

CODE OF ETHICS AND CONDUCT OF THE UNIVERSITY OF FOGGIA

“In this Regulation, people of both male and female gender are referred to only using terms in the masculine form in Italian. The choice to not use formulas that respect gender identity was made to preserve the legibility of the text as well as its simple nature”

PREAMBLE

This Code incorporates into a single text the Code of Ethics of the University of Foggia, issued by Rector’s Decree no. 93 – 2013, prot. no. 1979 – I/3 of 25th January 2013, and the Code of Conduct for the employees of the University of Foggia, issued by Rector’s Decree no. 980, prot. no. 20213-VII/15 of 7th August 2015, thereby modifying and updating them.

SECTION I – ETHICAL PRINCIPLES OF THE UNIVERISTY

CHAPTER I – GENERAL PROVISIONS

Article 1

Principles and purposes

1. The university community, as defined in Article 2, is guided by the values of dignity and inviolability of the human person and undertakes to remove obstacles that undermine the full development of one’s personality in the study and work environment. It also guarantees to every person the right to protection from any act or behavior that results in a detrimental effect and discriminates, also indirectly, on the grounds of sex, sexual orientation and/or gender identity, religious beliefs, political or other opinions and/or ethnic origin, age, disability status. It adopts initiatives aimed at fostering mutual respect for the inviolability of the person through training and prevention. To this end, it bases its action on the following principles:
 - a) honesty, integrity and fairness;
 - b) equity, good faith, impartiality;
 - c) professionalism, fair cooperation and transparency;
 - d) guarantee of equal opportunities;
 - e) rewarding merit;
 - f) reasonableness and proportionality;
 - g) cost-effectiveness, efficiency and effectiveness of administrative action.
2. The University of Foggia embraces the values enshrined in the Constitution of the Italian Republic, in particular those concerning the development of culture and scientific and technical research (Article 9), freedom of teaching (Article 33), the right of the capable and deserving to attain the highest levels of education (Article 34), both as founding principles of the university institution and as instruments for the pursuit of the substantial equality referred to in the second paragraph of Article 3 of the Italian Constitution.

Article 2

Scope

1. The principles described in Article 1 above shall apply to the entire university community, which includes:
 - a) teaching staff, Professors Emeriti and Honorary Professors, researchers on permanent contracts, managerial and technical-administrative staff and foreign language instructors, on permanent and fixed-term contracts;
 - b) researchers on fixed-term contracts, within the limits of the contractual rules;
 - c) staff from other public administrations that have been transferred to the University;
 - d) students of study courses and vocational courses;
 - e) doctoral students, research grant holders, holders of study and research scholarships carrying out their activities at the University, in consideration of the specific features of such positions;
 - f) members of the academic bodies and governing bodies of the University, as defined in the relevant assignment and appointment deeds;
 - g) holders of teaching and research contracts, collaborators and consultants with any type of assignment, including free of charge, for the performance of teaching and research activities, within the limits and in the manner defined by specific clauses or provisions included in the relevant contracts or deeds of appointment.
2. For the purposes of the implementation of this Code, the following definitions shall apply:
 - a) “lecturers”: this also includes visiting professors at the University and professors from other Universities, Professors Emeriti of the University, Honorary Professors;
 - b) “students”: the participants in courses of study of any order and degree, from the date of enrolment until the conclusion of their studies, or until they make use of the services of the University. The rules of the Code also apply to students participating in international and exchange programs between universities.
3. This Code also applies, insofar as compatible, to anyone who collaborates in any capacity with companies providing goods or services that carry out work for the Administration; to students holding part-time collaboration contracts and to any other person to whom the legislation extends the application of this Code and related provisions or who has a formalized relationship with the University, as well as to any other subject working at the University, in the performance of their respective duties and in relation to the roles and responsibilities assumed both individually and within governing bodies.
4. For the purposes referred to in the paragraph above, a specific clause on the termination of the relationship or termination of office in the event of breach of the obligations arising from this Code, ascertained by the competent disciplinary authority, shall be included in the contracts or deeds of assignment or appointment or in a specific additional agreement.
5. This Code does not replace the law, it is an addition to the regulatory provisions applicable to members of the university community and which results in rights and duties.

CHAPTER II – ACADEMIC INTEGRITY AND ETHICAL CONDUCT IN RESEARCH AND TEACHING

Article 3

Freedom, autonomy and excellence in research and teaching

1. Members of the university community are guaranteed the autonomy of scientific research and freedom of teaching as fundamental values for the creation and dissemination of knowledge. The University is committed to fostering a scientific and institutional environment that encourages lifelong learning and exchange relations within the national and international scientific and academic community, as prerequisites for the achievement of excellence.
2. The University promotes responsible, high-quality teaching and research and seeks to achieve the highest standards at international level, supports the enhancement of individual skills and experience and encourages continuous knowledge enrichment. The University also guarantees the development of training programs aimed at enhancing and defending ethical values and academic integrity; it encourages discussions and debates on ethical issues of interest to the community.
3. The fulfilment of institutional duties by each member of the university community takes precedence over the exercise of any other, albeit legitimate, professional and extra-institutional activity.

Article 4

Teaching activity and relations with the students

1. The University recognizes students as the key element of its system on which it bases its activity, promoting training courses of a high cultural and professional level, considering the needs of society as a whole. It supports access to higher education by promoting collaborations with national and international universities and education institutions.
2. The relationship between lecturers and students must be inspired by the principles of integrity, trust, collaboration and mutual fairness, respecting the individual, equal opportunities and the absence of any form of discrimination, both direct and indirect.
3. When it comes to relations with the students, the University:
 - a) promotes the elimination of all forms of discrimination based on sex, sexual orientation and/or gender identity, religious beliefs, political or other opinions and/or ethnic origin, age, disability status;
 - b) provides students with effective guidance services, to help them identify the most suitable personal educational path and the creation of opportunities to enter the labor market, through the activation of services for outgoing guidance (job placement and careers guidance);
 - c) guarantees high-quality services supporting teaching activities and the right to study;
 - d) adopts criteria of transparency and recognition of merit in teaching activities, course admission tests and examinations;
 - e) ensures a transparent and shared procedure for surveying students' opinions on the content and organization of teaching activities;
 - f) undertakes to remove architectural barriers that prevent the full use of services by students with disabilities;
 - g) upholds the students' right to use common spaces, where they can socialize and exchange ideas.

Article 5

Quality and transparency of scientific and research activities

1. The members of the university community shall operate in compliance with the highest ethical standards concerning methodologies, dissemination and use of results and shall be responsible for the quality and transparency of their scientific and research activities. The research activity carried out shall not pursue aims and objectives that violate the principles and values promoted by this Code and other bodies, with competence in the field of ethics, provided for by the University organization.
2. Regarding the distribution of the resources allocated to research funding, the University shall identify objective benchmarks, enhancing the individual and group contribution made in the scientific field as well as the specific features of the academic disciplines.
3. The University shall be committed to ensuring the maximum sharing and dissemination of the results of scientific research and promotes access to knowledge through all suitable means.

