



## **Fontys Internal Rules of Conduct (Code of Conduct)**

(valid from 27 March 2020)

# 1. Introduction

Wherever people work together, questions and tensions may arise over moral issues and ethical dilemmas. Fontys is no exception. It is important that we make it clear what we expect from each other, how we should behave and what we mean by behaving in an ethical and honest way. These rules of conduct (also known as the 'Code of Conduct') aim to provide clarity in this regard.

The rules of conduct apply to all staff employed by Fontys and to anyone working in and around Fontys' premises, e.g. for catering, cleaning or maintenance purposes. They also apply to Fontys regulators. It is the intention that students should familiarise themselves with the rules of conduct and report any inappropriate behaviour to a student career counsellor or confidential adviser. The rules of conduct are clearly publicised within Fontys.

These rules describe how we must behave towards each other, not only our colleagues and students but also third parties (e.g. suppliers) and Fontys as an employer. This introductory section looks at how we must treat each other (no discrimination; an emotionally safe environment) and explores the basic principles of the rules of conduct. It also explains how the rules are managed within Fontys.

## How we treat each other: no discrimination

Fontys is committed to tolerance, diversity and inclusion. Everyone is welcome to work or study at Fontys and must feel safe there. Fontys does not discriminate on the basis of religion, beliefs, political opinions, race, gender, nationality, sexual orientation, civil status, disability or chronic illness, age, employment status (full-time or part-time) or type of employment contract (temporary or permanent).

## Emotional safety

A safe work and study environment is crucial. The environment must not only be physically safe, it must also be emotionally safe. In other words, the place where people work and study must be free from harassment, bullying, discrimination, gossip, coercion and threats of any kind (work-related stress).

Fontys expects staff to be mindful of the emotional and physical safety of everyone who works for and studies at Fontys or who is otherwise associated with Fontys. If they have concerns in this regard, they must discuss them internally: in the first instance with the person concerned and, if necessary, subsequently with colleagues or the line manager. Staff (and students) can also contact the confidential adviser (in the first instance) (or in the future: the Internal Rules of Conduct and Integrity Reporting Hotline). These rules therefore help improve emotional safety within Fontys, as described in detail in the Fontys Integrated Safety/Security Agenda.

## What is acceptable behaviour and conduct?

Acceptable behaviour and conduct means that everyone treats each other with professionalism and respect. Given developments within society (e.g. the #MeToo movement and a focus on bullying and discrimination), it is important that everyone within Fontys is aware of the importance of acceptable behaviour and conduct and adapts their behaviour accordingly. Taking each other to task over acceptable behaviour and conduct and discussing it with each other is helpful in this regard.

Managers have an important role to play in this context. They set a good example and promote an ethical culture. They are expected to have the required level of knowledge and skills and to maintain this level through professional development. This enables them to recognise unacceptable behaviour and conduct (more effectively) and to act appropriately without delay.

### What do we mean by acting with integrity?

Acting with integrity means that every member of staff is honest and sincere, is not open to corruption and performs his duties competently and with care. He takes into account the responsibilities associated with his role, as well as the applicable standards and values within Fontys.

*When deciding what is acceptable and what is not, it's a good idea to ask yourself: 'Would I do this at home?' or: 'How would I react if I heard or read about this happening at another university?'*

So, acting with integrity is not just about how we relate to each other, it can also relate to giving others an unfair advantage. Examples of unethical behaviour include:

- abuse of powers, prior knowledge or personal information;
- allowing yourself to be influenced when taking a stand or giving an opinion (e.g. by a personal relationship, social status or a hierarchical relationship);
- allowing yourself to be bribed to 'turn a blind eye';
- giving preferential treatment to family members or friends.

*A director makes an exception to the rules for student X, who does not have the right prior education, giving X permission to enrol. This constitutes an abuse of power.*

*A student career counsellor asks the examination board to 'sort something out' because a student is having problems. In doing so, he puts his colleagues under pressure.*

When it comes to acting with integrity, clearly Fontys' core values, its moral compass, play a role. The core values are: *ethical, transparent, open, honest* and *trust*. These connect and help give direction to our ethical way of working.

