

## **UNIVERSITY CODE OF ETHICS AND CONDUCT**

*This code is an update of the University Code of Ethics and Conduct issued by Rectoral Decree no. 1183/2018, register no. 34724 – I/3 of October 30, 2018, based on Legislative Decree 165/2001, Article 54, paragraph 5, Presidential Decree 62/2013, supplemented by the first guidelines (Civit) no. 75/2013 and the subsequent ANAC resolution no. 177/2020, as well as the modifications required following the enactment of Law no. 79/2022 and Presidential Decree no. 81/2023.*

*“The terms related to individuals that appear only in the masculine form in this regulation refer indiscriminately to both female and male individuals. Gender-sensitive formulations have been avoided in order not to compromise the readability of the text and to meet its need for simplicity.”*

### **SECTION 1 – ETHICAL PRINCIPLES OF THE UNIVERSITY**

#### **CHAPTER 1 – GENERAL PROVISIONS**

##### **Article 1**

###### ***Principles and Objectives***

1. The university community, as defined in Article 2, upholds the dignity and inviolability of the human person as a fundamental value and is committed to removing obstacles that hinder the full development of the individual’s personality in the study and work environment. It also guarantees to every individual the right to protection from any act or behavior that has a detrimental effect and discriminates, even indirectly, on the basis of sex, sexual orientation and/or gender identity, religious beliefs, political opinions or other convictions, and/or due to ethnic origin, age, or disability status. It adopts initiatives aimed at promoting mutual respect for the inviolability of the person through education and prevention. To this end, it guides its actions according to the principles of:
  - a) honesty, integrity, and fairness;
  - b) equity, good faith, impartiality;
  - c) professionalism, loyal collaboration, and transparency;
  - d) guarantee of equal opportunities;
  - e) promotion of merit;
  - f) reasonableness and proportionality;
  - g) economy, efficiency, and effectiveness of administrative action.
2. The University of Foggia (hereinafter simply referred to as “University”) recognizes itself in the values enshrined in the Constitution of the Italian Republic. This is particularly true with regard to the development of culture and scientific and technical research (Article 9), the freedom of teaching (Article 33), and the right for those capable and deserving to achieve the highest levels of education (Article 34). These are viewed both as founding principles of the university institution and as tools aimed at pursuing substantial equality as outlined in the second paragraph of Article 3 of the Constitution.

##### **Article 2**

###### ***Scope***

1. The principles defined in Article 1 are applicable to the entire university community, as defined below:

- a) teaching staff, Emeritus professors and Honorary professors, permanent researchers, managerial and technical-administrative staff, foreign language experts, both on permanent employment contract and fixed-term contract;
  - b) researchers on fixed-term contracts, within the limits of the contractual regulations;
  - c) fixed-term extraordinary professors;
  - d) staff from other public administrations on secondment or assignment at the University;
  - e) students of degree programs and professionalizing courses;
  - f) PhD students, research fellows, scholarship holders, and researchers carrying out their activities at the University, considering the specific nature of these roles;
  - g) members of the academic bodies and collegiate bodies of the University, as defined in their respective appointment and nomination documents;
  - h) holders of teaching and research contracts, collaborators and consultants with any type of assignment, even on a voluntary basis, for carrying out teaching and research activities, within the limits and according to the methods defined by specific clauses or provisions included in the respective contracts or appointment documents.
2. For the purposes of applying this Code, the following are considered as:
    - a) “teachers”: including visiting professors from other universities and the University professors visiting other universities, Emeritus professors of the University, Honorary professors;
    - b) “students”: participants in degree programs of any level, specialization training courses, professionalizing and qualifying training courses, Master’s programs, and any educational activity, from the date of enrollment until the completion of studies, or as long as they make use of the University services. The provisions of the Code also apply to participants in international, national, and exchange programs between universities.
  3. This Code also applies, as far as compatible, to anyone collaborating in any capacity with companies supplying goods or services that carry out works for the University. It also applies to students holding part-time collaboration contracts. Additionally, it applies to any other person to whom the regulations extend the application of this Code and its related provisions. This includes individuals who have a formalized relationship with the University. Furthermore, it applies to any other person working at the University, in the fulfillment of their respective duties. This is in relation to the roles and responsibilities assumed both individually and within collegiate bodies.
  4. For the purposes of the previous paragraph, a specific clause for the termination of the relationship or resignation from the position is included in contracts, appointment documents, or in a specific additional agreement, in case of violation of the obligations arising from this Code, as determined by the competent authority.
  5. This Code does not replace the law, but complements the applicable legal provisions for members of the university community, from which rights and duties arise.

## **CHAPTER 2 – 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 scientific research autonomy and teaching

- freedom as fundamental values for the creation and dissemination of knowledge. The University is committed to promoting a scientific and institutional environment that encourages lifelong learning, exchange relationships within the national and international scientific and academic community, as prerequisites for achieving excellence.
2. The University promotes the conduct of responsible, high-quality teaching and research activities and aims to achieve the highest international *standards*. It supports the enhancement of individual skills and experiences and encourages the continuous enrichment of knowledge. The University also guarantees the development of training programs aimed at strengthening and defending ethical values and academic integrity; it encourages discussion and debate on ethical issues of interest to the community.
  3. The proper fulfillment of institutional duties by each member of the university community takes precedence over the exercise of any other, even if legitimate, professional or extracurricular activity.

#### **Article 4**

##### ***Teaching Activities and Relationships with Students***

1. The University recognizes students as the central component of its system, towards which it directs its activities, promoting high-level cultural and professional training paths, taking into account the needs expressed by society as a whole. It supports access to higher education by promoting collaboration with national and international universities and training institutes.
2. The relationship between teachers and students must be inspired by principles of integrity, trust, collaboration, and mutual fairness, respect for the individual, equal opportunities, and the absence of any discrimination, both direct and indirect.
3. In the relationships with students, the University:
  - a) promotes the elimination of all forms of discrimination based on sex, sexual orientation and/or gender identity, religious convictions, political opinions or other convictions, and/or due to ethnic origin, age, or disability status;
  - b) promotes effective guidance activities aimed at defining the most appropriate personal training path and creating opportunities to enter the job market, through the activation of services for career orientation (*job placement* and job orientation);
  - c) ensures high-quality services to support teaching and the right to education;
  - d) adopts criteria of transparency and recognition of merit in teaching activities, entrance exams for courses, and performance assessments;
  - e) ensures a transparent and shared procedure for collecting students' opinions on the content and organization of teaching;
  - f) commits to removing architectural barriers that prevent full access to services for students with disabilities;
  - g) supports students' right to use common spaces for socializing and discuss.

#### **Article 5**

##### ***Quality and Transparency in Scientific and Research Activities***

1. Members of the university community operate in accordance with the highest ethical *standards* regarding methodologies, dissemination, and use of results, and are responsible for the quality and transparency of their scientific and research activities. Research activities must not pursue

- goals or objectives that conflict with the principles and values promoted by this Code and other bodies with ethical expertise, as outlined by the university organization.
2. The University, for the distribution of resources allocated for research funding, defines objective reference parameters, valuing the individual and group contributions made in the scientific field as well as the disciplinary specificities.
  3. The University is committed to ensuring the widest sharing and dissemination of scientific research results and promotes access to knowledge through all suitable means.
  4. The University is committed to fully respecting the DNSH (*Do No Significant Harm*) principle and, therefore, its research activities will never cause significant harm to environmental objectives, in accordance with Article 17 of Regulation (EU) 2020/852.