Article 6

Protection of intellectual property rights

1. All members of the university community have the right to be recognized as authors of the results of their research. The results of the scientific activity carried out in the University shall not be disseminated without mentioning the individual contributions of each of the researchers who contributed to obtaining them.
2. The author of intellectual works belonging to the University is bound not to use them for personal purposes or in any case for purposes other than institutional ones, in the absence of express authorization by the University itself.
3. The University condemns, as an unjustifiable violation of the principles underpinning scientific research and cultural relations, any form of plagiarism and appropriation of the results of the work of others, even if partial, indirect or due to sheer negligence.
4. The University promotes, in collaboration with the inventors and in compliance with the fair recognition due by law, the enhancement and management of intellectual property, in accordance with the regulations adopted by the University.

CHAPTER III – MERIT, EQUITY, NON-DISCRIMINATION AND EQUAL OPPORTUNITIES

Article 7

Protecting the individual and the well-being in the workplace

1. The University promotes conditions of psycho-physical well-being and a peaceful organizational atmosphere in its working and study environments. It sets up monitoring and listening tools to understand people's needs, to assess the impact of organizational changes and initiate, where necessary, processes of improvement, help, work integration, assistance and support for people who are troubled and vulnerable, in order to promote their full inclusion in the university community.
2. The members of the university community are required to base their interpersonal relations on the principles of fairness, honesty and mutual respect, which are inherent in the relationship between colleagues, which means belonging to the Institution regardless

of the roles held, and to refrain from any behavior that can potentially be detrimental to the honor, reputation, freedom and dignity of the individual.

Article 8 ***Rewarding merit***

1. The University recognizes and promotes individual merit as an essential criterion of personal and professional enhancement. Regarding recruitment and career advancement, merit constitutes a parameter of evaluation and selection, based on skills, knowledge and experience.
2. Merit is the criterion through which students are assessed in relation to their study programs and rewarded in the form and manner provided for by the University regulations.
3. The University promotes training initiatives that enhance the professional skills and experience of its staff, for the benefit of the entire university community. It activates internal and external assessment procedures of the Facilities and staff in relation to predetermined objectives, suitable to foster the improvement of organizational and individual performances.

Article 9 ***Fight against of all forms of discrimination and culture of equal opportunities***

1. Every member of the university community has the right to be treated with respect and consideration and not to be discriminated against, either directly or indirectly, on grounds such as religion, sex, sexual orientation or gender identity, personal beliefs, physical appearance and color, language, ethnic or social origins, citizenship, personal and health conditions, pregnancy, family choices or relationships, age, position held in a university or non-university environment, as well as any other reason, not provided for herein, that could reasonably be considered a form of discrimination.
2. Direct discrimination takes place when, on any of the grounds referred to in the paragraph above, a person is treated less favorably than others in similar situations.
3. Indirect discrimination takes place when an apparently neutral provision, criterion or practice would put persons identifiable in the first paragraph of this Article at a disadvantage, unless that provision, criterion or practice is objectively justified by a legitimate aim and the means of achieving it are suitable and necessary.
4. Each member of the university community shall seek to avoid discriminatory or harassing behavior, as well as any other form of social prejudice, harassment or annoyance, supremacy or moral superiority.
5. It is the duty of the University and its members to protect and empower disadvantaged groups, and enhance individual and cultural diversity.

Article 10 ***Sexual and psychological harassment***

1. Sexual harassment is defined as any unwanted conduct of a sexual nature or any other type of conduct based on sex that offends the dignity of men or women at work, including unwelcome physical, verbal or non-verbal attitudes (Commission Recommendation 92/131/EEC of 27th November 1991 on the protection of dignity of women and men at work). It consists of conduct that is unwanted, unbecoming and offensive to those who suffer it. The undesirable nature of sexual harassment distinguishes it from friendly behavior that is welcome and mutual. It is up to the victim to determine what behavior can be

tolerated and what is to be deemed offensive. The connotations of sexual harassment can be found in acts perpetrated by persons of both the same and opposite sex. An aggravating circumstance is the existence of a position of asymmetry or hierarchical subordination between the harasser and the victim, in particular when such conduct is imposed as a condition for access to employment and career advancement. Harassment and psychological harassment, abuse and unwanted attention of a sexual nature towards students are particularly serious.

2. The University counters sexual and psychological harassment, also given its discriminatory nature and detrimental effect on human dignity. It rejects any behavior aggressive, hostile, denigrating, persecutory and harassing behavior, and guarantees the full protection of the victim. It adopts suitable measures to prevent such unlawful conduct and promotes the culture of respect for the person also through training and educational initiatives.

Article 11

Nepotism and favoritism

1. The University community disapproves of and discourages nepotism and favoritism, as defined in the following paragraphs of this Article, as they go against human dignity, the enhancement of individual merit, honesty, integrity, impartiality and transparency. Therefore, the University requires its members to avoid situations of nepotism and to refrain from taking part in the adoption of decisions or activities that may involve the interests of the persons referred to in the paragraphs below.
2. Nepotism occurs when a member of the University community takes advantage, directly or indirectly, of his/her role or authority in order to grant benefits or facilitate the undue conferral of advantages and/or appointments in favor of his/her spouse, cohabiting partner, relatives or relatives-in-law up to the fourth degree and other persons to whom he/she is linked by relations of a personal nature.
3. Nepotism includes undue influence on competition and selection procedures or in any case aimed at obtaining other benefits, including by resorting to external funding and concerning, in particular, the initial phase of a university career and/or, more generally, access to employment.
4. In the transition between the different stages of one's university career, the coincidence between the academic recruitment field of the lecturer and that of the persons indicated in paragraph 2 above and the simultaneous performance of institutional activities by the aforesaid persons in the same university Department or facility may constitute nepotism.
5. Nepotism shall be assimilated to practices of favoritism towards students and collaborators, including those in subordinate positions, deemed unjustified and arbitrary conduct violating the prohibition of discrimination, the recognition of merit and detrimental to the prestige of the University.

Article 12

Abuse of one's position in internal and external relations

1. The University disapproves of, opposes and sanctions the exercise of institutional functions for private ends. Members of the University community shall not use their hierarchical, academic or organizational position to obtain advantages in internal and external relations, by demanding services that are not the expression of the fulfilment of a legal obligation by others, or to carry out undue interference in the exercise of functions and tasks assigned to others.

2. Conduct aimed at obtaining services from others that, although not expressly prohibited by regulatory provisions, violates the principles of this Code constitutes abuse of one's position.

CHAPTER IV – RESPONSIBILITY, INDEPENDENCE AND CONFLICT OF INTEREST

Article 13

Conflict of interest and responsibilities

1. The University is autonomous and pluralist, free from influences and independent, and pursues the functions entrusted to it in compliance with the law, with its own founding principles, with constitutional rules, with Law No. 241 of 7th August 1990, and subsequent amendments (hereinafter: Law No. 241/1990) and with the rules in force on the prevention and countering corruption. It requires its members to observe, in the performance of their institutional duties, the principles of fairness and impartiality, in the exclusive interest of the Institution and avoiding situations of conflict of interest.
2. A conflict of interest arises when the private, personal or professional interest of the decision-maker violates the principle of impartiality, and in particular when the private interest prevails over that of the University. This situation may emerge irrespective of the existence of an economic advantage or other benefit.
3. The presence of a conflict of interest, even if merely possible or potential, regardless of the result pursued and achieved, imposes an immediate obligation of abstention. The person concerned shall also immediately inform the Statutory Bodies in order to adopt the most suitable measures to safeguard the legitimacy of the administrative action.
4. The employees of the University of Foggia shall also observe these principles in the performance of extra-institutional assignments and activities within accredited or subsidiary companies, spin-offs, start-ups and in any other Entity or Body in which stake is held by the University. The University identifies the cases of conflict of interest and incompatibility that do not allow access to institutional offices of the University or lead to their disqualification.
5. When appointing its representatives in institutions, companies and other bodies, including those that are not subsidiaries, the University shall avoid any possible conflict of interest and act in the exclusive interest of the Institution.

