can also contribute to the university's social responsibility. However, in order to safeguard transparency, social accountability, and a proper and ethical fulfilment of our tasks, it is important for our university to be informed about our (employees') work for third parties and for these activities to be performed with our line-manager's knowledge and approval. Therefore, every employee (this doesn't apply for students) is obligated to give actual report of whether they are performing ancillary activities and must register these activities in the Employee Self Service portal (ESS-portal). This provision is laid down in Article 1.14 of the Collective Labour Agreement for Dutch Universities. In addition, the Sectoral regulations on ancillary activities for Dutch Universities were adopted, which describes what counts as ancillary activities and what does not. More details about how to register ancillary activities can be found in the EUR's Administrative Procedure Ancillary Activities.

Objective procurement, tendering and enlistment
At EUR we want to make adequate and diligent use of (public) funds. Therefore, procurement must be done carefully, effectively, and independently, in a spirit of honest competition. In order to do this, all those responsible for procurement must at all times remain aware of and strictly comply with the prevailing rules. One-on-one contracting is for example only permitted below a certain amount and any orders above this amount must involve a tendering procedure. In this process, it is essential to safeguard our independence and to avoid even the appearance of a conflict of interest. One may for example encounter a situation in which an internal or external business acquaintance offers a gift. The basic principle for payments, remunerations and gifts is that they should not be accepted if doing so could affect one's independence. Specific rules concerning accepting gifts can be found in the EUR Regulation on Gifts. The EUR Procurement Guidelines covers all guidelines concerning the procurement of products (supplies), services and works. If one has any doubts about the procedure or rules and regulations to follow in an individual case, they shall consult with their line manager or EUR's Purchasing & Tendering department via inkoop@eur.nl.

Responsible ICT and internet use
At EUR we highly value the online safety of our work and study environment, which requires that we make responsible use of ICT facilities and internet. The EUR Regulations governing use of internet and ICT facilities stipulates the responsible use of ICT facilities and the internet, as well as the method of monitoring this use. The regulation also describes the behaviours that will not be tolerated regarding the use of ICT and internet facilities offered by EUR and the sanctions for engaging in these behaviours. Examples (thus non-exhaustive) include:
- Processing and/or sending personal data in a manner that is in breach of the GDPR.
- Sending and/or posting messages with pornographic, racist, discriminatory, threatening, insulting and/or offensive content.
- Sending unsolicited messages to a large number of recipients insofar as this does not arise from assigned tasks, or sending malicious software such as viruses, Trojan horses or spyware.

If the ICT facilities made available are misused, or if other parties engage in illicit conduct with regard to ICT and the internet, we should always report this fact to our line manager or the Erasmus Student Service Centre.

Confidential use and protection of personal data and information

At the EUR we want to use confidential data and personal data responsibly. Due to the nature of our roles, we have access to a great deal of confidential information and personal data. Under Article 1.16 of the Collective Labour Agreement for Dutch Universities, everyone is obliged to keep all information derived from their position confidential. For example, any information concerning the EUR to which the public does not have general access should always be treated as confidential. This obligation also applies following termination of the employment contract. Protecting confidentiality and personal data does not only mean that we should refrain from disclosing any confidential information, but also that we should prevent unauthorised parties from gaining access to it. To this end, we must all be aware of the risks involved and comply with specific security rules and immediately report data breaches to the Data Protection Officer via: dpo@eur.nl or the IT Servicedesk via servicedesk@eur.nl or +31 (0)10 – 808 1100 (24/7 available).

Respectful use of university buildings, grounds and facilities

At EUR we want to make respectful use of our university buildings, grounds and facilities, comply with the rules, and respect the rights of all parties, both in- and outside. For the performance of our tasks, we are given access to university resources and facilities such as a workplace, a computer, office supplies, printers and copiers, an email address and internet access. In most cases, employees are also provided with a laptop, tablet or telephone. We respect the fact that these resources have been financed with public funds and use these resources and facilities for their intended purpose and treat them with proper care. We are also careful and considerate in dealing with these resources and facilities as well as to take into account any specific conditions of use and security rules or contractual conditions that apply. The use of EUR's buildings, ground and facilities is subject to the Order Regulations for EUR Buildings, Grounds and Facilities. If in doubt, we should discuss the matter with our line manager or the Erasmus Student Service Centre.

Contact persons and facilities for organisational integrity: Regulation on Reporting Misconduct, Whistleblowers' Committee and Ombudsperson

Any suspicion of illegal or immoral practices, involving major social or institutional interests, can safely be addressed through the Regulations on Reporting Suspicion of Wrongdoings EUR. The regulations aim is to provide employees and students with the possibility to make timely notice of any suspected misconduct, so that the competent authority can take measures to prevent further harm. It also ensures the protection to those who report in good faith. One can also ask for advice via the Dutch Whistleblowers Authority or contact the Ombudsperson.

*An overview of regulations and guidelines can be found here (https://www.eur.nl/en/about-eur/policy-and-regulations)

Embedding

We encourage open discussion and dialogue about the content of this Code, for this is essential to finding the right answers together and vital to realise an open, safe, and inclusive culture in which ethical behaviour is deeply embedded

This Code of Integrity tells us who we are and what we stand for and sets out the standards of integrity and related behaviour that is expected of us at all times. We're sometimes faced with situations where there is no obvious answer. If we are unsure what is the right thing to do, we should stop and ask ourselves:

• Do I understand the risks and implications of my action?
• Do I act in line with this Code of Integrity?
• Would I feel okay if this appears in the news?

In order to enhance our capability of dealing with difficult dilemma's and further developing our 'moral compass', we have also developed the Dilemma Game. The Dilemma Game app allows us to practice our ethical decision-making skills anytime, anywhere on our own or together with our peers or colleagues.

When questions or concerns remain about the implementation of this Code of Integrity, you can raise this within your own working or study environment, for example by contacting your line manager, Student Counsellor or HR Business Partner. When concerns remain, you can also report the dispute or complaint via the aforementioned contact persons and facilities.

As we are part of the EUR community, we are not only concerned with the set of values, principles and norms underlying our own actions, but also for conveying these to our immediate surroundings. If we believe that this Code is being breached, we should take action. For example by:

• Talking to the person(s) involved
• Talking to our line manager, HR Business Partner, Legal Affairs, Confidential Counsellor Undesirable Behaviour, Student Counsellor, Confidential Advisor Research Integrity, Faculty Coordinator Research Integrity or Ombudsperson
• Reporting the dispute

If mutual correction does not have the intended effect, this may lead to proportional measures after hearing all parties. The proper embedding of this Code in our university's culture, however, will help to prevent the need for addressing reprehensible conduct.

Fully aware of this challenge, personal and professional leadership will play a key role. By giving the right example in our personal and professional leadership, we demonstrate responsibility and ownership in the execution of our mission, core values and responsibilities, guiding principles and standards and norms.

By embracing and demonstrating the content of this Code of Integrity, **we can proudly call ourselves Erasmians,** creating a positive societal impact, the Erasmian Way