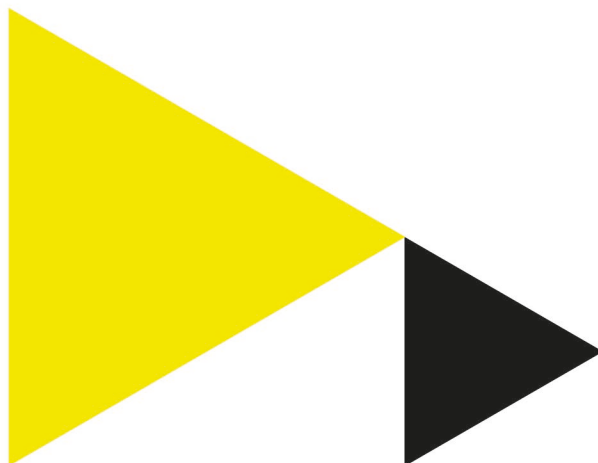


AUAS Code of Conduct

We want every student and employee at our university of applied sciences to feel welcome, at home, motivated and safe, and for every student and employee to have equal opportunities.

Strategic Advisory Team for Social Safety
Date 7-Jul-22
1.0



Amsterdam University of Applied Sciences Code of Conduct

We want every student and employee at our university of applied sciences to feel welcome, at home, motivated and safe, and for every student and employee to have equal opportunities. That is the purpose of this code of conduct, which applies to all students and all employees (including external hires) at Amsterdam University of Applied Sciences (AUAS) as well as external parties such as work placement hosts and suppliers who are involved with our organisation, students and/or staff.

We believe it is of the utmost importance that all students and employees are safe – and perceive themselves to be safe – on our premises and within the AUAS digital environments ([our vision](#)). We believe it is a shared and individual responsibility for us to work together to provide an environment in which students and employees:

- can work and study together in a pleasant way;
- feel safe to speak up and hold each other accountable if certain behaviour is perceived as undesirable;
- treat one another with respect and immediately speak up and hold each other accountable if someone fails to do this.

To create a safe working and studying environment, each individual must display and promote the desired behaviour themselves, in addition to taking action when others display inappropriate behaviour. Everyone has a personal responsibility to contribute to this goal.

We realise that, in real-world situations, it can be difficult to set your boundaries or address someone about their behaviour. This code of conduct contains suggestions and tools to give you a clear idea of how you can do your part to create a safe work and study environment.

This code of conduct first addresses the basic guidelines that apply to all students and employees. The specific steps you can take also depend on your role within our organisation. For that reason, after we set out the basic guidelines, we address several roles within our organisation in greater detail.

Basic guidelines for all students and employees

We want a socially safe environment in which to work and study, and we display conduct that is in keeping with the same values and standards we have adopted in our [Strategic Plan](#). In this plan, we explicitly talk about social safety. This has to do with your behaviour while providing or receiving teaching, or while carrying out your work. It also relates to your conduct during other activities, such as work placements, company outings, introduction and study-related trips, as well as to your activities using digital channels such as email, social media and the digital learning environment.

The code of conduct's basic guidelines are:

- we treat one another with respect, which means that we treat others as our equals;
- we respect the bodily and mental integrity of every individual;
- we conduct ourselves properly in our communication with one another, both oral and written, verbal and non-verbal;
- we refrain from [inappropriate behaviour](#) which includes bullying, discrimination, sexual harassment, aggression, violence and abuse of authority;
- if we encounter or observe situations in which social safety is threatened, or which pose a potential risk to that safety, we speak up and hold each other accountable, and we also report the situation.
 - If you are a student, you can report a situation or incident to the [confidential adviser for students](#);
 - If you are a member of staff, you can report a situation or incident to the [confidential adviser for employees](#).

If you are an employee

A personal relationship at our organisation can negatively affect the performance of your team or team members, that of your colleagues or your own individual performance. Examples of this are family or relationships, romantic relationship and close friendships. Such relationships can alter the dynamics within a team and within other forms of collaboration, and may create tension. When someone is not open about a personal relationship, it could create an impression of unethical behaviour such as a conflict of interest or favouritism.