Article 14

Protection of the name and reputation of the University

1. The University requires all members of its community to respect the name and prestige of the Institution and to refrain from any behavior that is likely to damage its reputation. The use of the University's name or logo for non-institutional purposes or in a manner not provided for in the University regulations is not permitted.
2. The members of the University Community:
 - a) shall comply with the decisions legitimately made by the Statutory Bodies of the University;
 - b) shall not make public statements on behalf of the University, through any means of information and communication, except in the cases provided for by the regulations in force, or without express authorization;
 - c) shall not express strictly personal opinions by using the University's name;

- d) shall use all means of communication properly and respect the Institution and the privacy of individuals;
- e) shall not disseminate information, texts or images that may damage the name and prestige of the University;
- f) shall maintain a behavior that is respectful of constitutional freedoms, prestige and reputation of the Institution, including in the use of social media.

Article 15

Confidentiality and personal data protection

1. In the processing of personal data, the University guarantees respect for the rights, basic freedoms and dignity of the person concerned. It requires the members of its community to use the information related to the university activities within the scope of their role and in compliance with official secrecy, keeping confidential any information learnt in the performance of their duties that are not subject to the obligation of transparency in compliance with the regulations in force.
2. The University undertakes to ensure a balance between the fundamental freedoms of the individual and the requirements of detection and monitoring of institutional activities.
3. The employees of the University are obliged to comply with the national and European regulations on the protection of personal data.

CHAPTER V

FREE AND OPEN KNOWLEDGE DISSEMINATION AND INSTITUTIONAL COMMUNICATION

Article 16

Internal and institutional communication and knowledge dissemination

1. The University, aware of the social importance of research, promotes and encourages all forms of dissemination of knowledge and scientific results in order to contribute to the development and welfare of the community.
2. The University promotes the dissemination of knowledge not only through traditional methods, but also through access to the institutional archives for the purpose of consultation and possible re-use of scientific literature and research results, within the limits of the regulations on the protection of cultural heritage, intellectual property, confidentiality and personal data protection.
3. The University favors, through institutional communication and the instruments dedicated to it, the internal and external dissemination of its image, identity and values, institutional functions and activities, also with a view to social reporting to its stakeholders. In any case, information and communications to the outside must be truthful, complete, unambiguous and disseminated in compliance with the University's guidelines.
4. The University manages its external relations based on the principles of transparency and fairness.

Article 17

Autonomy and freedom of criticism

1. The University promotes an environment that is conducive to opportunities to exchange views and actively guarantees freedom of thought, opinion and expression, including in a critical form, in order to ensure the full development of the person, within the limits provided for in Article 14 of this Code.

CHAPTER VI

ENVIRONMENT, RELATIONS WITH EXTERNAL SUBJECTS, INTERNATIONAL RELATIONS

Article 18

Respecting the environment and proper use of the institutional resources

1. The University, aware of the constitutional importance attributed to the environment, promotes policies of environmental sustainability and compatibility of university activities with the need to safeguard public assets and resources.
2. The members of the university community must use the institutional resources, whether of public or private origin, as well as the common spaces, while following the criteria of responsibility and transparency, ensuring their proper, efficient and effective use.
3. The use of research and teaching equipment, spaces, human, material or financial resources for personal purposes or other than the institutional ones, or not expressly authorized, is not permitted.
4. In compliance with the internal rules and directives for the organization of the offices, all members of the university community shall be guaranteed access to the University's facilities and equipment, both for laboratory non-laboratory activities, for research and teaching activities, for study purposes and service requirements related to the performance of work or activities that are in any case authorized.
5. The use of the University's instrumental resources shall follow the cost-effectiveness principle. Regarding the scientific equipment and pilot plants, the most shared use possible shall be allowed, also avoiding the risk of repeatedly purchasing the same good that is underutilized. The use of the scientific equipment and pilot plants shall comply with the strict complementarity between teaching and research activities, as well as with the service function in favor of the students, in their twofold capacity as members of the academic community and users.
6. University employees shall comply with the directives issued by the Rector and his/her delegates for the protection of health and safety in the workplace.
7. Those in charge of the scientific laboratories shall take care of the routine and non-routine maintenance of the equipment entrusted to them, to guarantee its efficiency and safety.

Article 19

Decorum of the work and study places

1. Without prejudice to the provisions of Article 7 of this Code, every member of the university community is bound to show respect and decorum in the places of work, research, teaching and study.

Article 20

Relations with the entities that are affiliated, partly owned and accredited by the University

1. The entities that are directly or indirectly affiliated or partly owned by the University are required to adopt rules of conduct consistent with the principles set out in this Code.
2. The University shall promote the adoption of rules of ethics and conduct consistent with the principles of this Code in public and private entities that are partly owned and accredited.
3. The members of the university community who carry out their activities in companies with university spin-off and start-up features and in the entities partly owned by the University are required to adopt rules of conduct consistent with the provisions of this Code.
4. The commitment and the professional contribution made in the affiliated and partly owned entities of the University must be compatible with the fulfilment of the institutional obligations of teaching and research of the lecturers, the service obligations of the technical-administrative staff, the training obligations of the doctoral students and scholarship holders and the contractual obligations of the research fellows.
5. University employees shall not carry out activities in competition with those of the University and its research facilities. In the event of a conflict of interest, reference shall be made to the provisions of Article 13.

Article 21

International relations

1. The University recognizes the importance of international relations and their contribution to the development of scientific research and freedom of teaching. It undertakes to promote a suitable institutional framework for fostering relations of mutual exchange, the international scope of research and education, while respecting the different forms of organization of its partner Universities.
2. The University encourages the international mobility of its students to increase the quality of education and guarantees the full recognition of the educational activities carried out abroad, consistently with the educational project of the relevant Course of Study. It adopts suitable policies and actions to prevent knowledge dispersion and promotes equal opportunities to access international mobility.
3. The members of the university community promote international mobility, sharing in the facilities in which they operate the relationships and knowledge of foreign partners, and favor the joint evaluation of students' experiences abroad.
4. The University promotes international mobility projects and access to higher education for foreign students and removes all obstacles to exchange relations; it encourages, through agreements and networking activities, the circulation of students and researchers, avoiding one-way flows. To this end, it works to ensure that the information contained both on the University website and in the promotional and information material disseminated abroad is comprehensive, intelligible, accurate and suitable to the context of dissemination, with particular regard to access requirements, costs, forms of financial support, language requirements and procedures.