The rules of conduct provide guidance when making decisions where there is an element of discretion: your actions can be assessed in advance against the rules of conduct, and other people's actions can be assessed in retrospect.

## Role of these rules: framework and point of departure

The rules act as a point of departure for other Fontys provisions and regulations (see Appendix).

Institutes and departments may draw up additional rules (of conduct). For areas of Fontys where physical contact is involved, e.g. arts education, healthcare and sports programmes, or for programmes where students work with vulnerable groups, for example. In that case, the specific additional rules can be consulted through the portal of the institute/unit concerned. These rules (of conduct) are drawn up in consultation with the relevant participation bodies and Legal Affairs.

## Compliance with the rules

Compliance with the rules is mandatory. If staff fail to comply with the rules (and any other regulations to which these rules refer), they will be spoken to and sanctions may subsequently be imposed. See Section 5 of these rules for further information.

## Structure of the rules

The sections which follow describe how we must treat each other (2), how we must act in relation to third parties (3) and how we must act in relation to Fontys as an employer (4). The final section (5) covers a number of different issues and contains the final provisions.

In principle, the rules describe a situation in which members of staff already behave in an acceptable way, rather than behaviour and conduct which is unacceptable. The boxes contain examples of situations which employees may encounter.

Where these rules of conduct refer to 'he', 'him' and 'his', clearly this also includes women and people who do not identify with one or other of these identities.

# 2. How must we behave towards each other?

## Mutual consideration and respect

Staff must treat each other and students with consideration and respect, putting into practice the basic principles of our behaviour towards each other (see Section 1).

## Giving and receiving feedback

Staff take responsibility for their tasks and work together in a professional way. They give and receive feedback in an accurate, respectful and direct way, without engaging in gossip. Managers will ensure that this is the case and can help staff with this.

In the context of a learning organisation, staff report their own and other people's mistakes, oversights, misunderstandings and incidents to their line manager, so they can be avoided in the future (other people's actions/behaviour is discussed in the first instance with the colleague concerned). If the line manager cannot be consulted, the member of staff can contact a confidential adviser.

### Action in the event of (consensual) intimate relationships

A consensual intimate relationship between members of staff or between a member of staff and an adult student is a private matter. The relationship must not impact the work or learning situation of the member(s) of staff, colleagues and/or student(s) concerned in any way. This is the employee's responsibility.

Members of staff are aware that an intimate relationship, even if it is consensual, can become problematic at any time if it involves a dependency or hierarchical (power-based) relationship (e.g. the #MeToo movement).

Staff must always inform their line manager of a consensual intimate relationship. Any information that they provide will be treated as strictly confidential. The line manager and the individual(s) concerned will discuss the potential consequences for the work or learning situation. If possible, further agreements will be made, where appropriate in conjunction with P&O. Sometimes a different workplace can be found or a timetable can be adapted, but this is not a right.

Potential solutions to the problem will always be explored if, in the line manager's opinion:

- there is (or has been) a hierarchical (power-based) relationship between the members of staff concerned;
- the members of staff concerned collaborate or have collaborated directly and/or at structural level;
- a student's education is being (or has been) affected.

Members of staff must not invite students to their home or visit students in their homes. If a meeting cannot take place in a Fontys building or on a Fontys campus, it must take place on neutral ground, in a public space.

### Action in the event of unacceptable behaviour

Members of staff must refrain from unacceptable behaviour at all times. This includes all forms of (work-related) discrimination, aggression or violence, sexual harassment, bullying and/or combinations thereof.

If a member of staff or a student believes that he is a victim of unacceptable behaviour, he can contact one of Fontys' confidential advisers and/or submit a complaint to the Complaints Board for Unacceptable Behaviour. Staff and students who observe unacceptable or discriminatory behaviour, should report it to a line manager or confidential adviser. The rules regarding unacceptable behaviour are contained in [Fontys Rules and Regulations on Unacceptable Behaviour](#).

Line managers are trained to recognise unacceptable behaviour and conduct, and they also learn to avoid such behaviour and conduct. This applies in particular to the organisation, division and assessment of the activities and opportunities for development of employees. Line managers must do this in an unbiased way.

