



**UNIVERSITÀ DEGLI STUDI
DELL'INSUBRIA**

CODE OF ETHICS, CODE OF CONDUCT AND PRINCIPLES OF RESEARCH INTEGRITY OF THE UNIVERSITY OF INSUBRIA: CONSOLIDATED TEXT

*Issued by Rectoral Decree no. 656 of 30 September 2020,
effective as of 16 October 2020*



OFFICE OF GENERAL AFFAIRS AND COLLEGIAL BODIES

Via Ravasi, 2 – 21100 Varese (VA) – Italy

Phone. +39033219034/9035/9044/9048/9052 – Fax +39 0332 219039

Email: affari.generali@uninsubria.it - Certified Email: ateneo@pec.uninsubria.it

Website: www.uninsubria.it

VAT number 02481820120 - Social Security Number 95039180120

Chiaramente Insubria!

First Floor,

Office no. 1.017 –

1.018



**CODE OF ETHICS, CODE OF CONDUCT AND PRINCIPLES OF
RESEARCH INTEGRITY OF THE UNIVERSITY OF INSUBRIA:
CONSOLIDATED TEXT**

PREMISE.....	4
TITLE I – ETHICAL PRINCIPLES OF THE ACADEMIC COMMUNITY	4
Article 1 -The academic community	4
Article 2 - Academic freedom	4
Article 3 - Protection of individual dignity and well-being.....	4
Article 4 - Environmental protection.....	5
Article 5 - Integrity of decision-making processes.....	5
Article 6 - Protection and promotion of opportunities. Rejection of any form of discrimination and favoritism.....	5
Article 7 - Rejection of any form of abuse and harassment	5
Article 8 - Prevention of conflict of interest.....	6
Article 9 - Scientific and ethical integrity of research	6
Article 10 - Employment protection	6
Article 11 - Use of the University resources	6
Article 12 - Institutional communication	7
Article 13 - Confidentiality and personal data protection.....	7
Article 14 - Protection of intellectual property.....	7
Article 15 - Knowledge dissemination and social responsibility education	7
Article 16 - Freedom of expression and representation.....	7
Article 17 - Duties of the University	8
Article 18 - Collaboration with external institutions.....	8
TITLE II – GENERAL CODE OF CONDUCT	8
Article 19 - Scope	8
Article 20 - Gifts, rewards and other benefits	8
Article 21 - Participation in organizations and associations	9
Article 22 - Communication of financial interests	9
Article 23 - Conflict of interest and abstention.....	9
Article 24 - Prevention of corruption	10
Article 25 - Transparency and traceability.....	10



Article 26 - Personal relationships	11
Article 27 - Professional conduct.....	11
Article 28 - Public relations.....	11
Article 29 - Special provisions for managers.....	12
Article 30 - Contracts and other transactions	13
TITLE III - CODE OF CONDUCT FOR RESEARCH INTEGRITY.....	14
Article 31 - Code of good practice in research.....	14
Article 32 - Design	15
Article 33 - Implementation	15
Article 34 - Dissemination of results.....	16
Article 35 - Assessment practices	17
Article 36 - Proactive function of the University.....	17
Article 37 - Education, information and supervision.....	17
Article 38 - Research Ethics Committee	18
TITLE IV - CODE OF CONDUCT FOR TEACHING	18
Article 39 - Fundamental principles of teaching activities.....	18
Article 40 - Rights and duties concerning teaching activities	18
Article 41 - Students' rights and duties	19
Article 42 - Progress testing.....	20
TITLE V - IMPLEMENTING PROVISIONS AND SANCTIONS.....	20
Article 43 - Implementation and dissemination of the Code.....	20
Article 44 - Violations of the Code and misconduct: coordinating provisions.....	21
Article 45 - Commission for the implementation of the Code of Ethics	21
Article 46 - Proceedings of the Commission for the implementation of the Code of Ethics	22
Article 47 - Guidelines.....	23
Article 48 - Monitoring.....	23
APPENDIX: Code of ethics for the suppliers of the University of Insubria.....	23



PREMISE

The Code combines, by updating and integrating them with the provisions on research integrity, the following documents:

- the Code of Ethics of the University of Insubria, issued by Rectoral Decree no. 705 of 14 June 2012 and modified by Rectoral Decree no. 455 of 14 June 2018;
- the Code of conduct of the University itself, issued by Rectoral Decree no. 1113 of 18 December 2015, and modified by Rectoral Decree no. 882 of 30 October 2017.

The University of Insubria – hereafter the “University” – is a community of professors, researchers, students and technical-administrative personnel committed to represent a central element for the advancement of science and culture in Italy as well as internationally. It draws inspiration from the principles and values recognized in the Constitution of the Italian Republic, in the Charter of Fundamental Rights of the European Union and other international acts and agreements regarding human rights, with particular reference to those which find expression in regulations for the preservation and furthering of knowledge, research, education and culture, as fundamental elements for the peaceful coexistence of human beings.

The University adopts a critical approach in carrying out studies and research and is open to a free exchange of ideas with all other Italian or foreign institutions that adhere to the same principles and pursue the same objectives.

The University is committed to achieving research integrity: in terms of adherence to and full implementation of the ethical and deontological principles and values and of the professional standards on which the responsible and diligent behavior of those who design, conduct, fund and assess scientific research, as well as the institutions that promote and implement it, is founded.

In the interpretation and application of the following Code, the most important international documents concerning research integrity, namely the European policy of Responsible Research and Innovation (RRI), the European Charter of Researchers, as well as any other relevant agreement or settlement undertaken by the University, will be taken into account.

TITLE I – ETHICAL PRINCIPLES OF THE ACADEMIC COMMUNITY

Article 1 -The academic community

1. The University aims to be the place where each member of the academic community finds the best conditions to perform their institutional duties. The individual is placed at the core, both in terms of professional development and in the definition of their educational needs and programs.
2. Within the academic community each individual and organization is asked to provide knowledge, expertise, abilities and results in a spirit of loyalty, collaboration and sharing, through an open dialog which benefits all members of the community itself and society as a whole.

Article 2 - Academic freedom

1. The University recognizes and promotes freedom, independence and autonomy of research, teaching and study as its central values, with respect for human dignity.

Article 3 - Protection of individual dignity and well-being

1. The University undertakes to protect individual dignity, safeguard the well-being, safety and physical and mental health of the people who work there, prevent accidents and remove



architectural barriers, thus guaranteeing working, researching and studying environments and conditions which are fit for the purpose.

Article 4 - Environmental protection

1. The University promotes environmental protection and coherently guides its choices following the principle of sustainability.

Article 5 - Integrity of decision-making processes

1. The University expects and ensures that the conduct and behavior of the academic community comply with its institutional mission, are based on the principles of integrity, transparency, and responsibility, and are free of conflict of interest.
2. The University allocates resources and values personal and professional skills in the spirit of the ethical criteria of fairness, justice and coherence, and taking into account merit, dedication, and the specific needs of organizations and individuals, especially underprivileged ones.

