



Code of Conduct

For a safe and challenging work environment where everyone counts, can be themselves and has equal opportunities.

Date 5 juli 2023

Title Code of Conduct

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Introduction

Employees form the core of our organisation. Together, we make Saxion an organisation where everyone counts, where everyone experiences this, can be themselves and feels at home. This asks something of all of us and makes demands on our behaviour while working at Saxion.

This code provides a framework and description of our rules of conduct. This framework provides clarity for all of us while also allowing room for discussion and being able to hold each other to account. This Code of Conduct applies to everyone who has a working relationship with Saxion and is accessible to all, allowing those around us to also hold us to account.

The Code of Conduct is intended for Saxion employees. The Student Charter focuses specifically on students; it sets out, in addition to the rules of conduct, all the rights and obligations of our students.

Every employee

As Saxion employees, we comply with the applicable laws, regulations and guidelines that Saxion has laid down and/or endorses. Examples include: the Equal Treatment Act, the Higher Education and Research Act (WHW), this Code of Conduct, the Student Charter, the Education and Examination Regulations (EER), the Code of Conduct for International Students, the Saxion Code of Conduct for ICT Facilities and the guidelines regarding declarations and ancillary activities.

Additionally, the basic principles applying to every employee are given below along with a code of conduct for some specific roles within Saxion.

Basic principles for every employee:

- I respect the physical and psychological integrity of others: I will refrain from (sexual) harassment, bullying, discrimination, violence and verbal and physical aggression;
- I will handle any power relationships with colleagues and (prospective) students with integrity;
- I will act politely and respectfully when communicating to others and those around me; online and offline, verbal and non-verbal;
- I realise that a personal relationship (e.g. family relationship, sexual or romantic relationship, close friendship) within the organisation can affect the performance of one or more employees or a team. If there is such a relationship with a colleague or student, I shall discuss with the manager(s)/supervisor(s) what measures need to be taken to prevent any negative consequences;
- I will work together openly and honestly to achieve Saxion's goals;
- I feel responsible for Saxion's results and reputation;
- I have integrity and am therefore reluctant to give/receive gifts and invitations if they could harm my independent position;
- I record the data I work with according to the procedures in place: I pay attention to information security; I treat the confidentiality of sensitive data as a matter of course;
- I handle all Saxion resources (money, equipment etc.) with care;

- I do not use drugs while working for Saxion and ensure that should I use drugs outside working hours, they will not affect my work for Saxion;
- In principle, I do not consume alcohol while working for Saxion. If, by exception, I do consume alcohol, it will be in line with accepted Saxion policy on this and will be done responsibly. I will ensure that the use of alcohol will not affect my work for Saxion;
- I am accountable for the aforementioned points and, if necessary, will also hold others to account in this regard.

Lecturer / researcher and study coach

- I will ensure that exams and assessments are composed as carefully as possible and take place within the established exam and assessment frameworks;
- I have an exemplary role for students;
- I am aware of the fact that there is a power imbalance in the relationship with students. I do not abuse my position or knowledge in any way in relation to students and avoid (the appearance of) conflict of interest;
- As a lecturer/researcher and/or study coach, I monitor the personal safety of all students and know Saxion's care structure. If necessary, I refer students to the appropriate student service if they report (suspected) personal difficulty/threat. As a study coach, I regularly discuss this topic in the home group with students and inform them of the care structure;
- I am accountable for the aforementioned points and, if necessary, will also hold others to account in this regard.

Researcher

- I conduct research in an open, safe and inclusive manner, according to the Dutch Code of Conduct for Scientific Integrity (NGWI);
- I am accountable for the aforementioned work approach and, if necessary, will point out the agreed standards concerning research to fellow researchers.

Supervisor/manager

- I am aware of the fact that in the relationship between management and staff, there is power imbalance and dependency;
- I set an example: I am open, transparent, and approachable. I am committed to a positive and inclusive working environment, open to feedback and do not abuse my position and knowledge in any way. I avoid (the appearance of) conflicts of interest;
- As supervisor/manager, I monitor personal safety of all employees in the team. I know Saxion's care structure, make the topic an active topic of conversation, am the contact point for staff in the team and take action where necessary. I treat a complainant or reporter with respect and confidential information is not shared with others;
- I am accountable for the aforementioned points and, if necessary, will also hold others to account in this regard.

Violation of rules

The Code of Conduct provides a framework. Nevertheless, you may still have to deal with (suspected) violation of the rules:

Are you experiencing (suspected) (sexual) harassment, bullying, physical or verbal aggression, violence or discrimination? If possible, talk to the person concerned. If you are unable or unwilling to do so, discuss the situation with your supervisor/manager. If you cannot or do not want to discuss your situation with your manager, contact a confidential intermediary. They can assist you, even if you ultimately want to file a complaint.

If you have questions or doubts about whether research is conducted according to the rules of the National Code of Conduct for Scientific Integrity, again try to discuss this with the colleague concerned. If this does not work, or if your questions have not been answered sufficiently or if your doubts persist? Then contact a confidential intermediary for scientific integrity.

Do you think that there is an act or failure to act, which may be harmful to Saxion and/or the interests of society? Then there may have been an offence committed or a breach of EU law. This could include matters such as:

- (imminent) danger to the safety of persons or public health;
- negligence which could lead to possible harmful effects, for example, to the protection of the environment or the security of network and information systems.

If you think this is the case, contact the Ombudsperson.

Students may also feel unsafe at home due to domestic violence and/or child abuse. If you notice these signs, you are (legally) obliged to act according to the domestic violence reporting code. In that event, contact the dedicated officer for domestic violence.

If it is found that rules have been broken, based on the collective labour agreement or other applicable regulations, then measures can be taken based on labour laws.

Final provisions

These rules may be cited as Saxion Code of Conduct 2023

These rules were adopted by the Executive Board on 5 July 2023

These rules come into force on 1 September 2023

These rules will be reviewed by the directors of DBI, HRM and OSS two years after coming into force and adjusted as necessary.