### **Work-related discrimination**

*1. An employee with a migration background feels that he is not given as many opportunities to develop as colleagues from the Netherlands. He should discuss this in the first instance with his line manager (e.g. during the performance review cycle). He can (then) contact a confidential adviser or the Staff ombudsman.*

*2. A female member of staff believes that she should be on the same pay scale as a male colleague because she does similar work. She should take the steps described above.*

### **Aggression or violence**

*Aggression and violence doesn't just include physical abuse, it also includes verbal aggression and threats. Take, for example, a lecturer who constantly humiliates certain students in the group or a member of staff who verbally abuses a colleague, knowing that this colleague will not (dare to) answer back. In this case, it is up to the person concerned or to the other students or colleagues to take the person who is behaving inappropriately to task over their behaviour, or to report to a team leader or manager. The individual concerned can also contact a confidential adviser.*

*Students may also (verbally) abuse or threaten members of staff. In such cases, the director of the institute in which the student is enrolled must take action and impose disciplinary measures on the student in accordance with the Students' Charter.*

### **Sexual harassment**

*Sexual harassment can take place between members of staff (between line manager and employee or otherwise) or between a member of staff and a student. Sometimes it takes place between students, but in that case it is usually a private matter. Complaints concerning sexual harassment can be submitted (not anonymously) to the Complaints Board for Unacceptable Behaviour. If possible, witnesses should be specified. If colleagues or students witness such behaviour, they are expected to take the person concerned to task over their behaviour.*

### **Bullying**

*Members of staff may feel that they are being bullied, by their line manager, for example. They can report this to a confidential adviser and, under certain conditions, they can submit a complaint to the Complaints Board for Unacceptable Behaviour. These conditions are as follows:*

- there is no question of a work-related dispute;*
- the bullying is repeated, takes place over a long period of time and can be objectively determined, and*
- the bullying is well documented (time, place, nature of the bullying), and, ideally, substantiated by witnesses.*

*If the bullying appears to be part of a work-related dispute, the employee can ask for advice from the Staff ombudsman.*

### Behaviour and conduct during study visits

Members of staff who accompany students on study visits which have been organised by or under the responsibility of Fontys, are responsible for the students concerned, whatever their age. Here too, staff are expected to behave in a professional manner.

Accompanying staff are in charge during group activities. Outside of the organised group activities, i.e. during free time, the accompanying member of staff cannot always be expected to know what the students are doing. The member of staff should, however, always set a good example. He should also advise students that what they do in their free time is at their own risk, but that they should not lose sight of Fontys' standards and values during this time. Anyone who participates in a study visit is associated with Fontys and is regarded as an ambassador for Fontys. This applies to both members of staff and students.

An accompanying member of staff must ensure that he is not under the influence of alcohol or drugs during the study visit (see also Section 4) and that he is never alone with a student. He should never allow students to visit him in his accommodation, nor should he visit students in their accommodation. The member of staff should let students know that he can always be contacted by phone. Clearly, the above-mentioned statements regarding intimate relationships also apply during a study visit.

*During a study visit, a member of staff invites students to his hotel room to 'chill'. From time to time, he goes onto the balcony to smoke with one of the students. This is not acceptable.*

During study visits, staff must take into consideration the standards and values that apply in the country concerned, as well as any cultural differences.

The rules around study visits are contained in the [Protocol for \(study\) visits, trips, \(induction\) camps, exchanges and internships abroad](#).

## 3. How must we behave towards third parties?

### Gifts and hospitality

In order to avoid (giving the impression of) dependency, staff should exercise caution when accepting gifts and hospitality from third parties. They should avoid giving the impression that gifts from third parties (whatever their estimated value) could influence the services and integrity of Fontys.

If a member of staff receives a gift during the course of his work which he regards as unusual, he should inform his line manager. Gifts of any value are always regarded as unusual if they are sent to the employee's home address. Gifts with an estimated value of more than €50 are also regarded as unusual. Staff must not accept gifts in this latter category and must return them.

In principle, staff can keep gifts with an estimated or potential value of a maximum of €50, unless the institute or department concerned has drawn up agreements concerning the way in which gifts received are divided up between staff, for example.