Article 6 - Protection and promotion of opportunities. Rejection of any form of discrimination and favoritism

1. The University recognizes the right of all members of the academic community to be treated with equal respect and consideration.
2. It rejects any form of social and ideological prejudice, any despotic idea and supremacy of individuals, organizations or groups, and promotes equal opportunity conditions.
3. The University recognizes, accepts and values diversity and fosters serious, pluralistic and interdisciplinary discussion.
4. The University undertakes to promote specific measures that are meant to avoid or compensate possible disadvantages which derive from undeserved discrimination.
5. The University contrasts any form of favoritism or nepotism, namely any situation in which one member of the academic community illegitimately avails themselves of their own position, or that of others, in order to grant or receive benefits, favor appointments and careers, not according to merit, but because of kinship, association or other improper ties, or for reasons which do not relate to quality from a didactic, scientific or professional point of view.
6. All members of the academic community must refrain from such behavior, as well as prevent and signal it.

Article 7 - Rejection of any form of abuse and harassment

1. The University considers any form of abuse and harassment, including moral and sexual one, harmful of human dignity, and undertakes to promote adequate forms of prevention, in order to ensure the solicitous protection of its victims, and to take appropriate measures towards those who behave as such, all the more so when the victim is in a condition of dependence or hierarchical or academic inferiority.
2. No member of the academic community is allowed to use, directly or indirectly, their academic position or role to pressure others into rendering undue services.
3. The University implements all necessary measures to guarantee a climate of respect and kindness in its working and studying environments and protects the dignity and well-being of the individual within the University.
4. To this end, the University ensures that the functions of the Confidential Counselor comply with the provisions of the European Parliament resolution no. A3-0043/94 and guarantees access to the Confidential Counselor in a simple, free and confidential manner, adopting



specific procedures and disseminating them as widely as possible.

5. The University promotes awareness and educational ventures for the prevention of abuse and harassment and the improvement of working environments.

Article 8 - Prevention of conflict of interest

1. A conflict of interest arises when there is plausible risk that an action or professional judgment regarding a primary interest of the University is inappropriately influenced by a secondary interest of a private nature.
2. The concept of primary interest of the University includes the promotion and protection of scientific research integrity, of teaching quality and of service functionality and, more generally, the protection and promotion of the values and reference points of the academic community.
3. Under secondary interests fall, by way of example, economic interests, career and professional advancements, other personal interests, and favors for relatives, friends, students or colleagues.
4. Those who find themselves in the conditions referred to in the preceding paragraphs must immediately notify the competent authorities, by adopting any measure to solve the conflict.

Article 9 - Scientific and ethical integrity of research

1. In research practice, the University recognizes and promotes freedom, independence and autonomy as its central values, with due respect for human dignity.
2. In all its phases, research must draw on the principles of honesty, dedication, transparency, independence, and responsibility, with due respect for the dignity of all parties involved, for the autonomy of the individual and for the well-being of any living being.
3. The University demands from all those who are involved in research and its associated activities and functions the highest integrity, as well as an active commitment to the prevention and suppression of all behaviors which are contrary to it.

Article 10 - Employment protection

1. The University protects and values work in accordance with the fundamental constitutional principles that recognize it as a right and at the same time a duty for all individuals, in order to contribute to society's material or spiritual progress.
2. Merit is considered as the assessment criterion of the abilities, while professional level and dedication are recognized and valued also through adequate remuneration, with respect for and to the extent permitted by current legal and contractual provisions.
3. Work relations must be characterized by mutual respect, trust, collaboration and cooperation. Those who have managerial or coordinating responsibilities must encourage the professional and personal growth of their collaborators, also paying attention to those in precarious employment conditions, and guarantee an adequate recognition of the contribution made by each of them in planning the activities and achieving the results.
4. The University is aware that precarious contracts, and more generally irregular work, may cause insecurities and vulnerability. For this reason, it undertakes to recognize equal dignity and protection of work conditions to precarious workers and regular employees, and to promote actions which are intended to prevent or suppress any kind of exploitation.

Article 11 - Use of the University resources

1. The University resources, be they material or non-material, are employed for institutional purposes; divergent and exceptional use is subject to special authorization. Material



resources, especially financial ones, must be used responsibly and transparently, in full compliance with the principle of accountability. Every user must therefore be ready to account for the correct use of the resources allocated to the University or publicly financed, the results thus achieved and the coherence of these with the institutional mission.

2. Each member of the academic community must protect the University's good name and avoid damaging its reputation.
3. In private relations, each member of the academic community must not exploit, nor mention, their position in order to receive benefits they are not entitled to and must not engage in behaviors that may damage the University's image.
4. Each member of the academic community must comply with the provisions concerning the use of the logo and name of the University, as established by the University's regulations.

Article 12 - Institutional communication

1. Through institutional communication, the University encourages the dissemination of its image, identity and values and of information about its institutional functions and activities, also from the point of view of social accountability. With respect for the principles of transparency and correctness, any information and communication, following the guidelines of the University, must be truthful, complete, and unambiguous.

Article 13 - Confidentiality and personal data protection

1. In processing personal data, the University guarantees respect for the rights, fundamental freedoms and dignity of the interested parties, with respect for national and European regulations on the protection of personal data.
2. The University undertakes to ensure the balance between the individual's fundamental freedoms and the surveying and monitoring needs of the institutional activities.

Article 14 - Protection of intellectual property

1. The members of the academic community have the right to be acknowledged as the authors of the results of their research. The results of the scientific activity carried out within the University cannot be disseminated without indicating the individual contributions of each of the collaborators who contributed to obtaining them.
2. The author of intellectual property belonging to the University must not use it for purposes other than institutional ones, without written authorization from the University itself.
3. The University condemns all forms of plagiarism.
4. The University promotes, in collaboration with inventors and, with mutual respect for legally due fair recognition, the value and management of intellectual property, in accordance with the appropriate regulatory framework.

Article 15 - Knowledge dissemination and social responsibility education

1. The University considers as a primary need that of contributing to the advancement of learning and knowledge in order to improve the living conditions of mankind.
2. The University, conscious of the social relevance of research, promotes and encourages any kind of knowledge and scientific results dissemination in order to contribute to the development and well-being of the community at large.
3. It undertakes to create and promote learning and awareness raising opportunities on issues connected to ethics and social responsibility, considering them fundamental for the education of students and of all those who, for various reasons, attend the University.

Article 16 - Freedom of expression and representation



1. Each member of the academic community is free to express, also publicly, in a critically justified manner, their opinion on the activities and administration of the University.
2. The declarations thus made must always be characterized by personal respect and moderate language.
3. Without prejudice to the right to express judgment and disseminate information to protect labor union rights, employees must refrain from offensive public declarations towards the University.
4. The University, through discussion and debate among all members of the academic community, fosters self-criticism and constructive criticism.