### **Article 6**

#### ***Protection of Intellectual Property***

1. All members of the university community have the right to be recognized as authors of the results of their own research. The results of scientific activities carried out at the University cannot be disclosed and/or used without indicating the individual contributions of each researcher who contributed to achieving them.
2. The author of intellectual works belonging to the University is required not to use them for personal purposes or for purposes unrelated to institutional ones, without express authorization from the University itself, in accordance with Law no. 102 of July 24, 2023, which amends the Industrial Property Code
3. The University condemns, as an unjustifiable violation of the principles underlying scientific research and cultural relationships, any form of plagiarism and appropriation of others' work, even if partial, indirect, or due to simple negligence.
4. The University promotes, in collaboration with the inventors and in compliance with the applicable laws, the enhancement and management of intellectual property, in accordance with the regulatory framework adopted by the University.

## **CHAPTER 3 – MERIT, EQUITY, NON-DISCRIMINATION, AND EQUAL OPPORTUNITIES**

### **Article 7**

#### ***Protection of the Individual and Well-being in the Workplace***

1. The University promotes conditions for psychophysical well-being and a harmonious organizational climate in the workplace and study environments. It provides tools for investigation and listening aimed at understanding people's needs, evaluating the impact of organizational changes, and initiating, where necessary, improvement processes, assistance, work integration, guidance, and support for individuals in situations of discomfort and vulnerability, in order to facilitate their full inclusion in the university community.

Members of the university community are required to base interpersonal relationships on principles of fairness, loyalty, and mutual respect, which are inherent to collegiality, understood as a bond of belonging to the Institution regardless of the roles held, as well as to refrain from any behavior that could potentially harm the honor, reputation, freedom, and dignity of the individual.

**Article 8**  
**Recognition of Merit**

1. The University recognizes and promotes individual merit as an essential criterion for personal and professional development. With regard to recruitment and career progression, merit constitutes a parameter for evaluation and selection based on abilities, knowledge, and experience.
2. Merit is the criterion by which students are evaluated in relation to their study programs and rewarded in the forms and methods provided by the University regulations.
3. The University promotes training initiatives that enhance the professional skills and experiences of its staff, for the benefit of the entire university community. It implements internal and external evaluation procedures for the structures and personnel based on predefined objectives, aimed at improving both organizational and individual performance.

**Article 9**

***Rejection of any Discrimination and Culture of Equal Opportunities***

1. Every member of the university community has the right to be treated with respect and consideration and to not be discriminated against, directly or indirectly, on grounds such as religion, sex, sexual orientation or gender identity, personal convictions, physical appearance and skin color, language, ethnic or social origins, citizenship, personal and health conditions, pregnancy, family choices or relationships, age, role within the university or outside of it, as well as any other reason not specifically mentioned here, which may reasonably be considered discriminatory.
2. Direct discrimination occurs when, for any of the reasons mentioned in the previous paragraph, a person is treated less favorably than others in comparable situations.
3. Indirect discrimination occurs when a provision, criterion, or practice that appears neutral may place individuals from the categories identified in the first paragraph of this article at a disadvantage, unless the provision, criterion, or practice is objectively justified by a legitimate aim and the means used to achieve it are appropriate and necessary.
4. Each member of the university community works to prevent the emergence of discriminatory or harassing behaviors, as well as any other form of social prejudice, harassment, nuisance, or moral superiority or supremacy.
5. It is the responsibility of the University and its members to protect and promote disadvantaged groups, as well as individual and cultural diversity.

**Article 10**

***Moral and Sexual Harassment***

1. Sexual harassment is any unwanted behavior with a sexual connotation or any other type of sex-based behavior that offends the dignity of the person in the workplace, including unwelcome physical, verbal, or non-verbal conduct (Recommendation of the Commission 92/131/EEC, of November 27, 1991, on the protection of the dignity of women and men at work). It consists of unwanted, inappropriate, and offensive behavior towards those who experience it. The unwanted nature of sexual harassment distinguishes it from friendly behavior, which is instead welcomed and reciprocal. It is up to the person who experiences it to determine which behavior is tolerable and which should be considered offensive. The characteristics of sexual harassment can be found in actions carried out by individuals of the

same sex or the opposite sex. An aggravating circumstance is the existence of an asymmetrical or hierarchical subordinate relationship between the person doing the harassment and the victim, particularly when such behavior is imposed as a condition for access to employment or career advancement. Sexual harassment and moral harassment, as well as abuses and unwanted sexual attention directed at the student population, are considered particularly severe.

2. The University opposes sexual and moral harassment, also considering its discriminatory nature and the harm it causes to human dignity. It rejects any behavior with aggressive, hostile, defamatory, persecutory, or harassing connotations, ensuring full protection for the victim. It adopts appropriate measures to prevent such unlawful behaviors and promotes a culture of respect for individuals, including through training and educational initiatives.

## **Article 11**

### ***Nepotism and Favoritism***

1. The university community disapproves and discourages nepotism and favoritism, as defined in the following sections of this article, as they are in contrast with human dignity, the recognition of individual merits, honesty, integrity, impartiality, and transparency. Therefore, the University requires its members to avoid situations of nepotism and to refrain from participating in decisions or activities that may involve the interests of the individuals mentioned in the following sections.
2. Nepotism occurs when a member of the university community uses, either directly or indirectly, their role or authority to grant benefits or facilitate the improper allocation of advantages and/or positions in favor of their spouse, cohabitant, relatives or in-laws up to the fourth degree, and other individuals with whom they have personal relationships.
3. Nepotism includes undue influence on recruitment and selection procedures or any other process aimed at obtaining personal benefits, even by resorting to external funding, particularly concerning the early stages of an academic career and/or, more generally, access to employment.
4. In the transition between different stages of an academic career, nepotism may occur if there is a coincidence between the academic sector in which a faculty member is classified and the sector of the individuals referred to in paragraph 2, and if those individuals are simultaneously carrying out institutional activities within the same Department or university facility.
5. Practices of favoritism towards students and collaborators, even those in subordinate positions, are considered akin to nepotism. These behaviors are considered unjustified and arbitrary, in contrast with 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 use of institutional functions for private purposes. Members of the university community may not use their hierarchical, academic, or organizational position to obtain advantages in internal or external relations, demanding the performance of tasks or services that do not constitute the fulfillment of a legal obligation by others, or to exert undue interference in the exercise of functions and duties assigned to others.
2. Abuse of one's position includes behaviors aimed at obtaining performances or services from

others that, although not explicitly prohibited by legal provisions, are in contrast with the principles of this Code.

## **CHAPTER 4 – RESPONSIBILITY, INDEPENDENCE E CONFLICT OF INTEREST**

### **Article 13**

#### ***Conflict of Interest and Responsibility***

1. The University is autonomous and pluralistic, free from external influences and independent. It carries out the functions assigned to it within the framework of the autonomy recognized by the Constitution, in compliance with constitutional and legislative norms, particularly Law No. 241 of August 7, 1990, and subsequent amendments (hereinafter: Law No. 241/1990), as well as the current regulations regarding the prevention and contrast of corruption. It requires its members to adhere to the principles of fairness and impartiality in the performance of their institutional duties, acting solely in the interest of the Institution and avoiding situations of conflict of interest.
2. A conflict of interest arises when the person responsible for the procedure and the office supervisors competent to adopt opinions, technical assessments, procedural acts, and the final decision have, even potentially, private interests that conflict with the public interest they are entrusted to protect. The presence of a conflict of interest, even if only possible or potential, regardless of the outcome pursued or achieved, imposes an immediate obligation to abstain.
3. A private, personal, or professional interest that may conflict with the public interest of the University exists even in the absence of an economic advantage or other benefit. The cases of conflict of interest that require abstention include activities or decisions that may involve, in addition to the individual's own interests and those of family members or cohabitants, the interests of individuals with whom there are habitual, non-professional relationships. Furthermore, all residual cases where there are "serious reasons of convenience" should be considered, in which it is appropriate for the public official to refrain from exercising their administrative function, in order to avoid potential consequences, such as harm to the University reputation in the performance of its duties.
4. In the presence of a conflict of interest, the individual concerned must immediately notify the manager or hierarchical superior, or, in the absence of the latter, the governing body, for the adoption of the most appropriate measures to safeguard the legitimacy of the administrative action.
5. The adherence to these principles is required of the University employees even in the performance of extra-institutional assignments and activities carried out within accredited or affiliated companies, *spin-offs*, *start-ups*, and any other entity or organization in which the University participates. The University identifies cases of conflict of interest and incompatibility that prevent access to institutional positions within the University or lead to the forfeiture of such positions.
6. When appointing its representatives to entities, companies, and other organizations, including those not directly affiliated, the University will avoid any possible conflict of interest and will act solely in the interest of the Institution.