Certain types of gifts must never be accepted by staff. These include gifts of money (and loans), gifts – including invitations to conferences, study visits, events, lunches, dinners etc. – where a return of the favour may be expected (in the future), and gifts which offer a benefit outside of the university, such as discounts.

The same applies to gifts in exchange for (concrete) services in return. In addition, staff must not accept gifts which are offered while (in so far as is known) discussions or negotiations are still ongoing between Fontys and the supplier, in the context of a tender, for example.

*A tender to select Fontys' main bank is under way. In the context of the contacts established, one of the banks involved offers free tickets to a sports event. This offer must be refused.*

### External events and activities

External events – including trips, conferences, study visits and activities such as lunches, dinners and receptions at external invitation – must be functional and always in Fontys' interests. Staff must only accept the invitation with the prior consent of the director of the institute or department. The director will decide whether the invitation is reasonable and functional. Any costs of participation will be paid for by Fontys, in accordance with the applicable rules.

In addition, staff must not participate in external events or activities if it is known that discussions or negotiations are ongoing between Fontys and the supplier, in the context of a tender, for example. This does not apply if participation is in Fontys' interests. The condition is that such participation does not affect the independent position of the member of staff concerned. It is up to the director of the institute or department to determine whether that is the case.

### Procurement

In various parts of Fontys, members of staff are required to enter into financial obligations. It is particularly important that these members of staff are fully aware of the rules of conduct and comply with them to the letter. When it comes to integrity, a procurement process is highly sensitive. Since Fontys is spending public money, the process must be meticulous, efficient, lawful, transparent and independent and there must be fair competition. For more information on this, see the [Procurement Centre portal](#).

Staff must not make purchases for private use through Fontys.

*A member of staff books a trip for themselves under a framework agreement that Fontys has with a supplier. This is improper use and is therefore not permitted.*

All purchases by Fontys are subject to Fontys' [General Terms and Conditions of Purchase](#). Departure from these terms and conditions of purchase is only permissible with the consent of the Procurement Centre or Legal Affairs.

All written and verbal agreements entered into directly or indirectly on behalf of Fontys must be documented in such a way that they can be audited by auditors or otherwise.



## Suppliers

Members of staff who purchase goods and services must provide all suppliers with correct and accurate information. They must not request quotations with the sole purpose of establishing a budget or comparing suppliers. They must only request quotations from suppliers that have a chance of winning the contract.

Staff must not put suppliers under pressure to supply information on the competition. They must treat all price, product and process-related information that they obtain from suppliers during quotation processes as confidential. Suppliers must be selected on the basis of objective criteria, not on the basis of personal preferences. During the selection process, all potential suppliers must receive the same information.

Staff must never ask for services in return, nor suggest they will offer services in return. In the event of doubt, they must contact the Procurement Centre.

*A supplier includes a gift with every order in the context of a campaign or special event (e.g. the football World Cup). A member of staff decides to place three orders rather than one in order to receive three gifts. This is contrary to the rules of conduct.*

## 4. How must we behave towards Fontys as an employer?

### Fraud

Fraud is a broad concept. It includes much of the misconduct described in these rules, e.g. theft, embezzlement, corruption and administrative fraud.

Fontys employees must refrain from any form of fraud.

Theft and embezzlement also include less obvious offences such as using knowledge belonging to Fontys without consent or ‘poaching’ Fontys contacts when working on a freelance basis.

Corruption may involve fiddling the records but copying and leaking confidential data, or misusing the name or logo of Fontys (e.g. headed paper) also constitutes corruption.

Administrative fraud is when members of staff submit incorrect expenses claims or statements of hours worked, report in sick without justification, or record hours that they have not worked or where they have worked on their own behalf (on a freelance basis).

This means, among other things, but not exclusively, that members of staff:

- must not intentionally misrepresent the situation ;
- must not manipulate (financial) data;
- must not (personally) benefit in an unfair way from knowledge or materials developed by others.

## Interests and conflicts of interest

Staff must avoid giving rise to a conflict of interest between their private and business dealings. They must always put Fontys' interests first, even if it is not consistent with their personal interests or opinions.

Staff must avoid (giving the impression of) material and immaterial conflicts of interest. Material conflicts of interest involve property or money; immaterial conflicts of interest involve personal or business relationships. If, notwithstanding, there is or appears to be a conflict of interest, the member of staff must notify their line manager immediately.