Article 17 - Duties of the University

1. The University implements adequate measures in order to put into practice the principles which are laid down in the present Code and to create the necessary conditions and means in order for its members to fulfill their duties herein established.

Article 18 - Collaboration with external institutions

1. The University bases its choices on principles of collaboration with public or private institutions that pursue objectives of mutual interest which are coherent to the institutional ones, with respect for the independence of the members of the academic community, as well as for their freedom from political pressures and private interests.

TITLE II – GENERAL CODE OF CONDUCT

Article 19 - Scope

1. The rules herein laid down
 - a. represent general principles of conduct for workers under private law according to article no. 3, paragraph 2, of the Legislative Decree no. 165/2001, and apply *mutatis mutandis* to the provisions of their legal systems;
 - b. for the remaining employed personnel, they represent an implementation of the “Code of Civil Servants” pursuant to article no. 54, of the Legislative Decree no. 165/2001 and of the Decree of the President of the Republic no. 62/2013.For all matters not expressly laid down in this Title, there applies the Decree of the President of the Republic no. 62/2013.
2. The rules herein laid down apply *mutatis mutandis* also to:
 - a. holders of scholarships;
 - b. students holding part-time collaboration contracts (200 hours according to article no. 11 of the Legislative Decree no. 68/2012);
 - c. collaborators and consultants, with any type of contract or appointment, including teaching appointments pursuant to article no. 23 of the law no. 240/2010;
 - d. collaborators of all kinds who supply goods or services to the administration;
 - e. holders of research grants according to article no. 22 of the Law no. 240/2010;
 - f. any other subject to whom the regulations extends the application of the present Code and of its associated provisions, or who holds an official position within the University.
3. In entrustment or appointment acts there is a termination or discontinuance of office clause, should a case of non-compliance to the obligations herein laid down be determined.

Article 20 - Gifts, rewards and other benefits

1. Employees should not ask for, nor demand, for themselves or for others, any reward or



- other benefits.
2. Employees should not accept, for themselves or for others, gifts or other benefits, except for those of modest economic value occasionally presented in the context of normal courtesy relations and within the scope of international customs. In any event, regardless of whether the act constitutes an offense under the law, employees should not ask parties who may benefit from decisions or activities of the office itself, or for whom they were asked or are going to be asked to carry out or perform activities within the office jurisdiction, gifts or other benefits, for themselves or for others, not even of modest value, as a remuneration for performing or having performed an act of their office.
 3. Employees should not accept, directly or indirectly, gifts or other benefits, for themselves or for others, from a subordinate, except for those of modest value. Employees should not offer, directly or indirectly, gifts or other benefits to a subordinate, except for those of modest value. These provisions also apply to relations among students, or their families, and professors and researchers.
 4. Gifts and other benefits received outside the circumstances outlined in this article, should immediately be given to the University to be returned or allocated for institutional purposes.
 5. For the purposes of this article, by gifts or other benefits of modest value are meant those whose value does not exceed, indicatively, 150.00€, also in the form of discount.
 6. The staff should not accept any collaboration assignments with private entities which, in the two years before appointment, had a significant interest in the decisions and activities of their office.
 7. In order to preserve the prestige and impartiality of the administration, the office manager should monitor the correct application of this article.

Article 21 - Participation in organizations and associations

1. With respect for the current regulation on the right of association, employees, regardless of their confidential nature, should promptly notify their office manager of their participation in or membership to associations and organizations whose areas of interest may interfere with the office activities. This paragraph does not apply to membership in political parties or labor unions.
2. Notification should be made according to article 23, paragraph 3, on conflict of interest.
3. Employees should not force others to participate in associations or organizations, nor pressure others into them by promising advantages or predicting career disadvantages.

Article 22 - Communication of financial interests

1. Without prejudice to transparency obligations as required by laws and regulations, employees, when they are assigned to the office, should inform the office manager in writing of all direct or indirect cooperation relationships, however remunerated, with private entities, which they entertain or have entertained in the last three years, specifying whether:
 - a. they, or their relatives or kin up to the second degree, or their spouse or partner, still entertain financial relations with the entity with which they entertained the aforementioned cooperation relationships;
 - b. such relationships were entertained or are entertained with entities which have an interest in the activities or decisions pertinent to the office, within the limits of the procedures to them entrusted.

Article 23 - Conflict of interest and abstention

1. In implementing article no. 8 on conflict of interest, employees should abstain from making



decisions or engaging in activities pertinent to their job in any potential case of conflict of interest, also non-financial, such as those deriving from the aim to second political, union or hierarchical superiors' pressures.

2. Employees should abstain from participating in taking decisions or in activities which may affect their own interests, or those of their relatives, kin up to the second degree, spouse or partners, or those of people whom they habitually meet, entities or organizations with whom they or their spouse have a pending case or serious enmity or significant loan or credit relationships, entities or organizations in which they act as guardian, curators, support administrator, legal representative or agent, or entities, associations (even non-recognized ones) committees, companies or factories in which they act as administrator, manager or supervisor. Employees should abstain in any other situation in which there is serious conflict of interest.
3. Employees should promptly notify in writing, before undertaking any action and by providing all pertinent information, should they believe that or doubt whether there exists a conflict of interest, even if potential, between the activities of their office and an interest for themselves or for the other subjects indicated in article no. 22 above.
4. Notifications should be made, also for the purposes of article no. 21:
 - a. for managers and technical-administrative personnel, to the Director General;
 - b. for professors and researchers, to the Rector;
 - c. for the Director General, to the Board of Directors;
 - d. for the Rector, to the Academic Senate.
5. The Director General, Rector, Board of Directors and Academic Senate, according to jurisdiction and through the designated offices, should:
 - obtain all necessary information, also by automatically integrating all information provided by the employee;
 - decide on abstention by expressing their opinion on the relevance of the conflict of interest;
 - adopt, with wider powers, all subsequent acts, notifying in writing the interested personnel, the relevant offices and the Commission for the Prevention of Corruption and for Transparency.

In no case can the activity within which there exists a conflict of interest be entrusted to a hierarchically subordinated party to the abstained personnel: should the conflict of interest concern an activity or function of the Director General, the Board of Directors may appoint an acting commissioner who acts according to the indications and directions provided by the Board itself.

Article 24 - Prevention of corruption

1. Employees are expected to abide by all necessary measures to prevent administrative offenses, particularly the provisions included in the plan for the prevention of corruption. They are expected to collaborate with the Commission for the Prevention of Corruption and for Transparency and notify their immediate superiors of situations which are at risk of administrative offense which they noticed.
2. If the alleged offense concerns their immediate superior, employees should notify the Director General. Professors and researchers should notify the Rector. Should the alleged offense concern the Director General or the Rector, the notification must be given to the Commission for the Prevention of Corruption and for Transparency and to the Dean, respectively.

