

Code of Conduct

Adopted on 1 July 2024

1 July 2024, Den Bosch
Portfolio Holder Executive Board

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1. Nature and Scope

In this Code of Conduct, HAS green academy (HAS) has established the principles that govern the way staff members, students and visitors treat each other at HAS. The overarching (umbrella) term for acceptable behaviour is "integrity". This emphasises that HAS green academy expects its staff members, students and visitors to believe that acting with integrity is first and foremost their own responsibility, and that they themselves can sense what is or what is not deemed acceptable. HAS green academy use "integrity" as an umbrella term for all interactions between persons and when acting as an educational institution. By showing integrity in behaviour towards others and acting with integrity, HAS green academy understands adherence to standards and values, even when they are under internal or external pressure. HAS regards integrity as a positive value and character trait, which requires a person to be honest and trustworthy and not subordinate interest of HAS green academy to other - possibly also personal - interests, and that everyone can account for their own behaviour and choices to the organisation and - when applicable - to the wider society. The overarching concept of "integrity", as well as its specific meaning for those involved at HAS green academy, is detailed in Section 3.

The Code of Conduct is based on the following documents:

- Articles of Association of Stichting HAS Opleidingen;
- Sector Code for Good Governance for the Association of Universities of Applied Sciences (Branchecode Goed Bestuur HBO (Vereniging Hogescholen));
- Dutch Code of Conduct for Scientific Integrity;
- The Institutional Plan 2024-2027;
- Administrative and Management Regulations;
- Collective Labour Agreement (CLA) for Higher Vocational Education;
- Education and other applicable laws and regulations.

Based on these foundations, the following principles were used in establishing the Code of Conduct:

- The core values of HAS green academy (Section 2);
- Integrity and acceptable behaviour should relate to the organisational structure of HAS green academy and to all internal activities at HAS.
- The contents of the Code of Conduct published in August 2019.

In order to translate the concept of “integrity in behaviour” to the organisational structure and activities of HAS green academy, this Code of Conduct makes the following distinctions:

1. Integrity in Conduct and Actions (Section 3);
 - a. A Integrity in Education, Research, Design and Development activities focusing on professional practice;
 - b. B Social integrity;
 - c. C Organisational integrity;
2. Supporting integrity (Section 4);
3. Promoting integrity (Section 5).

Section 2 describes the core values of HAS green academy. Section 3 describes three pillars to ensure integrity-based conduct. Section 4 describes the policies and means by which HAS green academy aims to realise HAS-wide integrity-based conduct. Section 5 describes how HAS green academy aims to ensure integrity-based conduct.

The Code of Conduct applies to staff members (whether employed by HAS or not), students, external students, contract students and visitors.

2. Core Values

HAS green academy applies a number of core values to the interpretation and implementation of “Integrity-based conduct”.

HAS core values are:

Curious;

Inclusive;

Entrepreneurial.

HAS green academy strives to ensure that staff members and students behave and develop in a way that contributes sustainably to the life and work of current and future generations, so that they develop as curious, inclusive and entrepreneurial students and professionals.

These core values were created and established through cluster and HAS-wide sessions; they were adopted in the Institutional Plan 2024-2027.

3. Integrity in Conduct and Actions

Integrity is a positive character trait. A person of integrity upholds standards and values, even when they are under pressure from internal or external sources. A person of integrity is honest and trustworthy and avoids conflicts of interest. A person of integrity can account for their own behaviour, choices and decisions.

This section contains the basic conditions for behaving and acting with integrity in three areas: primary processes (education, research, design and development activities, business activities), in social relationships and within the HAS green academy organisation.

3.a Integrity in primary processes

Education, Research, Design and Development activities focused on professional practice. HAS green academy is known for its significant ambitions in education programmes, leading research and partnerships with the social work field.

The education programmes are designed to give students optimal opportunities to develop their knowledge and skills necessary to function as professionals in the professional field for which the HAS trains them, as elaborated in the Institutional Plan. The study programmes include the highest quality content, with specific focus on sustainability and student feasibility.