### **Article 14**

#### ***Protection of the University Name and Image and Use of the Media and Social Media***

1. The University requires all members of the community to respect the name and prestige of the Institution and to refrain from behaviors that could damage its image. The use of the

- University name or logo for non-institutional purposes, or in ways not permitted by the University regulations, is not allowed.
2. The members of the university community:
    - a) conform to the decisions lawfully made by the Statutory Bodies of the University;
    - b) do not make public statements on behalf of the University through any means of communication and information, except in cases provided for by current regulations or without express authorization;
    - c) do not disseminate information, texts, or images that could harm the prestige, decorum, or image of the University;
    - d) take every precaution, when using their own social media accounts, so that their opinions or judgments on events, things, or people cannot in any way be directly attributed to the public University to which they belong.
    - e) may not disclose or disseminate documents, without prejudice to the prohibitions established by law, including preparatory ones, and information in their possession for reasons unrelated to their employment relationship with the University, and in violation of the provisions of Legislative Decree No. 33 of March 13, 2013, and Law No. 241 of August 7, 1990.
  3. In order to ensure the necessary confidentiality, communications directly or indirectly related to the service are generally not conducted through public conversations using digital platforms or social media. This limitation does not apply to activities or communications for which the use of social media serves an institutional purpose.
  4. The University could adopt a “social media policy” to identify, ranking them according to the hierarchical level and responsibility of the employee, the behaviors that may damage the University’s reputation.

#### **Article 14 bis**

##### ***Use of Information Technologies***

1. The University, through the structure supervisors, has the authority to carry out the necessary checks and adopt any measures to ensure the security and protection of computer systems, information, and data. The procedures for conducting these checks are established through guidelines adopted by the Agency for Digital Italy, in consultation with the Personal Data Protection Authority. In the case of use of personal electronic devices, Article 12, paragraph 3-bis of Legislative Decree No. 82 of March 7, 2005 applies.
2. The use of institutional accounts is permitted solely for purposes related to work activities or directly connected to them and cannot, under any circumstances, compromise the security or reputation of the University. The use of personal email accounts is generally avoided for activities or communications related to the service, except in cases where, for any reason, the employee is unable to access the institutional account.
3. The employee is responsible for the content of the messages sent. Employees must adhere to the methods of signing service email messages identified by the University. Each outgoing message must allow for the identification of the sending employee and must provide an institutional contact through which the employee can be reached.
4. The employee is allowed to use the computer tools provided by the University to carry out personal tasks without needing to leave the workplace, provided that the activity is limited in time and does not interfere with institutional duties.
5. The sending of emails, both within and outside the University, that are offensive, discriminatory, or could in any way be a source of liability is prohibited.

6. Pursuant to Legislative Decree No. 24/2023, these prohibitions do not apply in cases where the employee makes a public disclosure of information about violations of national or European Union regulations that harm the public interest or the integrity of the University, of which they became aware in the workplace context.

## **Article 15**

### ***Protection of Privacy and Personal Data***

1. In the processing of personal data, the University ensures the respect of the fundamental rights and freedoms, and dignity of the data subject. It requires members of the community to use information related to university activities within the scope of their role and in compliance with professional secrecy, keeping confidential the information learned in the course of their duties that is not subject to transparency obligations, in accordance with applicable regulations and in respect of personal data processing laws.
2. The University is committed to ensuring a balance between the fundamental freedoms of the individual and the need for monitoring and tracking institutional activities.
3. University employees are required to comply with national and European regulations regarding the protection of personal data.

## **CHAPTER 5**

### **FREE AND OPEN DISSEMINATION OF KNOWLEDGE AND INSTITUTIONAL COMMUNICATION**

## **Article 16**

### ***Internal and Institutional Communication and Dissemination of Knowledge***

1. The University, aware of the social relevance of research, promotes and encourages every form of dissemination of knowledge and scientific results to contribute to the development and well-being of society.
2. The University promotes the dissemination of knowledge not only through traditional methods but also by providing access to institutional archives for the purposes of consultation and potential reuse of scientific literature and research results, within the limits of regulations protecting cultural heritage, intellectual property, confidentiality, and personal data protection.
3. The University encourages, through institutional communication and the tools dedicated to it, the dissemination of its image, identity, values, functions, and institutional activities, both internally and externally, also with a view to social reporting to its stakeholders. In any case, the information and communications directed outward must be truthful, complete, unambiguous, and disseminated in accordance with the University guidelines.
4. The University manages external relations according to the principles of transparency and fairness.

## **Article 17**

***Autonomy and Freedom of Criticism***

1. The University promotes an environment conducive to opportunities for dialogue and actively guarantees freedom of thought, opinion, and expression, including in critical forms, in order to ensure the full development of the individual, subject to the limits set by Articles 14 and 14bis of this Code, and always in respect of others' dignity, honor, and reputation.

**CHAPTER 6**

**ENVIRONMENT, RELATIONS WITH EXTERNAL ENTITIES,  
INTERNAL RELATIONS**

**Article 18**

***Respect for the Environment and Proper Use of Institutional Resources***

1. The University, aware of the constitutional importance attributed to the environment, promotes policies for environmental sustainability and the compatibility of university activities with the need to safeguard public assets and resources. In its research activities, it ensures compliance with the DNSH principle as per Article 5, paragraph 4.
2. Members of the university community must make use of institutional resources, whether public or private, as well as common spaces, according to principles of responsibility and transparency, ensuring their correct, efficient, and effective use.
3. The use of research and teaching equipment, spaces, human resources, materials, or financial resources for personal purposes or for purposes other than the institutional ones, or not expressly authorized, is prohibited.
4. All members of the university community must be guaranteed access, in compliance with the internal regulations and office organization guidelines, to the university facilities and equipment, both laboratory and non-laboratory, for the performance of research and teaching activities, for study purposes, and for service needs related to work activities or any other authorized activities.
5. The use of the University instrumental resources must be guided by the principle of cost-effectiveness. Regarding scientific equipment and pilot plants, their use should be as participatory as possible, avoiding the risk of repeated purchases of the same item under conditions of underutilization. The use of scientific equipment and pilot plants should be based on the close complementarity between teaching and research activities, as well as on the service function for students, both as members of the academic community and as users.
6. University employees must adhere to the directives issued by the Rector and their delegates for the protection of health and safety in the workplace.
7. The people in charge of scientific laboratories must supervise the maintenance, both ordinary and extraordinary, of the equipment entrusted to them, in order to ensure its efficiency and safety.

**Article 19**

***Decorum of Work and Study Environments***

1. Subject to the provisions of Article 7 of this Code, every member of the university community is required to respect and uphold the decorum of work, research, teaching, and study environments.