5. The University shall cooperate with its international partners based on the principle of equal treatment, valuing diversity and the complementary nature of scientific and teaching skills.
6. In providing education, in implementing workshops and scientific projects or other institutional activities carried out in foreign countries and education systems, the University operates according to the principles established by international organizations. The members of the university community shall respect international principles and codes of ethics.

SECTION II – CONDUCT DUTIES IN TEACHING AND RESEARCH ACTIVITIES

Article 22

Responsibilities of the lecturers

1. Members of the university community must carry out their teaching activities in accordance with the overall organization and planning of the University.
2. The lecturers are bound to the responsible and accurate fulfilment of the obligations connected to their function and educational role, aimed at fostering the students' cultural growth. Students are entitled to the performance of teaching and educational activities that are also inspired by the principles of the Charter of University Students' Rights approved by the National Council of Students.
3. Assessment of students' knowledge acquisition is carried out based on pre-established and previously communicated procedures, to be carried out at times compatible with the requirements of preparation and organization of studies. Individual teaching and educational interactions with students, at predetermined times and places, constitute an essential part of the lecturer's academic duties.
4. The lecturer must listen to students, take their requests and respect their individual characteristics, encourage the defense of ethical values and moral integrity, a sense of responsibility and self-discipline.

Article 23

Responsibilities of the students

1. Students have the right and duty to actively participate in teaching and educational activities, adopting collaborative, fair and respectful behavior towards lecturers and those who work or study in the University Facilities, sharing a culture marked by honesty and fair behavior, responsibility and respect for the Institution.
2. In the assessment tests and final examinations of the Courses of Study, students shall refrain from conduct that is disruptive, obstructive or detrimental and/or unfair to other students and to the Institution. Plagiarism and copying of other people's texts, or any conduct that may hinder a correct and transparent assessment of the tests, violate the principles of this Code.

Article 24

Responsibilities in research

1. Teaching and research staff are required to continuously update their knowledge, ensuring the link between research and teaching. They shall participate in monitoring and evaluating research activities by certifying their scientific products accurately and truthfully.
2. Within research teams, the coordinator or supervisor shall:
 - a) promote conditions that enable each participant to operate with integrity and professionalism;
 - b) enhance individual merits and identify the responsibilities of each participant;
 - c) encourage dialogue, cooperation, development of personal ideas and skills, especially in the performance of scientific activities requiring a multidisciplinary methodological approach;
 - d) ensure proper management of the intellectual property of the research results;
3. In research activities, the members of the university community are required to observe proper and responsible conduct, also by adopting self-discipline practices or protocols aimed at showing the research methodology and results to the scientific community.

Article 25

Research results

1. The members of the university community shall comply with the current rules on intellectual property, referred to in Article 6 of this Code, and the relevant University Regulation. The author of an intellectual work or a patent owned by the University and/or that may be applied and harnessed for the benefit of society, may not use it for private purposes, must observe the confidentiality of the results until their official disclosure and must endeavor in collaboration with the University to manage the results in the public interest.
2. In collective scientific productions, the contribution of all members of the research group must be recognized and valued. Persons who have collaborated must not be excluded from the list of co-authors and, conversely, those who have not contributed shall not be included.
3. The University does not tolerate any form of plagiarism or intellectual dishonesty, whether intentional or resulting from negligent conduct, abuse of hierarchical position or academic influence. Plagiarism includes the partial or total attribution to oneself or the appropriation of the ownership of projects, ideas, research results or inventions belonging to others, as well as the attribution of the authorship of an intellectual work to an author other than the real one. Plagiarism includes the omission or falsification in the citation of sources and is independent of the use of the language in which the scientific products are presented or disseminated.
4. The University requires every member of its community to counter and report cases of plagiarism of which they become aware.

SECTION III – CONDUCT DUTIES RELATED TO THE SERVICE ACTIVITY

Article 26

General provisions and scope

1. Without prejudice to the provisions of Article 2, paragraph 2 of this Code, the rules of this Section implement the provisions of the Code of Conduct for Civil Servants, issued by Presidential Decree No. 62 of 16th April 2013 (hereinafter: National Code of Conduct).
2. For personnel governed by public law, referred to in Article 3, paragraph 2 of Legislative Decree No. 165 of 30th March 2001, and subsequent amendments (hereinafter: Legislative Decree No. 165/2001), the rules contained in this Section of this Code constitute general principles of conduct.
3. The persons referred to in this Section do not include students and their representatives.

Article 27

Participation in associations and organizations

1. In compliance with the regulations in force on the right of association and free expression of thought, the employee shall, at the time of appointment, or at the time of entry, if subsequent to appointment, and in any case no later than 15 days after the aforesaid events, inform the Office of membership or affiliation to associations and organizations, whether or not they are of a confidential nature, whose spheres of interest may interfere with the proper performance of the Office's activities. This paragraph does not apply to membership of political parties or trade unions. In any case, the protection of religious, political and trade union opinions shall be guaranteed. The communication, which must contain the essential data concerning the association and the reasons for the potential interference, is made in writing to the Rector, for teaching staff, and to the General Manager, for technical-administrative staff, within 30 days:
 - a) upon recruitment or appointment;
 - b) upon taking up duty in the office;
 - c) upon joining or knowing of the possible interference that may occur with the office functions or activities of the facility to which the employee is assigned; in the case of a transfer, upon knowing of the act of assignment;
 - d) or within 60 days of the entry into force of this Code.
2. Without prejudice to the rules governing conflicts of interest and the prohibition to carry out activities in competition with those of the University, the relevant interference within the meaning of this Article shall be limited exclusively to the economic and financial sphere, in accordance with the provisions of Articles 28 and 29 below.
3. Each member of the university community shall not compel any other person employed by the University to join any association or organization, nor shall he/she exert pressure to this end by promising advantages or by envisaging career disadvantages.

Article 28

Disclosure of financial interests

1. Without prejudice to the rules on conflict of interest and the prohibition to carry out activities in competition with those of the University, without prejudice to the transparency obligations provided for by laws or regulations and the rules on not being conferrable or compatible, the employee belonging to the technical-administrative staff, upon recruitment,

shall inform the Director General in writing of all direct or indirect relationships of collaboration with private entities, howsoever remunerated, that he/she has or has had in the past three years, specifying:

- a) whether he/she, or his or her relatives or relatives-in-law up to the second degree of kinship, spouse or cohabiting partner still have financial relations with the person with whom he/she has had the aforesaid collaboration relations;
 - b) whether such relations have taken or are taking place with persons having an interest in activities or decisions concerning the office, limited to the files entrusted to him/her.
2. The disclosure referred to in paragraph 1 above shall be made within 15 days of the assignment to the office or of the possible interference referred to in point b) thereof, or of the date of entry into force of this Code.
 3. Individual employees shall refrain from taking decisions or carrying out activities related to their duties in situations of conflict of interest, even potential, with their personal interests, of their spouse, cohabiting partner, relatives and relatives-in-law up to the second degree. The conflict may concern interests of any kind, including non-asset interests, such as those deriving from the intention to comply with political, professional, trade union or hierarchical superior pressures.

Article 29

Conflict of Interest and obligation of abstention

1. There is a conflict of interest when an employee's private or professional interest actually or potentially conflicts with the interest, economic and of other nature, of the University. This conflict also concerns external employment relationships with potentially competing educational institutions or Universities.