HAS green academy staff members and students must observe the standards of Scientific Integrity in their work and studies and act in accordance with the principles set forth in the Dutch Code of Conduct for Scientific Integrity, as signed by HAS green academy. These principles are: honesty, diligence, transparency, independence and responsibility. Data is used and developed according to the principles of open access and "FAIR": findable, accessible, interoperable, reusable.

Staff members, students and visitors act in accordance with the applicable laws and regulations, as established in the Higher Education and Research Act (Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek - WHW), the Articles of Association of Stichting HAS Opleidingen, the Executive Board and Management Regulations, the Mandate Regulations, the Staff and Student Participation Regulations, the Student Charter, the Education and Examination Regulations (EER) and the other internal regulations established by the Executive Board. In the application and interpretation of these regulations, the nature and scope of this Code of Conduct will always be observed.

3.b Social integrity

The education and work culture at HAS green academy is given substance in the mutual contacts of staff members, students and visitors by respecting and valuing authenticity and shaping diversity and inclusiveness, both in the primary and support processes and in contacts in the field. HAS strives to reflect society in terms of diversity and inclusiveness.

The mission and strategy of HAS green academy are actively promoted. There is a socially inclusive culture of communication and interaction. This is based on mutual respect and is upheld even when interests and opinions differ. Staff members and students seek connection, from broader perspectives, with reliable insights and compassionate conversations, and with an ambitious and attentive attitude to work and study. They address each other on the basis of these values.

HAS green academy staff members and students treat each other as they themselves would want to be treated: with respect for individuals, their ideologies, philosophies, physical and psychological integrity and sexual identity. They respect others and accept each other's character and personal characteristics. Staff members and students refrain from any form of discrimination and unacceptable behaviour, in the form of (sexual) harassment, aggression, violence and bullying.

Supervisors act with integrity in managing the organisational units and persons within their remit of responsibility. When they feel that making certain decisions will affect their integrity, they will consult with their own supervisor on the issues in question, in order to realise open and transparent conditions. HAS green academy staff members and students are receptive to different opinions and new developments. This includes transparency in work activities and when necessary, being accountable and approachable. HAS green academy staff members and students communicate clearly and unambiguously about agreements made with those who are required, always avoiding conflicts of interest. When performing work or study activities, or when making decisions in this context, potential conflicts of interests are verified.

Feedback is given in an appropriate and direct manner to the person concerned. Staff members and students are always restrained and careful when blaming/accusing a staff member or student and verify all relevant facts. They are receptive to feedback on their own imperfections. This approach enables questions and problems to be resolved jointly, fairly, reasonably and in a workable manner.

Staff member and student relationship policy

HAS green academy staff members are aware of the exemplary role they perform and of the dependency of students in a professional relationship between staff members and students. They must always ensure that contact with students is businesslike and maintain the necessary professional distance.

Intimate relationships between staff member and student are strongly discouraged. Intimate relationships between staff members and under-age students are not permitted under any circumstances.

If an intimate relationship develops between a staff member and an adult student, the staff member must inform their supervisor immediately. The supervisor, the staff member and the adult student shall make arrangements, if required, to establish a safe, independent situation for the staff member and student, in which the staff member is not required to make any grading or other education-based decisions of any sort with respect to the student, and in which the relationship between the staff member and student does not adversely affect the student's educational situation, that of fellow students, or the reputation of HAS green academy.

Staff members and students must always take care to avoid mixing personal and educational interests in their mutual relationship.

Staff member relationship policy

Staff members interact with one another in a professional, businesslike manner, always showing mutual respect for the individual person and their employment position. Staff members must inform their supervisors if they enter into an intimate relationship with another staff member. The supervisor will assess the potential consequences of a relationship on the prestige of the employment positions involved, for diligent job performance, and for potential adverse effects on the interests of HAS green academy and associated persons or organisations. Staff members are expected to cooperate in making correct and reasonable arrangements concerning their specific situation. In the event that such a relationship arises between a staff member and an (in)direct supervisor, the hierarchical connection must be broken as soon as possible. The persons involved will be given a six-week period to collectively determine who will seek another position, in order to break the hierarchical link. If the persons involved fail to reach a resolution after six weeks, the person in the highest hierarchical position will be required to seek another position, either within or outside of HAS green academy.

