

TU/e Code of Conduct

TU/e

EINDHOVEN
UNIVERSITY OF
TECHNOLOGY

I carry out our **CORe** values

- I am **Curious** to learn
- I have an **Open** mind
- I am **Respectful** to others
- I embrace a **Responsible** attitude

We are **TU/e**

EINDHOVEN
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TU/e Code of Conduct

This Code of Conduct is the framework outlining the behaviour we expect from everyone within the TU/e community, including all staff, students, councils, executive, advisory, and supervisory bodies and (temporary) guests of TU/e. We strive to be a people-oriented organization, providing a stimulating and safe environment for our diverse community of students, academics, and professionals. Creating such a community requires that everyone takes responsibility and is accountable for their behaviour. This code helps everyone to understand our norms, values and culture¹. We expect from every member of TU/e's community that they are aware of and committed to this Code of Conduct.

Relation to other codes, rules, regulations and procedures

This Code of Conduct describes in general terms the type of behaviour we expect from all members of the TU/e community. This document does not contain rules and regulations for specific circumstances. Such rules and regulations are included in additional documents, which are derived from, and are in line with, this general code of conduct. Examples of such additional documents are codes of conduct for student, study and sports associations, as well as education and exam regulations, the scientific code of conduct for students and staff and documents relating to regulations for the use of university facilities. Another specific example of a supplementary document details what to do if you experience or witness undesirable or unethical behaviour and wish to file a report. All these supplementary documents can be found on [TU/e's Integrity & Social Safety \(I&SS\) website](#).

The CORE values

The TU/e warmly welcomes all students and staff to its community; a community that embraces equity, diversity and inclusion, and in which everyone feels safe and respected. Achieving this asks the commitment and dedication of everyone to adhere to our values and to contribute to our culture.

TU/e is the university where innovation starts and where people matter. We are a community that strives for excellence in education and research and are outward oriented to support industry and society with innovations. We embrace a personal, warm and empathetic culture with respect for everyone, regardless of their background, religion, ethnicity, gender or sexual orientation. This culture is expressed in our CORE values: We are Curious, Open, Respectful and Responsible.

Curious: We cherish curiosity, driving us to explore, question, and innovate, encouraging continuous learning and discovery. We are ambitious and professional.

Open: We value an open accessible culture and contribute by always being approachable. We are transparent and trustworthy about our actions. We foster open interdisciplinary collaboration with respect for all fields of expertise to enable, design and build responsible technological innovations.

Respectful: We care for each other and are empathetic in our interactions. We treat everyone and everything with respect. We welcome people from diverse backgrounds and with diverse perspectives. We make sure that everybody is safe, supported and seen.

¹ Culture is defined here as the set of behaviors based on our norms and values

Responsible: We shape the future, lead by example, and make a positive impact on society and its innovations. Sustainability is a moral consideration in all our activities. We are accountable for our work and our contributions to the university.

With the above-mentioned CORE values, we aim to foster a culture, in which everyone feels safe, respected, responsible, and with integrity, in which everyone can voice their opinions, suggest ideas, give feedback and challenge each other to do better. We are committed to engage in open dialogues with each other, also when we observe behaviour that is not in line with these CORE values. Open communication on sensitive topics can be challenging; however, we are a learning organization, and we are committed to and take responsibility for learning these skills. Still mistakes can happen, and when they occur they often affect TU/e community members. TU/e is not looking away from such mistakes, but addresses them by offering fair remediation and implementing necessary preventive measures.

For whom is this code?

TU/e expects every community member to adhere to this Code of Conduct, as well as those who make use of TU/e's facilities and premises. This code concerns all conduct a student or staff member engages in as part of their studies, student life or work, irrespective of whether this conduct takes place on TU/e premises, in an academic setting elsewhere (e.g. at a conference) or online (e.g. an online lecture, or on TU/e social media channels).

Different roles; how to interact with each other?

This part of the code illustrates how the CORE values and TU/e's culture translate to specific expected behaviour for each member of the community considering their different possible roles. It is not meant to be exhaustive in its description of expected behaviour; rather it is meant to help everyone understand how to contribute from their own role(s) to the warm and respectful culture TU/e envisions.

How to interact as colleagues?

TU/e expects a professional and respectful attitude of any staff member, regardless of function, role or capacity a member of staff is acting in, in all the interactions and collaborations with colleagues. Such an attitude requires integrity, diligence in actions and communication, building on and respecting expertise, and taking responsibility and being accountable for all actions related to your function or role. Embracing the CORE values additionally implies respecting diversity in your team, being emphatic to one another, communicating openly to your colleagues and being trustworthy in all aspects.