## **Article 20**

### ***Relations with the Entities Controlled, Participated in, and Accredited by the University***

1. Entities and organizations controlled or participated in, directly or indirectly, by the University are required to adopt behavioral standards consistent with the principles outlined in this Code.
2. In public and private entities that are participated in and accredited, the University promotes the adoption of an ethical and behavioral framework that is consistent with the principles of this Code.
3. Members of the university community who carry out their activities within companies with characteristics of university *spin-offs* and *start-ups*, as well as within entities participated in by the University, are required to adopt behavioral standards consistent with the provisions of this Code.
4. The professional commitment and contribution provided in entities controlled or participated in by the University must be compatible with the fulfillment of the institutional obligations of teaching and research for faculty members, service duties for technical-administrative staff, training obligations for doctoral candidates and fellows, and contractual obligations for research fellows.
5. University employees must not engage in activities that compete with those of the University and its research structures. In the case of a conflict of interest, reference must be made to the provisions outlined in 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 the freedom of teaching. It is committed to promoting a context that encourages mutually beneficial exchanges, the international dimension of research and education, while respecting the different organizational structures of partner universities.
2. The University encourages the international mobility of its students to enhance the quality of education and ensures the full recognition of academic activities undertaken abroad, in alignment with the educational objectives of the respective study programs. It adopts policies and actions aimed at preventing the loss of knowledge and promotes equal opportunities for access to international mobility.
3. Members of the university community promote international mobility by sharing relationships and knowledge with foreign *partners* within the institutions where they work and foster the collective evaluation of students' experiences abroad.
4. The University promotes international mobility projects and access to higher education for foreign students, removing any barriers to exchange relationships. It fosters, through agreements and networking activities, the circulation of students and researchers, avoiding one-way flows. To this end, it ensures that the information available both on the University website and in promotional and informational material distributed abroad is complete, understandable, accurate, and appropriate for the dissemination context, with particular

attention to access requirements, costs, financial support options, language requirements, and procedures.

5. The University collaborates with international *partners* based on the principle of equal treatment, valuing the diversity and complementarity of scientific and educational expertise.
6. In delivering curricula, implementing laboratories 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. Members of the university community adhere to international principles and ethical codes.

## **SECTION 2 – BEHAVIORAL OBLIGATIONS IN TEACHING AND RESEARCH ACTIVITIES**

### **Article 22**

#### ***Responsibilities of Faculty Members***

1. Members of the university community must carry out teaching activities in compliance with the overall organization and planning of the University.
2. The faculty member is responsible for a proper and conscientious fulfillment of duties related to their role and educational function, aimed at fostering the cultural growth of the student population. Students have the right to receive teaching and educational activities that are also inspired by the principles of the Charter of Students' Rights, approved by the National Council of Students.
3. The assessment of students' preparation is carried out according to established procedures that are communicated in advance and must be conducted within timelines compatible with the needs of study preparation and organization. Individual teaching and educational interactions with students, within predetermined times and locations, are an essential part of the faculty member's academic duties.
4. The faculty member must ensure a counselling service for students, collect their concerns, respect individual characteristics, encourage the defense of ethical values and moral integrity, and promote a sense of responsibility and self-discipline.

### **Article 23**

#### ***Responsibilities of Students***

1. It is both a right and a duty for students to actively participate in teaching and training activities, adopting collaborative, correct, and respectful behavior towards faculty members and those engaged in work or study activities within the University facilities. Students should embrace a culture based on loyalty, fairness, responsibility, and respect for the Institution.
2. In assessments and final exams of study programs, students must refrain from behaviors that disturb, hinder, or damage and/or unfair to other students and to the Institution. Plagiarism, copying others' texts, or any conduct that could hinder a fair and transparent evaluation of assessments are contrary to the principles of this Code.

## **Article 24**

### ***Responsibilities in Research***

1. Faculty members and researchers are required to continuously update their knowledge, ensuring the connection between research and teaching. They participate in the activities of monitoring and evaluating research, certifying their scientific outputs accurately and truthfully.
2. Within research groups, it is the responsibility of the coordinator or supervisor to :
  - a) promote conditions that allow each participant to operate with integrity and professionalism;
  - b) recognize individual merits and define the responsibilities of each participant;
  - c) encourage dialogue, cooperation, the development of ideas, and personal skills, especially in carrying out scientific activities that require a multidisciplinary methodological approach;
  - d) ensure the proper management of intellectual property regarding research results.
3. In research activities, members of the university community are required to observe correct and responsible conduct, including the adoption of self-discipline practices or protocols aimed at presenting the methodology and results of research to the scientific community.

## **Article 25**

### ***Research Results***

1. Members of the university community are required to respect the applicable laws regarding intellectual property, as referenced in Article 6 of this Code, and the related University regulations. The author of a work of intellectual creation or a patent owned by the University and/or liable to be applied and commercialized for the benefit of society cannot use it for private purposes, must maintain confidentiality of the results until their official disclosure, and must collaborate 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 acknowledged and valued. People who have collaborated should not be excluded from the list of co-authors, and, conversely, those who have not contributed should not be included.
3. The University does not tolerate any form of plagiarism or intellectual dishonesty, whether intentional or resulting from negligent conduct or the abuse of hierarchical or academic influence. Instances of plagiarism include the partial or total attribution of works, ideas, research results, or inventions belonging to others, as well as attributing the authorship of an intellectual creation to someone other than the real author. Plagiarism also includes omissions or falsifications in citing sources and applies regardless of the language in which the scientific products are presented or disseminated.
4. The University requires every member of the community to combat and report any cases of plagiarism they become aware of.

## **SECTION 3 – BEHAVIORAL OBLIGATIONS RELATED TO SERVICE ACTIVITIES**

## **Article 26**

### ***General Provisions and Scope of Application***

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 Public Employees, issued by the Presidential Decree of April 16, 2013, No. 62, and subsequent amendments (hereafter: National Code of Conduct).
2. For personnel under public law, as per Article 3, paragraph 2, of Legislative Decree No. 165 of March 30, 2001, and subsequent amendments (hereafter: Legislative Decree No. 165/2001), the rules contained in this Section of this Code constitute general principles of conduct.
3. Students and their representatives are not included among the subjects covered by this Section

## **Article 27**

### ***Participation in Associations and Organizations***

1. In compliance with the current regulations regarding the right of association and the free expression of thought, the employee must notify, at the time of assignment or, if later, upon entry, and in any case no later than 15 days after the aforementioned events, their membership or affiliation with associations and organizations, regardless of whether they are confidential or not, whose areas of interest may interfere with the proper functioning of the office activities. This paragraph does not apply to membership in political parties or trade unions. In any case, the protection of religious, political, and union opinions is guaranteed. The notification, which must include essential details about the association and the reasons for the potential interference, must be submitted in writing to the Rector (for faculty members) and to the General Director (for technical-administrative staff) within 30 days:
  - a) from the date of employment or assignment of the position;
  - b) from taking up service at the office
  - c) from the date of membership or knowledge of potential interference with their office functions or the activities of the unit to which the employee is assigned; in the case of a transfer, from knowledge of the assignment document
  - d) or within 60 days from the entry into force of this Code.
2. Without prejudice to the regulations concerning conflicts of interest and the prohibition of engaging in activities that compete with the University, relevant interference under this article is considered limited exclusively to the economic and property domain, in accordance with what is specified in Articles 28 and 29 below.
3. No member of the university community shall coerce any other employee of the University to join associations or organizations, nor exert pressure for that purpose, by promising career advantages or suggesting career disadvantages.