Article 25 - Transparency and traceability



1. Employees are expected to ensure documentary support with the purposes of traceability in decisional processes, in order to fulfill legislative obligations and guarantee the end-users' satisfaction, by collaborating in the elaboration, location and transmission of the data which must be published on the institutional website.
2. Employees should pay particular attention to the development of a transparent administrative action and to the management of contents and information in their possession, in order to avoid damage to the University's reputation.
3. In order to guarantee the continuity of the office activity, as well as the availability of acts and documents, employees should use, if so required, the information technology tools of the University, following the internal provisions for storing information.
4. Employees should pay particular attention to the production and dissemination of open data.

Article 26 - Personal relationships

1. In personal relationships, including work-unrelated relations with on-duty public officials, employees should not exploit, nor mention, the position they hold within the university in order to receive undue benefits, and should not exhibit a behavior which could damage the University's reputation.

Article 27 - Professional conduct

1. Employees are expected to abide by the principles of integrity, fairness, good faith, proportionality, objectivity, transparency, equity and reasonableness, and should act independently and impartially.
2. Without prejudice to the terms of administrative proceedings, employees, except for justified reasons, should not delay nor transfer activities and decisions of their jurisdiction to other workers, and are generally expected to exhibit a respectful and loyal collaboration behavior with their colleagues.
3. Employees should use leaves, however described, in compliance with the conditions provided for by the law, regulations and collective agreements.
4. Employees are expected to use rooms, furniture, materials, equipment, information technology tools, and phones made available by the University with care and diligence and pursuant to the conditions provided. Employees should use means of transport which might have been provided to them by the University, only for the performance of their duties, driving third-parties only for duty reasons.
5. Employees who carry out an activity which is subject to protection, such as intellectual property, should promptly notify the manager of the organization or the scientific coordinator, providing all that is necessary for their protection.
6. Employees who use equipment, machines or other apparatuses are expected to abide by the specific legislation and instructions and to use any caution to prevent and avoid risk for their health and that of third-parties.
7. Employees who receive, for duty reasons, assets from the University, or other entities with whom the university has a contract or agreement, should undertake the custody and protection obligations envisaged by the applicable legislation. Employees should not surrender the aforementioned assets to third-parties, not even temporarily, except in the cases provided for by the law.
8. Employees should safeguard with particular care and diligence the information technology tools, as well as the credentials to access the information systems provided by the University, also in order not to compromise their cyber security.

Article 28 - Public relations



1. Employees are expected to exhibit an adequate behavior and professionalism in public relations and with end-users, being aware of representing the University.
2. Employees dealing with the public should make themselves recognizable by displaying the identification provided by the university, behave with a spirit of service, fairness, courtesy and helpfulness and, when replying to correspondence, phone calls and emails, act in as timely, complete and accurate a manner as possible. If they are not competent because of the position they hold or because of the subject, they should address the interested parties to a competent member or office of the same administration. In transactions and in processing files, employees should follow, except for different service requirements or different order of priority set by the administration, the chronological order.
3. Employees must be clear and exhaustive in providing answers to the various requests they receive; if the request was formulated via electronic means they are expected to use the same tool with which it has been submitted, undertaking to provide an answer within a time-frame which corresponds to the level of the question and which is, nonetheless, appropriate to the standards of efficiency. All elements which allow the identification of the person who is responsible for providing the answer must always be highlighted.
4. In carrying out their activities, employees are expected to meet the deadlines indicated in the Charter for Service and Standards of Quality, when present.
5. Employees should not undertake commitments nor disclose the result of decisions or actions made by themselves or third-parties within the same office, except when permitted. They should provide information and news regarding administrative acts or operations, be they under way or already completed, issue copies or extracts of acts or documents according to their competence, following the terms laid down in the rules on access and in the university's regulations.
6. Employees are expected to abide by professional secrecy and the regulations on the protection and processing of personal data and, if verbally asked to provide non-accessible information, acts, or documents which are covered by the obligations of professional secrecy or by the provisions for the protection of personal data, should notify the applicant of the reasons for refusing the request. If the request falls outside their jurisdiction, they should make sure that it is forwarded to the competent office.

Article 29 - Special provisions for managers

1. Managers are expected to abide by and monitor that disciplinary, transparency and anti-corruption regulations are followed, in terms of absence, leaves, incompatibility, multiple tasks and appointments on the part of the employees of the office they are responsible for.
2. Managers are expected to perform their functions with diligence and pursue their appointed aims with an adequate organizational behavior.
3. Managers, before taking up their duties, should notify the University of the shareholdings and other financial interests which may put them in a position of conflict of interest with regards to their public function. They should also report any relatives and kin up to the second degree, spouse or partner who engage in political, professional or economic activities that may put them in frequent contact with the office they have to manage, or that are involved in the decisions or activities of the same. They should also provide the University with all information regarding their assets and annual financial statements under the personal income tax, as provided by the law.
4. Managers are expected to adopt a loyal and transparent attitude and engage in an exemplary and impartial behavior in relations with their colleagues, collaborators and end-users of the administrative action. They should also ensure that the resources allocated to their office are used with an exclusively institutional purpose and, under no circumstances, for personal



use.

5. Managers should attend to, within the limits of the resources available to them, the organizational well-being of the office they are responsible for, by promoting the development of friendly and respectful relations among collaborators, taking initiative to disseminate information, providing training and professional development, ensuring inclusion, and valuing gender, age and personal differences.
6. Managers should assign the preliminary investigation of the applications on the basis of a fair division of the workload, taking into consideration the abilities, aptitude and skills of the available personnel. They should allocate any additional assignments according to professionalism and, as far as possible, using rotation criteria.
7. Managers should assess the personnel allocated to the office they are responsible for with impartiality and following the indications and within the prescribed time-frame, on the basis of the provisions of performance assessment and evaluation.
8. Should they become aware of an offense, managers are expected to promptly undertake all necessary initiatives, activate and conclude, if competent, the disciplinary proceedings, or notify the offense to the disciplinary body, granting their full collaboration, and provide, if need be, to promptly report to the criminal judicial authority or to the Court of Auditors, with respect to their areas of competence. Should they receive a report of an offense, they must exercise any caution in order to protect the reporter and ensure that their identities are not wrongfully revealed during the disciplinary proceedings.
9. Managers, within the limits of their resources and in compliance with university policies on institutional relations with the media, should avoid the spread of fake news regarding the organization, activities and civil servants. They should promote the dissemination of good practices and examples, in order to strengthen a sense of trust towards the University.
10. Managers are expected to monitor the application of the provisions of the present Code. Within the scope of inspection and monitoring activities, even before the statement of objections, the disciplinary Authority has access to any act and may acquire any pertinent information.