TU/e also expects all staff members to take great care not to misuse TU/e's resources, such as equipment, support structures, the time and attention of colleagues and students, the computer network and its related social media channels, the library, lecture rooms and other shared facilities. In this respect, every staff member is committed to safety and other related regulations for university buildings and labs.

How to behave as scientists?

In performing their academic duties, our academic staff ensures that they conduct their research in a careful manner, based on the five principles that are described in the Netherlands Code of Conduct for Research Integrity: Honesty, Scrupulousness, Transparency, Independence and Responsibility. The TU/e Code of Scientific Conduct is derived from it and describes the principles of Trustworthiness, Intellectual Honesty, Openness, Independence and Societal Responsibility. Adherence to these principles implies proper data handling, reliable reporting of results, and abstention from fraud or plagiarism.

What are your responsibilities as a teacher?

Everyone engaged in teaching (ranging from student assistants to full professors) treats all students with respect, irrespective of the diverse backgrounds of the students. Teachers are aware of the dependence and the power imbalance inherent in their relationships with students and do not use these to their own

advantage. This includes acting upon any occurrence of close personal or family relationships within the line of teaching and/or assessment responsibility to ensure that no conflicts of interest arise; occurrences of personal or family relationships should be treated along the lines of the Code for personal relationships at work. Teachers always remember that they are a role model and therefore act according to the CORE values in all their teaching activities.

Teachers should also ensure social safety during all their teaching activities. This implies being proactive in identifying any form of undesirable behaviour² by anyone and taking action to stop it when it occurs. The I&SS Desk is available to all teachers to support them to do so.

What are your responsibilities as a leader/manager?

Anyone supervising a department, team or unit (including e.g. board members of associations affiliated with TU/e, but also the Executive Board and Supervisory Board) has specific responsibilities and takes accountability for their actions. They are constantly aware that their behaviour sets an example as role model and that they must act in line with the CORE values of TU/e. They also act in alignment with the mission and strategy of the university, and where relevant those of their own unit.

Leaders/managers trust their team members and give them autonomy to manage their responsibilities effectively. They are mindful of the workload in the team and safeguard their team members' well-being. They are conscious of the dependence and the power imbalance inherent in their relationships with their team members and never use these to their own advantage. They commit themselves to act upon the code on personal relationships at work to ensure that no conflicts of interest can arise when close personal or family relationships within the line of hierarchy occur.

Leaders/managers always act fairly and respectfully towards all team members, which is particularly important in situations in which they assess a team member and provide feedback on their performance. Leaders/managers play a key role in ensuring and promoting a positive working environment and always protect free academic debate within the bounds of respect. They regularly enquire about the atmosphere on the work floor and call to task any members of staff who show undesirable behaviour. This means that leaders/managers are open and approachable, request feedback, recognise and discuss undesirable behaviour and can intervene or seek support through the I&SS Desk to stop such behaviour in their team. Leaders/managers who receive a report on undesirable behaviour always take such reports seriously, take responsibility, know how to act and are continuously aware to treat both the reporter and the person reported about respectfully and fairly. They are committed to implementing appropriate measures and respectfully considering all related advice of the existing support landscape.

What are your responsibilities as a (PhD/EngD candidate) supervisor?

The relationship between a PhD or EngD candidate and their supervisors inherently includes dependence and power imbalance, and therefore also requests specific responsibilities. Supervisors are always aware of this dependence and power imbalance and do not use this to their own advantage. Supervisors are also committed to a diverse and inclusive working climate and are continuously aware of the challenges that differences in backgrounds may bring to interactions within the team or to the experienced power imbalance. The collaboration between PhD or EngD candidates and their supervisors is characterised by mutual respect and a professional attitude from both sides.

Supervisors always adhere to [TU/e's Framework supervision of Doctoral Candidates](#). This also implies that they are committed to providing all PhD and EngD candidates the appropriate attention and guidance they deserve.

² What this entails is explained later in this document

How to behave as students?

Students who attend an educational program at TU/e familiarize themselves with the requirements of their degree programme and commit themselves to the learning objectives of that programme. Committed to their training as academics, they learn to work independently, communicate properly, collaborate with others effectively, take great care when collecting information, and solve problems. To improve their learning, they are open to give and receive feedback respectfully. They call each other out on ineffective behaviour such as not being responsive, breaking promises, or abusing other people's work. In their educational activities, students are aware and act upon guidelines for scientific integrity, including avoiding plagiarism, not committing any type of fraud with data, applying appropriate referencing to all sources used, and using AI tools responsibly and ethically.