### *Business or financial interests in other organisations*

Members of staff must keep a written account of their business or financial interests in organisations with which Fontys maintains business contacts, in so far as they are (or should be) aware of such contacts.

If these business or financial interests arise or change while the employee is working for Fontys, the employee must notify his line manager immediately in writing.

Staff must not participate through their private business in (grant) processes and/or projects of Fontys, unless their line manager consents to it (see also the section on work for third parties).

### *Agreements with individuals/companies outside of the university*

Staff must not enter into agreements on Fontys' behalf with individuals and/or companies outside of the university in which they have or obtain (or could have or obtain) a business, financial or personal interest. Nor should they encourage the signing of such agreements. If, however, in exceptional and compelling cases, an agreement of this type appears to be desirable, the member of staff should inform his line manager accordingly. The line manager will then consider the interests involved and notify the Executive Board.

### *Participation in interview/tender procedures*

Staff must not participate in interview or tender procedures if an applicant involved in such a process is known to them personally, and must not be involved in the decision-making associated with these procedures. The same applies if the member of staff has business, financial or personal interests in a relevant company. In such cases the member of staff must notify his line manager.

### *Assessment and examination*

Staff must not assess or examine students to whom they are related or with whom they are acquainted. Where this is the case, the member of staff must notify his line manager, who will then take measures to ensure that the student is not given preferential treatment or disadvantaged as a result.

## Work for third parties

The undertaking of work for third parties can have a positive impact on the performance of employees and on Fontys as an organisation. It is important that the work for third parties does not damage the interests of Fontys and can be successfully combined with the employee's own role.

All work for third parties must be documented in the digital personnel file. Staff must record any work they do for third parties in HR2Day. Their line manager will then decide whether this work is permissible. He will consider, for example, whether the nature of the work for third parties is

contrary to the interests of Fontys, whether, in terms of volume, it can be combined with the employee's work for Fontys and whether the timing of the work for third parties can be successfully combined with the employee's work for Fontys. If the work for third parties is deemed to be inconsistent with the employee's work for Fontys or with Fontys' interests and the work cannot be modified, the employee must stop the work for third parties.

While employed by Fontys, employees must not undertake external work (for a fee) for Fontys, on a freelance basis, for example.

*A student has a problem with mathematics and asks a lecturer for extra help. He is prepared to pay for it. This constitutes a conflict of interest which is not permitted. Students must acquire the necessary knowledge and skills during class time, through the teaching of Fontys staff, on payment of the tuition fee, even if additional lessons are required. They should arrange private lessons outside of Fontys.*

### Handling sensitive and confidential information

Both within and outside of Fontys, staff must handle sensitive and confidential information with care. 'Confidential' includes not only information which is classified as confidential but also information which the member of staff knows or should know is confidential. Sensitive and confidential information is only accessible to or disclosed to authorised individuals. This means, among other things, that this information can only be used in a functional way and not to the individual's own advantage. The duty of secrecy continues to apply even when the employee is no longer working for Fontys.

Sensitive and confidential information always includes:

- personal details of staff and students within the meaning of the General Data Protection Regulation;
- written or unwritten confidential information concerning staff, students, Fontys or partners of Fontys.

Personal information must not be disclosed to third parties without the express consent of the data subject, unless relevant legislation and regulations (e.g. Fontys' privacy regulations) require it to be disclosed or safety is at risk. Sensitive and confidential information must be adequately protected. If sensitive and confidential information is lost, the member of staff concerned must notify his line manager immediately. A data leak must be reported to the Data Protection Authority through Fontys's data protection officer.

### Intellectual property and plagiarism

Staff must treat intellectual property (both their own and that of third parties) with care. They must comply with the rules concerning intellectual property, and copyright, patent law and trademark law in particular.

Everyone knows that the correct acknowledgement of sources is essential when creating a work, whether it be a Fontys publication or an individual's own work in which it must be stated that the creator works for Fontys. This doesn't just apply to texts; staff must also be wary when including photos or images in documents which could be published in some way.