## **Article 28**

### ***Communication of Financial Interests***

1. Except for the rules concerning conflicts of interest and the prohibition of engaging in activities that compete with those of the University, and subject to the transparency obligations established by laws or regulations and the rules on ineligibility and incompatibility, the employee belonging to the technical-administrative staff, at the time of hiring, must inform the General Director in writing of all direct or indirect collaboration relationships with private individuals, in any way remunerated, that the employee has or has had in the last three years, specifying:

- a) whether, in the first person, or their relatives or in-laws up to the second degree, spouse, or cohabitant, still have financial relationships with the individual with whom they have had the aforementioned collaboration relationships;
- b) whether such relationships have occurred or are ongoing with individuals who have interests in activities or decisions related to the office, limited to the tasks assigned to them;
2. The notification referred to in the previous paragraph 1 must be made within 15 days from the assignment to the office, or from the potential interference referred to in point b) of the same paragraph, or from the date of entry into force of this Code;
3. The individual employee refrains from making decisions or carrying out activities related to their duties in situations of conflict, including potential conflicts, of interest with their own, their spouse's, cohabitant's, or relatives' and in-laws' interests up to the second degree. The conflict may involve interests of any nature, including non-economic ones, such as those arising from the intent to yield to political, professional, union, or hierarchical pressures.

## **Article 29**

### ***Conflict of Interest and Obligation to Abstain***

1. A conflict of interest occurs when a private or professional interest of an employee conflicts, either actually or potentially, with the interest of the University, not only in economic terms. This conflict also applies to external work relationships with training institutions or potentially competing universities.
2. The private interest, of a nature not only economic, of an employee of the University may concern :
  - a) the immediate interest of the person as an employee of the University;
  - b) the interest of entities, natural or legal persons with whom the employee has an employment or commercial relationship;
  - c) the interest of entities or legal persons over which the employee has control or holds a significant financial stake;
  - d) the interest of third parties, if they could knowingly derive benefits for the employee.
3. The employee who fails to comply with the provisions of this article shall be subject to disciplinary responsibility, without prejudice to more severe liabilities provided by law.
4. Non-academic employees (for academic staff, the rules specific to full-time or fixed-term contracts apply) may register with professional registers, upon notifying the General Director, provided that the specific legal provisions governing each profession allow it, or do not require, as a prerequisite for registration, the exclusive practice of the freelance activity.
5. The employee refrains from participating in the adoption of decisions or activities that may involve their own interests, or those of their relatives, in-laws up to the second degree, spouse, or cohabitants, or of individuals with whom they have habitual personal relationships, or of individuals or organizations with whom they or their spouse have an ongoing legal dispute, serious enmity, or significant credit or debt relationships, or of individuals or organizations for whom they serve as guardian, curator, representative, or agent, or of entities, unrecognized associations, committees, companies, or establishments where they serve as administrator, manager, or executive. The employee also refrains in any other case where there are serious reasons of propriety.
6. For the purposes of the previous paragraph, the employee immediately communicates in writing the reasons for their abstention to the supervisor of the relevant department, who decides on the abstention and, if they consider the conflict of interest to exist, takes appropriate measures, including replacing the concerned individual.

### **Article 30**

#### ***Prevention of Corruption***

1. Each employee, in accordance with Article 8 of the National Code of Conduct, is required to comply with the anti-corruption legislation and the plans it provides, as well as to report to the University any illegal situations, of any kind, that they have become aware of.
2. The University adopts a specific procedure for the submission and management of reports regarding violations of national or European Union legal provisions that harm the public interest or the integrity of the University, of which the reporting employee has become aware within their work context (so-called whistleblowing), ensuring the protection of confidentiality and anonymity pursuant to Legislative Decree no. 24/2023. This procedure provides for an internal reporting channel managed by the RPCT (Responsible for Preventing Corruption and Transparency), both orally and through an online platform.
3. Le procedure di segnalazione unitamente al regolamento sul whistleblowing sono pubblicate sul sito, in Amministrazione trasparente nella sezione Altri Contenuti-Prevenzione della corruzione. The reporting procedures, along with the whistleblowing regulation, are published on the website under “Transparent Administration” in the section “Other Content - Corruption Prevention”.
4. The recipient of the reports, the RPCT, takes all legal precautions to ensure the anonymity of the whistleblower is protected and that their identity is not unduly revealed
5. Reports concerning the Director responsible for corruption prevention should be forwarded directly to the National Anti-Corruption Authority.
6. In the context of the disciplinary procedure, the identity of the whistleblower cannot be revealed without their consent, provided that the disciplinary charge is based on investigations that are distinct and separate from the report. If the charge is based, in whole or in part, on the report, the identity may be disclosed if its knowledge is absolutely essential for the defense of the accused. The report is exempt from access as provided by Articles 22 and following of Law no. 241/1990, as well as by Articles 5 and following of Legislative Decree 33/2013.
7. The University ensures all measures of confidentiality and protection from retaliation to safeguard the employee who reports an unlawful act within the University, in accordance with Articles 12 and 17 of Legislative Decree no. 24/2023. To this end, it is specified that the protections provided in this section are not guaranteed, and a disciplinary sanction will be imposed on the whistleblower, only if the criminal responsibility of the whistleblower is established, even by a first-degree sentence, for the crimes of defamation or slander, or for the same crimes committed through the report to the judicial or accounting authorities, or their civil responsibility for the same reason, in cases of willful misconduct or gross negligence. The provisions of Article 20 of Legislative Decree n. 24/2023 are without prejudice.
8. All personnel is made aware of the importance of reporting unlawful actions and is periodically updated on their rights to protection in the event of a report, during training initiatives related to Corruption Prevention, as well as through specific information provided on the University’s website.
9. Each employee collaborates with the Corruption Prevention Officer, ensuring that any requested data and information is communicated within 3 days.
10. For anything not provided for in this article, the provisions of Legislative Decree no. 24/2024 shall apply.

## **Article 31**

### ***Gifts, Payments, and Other Benefits***

1. The employee shall under no circumstances ask for, solicit, or accept gifts or other benefits for themselves or others in exchange for performing a duty related to their position. Gifts of modest value or for practical use, those given in the context of courtesy or institutional relationships, or according to international customs, are excluded.
2. For the purposes of this article, gifts or other benefits of modest value are those that do not exceed, as a guideline, the limits set out in Article 4 of the National Code of Conduct.
3. In any case, the employee shall not ask for, solicit, or accept, for themselves or others, money or other forms of payment that substitute money.
4. Gifts and other benefits, when received outside the cases allowed by this article, must be returned to the person who gave them, at the expense of the employee who received them. If return is not possible, the items must be made available to the University to be allocated for institutional purposes.
5. The employee shall not accept collaboration assignments for themselves or for a family member, spouse, or cohabitant, from private individuals who have or had, within 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” refers to extra-institutional tasks as defined by the University regulations;
  - b) “private individuals” refers to any private organization, including non-profit entities, except for private entities listed in the list of public administrations (included in the consolidated financial statements, identified pursuant to Article 1, paragraph 3, of Law No. 136 of December 31, 2009), organizations in which a public University holds a majority stake, as well as legal entities generated within the scope of technology transfer activities.
7. The University officer responsible for corruption prevention oversees the proper application of this article.

## **Article 32**

### ***Institutional Activities and Obligations of Transparency and Traceability***

1. The employee ensures compliance with the transparency obligations required for public administrations according to current legal provisions, providing maximum cooperation in the preparation, retrieval, and transmission of data subject to publication on the institutional website.
2. The traceability of decision-making processes adopted by employees must, in all cases, be guaranteed through adequate documentation, allowing for replication at any given time.
3. The employee, within the scope of their activities, adheres to the procedures required for the traceability of decision-making processes and is required to regularly and completely provide the information, data, and documents subject to mandatory publication on the institutional website, in the section “Transparent Administration”, according to the provisions outlined in the list of publication obligations attached to the Integrated Plan for Activities and Organization.
4. The employee reports any needs for updating, correction, or integration of the information, data, and documents subject to publication, related to their area of responsibility, to the person in charge of the structure or department.