Students also adhere to the CORE values in all their interactions with fellow students, but also towards teachers and other staff members. They are curious towards one another, and warmly welcome diversity in all their student activities. They are respectful in all their communications, both in writing (online) and when meeting in person, not only related to classroom activities, but also to their (online) social interactions and gatherings on campus and elsewhere. Students refrain from any type of conduct that may negatively affect their fellow students, teachers and other staff members.

Students take care that they don't misuse any of TU/e's resources and facilities, such as equipment, support structures, the time and attention of staff and fellow students, the computer network, the digital networks, the library, lecture rooms and other shared infrastructure. In this respect, they are committed to all safety and other related regulations within university buildings and labs.

How to behave as students towards teachers and other TU/e staff members?

Students treat their teachers and other members of staff with respect. They are committed to optimize their learning experience in the classroom as in other (online) educational activities. This implies that they refrain from actions that disturb learning in the classrooms for themselves or for fellow students. It also implies that they are committed to giving feedback to teachers on the educational activities, though always in an open and respectful manner.

How to act as bystander?

In certain situations, staff members or students may be bystanders, witnessing undesirable behaviour or an integrity violation. Bystanders make an essential contribution to TU/e's pursuit of an honest and socially safe community. Therefore, the TU/e encourages bystanders to step forward and is committed to provide every member of the TU/e community the opportunity to undergo a training to become a respectful, responsible and active bystander.

Bystanders may act either by talking directly to the person responsible for the undesirable behaviour or by seeking help from an HR advisor, a (education) manager, someone of the support landscape for students, or the I&SS Desk. More information about the Active Bystander Training program of TU/e and other intervention options for both employees and students can be found at the TU/e website of I&SS.

Undesirable behaviour (and/or other integrity violations)

To have a safe, open and appreciated working and studying environment we do not tolerate any form of undesirable behaviour or integrity violation, comprising behaviour in the real or digital world, on the part of any TU/e community member that is unduly stressful to a person at the receiving end, because it jeopardizes or injures that person's bodily, mental or scientific integrity. This includes, but is not limited to, physical or verbal (micro) aggression, (sexual) harassment, bullying, exclusion or discrimination, (scientific or organisational) misbehaviour, forms of abuse of (hierarchical) authority, and forms of privacy or copyright violation. The latter includes that for privacy reasons it is forbidden to secretly capture and/or share image,

video or audio material of TU/e premises or people, without a valid reason for doing so. Similarly, it is forbidden to use harmful AI-generated or deep fake image, video or audio material involving TU/e premises or people.

Critical, yet respectful reflection or feedback on someone's behaviour or performance can be perceived as unpleasant, but should not be confused with undesirable or socially unsafe behaviour. Similarly, people can occasionally and unintendedly make an awkward comment or a blunder in their interactions with others. Before such matters are reported as undesirable behaviour, it is advisable to approach these individuals and give them an opportunity to set matters right without accusing them of socially unsafe behaviour. On the other hand, regular or recurring comments or actions that many would perceive as offensive or hurtful do constitute integrity violations, and contribute to a socially unsafe environment against which action should be taken.

What if you experience an integrity violation?

If you witness or become involved in a conversation or interaction that makes you feel uncomfortable, we recommend that – if at all possible – you talk about it with the person involved. This may feel challenging, and possibly somewhat unsafe, but open dialogue is often a good way to resolve these kinds of unpleasant situations. Please know that you can always seek help or ask for advice and assistance in initiating a dialogue through the [I&SS Desk](#) or someone within the care and support landscape for students or staff.

Even in a culture of dialogue, undesirable behaviour or integrity violations may occur. In these circumstances, TU/e encourages all members of its community to report these instances to the I&SS Desk and/or to a (educational) manager or someone within the care and support landscape for students or staff. The TU/e has adequate reporting processes in place to deal with such violations and guarantees that every report of possible undesirable behaviour will get the required attention and will be treated in a consistent and fair manner towards all people involved.

Confirmed breaches of the Code of Conduct may lead to sanctions befitting the nature and severity of the violation. The TU/e has a sanction policy in place, and this policy provides an overview of disciplinary measures, ranging from minor sanctions such as reprimands to more severe measures including suspension. If imposing a sanction is the appropriate course of action, it is important that the severity of the measure is proportionate to the seriousness of the undesirable behaviour or the violation. When determining the measure, the TU/e will also consider the employee's or students' personal situation and other important circumstances.

In rare but impactful cases, individuals may repeatedly accuse others or representatives of the organization of misconduct, referring inappropriately to the Code of Conduct. Such behaviour is possibly a misuse of the system and/or TU/e resources. Such cases are always forwarded to the TU/e reporting system so that they can be investigated in a balanced and fair manner for all parties involved.