Article 30 - Contracts and other transactions

1. In reaching agreements and in drafting contracts on behalf of the University, as well as in the phase of execution of the latter, employees should not resort to third-party mediation, or pay or promise anyone any benefit for their intermediation and in order to facilitate, or for having facilitated, the conclusion or execution of a contract. This paragraph does not apply to those cases in which the University decided to resort to professional mediation activity.
2. Employees should not conclude, on behalf of the University, public, supply, service, funding or insurance contracts with companies with whom they stipulated private contracts or from whom they received benefits in the two preceding years, except those concluded pursuant to article 1342 of the Italian Civil Code. Should the University conclude public, supply, service, funding or insurance contracts with companies with whom an employee concluded private contracts or from whom they received benefits in the two preceding years, the latter should abstain from participating in the implementation of decisions and activities connected to the execution of the contract, drawing an official report to be kept on files of such abstention.
3. Employees who reach agreements, make deals or stipulate private contracts, except those stipulated pursuant to article 1342 of the Italian Civil Code, with private natural or legal persons with whom they concluded, in the two preceding years, public, supply, service, funding or insurance contracts, on behalf of the administration, should notify the office



- manager in writing.
4. Should managers find themselves in the situation described in paragraphs 2 and 3, they should notify in writing the Director General.
 5. Should they receive oral or written complaints regarding their office performance or that of their collaborators from natural or legal persons participating in negotiating procedures in which the university is taking part, employees should promptly notify, preferably in writing, their immediate superiors.

TITLE III - CODE OF CONDUCT FOR RESEARCH INTEGRITY

Article 31 - Code of good practice in research

1. "Research" refers to all activities connected to the practice of research, from funding requests, to research planning and implementation, to its assessment, including peer review, to the activities carried out as experts, as well as documentation, financial reporting and results dissemination.
2. Research integrity refers to the compliance with ethical and professional practices, standards and principles and with a coherent value system which functions as a guide to make decisions and act in the context of research. The University, with reference to its ethical and scientific research integrity values, according to article no. 9, Title I, defines and declares, in the following articles, the code of conduct for research integrity in agreement with the highest international standards.¹
3. Such duties must be acknowledged, followed and applied by any person doing research within the University, including PhD students, visiting researchers, fixed-term researchers, external collaborators who nonetheless take part in the research or present the results on behalf of the University, technical-administrative personnel who contribute to the research, as well as students, for such activities as thesis preparation or attendance to courses which entail the participation in research activities. They also apply to those who hold supervising, research coordinating/managing (principal investigator/research director), and administrative positions, to the extent that they contribute to research planning and implementation. Good research conduct includes knowledge of, respect for and fulfillment of the best and most updated practices and regulations on health protection and accident prevention in the workplace.
4. The University is opposed to carrying out research whose unique aim is to promote commercial products, or which is based on non-scientific principles, or that is in any way detrimental to public and/or individual health.
5. The University considers inappropriate in any respect all relations with subjects who may jeopardize the autonomy and/or independence of professors and researchers and scientific integrity.
6. As a rule, the University does not accept from a single source resources whose extent may jeopardize its autonomy and independence.
7. The University undertakes to publicize, in compliance with any request made by the donor, all donations received to support research activities, also as a means to express its gratitude.

¹ The European Charter for Researchers - The Code of Conduct for the Recruitment of Researchers (European Commission, Luxembourg: Office for Official Publications of the European Communities, 2005) and the ENAI – European Network for Academic Integrity, which the University is a founding member of, The European Code of Conduct for Research Integrity - Revised Edition (ALLEA - All European Academies, Berlin 2017), the Singapore Statement on Research Integrity (2010), the OECD Best Practices for Ensuring Scientific Integrity and Preventing Misconduct (2007), the IAU-MCO Guidelines for an Institutional Code of Ethics in Higher Education (International Association of Universities, Paris, 2012).



8. The University encourages fundraising to support scientific research and the education of young researchers.
9. The professors and researchers of the University and the members of the academic community who carry out research activities within the university or funded by the university must use the University name in publications and in the activities which relate to their research.

Article 32 - Design

1. Research must have a scientific, academic and/or social value. In those cases in which the research may have an impact on its objects and, more generally, on society, the environment and the biosphere, such impact must be responsibly examined, by providing an account in the relevant documentation. Researchers must consider the most recent scientific evidence and adopt adequately justified methodologies which allow them to pursue the intended aims.
2. Researchers must be transparent on the role of any possible economic and/or non-economic stakeholder related to the research, in compliance with the general provisions on conflict of interest.
3. In group research projects, planning should be discussed with all interested parties, agreeing upon roles, responsibilities and tasks, without prejudice to the possibility that these be modified in a transparent manner while carrying out the research. All members of the research team and, in particular, the coordinator, should contribute to creating a climate of fair cooperation, avoiding any form of discrimination and acknowledging everyone's contribution in an appropriate manner.
4. In research projects conducted in collaboration with external entities, researchers must ensure that the research is conducted in compliance with ethical and integrity principles. Researchers are expected to start collaborations with external entities which provide an appropriate guarantee to this effect, also through written agreements.
5. Within each research project, the subjects who are in charge of the use, management and preservation of the materials and data produced by the research, including, if appropriate, raw data, must be identified.
6. Researchers must keep up to date with the legislations of their research field, including international ones, and with the University's regulations.

Article 33 - Implementation

1. In research implementation, everyone's roles and tasks must be carried out with accuracy, precision, diligence and responsibility.
2. In accordance with the provisions of article no. 31, the choice of research methods, data analysis, and the evaluation and interpretation of results must be uniquely guided by scientific and academic interest, and not, for example, by commercial, political or personal interest.
3. In the context of research, not only plagiarism, but also any type of behavior which could violate the principles of integrity, represents reprehensible conduct, among which figure data, information or citations falsification, deceit and mystification, and sabotage, intended as the adoption of instruments or actions to prevent others from carrying out their job.
4. In human research, the University follows and promotes the basic principles of clinical ethics, such as autonomy, non-maleficence, beneficence and fairness. The individual good, particularly that of the patient, must always take precedence over any other consideration. Experimental human research must be conducted in compliance with the laws, deontological norms and guidelines, and all relevant ethical declarations, agreements and



charters.

5. In scientific research which entails the use of non-human organisms, the University follows and promotes the principles of replacement, reduction and refinement, in order to limit the use of live animals. Experimental animal research must be conducted in compliance with the laws, norms and regulations on the protection of animals used for scientific purposes.
6. In group research, each research member undertakes not to interrupt their participation in the project or terminate it without suitable notice. Equally, the coordinator must notify collaborators with suitable notice if and when they will cease to participate in the project.
7. Research must be conducted in order for data to be verifiable. In particular, when possible, the documentation regarding raw/original data must be kept for at least 5 years after the conclusion of the research project. The loss or theft of materials and raw data must be promptly notified to the University.
8. The University approves and promotes, in the production, use and retention of the research data, the principles of findability, accessibility, interoperability and reusability (FAIR).