2. The private interest, not only of an economic nature, of a University employee may concern:

- a) the person's immediate interest as an employee of the University;
- b) the interest of entities, natural or legal persons with which the employee has an employment or business relationship;
- c) the interest of entities or legal persons of which the employee has control or a significant shareholding;
- d) the interest of third parties, if they can knowingly benefit the employee.

3. An employee who does not comply with the provisions of this Article shall incur disciplinary liability, without prejudice to more serious liability provided for by law.

4. Non-teaching employees (the rules for full-time or fixed-term contracts apply to lecturers) may join professional registers, subject to prior notification to the Director General, if the specific legal provisions governing the individual professions allow them to do so, or if they do not require, as a prerequisite for registration, the exclusive exercise of freelance activities.

5. The employee shall abstain from participating in the adoption of decisions or activities that may involve his or her own interests, those of his or her relatives, relatives by blood or marriage up to the second degree, spouse or cohabiting partner, persons with whom he or she is in regular contact, or of persons or organizations with whom he or she or his or her spouse has pending litigation or serious enmity or significant credit or debt, persons or organizations of which he or she is the guardian, trustee, attorney or agent, of bodies, associations, including unrecognized associations, committees, companies or establishments of which he or she is a director, manager or executive. The employee shall abstain in any other case that results in his or her personal advantage.

6. For the purposes of the paragraph above, the employee shall immediately communicate, in writing, the reasons for his/her abstention to the head of the facility to

which he/she is affiliated, who shall decide on the abstention and, if he/she determines that there is a conflict of interest, shall take the appropriate measures, including replacing the person concerned.

Article 30

Corruption prevention

1. In accordance with Article 8 of the National Code of Conduct, the individual employee is required to comply with the provisions of the anti-corruption legislation and of the plans envisaged therein, and to report to the University any situations of wrongdoing, of any kind, of which he/she has become aware.
2. Each employee shall cooperate with the Head of Corruption Prevention, providing him/her with any data and information requested.
3. Each employee shall report, in accordance with the procedures set out in the Three-Year Plan for the prevention and suppression of corruption, any unlawful situations within the University of which he/she has become aware and any case deemed relevant for the purposes of this Article. As soon as the report is received, the person responsible for corruption prevention shall immediately inform the Rector for teaching and research staff, and the General Director for technical-administrative staff.
4. Reports concerning the director responsible for the prevention of corruption shall be forwarded directly to the National Anti-Corruption Authority.
5. The recipient of the reports referred to in paragraphs 3, 4 and 5 above shall take every legal precaution to ensure that the anonymity of the reporter is protected and that his/her identity is not unduly revealed, pursuant to Article 54-*bis* of Legislative Decree no. 165/2001.
6. In the context of disciplinary proceedings, the identity of the person who makes the report may not be disclosed without his/her consent, provided that the allegation of the disciplinary charge is based on separate and additional investigations to the report. If the charge is based, in whole or in part, on the report, the identity may be disclosed where knowledge thereof is absolutely indispensable for the defense of the person charged. The report is exempt from access as provided for in Article 22 ff. of Law No. 241/1990.
7. The University guarantees all confidentiality measures to protect the employee who reports wrongdoing in the administration. To this end, the person whose conduct is the subject of the report may not personally impose disciplinary sanctions, nor may he/she order (unless requested by the person concerned or ordered by his/her hierarchical superior) the transfer of the person who files the report to other duties or to another office.
8. All staff members are made aware of the importance of disclosing unlawful actions and are periodically updated on their rights to be protected in the event of a report being made, during training initiatives related to Corruption Prevention as well as with specific information on the University website.

Article 31

Gifts, pay and other benefits

1. Under no circumstances shall employees request, solicit, accept for themselves or for others gifts or other benefits to perform an act of their office. Gifts of modest value or customary gifts, those given as part of courtesy or institutional relations or in accordance with international custom are excluded.
2. For the purposes of this Article, gifts or other benefits of modest value shall have a value not exceeding, approximately, the provisions of Article 4 of the National Code of Conduct.

3. In any case, employees shall not accept, for themselves or for others, money or other means of payment in lieu of money.
4. Gifts and other benefits, in any case received outside the cases allowed by this Article, shall be returned to the person who gave them by the employee who received them. If returning them is not possible, they shall be made available to the University to be donated with institutional purposes.
5. Employees shall not accept collaboration assignments from private entities that have or had in the previous two years a significant economic interest in decisions or activities related to their institutional duties.
6. For the purposes of this Article:
 - a) “collaboration assignments” shall mean extra-institutional assignments as identified based on the University regulations;
 - b) “private entities” shall mean any private entity, including non-profit entities, with the exclusion of private entities included in the list of public administrations (included in the consolidated income statement, identified pursuant to Article 1, paragraph 3, of Law No. 136 of 31st December 2009), entities in which a public administration has a majority shareholding, as well as legal entities generated in the context of technology transfer activities.
7. The University Head of Corruption Prevention shall oversee the correct application of this Article.

Article 32

Institutional activities and transparency and traceability requirements

1. The employee shall ensure compliance with the transparency obligations laid down for public administrations in accordance with the legal provisions in force, providing the utmost cooperation in the processing, retrieval and transmission of the data subject that must be published on the institutional website.
2. The traceability of the decision-making processes adopted by employees must be, in all cases, guaranteed by means of adequate documentary support, which allows for replicability at any time.
3. Employees, in the context of their activities, shall comply with the procedures provided for the traceability of decision-making processes and shall provide, in a regular and complete manner, the information, data and acts subject to publication on the institutional website in accordance with the provisions contained in the Three-Year Transparency and Integrity Program.
4. Employees shall report to the head of the facility or area any need to update, correct and integrate the information, data and acts subject to publication, pertaining to his/her sphere of competence.

Article 33

Conduct in private relations and abuse of one’s own position of power

1. In private relations, including extra-work relations with public officials in the performance of their duties, employees shall not exploit or refer to their position in the University in order to obtain benefits to which they are not entitled, nor shall they behave in any other way that may harm the interests and image of the administration.
2. Employees shall refrain from conduct that constitutes undue use of the University’s name, as well as from conduct that may be detrimental to the dignity of the University facility and its functions.
3. Unless expressly authorized, employees shall not use the University logo in connection with professional activities, employment, assignments or other external activities, even if unpaid.

4. Holders of contracts and relations with the University shall not misuse the name of the University in their personal and professional relations. The violation of this provision will result in the termination of the contract if it is still in force or the future inability to become the holder of a legal transaction with the University.