If you are an employee who shares a family or romantic relationship with a colleague or student, in order to prevent potential negative consequences, you should in the first instance report this to your supervisor and discuss the matter with them, if one or more of the following four situations applies:

- within a department and/or team;

- between a lecturer/researcher and a current, prospective or recently graduated student;
- between a supervisor and an employee (relationships on paper (hierarchical) and in practice (informal));
- if the relationship could, at a given moment, begin to affect the performance of colleagues or a team, or your own performance.

You will meet with your supervisor(s) to discuss which measures are required to prevent any possible negative consequences. By doing this, you can prevent putting yourself or others in a vulnerable position. If you do not disclose any relationship, or wait too long before doing so, it may have repercussions for your employment contract. When in doubt, report it.

If you are a lecturer, lecturer/researcher or student counsellor

Lecturers, lecturer/researchers and student counsellors are all employees who teach, supervise research and/or supervise students. As a member of the teaching staff, you hold a special position in relation to students and serve as an important role model for them. Your conduct serves as an example for them in terms of desired and appropriate behaviour. You are also in a position of authority: there is a power imbalance between yourself and the students.

As a lecturer or lecturer/researcher, you have a duty to ensure social safety for all students of when teaching. You should be aware of your special position as a lecturer, lecturer/researcher or student counsellor in everything you do.

If you observe a situation that is against the rules we have established for a socially safe working or studying environment (either online or offline) or that you feel is not appropriate for such an environment, or if you suspect that social safety is at risk, you are required take action. It is also possible that students will come to you when they encounter undesirable conduct. In such cases, you have a duty to refer them to the proper help desk or office. The type of action called for may differ from one situation to another. This might involve opening a discussion on the topic in class, within the team you are a part of, with your supervisor or by contacting the [confidential adviser for employees](#).

It is important to be aware of your own conduct as well. For instance, in light of any power imbalance, it is essential that you avoid any conflict of interest. This is especially true if you are authorised to assess students' work. Even any appearance of a conflict of interest should be avoided. You should always maintain a professional distance from students, both physically and in your communications. Be sure that any meetings between yourself and students take place exclusively on the AUAS campus or online. This has the added benefit of making you less vulnerable to any reports (founded or unfounded) about your behaviour. Even an unfounded report can create a very unsafe work situation for you and damage your reputation. If you confronted with a working environment that feels unsafe, you should talk to your supervisor or, if you prefer, one of the confidential advisers.

If you are a researcher

As a researcher, you conduct your research in a transparent, safe and inclusive way. You act in accordance with the [Netherlands Code of Conduct for Research Integrity](#). If you feel unable to conduct your research in a transparent, safe and inclusive way, talk to your fellow researchers about the situation. If necessary, you can refer your fellow researchers to the research standards we have agreed on at AUAS. Our organisation has several support facilities that can assess and advise on this kind of ethical issue, including [the Confidential Adviser on Academic Integrity, the Research Ethics Review Committee and the Committee on Academic Integrity](#).

If you are a supervisor

As a supervisor, you are in a position of authority. There is a power imbalance between yourself and the employees that make up your team. You have the authority to give instructions and encourage and help your team members to perform optimally in their respective roles. You also evaluate the members of your team.

You should be aware of this special position in everything you do. Firstly, because as a supervisor, you have a duty to set an example for others. Secondly, because it is essential to prevent any conflict of interest (real or perceived), if, for instance, there is a personal relationship with an employee. You should always maintain a professional distance from those you manage, both physically and in your communications. This has the added benefit of making you less vulnerable to founded or unfounded reports about your behaviour. An unfounded report can result in an unsafe work situation for you and can damage your reputation. If you are dealing with a working environment that feels unsafe, talk to your supervisor or, if you prefer, one of the [confidential advisers for employees](#).

As a supervisor, you also have a duty to facilitate and encourage social safety in your team. You are the point of contact for the employees on your team when it comes to desired and undesired behaviour. If you observe a situation that is against the rules we have established for a socially safe work or study environment (either online or offline), or that you believe is inappropriate to such an environment, or if you suspect that the safety of this environment is at risk, you are required to act. This action should be coordinated with one (or more) of the experts present in our organisation, such as your HR adviser.

You will act as a moral compass when there are doubts about what is and is not acceptable. You must be able to refer your employees to the proper support facility if they encounter a situation that poses a threat to the socially safe work environment. If you are dealing with a situation that involves not only employees from your own team but employees from other teams as well, you should contact your immediate superior, your HR adviser or other relevant expert(s) of the organisation.