3.c Organisational integrity

Organisational integrity refers to HAS green academy's management of financial resources, buildings, grounds, safety, welfare and health at work and at study sites, ancillary activities and with third parties (visitors such as parents, suppliers, authorities and civil society organisations).

HAS green academy staff members and students are receptive to different opinions and new developments. This includes transparency in work activities and when necessary, being accountable and approachable.

Resources, facilities, buildings, grounds, education and work activities

HAS green academy staff members, students and visitors will treat property, belongings and the data of colleagues, fellow HAS students and visitors with the utmost care.

HAS green academy staff members and students use automated systems, digital communication tools and social media out of their own sense of responsibility and based on common sense. They must ensure that their use of these resources, facilities and amenities does not interfere with, or cause harm to the organisation and/or those within it.

HAS green academy promotes the idea that staff members and students communicate directly and personally as much as possible. Digital communication tools and social media are generally used for functional or education and research support purposes, whereby the working hours per week are generally taken into account.

Has green academy develops regulations and guidelines for staff members and students on the use of automated systems, communication tools and social media, and makes these readily available.

Sustainability

HAS green academy is firmly focused on the protection of the planet and its resources, as well as the living environment of people, animals and plants. It has incorporated these values into its vision for education and research. This vision allows HAS to place great emphasis on active participation in society, through corporate social responsibility and inclusion. To achieve this, HAS strives to collaborate with companies and organisations who share a similar vision on protecting the Earth, on sustainable entrepreneurship, and in concrete terms, on environmentally and climate conscious work activities, offering work and internship opportunities there, which are also available to students with occupational or learning disabilities, or students from other cultural backgrounds.

Inclusiveness and participation

HAS strives for inclusiveness in terms of its recruitment and job application policy, with a particular focus on (potential) staff members with an occupational or physical disability, different cultural backgrounds or other disadvantages in the labour market.

Health and safety at work and study locations

HAS green academy provides a safe and healthy learning and working environment and attaches great importance to the sustainable employability and vitality of staff members and students. It is aware of its role as an example to new generations in this regard. A healthy and safe working and study environment is a basic condition to realising this.

HAS green academy furnishes and supervises its buildings and campus in such a way that users are protected as much as possible from accidents, physical injury and damage to personal property. The design of buildings and the campus is realised in accordance with the legal frameworks and regulations of the local council and fire department.

Staff members, students and external parties are expected to observe the regulations, advice and instructions of HAS green academy, and to treat financial resources, facilities, information and data with care and respect.

HAS green academy enforces a smoke-free policy on the campus, as well as a strict alcohol policy. HAS green academy also supports necessary care programmes to facilitate addiction treatment for staff members and students (including those affected by gambling or gaming addiction), with HAS assuming that staff members and students will seek and accept this help.

HAS staff members and students communicate clearly and unambiguously about agreements made with whoever is required, always avoiding conflicts of interest. When performing work or study activities, or when making decisions in this context, they must verify whether there may be a conflict of interest. Conflicts of interest must be avoided when using knowledge and expertise for ancillary activities.

HAS green academy shall make every reasonable effort to protect and support staff members and students in their activities related to external work or study activities.

A staff member who has previously departed from HAS green academy with a settlement agreement (VSO) cannot be re-employed by HAS green academy and is unable to perform any paid assignments for HAS unless this is offset against the previous agreement.

HAS green academy shall maintain a sound Occupational Health and Safety policy, which complies with statutory legislation and collective labour agreements, and shall ensure that an adequate Emergency Response (BHV) policy is in place and correctly implemented.

Confidentiality

HAS staff members and students respect the rules of confidentiality that are applicable to specific situations.

Ancillary activities

Staff members who perform ancillary activities in addition to the work activities described in their employment contract with HAS green academy must consult their supervisor in advance. When performing ancillary activities and making related decisions, Article E.4 of the collective labour agreement must be observed. If staff members are on the payroll of HAS green academy, they may never accept an assignment from HAS.