Article 34

Conduct in the workplace

1. Without prejudice to compliance with the terms of the administrative procedure, an employee, except for justified reasons, shall not delay or behave in such a way as to cause other employees to perform activities or take decisions falling within his/her competence.
2. Employees shall comply with the service duties also with reference to working hours, correctly fulfilling the obligations provided for the recording of attendance.
3. Employees shall use leave of absence from work, however denominated, in compliance with the conditions provided by law, regulations and collective agreements.
4. Employees shall use the material and equipment at their disposal for office reasons and the electronic and telephone services of the office in compliance with the constraints set by the University. Employees shall use the University means of transport at their disposal only for the performance of office duties, refraining from transporting third parties, except for office reasons.
5. The use of IT equipment is allowed for office or service activities, in compliance with the provisions issued by the University.
6. The Head of the facility shall allocate workloads fairly, considering the skills, abilities and professionalism of the staff assigned to him/her. The manager shall allocate additional tasks based on professionalism and, as far as possible, according to rotation criteria. In the event of any disparity in the distribution of workloads by the head of the facility, employees may lodge a justified complaint through the appropriate channels.
7. The Head of Facility shall detect and take into account, for the purpose of adopting the measures prescribed by the relevant legislation in force, any deviations from the fair and symmetrical distribution of workloads due to the negligence of certain employees.
8. The immediate superior must check that:
 - a) the use of leave to be absent from work, however denominated, actually takes place for the reasons and within the limits provided by law, regulations and collective agreements, highlighting any deviations;
 - b) the use of the material and equipment as well as of the electronic and telephone services of the facility takes place for office reasons and in compliance with the boundaries set by the University;
 - c) the clocking of the attendance of employees assigned to the Facility is carried out correctly, and promptly report any improper practices.
9. In relations with colleagues, collaborators and their supervisors, employees shall constantly ensure the utmost cooperation, while respecting the mutual institutional positions; they shall avoid attitudes and behavior that may disturb the necessary atmosphere of well-being and harmony within the offices.
10. Employees shall report to the manager of their office any event in which they are directly involved and which may affect the service, or relating to situations of danger or damage to their physical or psychological integrity and that of others.
11. Employees undertake to maintain the correct running and decorum of the office: they shall take care of the objects and tools they use by taking the necessary precautions to maintain their efficiency and integrity; in the event of inefficiency, failure or deterioration of the materials and instruments entrusted to them, they shall immediately notify the office manager.

12. Employees shall not use e-mail for discussions on matters unrelated to institutional activities, except for the information/consultation activities of workers' trade union representatives.
13. Employees actively participate in the program to reduce the consumption of materials (e.g. printing, where possible, using recycled paper; printing on both sides of the page), to recycle them and to limit energy consumption, by implementing energy-efficient daily use (e.g. by deactivating electronic devices at the end of working hours).
14. Employees shall adapt their behavior to the legal and contractual requirements provided for preventing and countering workplace bullying.
15. Each employee shall promote the dissemination of news and information – inside and outside the administration – aimed at disseminating a positive image of the Institution and its activities; to this end, it is useful to communicate, also through the institutional website, best practices or examples of technical-administrative staff, lecturers and students who have, by their conduct, enhanced the prestige and reputation of the Institution. Each employee, within his/her sphere of competence, should report to the Head of University Communications Articles in the press or communications in the media that appear to be unfairly denigrating the organization or the action of the administration, so that a response is promptly circulated with the appropriate clarifications or explanations to highlight the correct action of the administration. Employees should also report press information on cases of best practices or positive results obtained by the Institution, so that it is also reported on the University website.
16. All the members of the university community have a duty to observe the organizational arrangements of the University and to ensure their continuous and fruitful presence in the premises and in the governing bodies.

Article 35
Relations with the public

1. Employees encourage the establishment of relationships of trust and cooperation with users and the public. They shall respond to requests, using the means of communication at their disposal, in a comprehensive and, as far as possible, timely manner.
2. In relations with the recipients of administrative action, employees shall ensure equal treatment on equal terms, also refraining from arbitrary actions that have a negative effect on the recipients of administrative action or that lead to discrimination based on sex, nationality, ethnic origin, genetic characteristics, language, religion or belief, personal or political beliefs, belonging to a national minority, disability, social or health conditions, age and sexual orientation or on other factors.
3. In the operations to be carried out and in the processing of files, the individual employee shall, unless otherwise required by the service or in a different order of priority established by the Administration, respect the chronological order and shall not refuse to perform services to which he or she is bound on general grounds. The individual employee respects appointments with users and responds to complaints without delay.
4. Employees shall show the utmost helpfulness and collaboration in relations with other public administrations, ensuring the exchange and transmission of information and data in any form, including electronically, in compliance with the regulations in force.
5. Employees shall maintain an appropriate composure and professionalism in relations with the public and users, knowing that they are representing the University.
6. Pursuant to Article 55-*novies* of Legislative Decree No. 165/2011, as amended by Article 69 of Legislative Decree No. 150 of 27th October 2009, employees belonging to the technical-administrative staff, in relations with the public, shall be recognized by visibly displaying their badge or another form of identification provided by the administration, unless

otherwise indicated by the service for the purpose of employee safety; they shall act in a spirit of service, fairness, courtesy and helpfulness and, when answering correspondence, telephone calls and e-mail messages, they shall act as promptly, comprehensively and accurately as possible. If they are not competent due to their position or subject matter, they shall refer the person concerned to the competent official or office of the same administration.

7. The individual employee, also when acting to protect trade union rights, shall refrain from making assessments, disseminating information and issuing public statements that are offensive to the University.
8. Public statements on behalf of the University may only be made by authorized persons.
9. The individual employee shall ensure compliance with the quality and quantity standards set by the University also in the specific service charters.
10. Employees shall be clear and exhaustive in providing answers to the various requests received; if the request is formulated electronically, employees undertake to use the same tool with which the request was forwarded, processing the answer in a timeframe that is in line with the tenor of the question and in any case adequate to the efficiency standards. Furthermore, all the elements suitable for identifying the person responsible for the answer must always be highlighted. Responses, if they do not lead to the activation of administrative procedures, are normally forwarded within 15 days and, in any case, no later than 30 days, unless there are justified reasons.
11. The individual employee does not make commitments or make public the outcome before the established date of his or her own or others' decisions or actions pertaining to the office, except in the permitted cases. He or she shall provide information and news concerning administrative deeds or operations, whether in progress or concluded, in the cases envisaged by the provisions of the law and regulations on access, while always informing the persons concerned of the possibility of also making use of the Public Relations Office. He or she issues copies and extracts of deeds or documents within his/her competence, in the manner established by the rules on access and by the University regulations.
12. The individual employee observes professional secrecy and the regulations on the protection and processing of personal data and, if he/she is orally requested to provide information, deeds, non-accessible documents protected by official secrecy or by the provisions on personal data, he/she informs the applicant of the reasons preventing the request from being granted. If he or she is not competent to deal with the request, he or she shall ensure, on the basis of internal provisions, that the request is forwarded to the competent office.

Article 36

Special provisions for managers

1. Without prejudice to the application of the reference National Collective Bargaining Agreements, the rules of this Article shall apply to managers, including holders of appointments pursuant to Article 19, paragraph 6, of Legislative Decree No. 165/2001. The individual manager, in particular, observes and monitors compliance with the disciplinary, transparency and anti-corruption rules on absences and leaves of absence, incompatibility, accumulation of employment and positions by the staff of the facility for which he or she is responsible.
2. The manager shall diligently perform the functions incumbent on him or her based on the appointment of the office, pursue the objectives assigned to him/her and adopt an organizational behavior that is appropriate to the performance of the office.
3. Before taking up his or her duties, the manager shall provide the statements and data required for transparency purposes. The manager shall also disclose to the University any shareholdings and other financial interests that may place him or her in a conflict of interest with the public function he or she performs, and shall declare whether he/she has relatives

and relatives-in-law up to the second degree of kinship, spouse or cohabiting partner who engage in political, professional or economic activities that place them in frequent contact with the office he/she is to direct or who are involved in the decisions or activities pertaining to the office. The aforesaid notifications shall be submitted by means of self-certification issued pursuant to Presidential Decree no. 445 of 28th December 2000 (“Consolidated Act on the legislative and regulatory provisions concerning administrative documentation”) and shall also contain the commitment of the manager himself/herself to inform the University in the event of any changes occurring, to be communicated promptly and in any case no later than 30 days after the occurrence of significant events.