Staff who help students to create a work, performance etc. must also be aware of what the students are creating. Ideally of course, students' attention should be explicitly drawn to intellectual property and the pitfalls associated with it at an early stage in their learning.

*A student includes a photo of a deceased former professional footballer in a work which can also be consulted outside of Fontys. The footballer's family see what has happened and demand that the student pay a fine because the photo has been published without their consent.*

*If you, as lecturer, have not given the student adequate instruction, you can be held jointly responsible for the damage that has been caused. In that case, the department will have to pay (part of) the fine.*

Further information can be obtained from Fontys' Copyright Information Point ([www.fontys.nl/auteursrechtinformatiepunt](http://www.fontys.nl/auteursrechtinformatiepunt)), among others on the reuse of copyright protected material. Staff can submit queries via [auteursrecht@fontys.nl](mailto:auteursrecht@fontys.nl).

### Use of (ICT) facilities and resources

Staff must treat Fontys' property (tangible and intangible resources) with care. They must not use Fontys' equipment, materials, rooms and consumables for private purposes, unless such use has been approved by their line manager. In this context, account will be taken of the associated costs and, where relevant, the user agreement.

When using ICT resources, the member of staff concerned must comply with the [ICT Code of Conduct](#) for employees. Before using resources, he must sign a loan agreement.

Staff must not take ownership of resources which belong to Fontys, whatever their value or condition. This also applies to resources which have been written off, resources which are not used or which are no longer used or which are surplus to requirements, and resources which are offered to third parties to be finished or processed. Resources which have been written off and resources which are surplus to requirements may be stored temporarily until they are removed. Staff must not remove these stored resources for their own use, to resell them or hand them to a third party.

When leaving the university, staff must hand all Fontys property – e.g. laptop, iPad, mobile, keys and Fontys pass – in to their line manager, on their last day of employment at the latest. The resources must be intact, in good condition and unlocked.

Fontys will report incidences of theft and embezzlement to the police. The same applies if a (former) member of staff fails to return the specified Fontys property, despite having been requested to do so.

## Social media

Social media can be a good way of obtaining news and sharing opinions and expertise. It can be text, but it can also be images and sound. Staff and students can be ambassadors for Fontys through social media. This is positive, but there is also a negative side. If care is not taken over posts on social media, damage can be caused to Fontys and to individuals. Staff must therefore be wary of what they say on social media and must keep their work and private life separate.

The rules around social media can be found in the Fontys Code of conduct for Social Media.

## Expenses claims

Staff must only claim expenses incurred during their work if the expenses incurred relate directly to the fulfilment of the role. They must not claim for expenses which are already reimbursed in another way. Staff must manage expenses claims in accordance with the internal instructions.

Line managers must ensure that expenses claims are accurate and reasonable. It is important to remember at all times that this is money which is intended in the first instance for education.

*A member of staff has been allowed by his line manager to stay in a hotel for a week so he can work undisturbed on a policy memo. This is not permitted, whatever the assignment and whoever is involved.*

*Employees cannot claim for a joint colleague activity 'to maintain working relationships' or for (regular) meetings involving meals or cafe visits unless they have the express prior consent of the relevant director. The director must consider carefully here whether the activity could take place within Fontys.*

## Business trips

A member of staff who goes on a business trip within the Netherlands or abroad (for several days) as part of his job and with the consent of his line manager must be aware of his spending during the trip. Third parties cannot accompany staff at Fontys' expense but may travel at their own expense. This is only possible if it does not have a negative impact on the employee's productivity and if the line manager agrees to it in advance.

International business travel is subject to the [Fontys International Travel Regulations](#).

## Working hours, breaks and leave

Staff must keep to the agreed working hours. Breaks taken by staff, such as lunch breaks and smoking breaks, are not included under working hours and must therefore not be recorded as 'hours worked'.

Staff must record their hours accurately and complete their leave records truthfully. These leave records must be approved and documented by their line manager.

## Work and private life

Staff must consider Fontys' interests even outside of their working hours and must not deliberately cause damage to Fontys. They must keep private transactions during working hours to a minimum. These transactions must not have a negative impact on the employee's performance or on the work situation of colleagues.