### **Article 33**

#### ***Behavior in Private Relations and Abuse of Institutional Role***

1. In private relations, including non-work-related interactions with public officials in the exercise of their functions, the employee does not exploit or mention their position at the University to gain benefits they are not entitled to, nor do they engage in any behavior that could harm the interests and image of the University.
2. The employee refrains from behaviors that constitute improper use of the University name, as well as from actions that could damage the dignity of the University structure and its functions.
3. Unless expressly authorized, the employee does not use the University logo in relation to professional activities, employment, assignments, or other external activities, even if unpaid.
4. Individuals with contracts or relationships with the University may not improperly use the University name in their personal or professional relationships. Violation of this provision will result in the termination of the contract if it is still in effect, or the future inability to enter into any legal agreement with the University.

### **Article 34**

#### ***Behavior in Service***

1. While respecting the deadlines of the administrative procedure, the employee, unless for justified reasons, follows a chronological order of tasks, does not cause delays, nor adopts behaviors that would shift the responsibility for completing activities or making decisions within their competence onto other employees.
2. The employee adheres to service obligations, including work hours, by correctly fulfilling the requirements for attendance tracking, including regularly checking their status in the system.
3. The employee ensures to request prior authorization for any daily absences or hourly leave and rectifies any discrepancies in the attendance tracking system no later than one week from the start of the workday on which the employee used the daily/hourly leave or from the missed clock-in.
4. The employee uses work leave, however named, in accordance with the conditions set by law, regulations, and collective agreements.
5. The employee does not engage in activities unrelated to their duties or actions that would delay their physical and mental recovery during a period of illness or injury.
6. The employee uses the materials and equipment provided for office duties, as well as IT and telephone services, in compliance with the rules established by the University. The employee uses the University transportation means available to them solely for performing office tasks, refraining from transporting third parties unless for official reasons.
7. The use of IT equipment is allowed for office or service activities, in compliance with the provisions issued by the University.
8. If an employee receives an incorrect report of misconduct, they must forward it, within seven days of receipt, to the Officer responsible for corruption prevention and transparency, and simultaneously notify the person who made the report.
9. The head of the department evenly distributes the workload, taking into account the skills, aptitudes, and expertise of the staff assigned to the department. The manager assigns additional tasks based on professionalism and, whenever possible, according to rotation criteria. If the employee perceives an unfair distribution of the workload by the department

- head, they may submit a reasoned request through the hierarchical channels.
10. The head of the department must identify and take into account any deviations from a fair and balanced distribution of the workload due to employee negligence, for the purposes of implementing the measures prescribed by current regulations on the matter.
  11. The immediate hierarchical supervisor must ensure that :
    - a) the use of work leave, however named, is actually for the reasons and within the limits set by law, regulations, and collective agreements, highlighting any deviations;
    - b) the use of materials and equipment, as well as IT and telephone services, is for office purposes and in compliance with the rules established by the University;
    - c) the clocking of attendance for employees assigned to the department is done correctly, promptly reporting any improper practices.
  12. In relations with colleagues, collaborators, and their respective supervisors, the employee ensures constant maximum cooperation, respecting each other's institutional roles; they avoid attitudes and behaviors that could disturb the necessary atmosphere of serenity and harmony within the office.
  13. The employee reports to their office manager any event in which they have been directly involved and that may have an impact on the service, or any situation of danger or harm to their own or others' physical or psychological integrity.
  14. The employee commits to maintaining the functionality and decorum of the office: they take care of the items and tools they use, taking the necessary precautions to maintain their efficiency and integrity; in case of inefficiency, malfunction, or deterioration of the assigned resources, they immediately inform the office supervisor.
  15. The employee does not use email for discussions on topics unrelated to institutional activities, except for activities related to the information/consultation of workers' union representatives.
  16. The employee actively participates in the program to reduce material consumption (for example, printing only when necessary and, where possible, using recycled paper; printing double-sided), recycling, and reducing energy consumption, implementing daily practices aimed at energy efficiency (such as turning off electronic devices at the end of their workday).
  17. The employee adapts their behavior to the regulatory and contractual provisions established for the prevention and contrast of workplace bullying (mobbing).
  18. Each employee must promote the dissemination of news and information—both within and outside the University—aimed at fostering a positive image of the Institution and its activities. To this end, it is helpful to communicate, including through the institutional website, best practices or examples of technical-administrative staff, faculty, and students who have, through their behavior, enhanced the prestige and reputation of the Institution. Additionally, it is advisable that each employee, within their area of responsibility, reports to the University Communications Supervisor any press articles or *media* communications that appear unjustly disparaging of the organization or actions of the University, so that a timely response with appropriate clarifications or explanations can be issued to highlight the University proper conduct. Furthermore, it is also advisable to report press coverage of best practices or positive results achieved by the Institution so that this information can be shared on the University website.
  19. All members of the university community have the duty to comply with the organizational provisions of the University and to ensure continuous and productive presence on campus and in collegiate bodies.

**Article 35**  
***Relations with the Public***

1. The employee fosters the establishment of relationships of trust and collaboration with users and the public. They respond to requests, using the communication tools at their disposal, in a complete and, when possible, timely manner.
2. In dealing with the recipients of administrative action, the employee ensures equal treatment under equal conditions, refraining from arbitrary actions that could have negative effects on the recipients of administrative action or that could lead to discrimination based on sex, nationality, ethnic origin, genetic characteristics, language, religion or belief, personal or political beliefs, membership in a national minority, disability, social or health conditions, age, sexual orientation, or other different factors.
3. In carrying out tasks and processing practices, each employee adheres to the chronological order, unless different service needs or a different order of priority established by the University require otherwise, and does not refuse to perform duties they are required to carry out based on vague reasons. The employee respects appointments with users and responds promptly to complaints.
4. The employee demonstrates maximum availability and cooperation in dealing with other public administrations, ensuring the exchange and transmission of information and data in any form, including electronic, in compliance with current regulations.
5. The employee maintains appropriate conduct and professionalism in interactions with the public and users, aware of representing the University.
6. Pursuant to Article 55-*novies* of Legislative Decree no. 165/2001, as amended by Article 69 of Legislative Decree no. 150 of October 27, 2009, the employee belonging to the technical-administrative staff, when dealing with the public, ensures recognition by visibly displaying the *badge* or other identification means provided by the University, unless there are different service-related instructions aimed at ensuring employee safety. The employee works with a spirit of service, fairness, courtesy, and availability, and when responding to correspondence, phone calls, and emails, does so in the most timely, complete, and accurate manner possible, always aiming to satisfy the user. If the employee is not competent due to their position or the subject matter, they will direct the interested party to the appropriate official or office within the same University.
7. Each employee, even when acting in defense of trade union rights, refrains from making assessments, disseminating information, or issuing public statements that are offensive to the University or that could harm the prestige, decorum, or image of the university or public administration in general.
8. Public statements on behalf of the University can only be made by authorized individuals.
9. Each employee ensures compliance with the quality and quantity *standards* established by the University, including those outlined in the specific service charters
10. The employee must be clear and thorough in providing responses to various requests received. If the request is made electronically, the employee commits to using the same medium through which the request was submitted, ensuring that the response is processed within a timeframe appropriate to the nature of the question and in accordance with efficiency standards. Additionally, all elements necessary for identifying the person responsible for the response must always be highlighted. Responses, unless they result in the initiation of administrative procedures, are generally sent within 15 days and, in any case, no later than 30 days, unless there is a justified reason for delay.
11. The employee does not make commitments nor anticipate the outcome of decisions or actions, whether their own or others', related to their office, outside the cases permitted. They provide information and details regarding administrative acts or operations, whether ongoing or concluded, in the cases provided by laws and regulations on access, always informing those concerned of their right to use the Office for Public Relations. They issue copies and extracts of acts or documents within their area of competence, following the procedures established by

- the access regulations and the University internal rules.
12. The employee observes the duty of confidentiality and the regulations regarding the protection and processing of personal data. If orally requested to provide information, acts, or documents that are not accessible and are protected by the duty of confidentiality or by provisions related to personal data, they inform the requester of the reasons preventing the fulfillment of the request. If the employee is not competent to handle the request, they ensure, in accordance with internal regulations, that it is forwarded to the competent office.
  13. The employee may not artificially create advantageous work situations in order to exploit their position and power within the University for personal gain, with the aim of securing an attractive job with a company or private entity they have come into contact with during their employment at the University.