4. The communications and statements referred to in the preceding paragraph must be updated periodically and, in any case, at least once a year.
5. The manager shall have a fair and transparent attitude, set an example and have an impartial conduct in relations with colleagues, collaborators and the recipients of administrative action. The manager shall also ensure that the resources allocated to his/her office are used for institutional purposes only and, under no circumstances, for personal needs.
6. The manager shall take care, compatibly with the available resources, of the organizational well-being in the facility he/she is in charge of, fostering the establishment of cordial and respectful relations among collaborators, take initiatives aimed at the circulation of information, at staff training and updating, at the inclusion and enhancement of differences in gender, age and personal conditions.
7. The manager shall assign the processing of files based on a fair distribution of the workload, taking into account the skills, abilities and professionalism of the staff at his or her disposal. The manager shall assign additional tasks based on professionalism and, as far as possible, according to rotation criteria.
8. The manager shall impartially carry out the evaluation of the personnel assigned to the facility he/she is in charge of, respecting the prescribed instructions and time limits.
9. If the manager becomes aware of an offence, he/she shall promptly take the consequent and necessary steps; he/she shall initiate and conclude, if competent, the disciplinary proceedings, or promptly report the offence to the office in charge of disciplinary proceedings, notifying the Director General; he/she shall provide, if requested, his/her cooperation and promptly file a report to the criminal judicial authorities or to the Court of Auditors for the respective competences, first informing the Rector. Should he or she receive a report of wrongdoing from an employee, he or she shall take all the precautions required by law to ensure that the person filing the report is protected and that his/her identity is not unduly revealed in the disciplinary proceedings, in accordance with the provisions of Article 30 above.

Article 37

Contracts and other negotiation protocols and deeds

1. In concluding agreements and negotiations and in entering into contracts on behalf of the University, as well as in the execution phase thereof, employees shall not resort to mediation by third parties, nor shall they pay or promise to pay any benefit to anyone by way of intermediation, or to facilitate or have facilitated the conclusion or execution of the contract. This paragraph shall not apply to cases where the University has decided to use professional mediation.
2. Employees shall not arrange meetings, except in the cases provided for by the tender procedures, with the candidates, even potential ones, in those procedures or to give them informal appointments. Any requests for clarifications for tender procedures, which do not concern merely formal aspects of the procedures themselves, must be formalized in writing by the persons concerned and the contents of the relevant answers, if of general interest, shall be published on the University’s institutional website in the same section where the

deeds initiating the tender procedure are posted. When answering questions, equal treatment must be respected and equal access to information must be guaranteed for all subjects potentially interested in participating in the tender procedure.

3. In the event the University concludes tender, supply, service, financing or insurance contracts with companies with which employees have entered into private contracts or received other benefits in the previous two years, employees shall abstain from participating in the adoption of decisions and in the activities relating to the performance of the contract, drawing up a written record of such abstention to be kept on file in the office.
4. Any employee concluding agreements or negotiations or entering into private contracts, with the exception of those entered into pursuant to Article 1342 of the Italian Civil Code, with private natural or legal persons with whom he/she has entered into tender, supply, service, financing and insurance contracts on behalf of the University in the previous two years, shall inform the Head of the Facility in writing.
5. If the manager finds himself in the situations referred to in paragraphs 3 and 4, he or she shall inform the governing bodies in writing.
6. Any employee who receives, from natural or legal persons taking part in negotiation procedures to which the University is a party, oral or written complaints on the work of the office or that of his/her collaborators, shall immediately inform, as a rule in writing, his/her hierarchical or functional superior.
7. In relations of tender, procurement and, in general, supply of goods and/or services and external collaboration and consultancy, the staff responsible for managing the contract, in addition to what is provided for employees and collaborators in general, are obliged in particular to:
 - a) act impartially, ensure equality of treatment;
 - b) refrain from disseminating and using, for personal purposes, information in their possession for official purposes, subject to compliance with the rules protecting the right to information and access;
 - c) maintain the confidentiality of the entire tender procedure and of the names of the tenderers until the award of the contract;
 - d) not carry out any activity conflicting with the proper performance of official duties and avoid any, conflict of interest, even if only apparent;
 - e) promptly report to the hierarchical superior any proposals, on the part of the tenderer and of the successful tenderer, of employment and/or business involving personal advantages or money or gifts being offered to the employee or his or her relatives or relatives-in-law up to the second degree, or his spouse or cohabiting partner.
8. In the activities aimed to conclude contracts and other acts of negotiation, the employee shall strictly comply with the procedures laid down by the regulations in force, with particular reference to transparency and traceability, following the directives issued by the Three-Year Corruption Prevention Plan.

Article 38

Supervision, monitoring and training activities

1. In accordance with Article 54, paragraph 6, of Legislative Decree No. 165/2001, the application of the National Code of Conduct and of this Code shall be supervised by the Senior Managers of each organizational facility, the internal control structure and the Office responsible for disciplinary proceedings.
2. The activities carried out pursuant to this Article shall comply with any provisions contained in the Three-Year Corruption Prevention Plan adopted by the University pursuant to Article 1, paragraph 8, of Law No. 190 of 6th November 2012, and subsequent amendments (hereinafter: Law No. 190/2012).

3. For the purposes of the supervisory and monitoring activity provided for by this Article, the Administration shall make use of the competent Office, set up pursuant to Article 55-*bis*, paragraph 4, of Legislative Decree no. 165/2001. In addition to its disciplinary functions, the Disciplinary Proceedings Office, in agreement with the Head of Corruption Prevention, shall examine the reports of breaches of the Code of Conduct, collect the unlawful conduct ascertained and sanctioned, ensuring, jointly with the Head of the Corruption Prevention, the guarantees and protection provided for in Article 54-*bis* of Legislative Decree no. 165/2001.
4. The Head of Corruption Prevention shall ensure the dissemination of knowledge of the Code of Conduct within the University, the annual monitoring of its implementation, pursuant to Article 54, paragraph 7, of Legislative Decree no. 165/2001 and the publication on the institutional website and the communication to the National Anti-Corruption Authority, pursuant to Article 1, paragraph 2, of Law no. 190/2012, of the results of the monitoring activity. To promote the dissemination of knowledge of the Code of Conduct within the University, the Head of Corruption Prevention may propose the drafting of information notices and memos, the organization of refresher seminars for employees and any other useful initiative.
5. For the purposes of initiating disciplinary proceedings for breach of this Code, the Head of Corruption Prevention may ask the National Anti-Corruption Authority for an optional opinion in accordance with Article 1, paragraph 2, letter d) of Law No. 190/2012.
6. To prevent and counter cases of corruption, to follow up on the obligations related to the abstention of the employee in conflict of interest, in order to ensure compliance with the principles of efficiency and effectiveness in administrative action, the University may collaborate with other Administrations.
7. Training activities on transparency and integrity are organized for the University staff, in order to enable individual employees to acquire comprehensive knowledge of the contents of this Code, as well as a periodical and systematic update on the measures and provisions applicable in these fields.
8. In the event of conduct that violates the principles laid down in this Code on the part of staff governed by public law, as referred to in Article 3, paragraph 2 of Legislative Decree no. 165/2001 (professors and researchers), reference shall be made to the provisions set out in Article 41 below.

