

DESIGN ACADEMY EINDHOVEN INTEGRITY CODE

In the performance of their job, employees of Design Academy Eindhoven (DAE) are expected to act diligently as regards students, colleagues, the academy's relationships and the academy as an organisation.

To this end, DAE has drafted regulations that are publicly accessible. The regulations relate to the requirements that the academy sets for its staff regarding shared values and standards of conduct, treating each other and the resources of the university of applied sciences with respect, and dealing with temptations.

The regulations cover the following areas:

1. Gifts
2. Excursions, work visits, study trips, conferences and events
3. Lunches, dinners and receptions
4. Fraud
5. Theft and waste
6. Conflicts of interest and incompatible jobs
7. Abuse of information
8. Misconduct, undesirable behaviour and the use of alcohol and drugs

1. Gifts

DAE employees will avoid a personal financial interest influencing their professional work. In that respect they themselves bear primary responsibility for making correct assessments. In case of doubt, they will consult their manager.

- As a principle, no work-related gifts with a value over €25 will be accepted.
- Any gift or invitation for which the giver expects something in exchange will not be accepted.
- Benefits from private transactions with companies or organisations with which employees have a business relationship by virtue of their job will not be accepted.

2. Excursions, work visits, study trips, conferences and events

- Excursions, work visits, study trips, conferences and events must be job-related and in the interest of the academy.
- If an event is not in the interest of the academy in every respect, participation is generally only possible if several people or institutions have been invited and public access has been guaranteed.
- Invitations to excursions, work visits, study trips, conferences and events will only be accepted if they are reasonable and have the prior consent of the manager; they will never be accepted in exchange for something. The latter does not apply if the employee is involved in the organisation of the activities referred to or is responsible for part of the programme.
- Taking part in excursions, work visits, study trips, conferences and events is generally avoided while any relevant consultations or negotiations are in progress, unless the attendance is in the academy's interest and does not impact the independent position of the negotiator(s).
- The costs of participation in excursions, work visits, study trips, conferences and events are generally paid for by the academy, with due observance of the applicable rules.
- If the employee receives compensation, a gift or donation for their participation in any excursions, work visits, study trips, conferences and events, Article 1 applies accordingly, depending on the specific circumstances in that case.

3. Lunches, dinners and receptions

- Lunches, dinners and receptions must be job-related.
- Invitations to lunches, dinners and receptions will only be accepted if they are reasonable; they will never be accepted in exchange for something.
- Lunches and dinner should, where possible, be based on reciprocity.

4. Fraud

DAE employees handle data correctly and fairly.

- Data in documents and digital resources is not manipulated.
- Financial resources are not misused.
- Employees must not profit from knowledge or material developed by others, such as teaching materials, publications or artistic concepts.

5. Theft and waste

DAE employees handle the academy's resources with care, including both the tangible resources, such as equipment and spaces, and intangible resources, such as time.

- Private use of facilities such as email, internet, fax, mobile phones or landlines, printers and copiers should be restricted and not adversely affect the employee's own work or that of others;
- Consumable goods may not be taken home for private use;
- Materials or equipment belonging to DAE may not be used for private purposes, not even outside office hours;
- Only costs actually incurred may be claimed fully under the Regulation Guidelines on Billing Practices; claimed expenses should always be verifiable;
- When using credit cards, the same rules and conditions apply as to expense claims;
- No funds or goods in someone's trust may be appropriated, nor withheld temporarily or permanently;
- The academy's buildings and spaces may not be used for private purposes;
- The academy's working hours may not be spent on non-job-related activities, unless this has been agreed differently with the manager;
- Employees will not contribute to waste in the form of the negligent, inattentive or indifferent use of the academy's materials, time and finances, nor of working less effectively or efficiently than reasonably possible, whether or not intentionally.

6. Conflicts of interest and incompatible jobs

DAE employees separate the interests of the academy from their personal interests at all times; in their job they serve only the interest of the academy.

- Employees will inform their manager of any personal or business relationships they have with third parties that may lead or appear to lead to a conflict of interest;
- Employees will not enter into contracts (employment contracts, deliveries) with persons with whom they have a private relationship nor with organisations in which they have a business interest; if there are compelling reasons to do this, the appointments or offers will always be submitted to the manager;
- Ancillary activities that could lead to a conflict of interest must be discussed with the manager;
- When hiring new staff or issuing assignments (and invitations to tender) diligent and transparent procedures are observed;
- Employees do not hold external positions, whether paid or unpaid, that conflict with the academy's interests;
- Employees do not combine jobs at the academy that are incompatible.

7. Abuse of information

In and outside their work, DAE employees will diligently and accurately handle the privacy-sensitive data of students, colleagues and the academy as an organisation. This entails:

- Observing secrecy of the confidential information obtained by virtue of their position;
- Not using information obtained by virtue of their position for personal use or personal relationships;
- Conducting themselves in accordance with the applicable regulations of the academy concerning IT and privacy.

These requirements remain in effect even after employment at DAE is terminated.

8. Misconduct, undesirable behaviour and the use of alcohol and drugs

The employees of DAE will treat students, colleagues and external contacts of the academy with respect. They will not commit any misbehaviour, neither in a professional nor personal capacity, that could adversely affect the academy's reputation or credibility.

- Employees do not discriminate, commit sexual harassment, bully or insult others, show aggression or commit violence;
- In ordinary work circumstances, employees will not use alcohol or drugs, nor be under the influence of alcohol or drugs; employees may, if they wish, use alcohol in work-related situations where serving alcohol is customary (receptions, lunches/dinners with colleagues or business partners, evening programmes of multi-day work conferences or excursions, mixers, etc.) on the condition that the alcohol use is moderate and responsible and with due observance of normal boundaries and manners;
- Employees using alcohol or drugs in situations outside of work ensure that this use does not have a negative impact on their performance at work, their social contacts at work or on the interests or image of the academy.

9. Concluding provisions

12.1 These regulations come into force on 20 August 2015.

12.2 On 30 June 2015 the Works Council issued a positive advice on these regulations.

12.3 These regulations may be cited as Design Academy Eindhoven Integrity Code.

10. Evaluation

The Design Academy Eindhoven Integrity Code will be evaluated after three years.