



Code of Conduct

Decided upon by the Board of Directors, March 2016 – textual adjustment Jan 2023



Introduction

The Code of Conduct includes the rules of conduct that all employees and students at Codarts endorse. These are the rules of play we expect ourselves and others to abide by. The code applies to anyone acting on behalf of Codarts, including students, employees, freelancers, management and board, and all agencies commissioned by Codarts. The code's aim is to make all those involved aware of their actions and to let it guide their conduct in the context of the work situation.

We all feel responsible for the results and reputation of Codarts. First and foremost, we will act in an ethically responsible and integer manner and communicate this to our students, partners, clients and other relations.

Codarts Core Values of Conduct

Respect

We behave correctly in dealing with each other, observing proper manners. Employees and students acknowledge and respect each other's ethnic or national origin, religious belief, gender, sexual orientation and physical or mental capacity. We, employees and students, refrain from any form of undesirable behaviour, in particular intimidation – sexual or otherwise – aggression, violence or discrimination.

Responsibility

We all accept, in our own position and role, responsibility for integer and ethical behaviour befitting the norms and values of Codarts and or applicable laws and regulations.

Professionality

In our own position and role we will behave professionally. This means we adopt a professional attitude in our work, towards others and ourselves. This also means that we will not abuse, neither jointly nor individual, our position and knowledge as teacher/employee with regard to colleagues and students and/or as management with regard to colleagues and employees.

Trust

We strive to be an open and reliable organisation. We keep our word and we act on the basis of mutual respect. We call ourselves and each other to account when it comes to attitudes and conduct.

Code of Conduct in Four Parts

In order to make the Code of Conduct easy to apply in everyday practice, we have elaborated it in four categories.

- A. Without prior approval, either verbal or in writing, we will not directly nor indirectly:
1. profit personally from work or work assignments or deliveries or services provided on behalf of Codarts;
 2. demand or accept rewards, presents of commercial value, gifts, favours and such from third parties who have or wish to have any relation with the employer;
 3. have any interests in companies, societies, foundations or businesses that are active in the same field as the employer, or assist or advise such entities in any way that would compromise the independence and freedom of the recipient;
 4. use personnel or any material or immaterial property of the employer for personal gain.
- B. With regard to intellectual property we hold ourselves to what is agreed in the 'Readers agreement' between the Netherlands Association of Universities of Applied Sciences and the Dutch Publishers Association and Stichting PRO for the copying of works or parts of works that are protected by copyright. Codarts has co-signed the buy-out agreement.
- C. We are supposed to refrain from all behaviour, both internally and externally, that harms the integrity of our actions. It is expected of us that we are capable of assessing risks and vulnerabilities and avoid situations in which appearances may turn against ourselves or Codarts.
- D. We agree that we:
1. and in particular the teaching staff, maintain the necessary detachment in our relations with individual students and keep these relations professional. We do not abuse the mutual trust of the relationship between employees and students.
 2. and in particular the teaching staff are aware, in our dealings with students, of the dependency and imbalance of power inherent in the relationship. This applies even more stringently in our dealings with underage students, such as the students of HMD.
 3. guard against undesirable mixing of personal and professional relations in the work relationship. Should a relationship of a personal or intimate

nature occur in a dependency situation (for example executive-employee or teacher-student) than those involved will inform their superiors of this, so they can assess whether the situation may possibly be harmful to any individuals or to Codarts.

4. under no circumstances, as employees, will enter into a relationship of a personal or intimate nature with underage persons and/or students.
5. put work and safety first at all times and therefore will not work while under the influence of alcohol or other drugs.

This Code of Conduct has been decided upon by the Board of Directors in March 2016 and is part of Codarts policy with regard to a stimulating, safe and discrimination-free study and work environment. Other elements of this policy are the Complaints Regulation for Combating Undesirable Behaviour and the Protocol Confidential Advisor.

In addition, there are a number of other regulations with regard to behavioural integrity:

- Law on Higher Education and Scientific Research
- Branch Code Governance of the Association of Universities of Applied Sciences
- Conduct Code International Students in Dutch Higher Education
- Student Statute
- Whistle-blower's Protocol
- Rules and Regulations of the Representative Advisory Council
- Protocol 'Meldcode' Law

Definition of Terms

- a) proper manners:
manners and conduct considered as desirable or proper in general social intercourse.
- b) undesirable behaviour:
manners and conduct considered as undesirable or improper in general social intercourse and that could be experienced as inappropriate, annoying, hurtful or threatening and are therefore unacceptable. Undesirable behaviour in particular includes 'intimidation' (sexual or otherwise), 'aggression and violence' and 'discrimination'. These types of undesirable behaviour have been further defined in the Complaints Regulation for Combating Undesirable Behaviour.
- c) employees:
employees as referred to in the CAO, employed by Codarts, as well as guest teachers, freelancers, temporary workers, people on secondment and interns.
- d) students:
anyone registered at Codarts to follow courses and take examinations in one or several of the CROHO study programmes, contract students, exchange students and students taking preparatory courses.



- e) professional conduct:
professional conduct visibly demonstrates the norms and values of the profession. There are three dimensions: attitude in work, attitude towards others and attitude towards oneself.

The Code applies to all interaction between employees and students of Codarts within the framework of the profession or study, and also outside of that context.