## Use of alcohol, drugs and medicines

Employees must not be under the influence, have alcohol or drugs in their possession or use or buy/sell these substances in work situations. Exceptionally, e.g. at receptions, business lunches or dinners, the drinking of alcohol is permitted but only if this is done responsibly and in accordance with legislation and regulations, including road safety regulations.

The rules around alcohol, drugs and medicines can be found in the Alcohol, Drugs and Medicines Policy and in the [House Rules](#).

# 5. Miscellaneous

## Violation of these rules and other Fontys regulations

Staff who fail to comply with these rules (and, where appropriate, with other regulations to which the rules refer, and other internal rules) will be taken to task over their actions or behaviour, in the first instance by their line manager or director. Students will be informed about these rules through the Students' Charter, so they are aware how staff should treat them.

If staff experience unethical or unacceptable behaviour from others, in principle they should discuss the matter themselves with the individual or individuals concerned. They must also report the situation to their line manager or, if the situation involves the line manager, to a higher manager or to the Internal Rules of Conduct and Integrity Reporting Hotline.

Failure to comply with or violation of these rules will result in the taking of suitable disciplinary measures and/or the imposition of sanctions. For staff, these are set out in Chapters P and Q of the Collective Agreement for Universities of Applied Science (CAO-HBO).

## Internal Rules of Conduct and Integrity Reporting Hotline

Staff can report unethical or acceptable behaviour to the Internal Rules of Conduct and Integrity Reporting Hotline, and they can also contact the hotline with queries or for advice on application of the rules. The hotline is multidisciplinary in nature and comprises of staff from Audit, Procurement, P&O and Legal Affairs.

## Whistleblowers' Regulations

Fontys wants to continue to function effectively and to constantly improve the quality of the organisation. The internal reporting of suspected misconduct contributes to this. In such situations, staff can use the Regulations for reporting suspected misconduct (Whistleblowers' Regulations).

### Criminal offences

If it is suspected that a member of staff has committed a criminal offence within their role, this must be reported to the Executive Board or, if (a member of) the Executive Board is involved, to the Supervisory Board. It is then the responsibility of the Executive Board or the Supervisory Board to decide whether there are grounds for reporting the offence concerned or for investigating the matter further.

### Unforeseen circumstances

In cases which are not provided for by these rules and/or the underlying regulations or where application is not straightforward, the Executive Board or, if (a member of) the Executive Board is involved, the Supervisory Board will decide.

### Final provisions

These rules replace the Fontys Code of Conduct (2006), which lapses as a result. These rules were adopted by the Executive Board on 3 March 2020. The rules will enter into force on the day after it is approved by the Central Participation Council.

The Central Participation Council gave this consent on 26 March 2020.

These rules are as the 'Fontys Internal Rules of Conduct (Code of Conduct)' and is published on the portal/website of Fontys and expressly brought to the attention of (new) staff, third parties working with or for Fontys and students.

Appendix.

## Appendix

Relevant codes and regulations pertaining to the Fontys Internal Rules of Conduct (Code of Conduct) dated 27 March 2020

- Fontys General Terms and Conditions of Purchase and Supply
- Fontys Copyright Information Point (portal)
- Code of Good Governance for Universities of Applied Sciences
- Collective Agreement for Universities of Applied Sciences (CAO-HBO)
- Fontys policy on alcohol, drugs and medicines (ADM) (via portal P&O department)
- Fontys Core Values
- Fontys Code of Conduct for Social Media (under development)
- Fontys Regulations on International Travel
- Code of Conduct for International Higher Education Students
- Fontys House Rules and Disciplinary Measures
- Fontys Codes of conduct for ICT
- Fontys Integrated Safety/Security Agenda
- Whistleblowers' Regulations
- Code for Reporting Domestic Violence
- Fontys Teaching and Examination Regulations (TER)
- Fontys Privacy Regulations
- Protocol for Trips and Travel
- Ombudsman Regulations
- Fontys Code of Conduct for Academic Integrity (under development)
- Fontys Rules and Regulations on Unacceptable Behaviour
- Stichting Fontys Articles of Association
- Fontys Students' Charter
- Dutch Higher Education and Research Act (WHW)

The majority of Fontys' regulations can be found on the [website](#) and/or the [Legal Affairs portal](#).