SECTION IV

IMPLEMENTING PROVISIONS AND SANCTIONS

Article 39

Implementation of the Code

1. The members of the university community are required to read and follow this Code, and to seek, in relation to their own role and responsibility, to prevent conduct that constitutes a violation of the rules contained herein.
2. Reports shall be examined impartially, respecting the dignity of the persons involved, the confidentiality of information and the principle of cross-examination.
3. For reports of offences covered by the Corruption Prevention Plan, please refer to the provisions of Article 30 of this Code.

Article 40

Violation of the Code – Management, technical-administrative staff and foreign-language instructors

4. The violation of the obligations provided for in this Code, in performance of the National Code of Conduct, constitutes conduct contrary to official duties. The breach of the said obligations as well as of those laid down in the Corruption Prevention Plan is a source of disciplinary liability, ascertained at the outcome of disciplinary proceedings in compliance with the principles of legality, gradualness and proportionality of sanctions. This is without prejudice to any criminal, civil, administrative and accounting liability.
5. For the purpose of determining the type and extent of the applicable disciplinary sanction, the breach shall be assessed in proportion to the severity of the conduct and to the extent of the damage, including non-pecuniary damage, caused to the University. The applicable sanctions are provided for by law and by collective agreements.
6. The further obligations and cases of disciplinary liability of public employees provided for by law and by collective agreements remain unaffected.
7. The report of any conduct contrary to the obligations of this Code, on the part of management, technical-administrative staff, language instructors, may be made, in writing, by anyone who wishes to, to the Director General.

Article 41

Violation of the Code – Teaching staff, researchers with permanent and fixed-term contracts

1. For violations of the rules contained in this Code on the part of personnel under public-law as per Article 3, paragraph 2, of Legislative Decree no. 165/2001 and of research personnel on fixed-term contracts, the initiation of disciplinary proceedings is the responsibility of the Rector, pursuant to Article 10 of Law no. 240 of 30th December 2010, and subsequent amendments (hereinafter: Law no. 240/2010).
2. The conduct giving rise to disciplinary liability is listed in Article 89 of the Consolidated Law on Higher Education, approved by Royal Decree no. 1592 of 31st August 1933 (hereinafter: Royal Decree no. 1592/1933). The sanctions that may be imposed are, pursuant to Article 87 of the aforementioned Royal Decree: censure, suspension from office and salary for up to one year, dismissal without loss of the right to pension or allowances. By way of non-exhaustive example, the following should be noted as particularly reprehensible, depending on the cases and circumstances: conduct in breach of the obligation to abstain in the event of an actual or potential conflict of interest; of the legislation protecting intellectual property; of the legislation on the protection of the dignity of women and men at work; of the prohibition of sexual and moral harassment of members of the university community; of abuse of one's position in external and internal relations; of use of the University's instrumental and financial resources for private purposes or interests; of the performance of unauthorized extra-institutional assignments, where authorization is imposed by law or by regulations; of the performance of activities in competition with that of consultancy and research on behalf of third parties, as referred to in the Regulations for the management of self-financing activities, as well as scientific collaboration activities, which the University carries out with public or private entities.
3. The Rector is responsible for initiating disciplinary proceedings. He or she is responsible for disciplinary offences that are punishable by censure. For offences that may give rise to the imposition of sanctions more serious than censure, among those envisaged in Article 87 ff. of the Consolidated Law on Higher Education as stated in R.D. 1592/1933, the Disciplinary Board conducts the preliminary investigation of disciplinary proceedings against university professors and researchers and expresses a binding opinion on the imposition of sanctions more serious than censure, pursuant to Article 28 of the University Statutes.

4. The proceedings are governed by Article 10 of Law No. 240/2010, in the performance of which the University has established the Disciplinary Board and adopted the Disciplinary Board's Operating Rules.
5. The reporting of any conduct contrary to the obligations of this Code, on the part of permanent and fixed-term teaching and research staff, may be made, in writing, by anyone who wishes to, to the Rector.

Article 42

Violation of the duties of the Code – Students

6. Violation of the rules of this Code by students may result in disciplinary sanctions, pursuant to the Code for the Application of Disciplinary Sanctions to Students and the Charter of Students' Rights and Duties.
7. Where it is ascertained that activities are aimed at unduly altering the outcome of tests or preventing a correct assessment, the lecturer or other supervisor shall invalidate said tests and report the findings to the Rector for the purposes of initiating disciplinary proceedings pursuant to the Student Regulations.
8. The report of any conduct that violates the obligations of this Code, performed by students, may be made, in writing, by anyone who wishes to, to the Rector.

Article 43

Implementation of the Code and institutional collaboration, research and teaching relations

1. The University shall promote and disseminate knowledge of the Code in all institutional collaboration, research and teaching relations.
2. In the event of any breach of the provisions of this Code, for the persons referred to in Article 2, paragraph 1, letters e), g), based on the principle of proportionality, the measure of exclusion from the procedures for the renewal of teaching, research, collaboration and consultancy contracts, also free of charge, may be applied, insofar as compatible.
3. The provisions of this Article shall apply to assignments, appointments and contracts signed after the entry into force of the Code.

Article 44

Implementation of the Code and external collaboration relations

1. The link to the University website where this Code will be published shall be included in the contracts signed with entities performing works or supplying goods or services, as well as in the contracts or assignments of collaboration or consultancy for any reason signed with the University, referred to in Article 2, paragraph 4.
2. The provisions of this Article shall apply to all contracts, assignments and awarding procedures signed and initiated after the entry into force of this Code.
3. Violation of the obligations provided for in this Code may result in the termination of the contract, taking into account the severity of the violation.

Article 45

Entry into force, repeal and final provisions

1. This Code shall be issued by Rector's decree and shall enter into force on the day following its publication on the Official University Notice Board. The Code shall apply to violations committed after its entry into force.

2. From the same date referred to in paragraph 1 above, the Code of Ethics of the University of Foggia, issued by Rector's Decree no. 93 – 2013, prot. no. 1979 - I/3 of 25th January 2013, as well as the Code of Conduct for employees of the University itself, issued by Rector's Decree no. 980, prot. no. 20213-VII/15 of 7th August 2015, shall be repealed.
3. This Code is included in the "Transparent Administration" section of the University website. The University, at the same time as the signing of the employment contract or appointment of the assignment, shall deliver and have the persons referred to in Article 2, paragraph 1, letters a), b), c), e), f), g), and Article 2, paragraph 3, sign a copy of this Code.