Business gifts

The acceptance or giving of gifts or invitations, which could compromise the independence or freedom of the giver or recipient, is not permitted. HAS green academy staff members or students must not use their function or employment position to award work or assignments to business relations if this harms the interests of HAS green academy.

When giving or accepting business gifts or invitations, transparency must always be observed, and the supervisor must always be consulted. A business gift or invitation worth more than 50 Euros must be reported to the supervisor. If a business gift is received with a value less than 50 Euros, it is not required to report it to the supervisor.

Staff members and students must assess the provision or acceptance of business gifts and invitations - and the attendance of events - from their own sense of responsibility, based on common sense and taking into account the above frameworks for action.

4. Supporting Integrity

Elaboration of Code of Conduct

The Executive Board is responsible for legitimate design of the university of applied science's governance and management structure as well as primary and business support processes. This Code of Conduct describes basic rules for ethical behaviour. These basic rules are elaborated upon in the internal rules, regulations and guidelines of HAS green academy. In these expanded rules - with the involvement of the Supervisory Board and the participation bodies - the criteria, compliance and enforcement of integrity-based behaviour for specific activities, situations and circumstances are defined.

It concerns the following rules and regulations:

- Articles of Association Stichting HAS Opleidingen;
- Administrative and management regulations;
- HAS green academy Mandate Regulations;
- Staff and Student Participation Regulations;
- Regulation on Unacceptable Behaviour and Confidential Advisers;
- Regulation on Complaints, Objections and Appeals;
- Procedure for Assessment for the Board of Appeal for Examinations;
- Whistleblower Policy;
- Education and Exam Regulations;

- Privacy statement for staff members;
- Privacy statement for students;
- Regulation on responsible network use by staff members;
- Regulation on responsible network use by students;
- Internal Regulations;
- Other applicable laws and regulations including the GDPR.

The Executive Board ensures a robust infrastructure for automation and ensures its proper security. Adequate regulations are established for this purpose.

The Executive Board ensures that all relevant rules are known by all within the organisation. The Executive Board also promotes adequate and easily accessible information on applicable rules, risks, crisis management and (safety) protocols to be followed, for staff members and students.

An annual Occupational Health and Safety plan is established in which HAS secures a physically and mentally safe working environment, with due attention to work pressure, professionalism, absenteeism, mobility and sustainable employability.

The Executive Board guarantees autonomy, privacy and professional support in work and study, and supports staff members and students in their personal growth. The organisation is structured accordingly. When filling vacancies, applicants are treated equally. HAS green academy encourages the participation of under-represented groups.

Policy

The Executive Board is responsible for developing policies and rules in the following areas:

- Education, Research; Design and Development activities focused on professional practice;
- Knowledge Security;
- Social and Functional Safety;
- Strategic Personnel Policy;
- Working Conditions;
- Unacceptable Behaviour
- Crisis Management;
- Data and Privacy Management, in accordance with the GDPR.

5. Promoting Integrity

Decision-making

At HAS green academy, awareness of the concept of “integrity” and its impact on daily practices are cultivated in education programmes and business processes.

In decision-making at both central and decentralised levels, the subject of “integrity” in the context of this Code of Conduct is a permanent focal point.

Resources

HAS has created an infrastructure for this incorporating the following facilities;

- Internal and external confidential advisers;
- Student support staff, such as study advisors;
- Confidential adviser for Scientific Integrity;
- Internal and external independent boards and committees, such as the Board of Appeal for Examinations, Disputes Advisory Committee, Scientific Integrity Complaints Committee, Disputes Advisory Committee for Unacceptable Behaviour, Ethics Committee and committees under the collective labour agreement;
- Central Complaints Office;
- Personal Data Officer (GDPR);
- Adequate business liability and accident insurance for staff members and students;
- Working Conditions Catalogue;
- Company Emergency Response Officer (BHV).

Internal and external rules and regulations

This code is in accordance with national rules and regulations, such as the WHW and the Dutch Equal Treatment Law. The code is the basis for internal regulations that are established with the involvement of the Supervisory Board and the University Council.