Article 34 - Dissemination of results

1. The contribution of all those who participated in the research must be fairly, equally and transparently acknowledged, for example through authorial recognition in compliance with the highest applicable standards in the individual disciplines and research fields.
2. Authority must be recognized as a principle to all those who contributed in a significant manner to planning, data retrieval, analysis and interpretation. All authors must be able to approve the final version of the research product and must hold themselves fully responsible for its entire content. Those who participated in the implementation of the research without meeting the authority criteria must be nonetheless mentioned as appropriate. If the nature of the research or of the publication allows for it, which part is ascribable to each member's contribution must be indicated or identifiable. Specific disciplines and research fields can deviate from the general principles of authority, although in such a case the criteria followed to decide the authors must be mutually agreed upon and stated in the research product.
3. Those who did not provide any scientifically significant contribution should not be indicated as coauthors. The infringement of this duty is aggravated if it aims at obtaining or procuring personal benefits, even those that entail reciprocal wrongful conduct which aims at fraudulently increasing the number of someone's own publications and those of others.
4. Researchers are expected to disseminate their results in an honest, transparent, complete and as prompt as possible manner, including, when possible, negative results or interpretations, as well as opposite theses to those supported, and the data upon which they are based.
5. In compliance with the provisions of article no. 14, the University disapproves of any form of data falsification and fabrication in research products. It also disapproves of any form of plagiarism and unjustified self-plagiarism. Reusing already published texts must be avoided or, when necessary, transparently stated by citing the original publication, except when reusing the description of standardized research methods.
6. Sources must be cited accurately and appropriately. The citation of an unjustified high number of sources must be particularly avoided. Unjustified self-citation violates the principles of integrity.
7. Stating the sources of any funding, included those aimed at funding the authors' tenured or untenured positions is always mandatory. Any cooperation or consultancy relationship, even those which are already completed, with public or private entities which, because of



their activity, are economically interested in the results of the research must also be indicated. Conflict of interest hypotheses which have not been promptly settled pursuant to articles 8 and 23 of this Code, must be stated upon publication.

8. The University promotes and supports open science, for example, by sharing protocols, methods, procedures, as well as the results of the research, including, when possible, raw data, in accessible and internationally recognized databases and storage facilities. Researchers should take all necessary measures to render the results of their research available to the scientific Community, regardless of publication, or explain the reasons for non-disclosure, for example, the protection of privacy and confidentiality.
9. Adherence to the principles of integrity is of crucial importance, among other things, in writing theses for the achievement of academic titles, also with reference to the educational value which such experience represents for young people who thus enter the professional world and particularly for those who will devote themselves to scientific research.
10. The University, also through its researchers, strives, as far as possible, to withdraw erroneous or fraudulent publications.

Article 35 - Assessment practices

1. Members of the academic Community must be honest and scrupulous any time they, in various capacities, carry out assessment and/or peer review roles, keeping the information thus retrieved confidential with respect to the applicable regulatory constraints and abstaining from assessing matters which fall outside their competence. Members of the academic Community must cooperate in an open and loyal manner with any research evaluator, be they internal or external.
2. When in doubt with respect to their objectivity and independence, it is the duty of the evaluator to adopt all measures to settle the situation, explaining their reasons in a transparent way and taking appropriate mitigation actions. When reviewing, researchers are expected to act in an impartial and transparent manner, avoiding to wrongfully condition the choice of citations.
3. Without prejudice to the current legal provisions, these duties also apply to the members of the committees for the assignment of prizes and recognitions, as well as all members of the evaluation committees for the allocation or renewal of scholarships, grants, posts or assignments in the context of the academic institutions.

Article 36 - Proactive function of the University

1. Without prejudice to the provisions of article no. 3 of the present Code, the University strives to allow each researcher to take on their own responsibilities and share their preoccupations, acknowledging any mistake without fearing undeserved consequences.
2. The University considers these commitments duties of care, an essential premise in order for each researcher to be in the best condition to abide by the good research practices described in the present Code.

Article 37 - Education, information and supervision

1. The University undertakes to hold on a regular basis, as part of its institutional educational offer, and in collaboration with the Departments and Doctoral School, training courses on carrying out research within the university, with benefit to the subjects referred to in article no. 31, paragraph 3 of the present Code.
2. The Departments should disseminate and promote good research practices and monitor their correct application. PhD courses should include training in good research practices within the scope of institutional educational activities. Specialization schools and degree



programs, as far as they are concerned, should disseminate the knowledge and culture of good research practice among students and professors. Research coordinators/managers and, in general, all professors and researchers should promote the knowledge and application of good research practices among their collaborators. All members of the academic Community must prevent inappropriate conduct and report any violations that come to their attention.

3. The University recognizes crucial importance to the supervision, in various capacities, of young researchers in training and adopts appropriate measures to guarantee the highest quality.

Article 38 - Research Ethics Committee

1. The University establishes a Research Ethics Committee with the following tasks:
 - a. expressing an opinion, whenever necessary, on the research projects and activities carried out by its researchers or in which the University is involved;
 - b. taking initiatives to promote the knowledge, application and observance of the principles, regulations and standards of good research practice;
 - c. providing an opinion on the correct interpretation and application of the principles of good research practice.
2. The functions reserved by law to other entities, such as clinical ethics committees and animal-welfare bodies, fall outside the scope of the Research Ethics Committee.
3. The Research Ethics Committee is composed of a minimum of 7 and a maximum of 11 members, chosen on the basis of expertise, interdisciplinarity and independence criteria. The independence and autonomy of the Committee are guaranteed, among other things, by the presence of at least 3 external members to the University who have not had any collaboration relationship with it in the three years preceding appointment.
4. The members are appointed by the Rector on the proposal of the Academic Senate, for a three-year term, once renewable.
5. The provisions which govern the Committee are determined by a specific regulation, issued by the Committee itself and approved by the Academic Senate, after obtaining assent from the Board of Directors.

TITLE IV - CODE OF CONDUCT FOR TEACHING

Article 39 - Fundamental principles of teaching activities

1. Each professor has the right and duty to carry out teaching activities, which should reflect their intellectual and research experience. Teaching activities must be based on the principles referred to in article no. 2.

Article 40 - Rights and duties concerning teaching activities

1. Professors must carry out teaching activities with respect for the general organization and planning of the University, as well as for the Charter and regulations, engaging in an adequate, correct and respectful behavior in discussions with colleagues, students and technical-administrative personnel.
2. Teaching activities must be personally carried out with diligence, dedication, punctuality and regularity, and must be characterized by impartiality, accuracy, clarity, transparency and respect for students, their rights and culture. In carrying out teaching activities, professors



- should abstain from engaging in political, religious, ideological or commercial propaganda.
3. Continuous scientific update, also considering the evolution of teaching methodologies and teaching supporting technologies, is a duty of every professor.
 4. It is the duty of professors to guarantee a students listening service, collect their requests and respect individual characteristics, and encourage the safeguard of ethical and moral integrity values, the sense of responsibility, and self-discipline. It is also the duty of professors to make themselves available for discussion with the students, particularly for any appropriate clarification as regards teaching and assessments expressed in tests. Professors must take care of the results of teaching assessments and act in situations of evident and repeated criticality. Student reception must be adequately communicated, followed with respect to the forms and hours, and must be guaranteed following institutional arrangements. Specific reception arrangements may be agreed upon according to individual situations and/or needs and/or environmental or logistic criticality.
 5. It is the duty of professors (tenured or not) to make the content and organization of the course accessible to students, including the syllabus of their course or module (in the case of integrated courses), in accordance with the instructions provided by the University.
 6. Individual didactic-teaching interactions with students, in the time and place agreed upon, make up an essential part of the academic duties of the professor.
 7. Professors have the right to use rooms, facilities and tools in order to best carry out their activity, and to be helped and supported by technical and administrative personnel, within the limits of their tasks.
 8. Tenured professors and researchers, in didactic collaborations with other universities, entities or institutions of various nature, must obtain the necessary authorizations from the University. A professors' position within the University must always be highlighted as a distinguishing element of their curriculum.
 9. The code of conduct of this regulations also applies to adjunct professors.

