

Integrity Regulations

General provisions

Section 1

Saxion University of Applied Sciences employs an integrity officer.

Appointment

Section 2

1. The integrity officer is appointed by the Board of Directors for a period of four years and after this period can directly be reappointed for a period of 4 years.
2. The Central Participation Council has a right to be consulted with regard to this appointment.

Independent position

Section 3

In fulfilling his/her duties the integrity officer is not subordinate to any institutional body within Saxion.

Section 4

The function of integrity officer is incompatible with membership of the Board of Directors, of Saxion Management and with the membership of the Central Participation Council, a School Council or the Service Departments Council.

Section 5

The Board of Directors ensures that the integrity officer is not disadvantaged in his/her position on account of his/her functioning.

Section 6

The integrity officer can be relieved from office early by the Board of Directors if he or she on account of his/her actions or omissions seriously damages the confidence placed in him/her.

Resources

Section 7

The Board of Directors will provide the integrity officer with all the resources that are essential for a proper performance of his/her duties.

The request

Applicant

Section 8

1. Each student and staff member of Saxion, as well as external relations are entitled to request the integrity officer to institute an investigation to test decisions, behaviour or acts of an institutional body of Saxion in relation to the

Saxion Code of Conduct.

2. A decision, the behaviour or an act of a person, engaged under the responsibility of an institutional body of Saxion, is considered to be a decision, the behaviour or an act of that body.

Section 9

Application

1. The request is to be made in writing and should at any rate include:
 - a. the name and address of the applicant;
 - b. the date of the application;
 - c. a description of the decision, behaviour or act to which the application pertains;
 - d. the reason why the applicant objects against the decision, behaviour or act;
 - e. the applicant's signature.
2. If an application is in a foreign language and a translation is required for the proper treatment of the complaint, the applicant is to take care of a translation.
3. If the application does not meet the conditions as referred to in this section, if possible the applicant will be given an opportunity to meet his/her obligations as yet.

Section 10

Confirmation

1. The integrity officer confirms receipt of the application in writing within five days after receipt.
2. If there is cause for this, which is to be decided by the integrity officer, the integrity officer will also inform the Chairman of the Board of Directors on the nature of the request within five days after receipt of the request. In this context the anonymity of the person involved is guaranteed, unless the person involved indicates not to appreciate this by means of a written statement.

Section 11

Field of activity

- The integrity officer is not obliged to institute an investigation as referred to in Section 8 if:
- a. The application does not meet the requirements of Section 9 paragraph 1 and 2;
 - b. More than one year has lapsed since the facts or circumstances to which the request pertains took place;
 - c. The application is manifestly unfounded;
 - d. The integrity officer has given a decision on the request at an earlier stage already.

Section 12

If the integrity officer does not institute an investigation, or does not proceed with the investigation, he/she will report this as soon as possible in writing to the applicant, stating the reasons.

The investigation

Hearing**Section 13**

1. The integrity officer gives the institutional body and/or the staff member to who's behaviour the request pertains and the applicant the opportunity to explain their position in writing or orally. The integrity officer decides whether or not they can do so in the presence of each other.
2. The integrity officer can contact the Chairman of the Supervisory Board if the investigation pertains to the Board of Directors.
3. If he/she considers this necessary to assess the request, the integrity officer can also allow others the opportunity to take cognisance of the request and to make a written or oral statement about the request.
4. Institutional bodies and staff members are obliged to comply with the previous paragraph within the period set by the integrity officer.

**Provision of
information****Section 14**

The integrity officer may make inquiries with institutional bodies and staff members of Saxion, or request and inspect documents which pertain to the matter being investigated.

Institutional bodies and staff members are obliged to comply with a request as referred to in the previous paragraph within the period set by the integrity officer. If the applicant gives his/her written permission, the integrity officer is entitled to inspect personal data pertaining to the applicant.

Experts**Section 15**

1. If he/she considers this necessary for the investigation, the integrity officer is entitled to call in experts.

Investigation on site

2. If he/she considers this necessary for the investigation, the integrity officer can, without prior permission, enter all premises where the institutional body whose behaviour is being investigated, carries out its duties.

**Confidentiality third
parties****Section 16**

All third parties involved in the investigation have an obligation of confidentiality with regard to what they have become cognisant of on account of their involvement in the investigation.

The assessment**Section 17**

The integrity officer tests decisions, behaviour or acts of an institutional body of Saxion in relation to the Saxion Code of Conduct.

Reporting**Section 18**

1. When an investigation has been closed, the integrity officer prepares a report in which he/she states his/her findings and assessment. The report shall also state whether, and if so, which, recommendations are made.
2. The integrity officer sends the report to the Board of Directors.
3. If the investigation is based on an application as referred to in Section 8, the integrity officer also sends the report to the applicant.

4. Upon request, the integrity officer shall provide a copy or extract of the report. In these cases, the anonymity of the persons mentioned in the report shall be guaranteed.

Notification Board of Directors

Section 19

1. Within one month after receipt of the assessment referred to in Section 18, the Board of Directors informs the integrity officer of the way in which the recommendation will be acted on.
2. If the Board of Directors for compelling reasons of policy-related nature considers not to act on the recommendation, it will inform the integrity officer of this, stating the reasons.
3. The integrity officer will inform the applicant on the position of the Board of Directors within five days after having received this.

Confidentiality

Section 20

1. The integrity officer is obliged to observe confidentiality of what he/she has taken cognisance of in the performance of his/her duties, in so far as this follows from the nature of the matter.
2. This confidentiality extends to all persons working for or on behalf of the integrity officer.