1. Sector Code for Good Governance:

HAS green academy has signed the Sector Code for Good Governance in Universities of Applied Sciences and declared it applicable for internal use. The Sector Code contains guidelines for the organisation, management and supervision of the university of applied sciences. This Sector Code is not mandatory law. The guidelines must be adhered to and implemented according to the apply and explain approach. This means that the rules provide guidance and that deviations from the direction must be explained and justified.

2. Regulation on Unacceptable Behaviour and Confidential Advisers:

Under this regulation, staff members, students and visitors can report and/or submit complaints regarding all forms of unacceptable behaviour. This arrangement creates the basis for the appointment of internal and external Confidential Advisers and for the handling of complaints and reports.

3. Whistleblower Policy:

This policy applies to the reporting of suspected abuse(s) as referred to in Article 2 of the Dutch Whistleblower Protection Act (WBK) and Article II.1.5 of the Sector Code for Good Governance of the Association of Universities of Applied Sciences (Branchecode Goed Bestuur van de Vereniging Hogescholen). An abuse can be reported externally, or internally to the Executive Board or the Supervisory Board.

4. Confidential Adviser for Scientific Integrity:

This regulation applies to all forms of research performed by staff members and students. HAS green academy has joined a collective arrangement of four southern universities of applied sciences and the Scientific Integrity Complaints Committee that these schools have jointly established.

5. Ethics Committee:

The Ethics Committee has established the HAS Ethics Advisory Committee, established a profile for the members of the Ethics Committee and an Ethics Committee regulation including, among other things, a task description for the Committee, a profile for the Committee members and the Committee's working methods.

6. Student Charter:

In the Student Charter, pursuant to Art. 7.59 of the Higher Education and Research Act, the rights and obligations of students are established.

7. Internal Regulations:

The Internal Regulations (partly on the basis of Art. 7.57h of the Higher Education and Research Act) are intended to create and maintain a healthy and safe education and work environment and ensure the practical regulation of the careful and safe use of buildings, grounds and facilities.

8. Regulation on Complaints, Objections and Appeals:

This regulation, pursuant to Art. 7.63a of the Higher Education and Research Act, the aim is to protect the legal position of students and staff members insofar as the protection of their legal position is not regulated by, or pursuant to, the collective labour agreement for higher professional education.

9. Procedure for Assessment for the Board of Appeal for Examinations:

In these Regulations (Art. 7.62 of the Higher Education and Research Act), the BAE has established the working method for handling student appeals against decisions of the examiner and/or exam committee, as referred to in Art. 7.61 of the Higher Education and Research Act.

10. Education and Examination Regulations (EER):

The EER describes the rights and obligations of students with regard to education, examinations and assessments.

11. Privacy statement for staff members:

The privacy statement describes how HAS handles personal data relating to staff members.

12. Privacy statement for students:

The privacy statement describes how HAS handles personal data relating to students.

13. Privacy statement for external parties:

The privacy statement describes how HAS handles personal data relating to external parties.

14. Regulation for responsible network use by staff members:

This Regulation establishes rules with regard to the use of university ICT equipment and the internet by staff members. The purpose of these rules is to ensure good order with regard to system and network security, including protection against damage and misuse.

15. Regulation on responsible network use by students:

This Regulation establishes rules with regard to the use of university ICT equipment and the internet by Students. The purpose of these rules is to ensure good order with regard to system and network security, including protection against damage and misuse.

16. Regulation for responsible network use by staff external parties:

This Regulation establishes rules with regard to the use of university ICT equipment and the internet by external parties. The purpose of these rules is to ensure good order with regard to system and network security, including protection against damage and misuse.

Dialogue and reason

When complying with this Code of Conduct, it is of paramount importance to establish joint, constructive dialogue and achieve a correct, reasonable and workable solution.

If a staff member, student or visitor does not comply with the provisions of this Code of Conduct, HAS green academy may take appropriate measures, based on the internal regulations, and in proportion to the nature and severity of the violation of this Code of Conduct.

This Code of Conduct was adopted by the Executive Board on 1 July 2024, with the approval of the University Council on 28 June 2024.