Article 41 - Students' rights and duties

1. It is a right and duty of students to actively participate in the academic life, both individually and in particular as elected representatives of the statutory bodies, and in didactic and educational activities, by engaging in collaborative, correct and respectful behaviors towards professors and those who carry out their working or studying activity in the facilities of the University, as well as by sharing a culture which is based on behavioral honesty, responsibility and respect for the institution.
2. Students must, in particular, meet the educational commitments undertaken at enrollment, by observing didactic regulations and any other code of conduct in effect within the academic community, in order to encourage the correct and productive development of teaching, testing and research activities.
3. Every student has the right and the duty to use their knowledge by putting it at the service of their community.
4. Like any member of the academic community, students have the duty to respect the rooms, facilities, book material and technological and scientific tools made available to them, by preserving their function and decorum, and sharing the rules of civilized co-existence and mutual respect.
5. The University allocates, within the limits of its budget availabilities, rooms, information-technology and multimedia facilities and other adequate supports to carry out all academic activities, as well as the opportunity to benefit from teaching activities which aim at achieving qualifying and professionalizing educational objectives.
6. Students have the right to participate in research activities and projects, as well as stages



and internships, in compliance with the educational objectives agreed upon, also with a view to writing theses on an experimental basis. The University should conclude a number of agreements which is adequate to the requirements of the students who will have to carry out stages and internships. Students must abide by the procedures and deadlines of the ventures and must carry out the activities agreed upon in a correct manner, adhere to the regulations of the host, and maintain the necessary secrecy as regards the data and information thus acquired. Students may turn to their tutor/academic manager, should the host disregard this Code or the venture regulations.

7. The University should equip itself of guidelines to inform students of the required and forbidden behaviors with reference to plagiarism and laboratory safety.
8. The University, drawing on the principles of transparency, guarantees the widest dissemination and prompt communication of the information which support teaching activities through institutional channels.
9. The University has the duty to commit all available resources in order to distribute lecture hours in the most rational way possible, in order to guarantee the optimization of individual study time.
10. Every student has the duty to constantly keep up to date through the information-technology resources allocated by the University.
11. The code of conduct provided for in these regulations maintains its prescriptive nature also in the period of residence abroad of the students, within the scope of the University's internationalization programs.

Article 42 - Progress testing

1. Students' preparation assessment is carried out following prearranged and preventively communicated procedures, which should be carried out within a time frame which is compatible with study preparation and organization needs.
2. The University guarantees the opportunity to carry out progress tests publicly and with a committee of at least two members, in order to preserve transparency when evaluating through the presence of a plurality of opinions.
3. Students have the right to an impartial assessment, through transparent exams, which are coherent to the program, the educational objective and the development procedures of the courses themselves.
4. Students have the right to see their written exam and the University also guarantees the possibility to know the criteria upon which the formulation of the expressed assessment is based.
5. In exams and degree programs final exams, students must abstain from behaviors which disturb, impede or which may be perceived as detrimental and/or dishonest towards other students and the Institution. Plagiarism, copying the work of others or other behaviors which may prevent a correct assessment of the test are against the principles of this Code.

TITLE V - IMPLEMENTING PROVISIONS AND SANCTIONS

Article 43 - Implementation and dissemination of the Code

1. Members of the academic Community must read and abide by this Code, as well as undertake, in relation to their role and responsibility, to prevent behaviors which constitute an infringement of the rules herein set down.
2. This Code should be published on the website of the University. The Human Resources Department should promote its dissemination and knowledge, also through educational events. The students' representatives should promote dissemination and knowledge of the



Code among students. The Research Ethics Committee should promote education towards research integrity, organizing to this end seminars, lessons, courses, also within PhD courses and specialization schools, and resorting to any other adequate means.

3. The University bodies, by adopting, if necessary, appropriate regulatory measures, take this Code and the commitment to its dissemination into consideration, as well as its infringements, in order to allocate university funds for research, take on roles within the academic bodies, and appoint positions within the University.
4. Whoever concludes a contract with the University, be they of independent benefit, professional service, public contracts and any other act which constitutes a collaboration relationship in any form, is informed of the existence of this Code and of its binding nature, with adequate knowledge tools. Operational details for suppliers are set down in a specific appendix attached to this Code.

Article 44 - Violations of the Code and misconduct: coordinating provisions

1. Violations of this Code which constitute disciplinary offense are prosecuted in compliance with the current rules and regulations with regard to disciplinary matters.
2. The particular cases of violation of this Code which do not entail a disciplinary offense are treated pursuant to article no. 46.
3. Without prejudice to any responsibility of a criminal, civil, administrative or accounting nature, violations of the duties referred to in Title II of this Code, as well as the duties and obligations referred to in the national Code and in the three-year corruption prevention and transparency plan, entail behavior which is contrary to office duties and determine verified disciplinary responsibility, in compliance with the principles of sanction gradualness and proportionality, in accordance with Legislative Decree no. 165/2001 and with national collective labor agreements.
4. Without prejudice to any responsibility of a criminal, civil, administrative or accounting nature, behaviors which are contrary to the principles referred to in Title II displayed by the personnel under public law according to article no. 3, paragraph 2 of the Legislative Decree no. 165/2001 (professors and researchers), are assessed from a disciplinary point of view in accordance with their judicial system.
5. In order to start disciplinary proceedings for the violation of the code of conduct, the University may seek the opinion of the national anti-corruption Authority.

Article 45 - Commission for the implementation of the Code of Ethics

1. A University Commission for the implementation of the Code of Ethics is established, whose members, equipped with the necessary prerequisites of integrity, are appointed by the Academic Senate on proposal from the Rector.
2. The Commission for the implementation of the Code of Ethics, in accordance with the principle of gender equality, consists in:
 - a. two external members, selected through public notice;
 - b. two internal members, one among technical-administrative personnel and the other among researchers and tenured professors, selected through public notice;
 - c. one enrolled student.
3. If not possible, the members described in letter a above are substituted by other internal members.
4. The President of the Commission for the implementation of the Code of Ethics is selected, among its members, during the first session of the Commission, possibly among its external members. The Commission for the implementation of the Code of Ethics acts by majority vote.