## **Article 36**

### ***Provisions for Directors***

1. Without prejudice to the application of the relevant National Collective Labor Agreements (CCNL), the provisions of this article apply to directors, including those holding positions pursuant to Article 19, paragraph 6, of Legislative Decree No. 165/2001. In particular, each director ensures compliance with and supervises the adherence to disciplinary rules, transparency and anti-corruption regulations, rules regarding absences and leaves, incompatibility, and the accumulation of employment and work assignments by the employees of the structure for which they are responsible.
2. The director diligently performs the functions assigned to them based on the appointment document, pursues the objectives assigned, and adopts appropriate organizational behavior to fulfill the assignment.
3. The director, before assuming their functions, provides the declarations and data required for transparency purposes, in accordance with current legislation. The director also communicates to the University any shareholdings and other financial interests that may create a conflict of interest with the public function they perform and declares whether they have relatives or in-laws within the second degree, a spouse, or a cohabitant who engage in political, professional, or economic activities that may bring them into frequent contact with the office they will be leading or who are involved in decisions or activities related to the office. These communications are submitted through a self-certification in accordance with Presidential Decree No. 445 of December 28, 2000 (“Consolidated Text of Legislative and Regulatory Provisions on Administrative Documentation”) and also include the director’s commitment to inform the University in the event of any subsequent changes, to be communicated promptly and, in any case, no later than 30 days from the occurrence of significant events.
4. The communications and declarations referred to in the previous paragraph must be updated periodically and, in any case, at least once a year.
5. The director adopts honest and transparent behavior and maintains exemplary and impartial conduct in relations with colleagues, collaborators, and recipients of the administrative action. The director also ensures that the resources assigned to their office are used exclusively for institutional purposes and, under no circumstances, for personal needs.
6. The director, within the limits of available resources, ensures organizational well-being in the structure they are responsible for, fostering the development of cordial and respectful relationships among collaborators, initiating actions aimed at the circulation of information, staff training and updating, inclusion, and the enhancement of gender, age, and personal condition differences.

7. The director assigns the processing of cases based on a fair distribution of the workload, taking into account the skills, aptitudes, and professionalism of the staff available. The director assigns additional tasks based on professionalism and, where possible, according to rotation criteria.
8. The director conducts the evaluation of the staff assigned to the structure they are responsible for with impartiality, adhering to the prescribed guidelines and timelines.
9. The director, upon becoming aware of any unlawful act, promptly takes the necessary and appropriate actions; they initiate and conclude, if competent, the disciplinary procedure, or promptly report the unlawful act to the office responsible for disciplinary proceedings, informing the General Director and the Responsible for Preventing Corruption and Transparency. They provide their cooperation, if requested, and ensure a timely report is made to the judicial authorities or the Court of Auditors for their respective competences, informing the Rector beforehand. If the manager receives a report of unlawful act from an employee, they take all legal precautions to protect the whistleblower and ensure their identity is not unduly disclosed in the disciplinary procedure, in accordance with the provisions of the previous Article 30.

### **Article 37**

#### ***Contracts and Other Negotiation Instruments***

1. In the conclusion of agreements and transactions, and in the signing of contracts on behalf of the University, as well as in their execution phase, the employee does not resort to third-party mediation, nor does the employee offer or promise any benefits in exchange for mediation, nor to facilitate or have facilitated the conclusion or execution of the contract. This paragraph does not apply in cases in which the University has decided to use professional mediation services.
2. Employees are prohibited from arranging meetings, except in cases provided for by tender procedures, with competitors, including potential competitors, in such procedures or from giving them informal appointments. Any requests for clarification regarding tender procedures, which do not concern merely formal aspects of the procedures themselves, must be formalized in writing by the interested parties, and the contents of the related responses, if of general interest, will be made available through publication on the University official website in the same section where the initiation acts of the tender procedure are posted. In responding to queries, equality of treatment must be respected, and equal access to information must be guaranteed for all parties potentially interested in participating in the tender procedure.
3. In the event that the University enters into contracts for procurement, supply, services, financing, or insurance with companies with which the employee has concluded private contracts or received other benefits in the previous two years, the employee must refrain from participating in the decision-making process and activities related to the execution of the contract, preparing a written record of such abstention to be kept on file in the office.
4. The employee who enters into agreements or transactions or signs contracts on a private basis, with the exception of those concluded pursuant to Article 1342 of the Civil Code, with individuals or private legal entities with whom they have entered into contracts for procurement, supply, services, financing, or insurance on behalf of the University in the previous two years, must inform the Supervisor of the Structure in writing.
5. If the manager finds themselves in the situations referred to in paragraphs 3 and 4, they must inform the senior management in writing.

6. The employee who receives oral or written complaints from individuals or legal entities participating in negotiating procedures involving the University, regarding the actions of the office or their collaborators, must immediately inform, usually in writing, their hierarchical or functional superior.
7. In contracts for procurement, supply of goods and/or services, and external collaboration and consultancy, the personnel responsible for contract management are required, in addition to the obligations set for employees and collaborators in general, to specifically
  - a) act impartially and ensure equal treatment;
  - b) refrain from disclosing or using, for personal purposes, the information they have access to due to their office duties, while respecting the rules established to protect the right to information and access.
  - c) maintain confidentiality regarding the entire tender procedure and the names of the competitors until the awarding of the contract;
  - d) not engage in any activities that conflict with the proper performance of office duties and avoid situations, even those that merely appear to be, of a conflict of interest;
  - e) promptly report to the hierarchical superior any proposals, from the competitor or the awarded party, for employment and/or commercial opportunities that involve personal benefits or offers of money or gifts for the employee or their relatives or in-laws within the second degree, or for the spouse or cohabitant.
  - f) refrain from or report to the hierarchical superior the existence of a familial relationship within the sixth degree with the individuals subject to the administrative action.
8. In activities aimed at the conclusion of contracts and other legal acts, the employee strictly adheres to the procedures set forth by the current regulations, with particular reference to transparency and traceability, following the guidelines provided by the Integrated Activity and Organization Plan.

## **Article 38**

### ***Supervision, Monitoring, and Training Activities***

1. Pursuant to Article 54, paragraph 6, of Legislative Decree No. 165/2001, regarding the application of the National Code of Conduct and this Code, the senior directors of each organizational structure, the internal control unit, and the office responsible for disciplinary proceedings oversee compliance.
2. For the purpose of the supervision and monitoring activities provided for in this article, the University makes use of the competent office, established pursuant to Article 55-*bis*, paragraph 4, of Legislative Decree No. 165/2001. In addition to the disciplinary functions assigned to it, the Disciplinary Proceedings Office, in agreement with the Anti-corruption Prevention Officer, handles the examination of reports of violations of the Code of Conduct, the collection of proven and sanctioned illegal conduct, ensuring, together with the Anti-corruption Prevention Officer, the guarantees and protections provided for in Legislative Decree No. 24 of March 10, 2023.
3. The Anti-corruption Prevention Officer is responsible for promoting awareness of the Code of Conduct within the University, conducting the annual monitoring of its implementation, in accordance with Article 54, paragraph 7, of Legislative Decree No. 165/2001, and publishing the results of the monitoring on the institutional website and communicating them to the National Anti-corruption Authority, as specified in Article 1, paragraph 2, of Law No.