5. The mandate, which is non-renewable, of the members of the Commission for the implementation of the Code of Ethics covers a four-year period, except for the student's, which lasts two years.
6. The Commission for the implementation of the Code of Ethics, having sought the opinion as described in article no. 38, where necessary or requested by interested parties, and also availing themselves of the collaboration of University offices and bodies, is expected to
 - a. perform a supervision function on the implementation of and adherence to the Code's regulations, in compliance with the following provisions;
 - b. after receiving notification of potentially relevant behaviors from a disciplinary point of view, promptly forward the notification itself to the competent disciplinary bodies;
 - c. submit revision or integration proposals for the Code to the competent bodies;
 - d. have advisory functions on the interpretation of the Code's regulations, summoning, when appropriate, the interested parties before taking any other action;
 - e. write an annual report on the activities it carried out which will be published on the University's website.
7. The entire academic Community guarantees the most complete collaboration to the Commission's activities.

Article 46 - Proceedings of the Commission for the implementation of the Code of Ethics

1. Should anyone have information of the non-compliance to this Code, they may notify the Commission for the implementation of the Code of Ethics in writing. The notification to the Commission for the implementation of the Code of Ethics may also be delivered to an immediate superior or, with respect to the specificities of the case, to the Research Ethics Committee as described in article no. 38, to the Disciplinary Proceedings Office, to the Board of Discipline, to the Committee for Equal Opportunities, to the Confidential Counselor, to the students' Disciplinary Committee, to the Committee for the Prevention of Corruption and for Transparency, or to the Rector. Having received the notification, the above-mentioned subjects should forward it to the Commission for the implementation of the Code of Ethics, without prejudice to the Rector's disciplinary powers.
2. The notifications, also in compliance with the discipline of whistleblower protection, are examined impartially, and with respect for the dignity of the involved parties, information confidentiality, and the principle of the right to a fair hearing.
3. The Commission for the implementation of the Code of Ethics should promptly inform in writing the person whose offense is concerned, by notifying them of the facts. At the same time, it should summon the person, with suitable notice, for a hearing in their defense. The person may also file a written statement by the hearing date.
4. Should the notified facts constitute an offense of the provisions of the Code of good research practice, the Commission for the implementation of the Code of Ethics avails itself, in the proceedings, of the collaboration of the Research Ethics Committee.
5. Following the proceedings outcome, or should the person fail to appear, the Commission for the implementation of the Code of Ethics should state their opinion regarding the offense in writing within a reasonable time frame, and communicate it to the Rector, who will decide.
6. The Rector may ask the person whose offense is concerned to cease and desist.
7. On the proposal of the Rector, the Academic Senate may decide the sanctions for the person whose offense is concerned, as provided for in the Charter.
8. If the hypothesis of Code of Ethics transgression concerns the Rector, the investigation of the Commission for the implementation of the Code of Ethics should be initiated with the approval of the Academic Senate. At the end of the proceedings, the Commission for the



implementation of the Code of Ethics should make, when appropriate, a sanction proposal which must be approved by the Academic Senate.

9. The proceedings for the detection of violations described in this article are suspended in case of initiation or pending of disciplinary or judicial proceedings regarding the same facts.
10. Verified infringements as described in this article will be considered pursuant to article no. 43, paragraph 3.
11. Without prejudice to the competences assigned by the law, regulations and collective labor contracts for the disciplinary bodies, should the latter receive notifications of disciplinary offenses, and not find, also after the proceedings, any offense within their responsibility, they should forward the notification to the Commission for the implementation of the Code of Ethics, if they believe that there have been infringements of this Code.

Article 47 - Guidelines

1. The Commission for the implementation of the Code of Ethics and the Research Ethics Committee develop the guidelines, within their respective responsibilities or in concert when issues of mutual interest arise.
2. The Commission and the Committee should carry out preliminary investigations, identify the University bodies which should be summoned as equipped with qualified competences and knowledge, develop the guidelines, and submit them to the Academic Senate for preliminary approval.
3. The guidelines aim at providing the academic community with the necessary information to apply concepts and institutions which need clarification or adjustments in time; as such they do not have a regulatory, but merely interpretative, value.

Article 48 - Monitoring

1. Without prejudice to the provisions of articles no. 38 and 45 on the application of the regulations of this Code, which implement the National Code of Conduct covered by the Decree of the President of the Republic no. 62/2013 and of good research practices, the Rector, Director General, Department Managers and the Supervisors of the organizational bodies should monitor it in the context of their respective competences.

APPENDIX: Code of ethics for the suppliers of the University of Insubria

Without prejudice to the provisions covered by the preceding articles, this document constitutes an appendix to the *Code of Ethics, code of conduct and regulations for research integrity of the University of Insubria*, and defines the basic principles which suppliers of goods or services, contractors and the subjects to whom the University assigns for a fee (e.g. students or personnel associations) the implementation of activities in relation to their responsibilities towards the University, its stakeholders and the safety of workers and the environment, should comply with. Suppliers must be aware of the provisions set down in the complete version of this Code, which is available on the University's website, and are responsible for their employees' adherence to it, with particular reference to the services to the public and the activities carried out within the University's offices. Failure to comply with the provisions covered by this appendix will authorize the University to terminate the contract pursuant to and with the effects referred to in article no. 1456 of the Italian Civil Code. Suppliers are expected to acknowledge and undertake to:

- a. abide by all applicable laws and sector-specific regulations;
- b. abstain from any form of corruption, including payments and other benefits bestowed on civil servants in order to influence decisions;



- c. abide by the regulations which result from the application of the Collective Labor Agreement and, in particular:
 - c.1. promote equal opportunities among their employees, as well as fair treatment of the latter, regardless of their color, race, nationality, social background, disability, sexual orientation, political or religious beliefs, gender or age;
 - c.2. respect human dignity, privacy and the rights of the individual;
 - c.3. abstain from employing someone against their will;
 - c.4. reject any unacceptable treatment of their employees, such as psychological abuse, sexual harassment or discrimination;
 - c.5. forbid any sexually offensive, coercive, threatening, abusive or exploitative behavior, including gestures, language and physical contact;
 - c.6. provide an adequate remuneration;
 - c.7. conform to the maximum number of working hours as defined by the applicable regulations;
 - c.8. acknowledge, as far as legally possible, the employees' freedom of association and not favor, nor discriminate, the members of employees organizations or labor unions;
 - c.9. not employ workers under the age of 16.
- d. abide by the Legislative Decree no. 81/2008 on the protection of health and safety in the workplace and, in general, all rules deriving from current regulations on workplace accidents, occupational hygiene, and insurance against workplace accidents and occupational diseases, by guaranteeing the physical and moral integrity of its personnel, and ensuring working conditions which are respectful of human dignity, and a safe and healthy work environment;
- e. pay and guarantee the greatest attention to avoid exhaust and illegal emission of harmful materials or special waste, in accordance with the relevant legal and regulatory provisions.