190/2012. To promote the dissemination of knowledge of the Code of Conduct within the University, the Anti-corruption Prevention Officer may propose the development of information sheets and circulars, the organization of update seminars for employees, and any other useful initiative.

4. For the purpose of initiating disciplinary proceedings for violations of this Code, the Anti-corruption Prevention Officer may request an optional opinion from the National Anti-corruption Authority, as established by Article 1, paragraph 2, letter d), of Law No. 190/2012.
5. In order to prevent and counteract potential corruption, and to follow up on the obligations related to the abstention of the employee in a conflict of interest, in order to ensure the respect of the principles of efficiency and effectiveness in administrative actions, the University may collaborate with other Administrations.
6. Training activities on transparency and integrity are provided to the University staff, enabling each employee to gain a full understanding of the contents of this Code, as well as periodic and systematic updates on the measures and provisions applicable in these areas.
7. In the case of behaviors contrary to the principles set out in this Code, carried out by staff under public law as referred to in Article 3, paragraph 2, of Legislative Decree No. 165/2001 (professors and researchers), reference is made to the provisions outlined in the following Article 41.

## **SECTION 4 - IMPLEMENTING PROVISIONS AND SANCTIONS**

### **Article 39**

#### ***Implementation of the Code***

1. Members of the university community are required to review and adhere to this Code, as well as to take action, in relation to their role and responsibilities, to prevent behaviors that constitute a violation of the rules contained within it.
2. The reports are examined impartially, respecting the dignity of the individuals involved, the confidentiality of the information, and the principle of the right to be heard.
3. Per le segnalazioni relative agli illeciti contemplate dal Piano si rinvia a quanto previsto dall'articolo 30 del presente Codice. For reports related to the offenses outlined in the Plan, reference is made to the provisions of Article 30 of this Code.

### **Article 40**

#### ***Code Violation – Executive Staff, Technical-Administrative Personnel, Collaborators, and Language Experts***

1. The violation of the obligations set forth in this Code, in accordance with the National Code of Conduct, constitutes behavior contrary to the duties of office. The violation of these obligations, as well as those provided for in the CCNL (National Collective Labor Agreement), constitutes grounds for disciplinary responsibility, as determined following the disciplinary procedure, in compliance with the principles of legality, gradation, and proportionality of sanctions. Criminal, civil, administrative, and accounting liability remains unaffected.

2. For the purpose of determining the type and extent of the applicable disciplinary sanction, the violation is assessed in proportion to the severity of the behavior and the extent of the damage, including non-financial damage, caused to the University. The sanctions that can be applied are provided for by law and collective labor agreements.
3. The additional obligations and instances of disciplinary responsibility for public employees provided by laws, collective agreements, and the Statute remain unchanged.
4. The report of any behavior contrary to the obligations of this Code, carried out by the managerial, technical-administrative staff, collaborators, and language experts, can be made in writing by anyone with an interest in it, to the General Director.

## **Article 41**

### ***Code Violation – Permanent and Fixed-Term Teaching and Research Staff***

1. For violations of the provisions contained in this Code by personnel under public law, as per Article 3, paragraph 2, of Legislative Decree No. 165/2001, and by fixed-term research staff, the initiation of the disciplinary procedure falls under the responsibility of the Rector, pursuant to Article 10 of Law No. 240 of December 30, 2010, as amended (hereinafter: Law No. 240/2010).
2. The behaviors that lead to disciplinary responsibility are listed in Article 89 of the Consolidated Law on Higher Education, approved by Royal Decree No. 1592 of August 31, 1933 (hereinafter: Royal Decree No. 1592/1933). The sanctions that can be imposed, pursuant to Article 87 of the aforementioned royal decree, are: censure, suspension from office and salary for up to one year, and dismissal without loss of the right to pension or allowances. As examples and not exhaustive, the following behaviors are highlighted as particularly reprehensible, depending on the case and circumstances:

The obligation of abstention in case of a real or potential conflict of interest; the regulations that protect intellectual property; the regulations on the protection of the dignity of both women and men at work; the prohibitions: sexual and moral harassment towards members of the university community; abuse of one's position in external and internal relationships; the use of the University instrumental and financial resources for private purposes or interests; performing unauthorized extracurricular duties, where authorization is required by law or regulations; carrying out activities incompatible under DPR 3/1957 and Legislative Decree 165/2001; engaging in activities in competition with consulting and research for third parties, as outlined in the Regulation for the management of self-financing activities, as well as scientific collaboration activities that the University carries out with public or private entities.
3. The initiation of the disciplinary procedure falls under the responsibility of the Rector. He is competent for disciplinary offenses for which the sanction of censure is foreseen. For offenses that may lead to the imposition of more severe sanctions than censure, as provided in Articles 87 and following of the Consolidated Law on Higher Education, pursuant to Royal Decree No. 1592/1933, the Disciplinary Board conducts the investigative phase of disciplinary procedures concerning university professors and researchers and issues a binding opinion on the imposition of sanctions more severe than censure, in accordance with Article 28 of the University Statute.
4. The procedure is governed by Article 10 of Law No. 240/2010, pursuant to which the University has established the Disciplinary Board and adopted a specific Regulation for the functioning of the Board itself.
5. The reporting of any behavior contrary to the obligations of this Code, carried out by

permanent and temporary academic staff and researchers, can be made, in writing, by anyone with an interest in the matter, to the Rector.

6. The exercise of freelance professional activities by professors and researchers is incompatible with full-time employment.

## **Article 42**

### ***Violation of the Duties of the Code – Students***

1. The violation of the provisions of this Code by students may result in disciplinary sanctions, in accordance with the Code for the application of disciplinary sanctions to students and the Charter of Rights and Duties of Students.
2. When activities aimed at improperly altering the outcome of exams or preventing a correct evaluation are ascertained, the teacher or other person responsible for supervision shall annul the exams and report the findings to the Rector for the activation of disciplinary proceedings in accordance with the Student Regulations.
3. Any report of a behavior contrary to the obligations of this Code, exhibited by students, may be made in writing by anyone with an interest, to the Rector.

## **Article 43**

### ***Implementation of the Code and Institutional, Research, and Teaching Collaboration Relationships***

1. The University promotes and disseminates knowledge of the Code in all institutional, research, and teaching collaboration relationships.
2. In the event of a violation of the provisions of this Code, for the subjects referred to in Article 2, paragraph 1, letters e) and g), the measure of exclusion from the renewal procedures for teaching, research, collaboration, and consultancy contracts, including on a voluntary basis, may be applied, in accordance with the principle of proportionality, insofar as compatible.
3. The provisions of this article apply to assignments, appointments, and contracts signed after the entry into force of the Code.

## **Article 44**

### ***Implementation of the Code and External Collaboration Relationships***

1. In contracts signed with entities executing works or suppliers of goods or services, as well as in collaboration or consultancy contracts of any kind signed with the University, as referred to in Article 2, paragraph 4, a *link* to the University Portal will be included, where this Code will be published.
2. The provisions of this article apply to all contracts, assignments, and procurement procedures signed and initiated after the entry into force of this Code.
3. The violation of the obligations set forth in this Code may lead to the termination of the contract, taking into account the seriousness of the violation.

## **Article 45**

### ***Entry into Force, Repeal, and Final Provisions***

1. This Code is updated by Rectoral Decree and enters into force on the day following its publication in the University Official Register.
2. 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 the granting of the assignment, provides and has the individuals referred to in Article 2, paragraph 1, letters a), b), c), e), f), g), and in Article 2, paragraph 3, sign a copy of this Code.