

THUAS INTEGRITY CODE 4.0

Version 2022

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THUAS INTEGRITY CODE 4.0

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INTRODUCTION

Let's change. You. Us. The world. This is The Hague University of Applied Sciences' invitation to everyone. The university of applied sciences is involved in the challenges of the world we live in. THUAS creates a safe and engaged climate in which students and staff members can develop as professionals and individuals. The integrity code has been drawn up to promote this climate, and it is aimed at the staff members of THUAS. Equality and inclusion are important starting principles. The aim is for all staff members and students to feel welcome, safe and valued at The Hague University of Applied Sciences.

The Hague University of Applied Sciences Integrity Code is an ethical and professional code for creating, promoting and maintaining an optimal and socially safe environment for study and work.

Integrity is an important element in achieving the objectives of the university of applied sciences as expressed in the institutional plan. The starting points are shared ethical principles and clarity about our actions towards students, colleagues and the outside world. The THUAS integrity code raises awareness of integrity, helps to identify integrity risks and offers guidance in making decisions about integrity dilemmas that may arise. It goes without saying that inappropriate behaviour¹ will not be tolerated and that we strictly adhere to internal and external legislation and regulations.

Chapter 1 of this integrity code adopts the principles of the previous versions of the THUAS Integrity Code. In this fourth version, a new chapter 2 has been added in which several integrity issues are described in more detail. Chapter 3 describes the use of the code and how it relates to other regulations within the university of applied sciences. The details of the regulations on ancillary positions and affiliated parties have been added in the appendix.

¹ There is a separate regulation for dealing with inappropriate behaviour, such as (sexual) intimidation, aggression and violence, bullying and discrimination: **Complaints Procedure for Inappropriate Behaviour**

1. STARTING PRINCIPLES

The following central starting principles of desired staff members' behaviour provide guidance for our focus on integrity: *professional, engaged and open*.

1.1 Professional

Conscientious professionalism and competent job performance are the basis for the quality and continuity of the organisation. The written and unwritten rules for one's own position and the associated roles and tasks are observed. This makes incorruptibility at all job levels an important characteristic of professionalism.

This means, among other things:

- ▶ showing ownership in our work and taking responsibility for the joint results in teams;
- ▶ keeping the focus on the objectives of the university of applied sciences;
- ▶ putting the interests of THUAS first and avoiding (the appearance of) conflicts of interest (personal or business) (see paragraph 2.1 for more details);
- ▶ taking responsibility for the social and physical safety of all those who study and work at the university of applied sciences;
- ▶ dealing responsibly with the balance of power in relation to students and staff members (see also paragraph 2.5);
- ▶ maintaining a professional distance between students and staff members and between staff members;
- ▶ ensuring that any assessment of students and staff members is carried out carefully;
- ▶ showing exemplary conduct and reliability ('practice what you preach');
- ▶ adhering to recognised principles of research ethics when designing and conducting research

1.2 Engaged

Engagement is based on the fact that The Hague University of Applied Sciences is a knowledge institution, serving the professional field through education and research. This triangle colours the prudence with which staff members, students and external partners treat each other.

This means, among other things:

- ▶ contributing to achieving the ambitions of the university of applied sciences as established in the institutional plan;
- ▶ involving each other in important developments;
- ▶ not disadvantaging The Hague University of Applied Sciences, or benefiting yourself at its expense;
- ▶ doing everything possible to encourage the development of students and staff members and increasing their chances of (academic) success;
- ▶ maintaining equality and inclusiveness as important starting principles;
- ▶ 'zero tolerance' for all forms of discrimination²;
- ▶ dealing carefully with the resources of the university of applied sciences (money, equipment, (personal) data, furniture, etc.) (see paragraph 2.4 for more details);
- ▶ dealing carefully with reporting integrity violations. In principle, we first speak to the person(s) involved;
- ▶ being individually and collectively responsible for compliance with this code.

1.3 Open

Openness applies at all levels, in the work with students and staff members, and as a university of applied sciences with external relations and organisations. Being open means that others can observe what is happening. This ensures that intentions are clear and that it is visible that actions are fair and just. Everyone acts with care and respects the privacy of students, staff members, external relations and job applicants, including when using modern means of communication.

² See also the vision document 'An Inclusive University of Applied Sciences' (2021).

This means, among other things:

- ▶ realising that staff members need each other - with the various perspectives - to be able to do the work;
- ▶ creating a working environment of mutual trust in the university of applied sciences;
- ▶ reflecting openly and honestly, individually and in a team, on successes and failures to learn from them;
- ▶ being able to deal with feedback and criticism and being prepared to learn from mistakes;
- ▶ doing the job with an open mind and engaging in the discussion about it, not having hidden agendas;
- ▶ dealing constructively and respectfully with different views and opinions;
- ▶ including use of language;
- ▶ supporting people who show courage;
- ▶ inspiring each other to connect personal passions with those of The Hague University of Applied Sciences;
- ▶ organising information in a clear way and making it accessible to stakeholders;
- ▶ assessing the actions against external and internal regulations.

2. SPECIFIC THEMES

The Hague University of Applied Sciences Integrity Code is an ethical and professional code for creating, promoting and maintaining an optimal and socially safe environment for study and work.

Use and experience have shown that the following topics require further elaboration:

- Conflicts of interest and ancillary positions
- Accepting gifts, gratuities and invitations
- Use of facilities
- Work and private relations

2.1 Conflicts of interest and ancillary positions

Conflicts of interest arise when work and private interests mix or overlap and (may) affect the performance of duties and responsibilities at work.

Staff members of The Hague University of Applied Sciences:

- ▶ report to their manager their financial or other interests in organisations, institutions and companies with which The Hague University of Applied Sciences has business relations.
- ▶ avoid - in the case of a business relation - favouritism or the appearance of favouritism in the case of collaboration with organisations, institutions and companies;
- ▶ refrain from involvement in decision-making regarding assignments of service providers to The Hague University of Applied Sciences if those staff members have family or personal relationships with those providers;
- ▶ in principle, do not hold any paid or unpaid ancillary positions that are, or could be, in conflict with the interests of The Hague University of Applied Sciences;
- ▶ report to their manager all their paid or unpaid ancillary positions, if the performance of said positions could conflict with the interests of The Hague University of Applied Sciences

For more details on this, please refer to the *Regulations on ancillary positions and prevention of conflicts of interest of The Hague University of Applied Sciences (2022) in the Appendix.*

2.2 Accepting gifts, gratuities and invitations

Certain principles apply to the receipt of gifts, gratuities and invitations by staff members in connection with their position. Openness and making things discussable are important preconditions; this not only helps to recognise temptations and to weigh them up correctly, but also promotes mutual trust.

Principles for gifts and gratuities:

- ▶ avoid conflicts of interest and monitor independence;
- ▶ do not accept gifts of over €50;
- ▶ be attentive of respectful and decent conduct;
- ▶ be open about the situation, which means you:
 - report it (before or after) to your manager;
 - discuss dilemmas with your manager and colleagues;
 - do not receive gifts at your home address;
 - do not use benefits (such as loyalty points) obtained through work for private purposes.

Starting principles for trips, tours, dinners and events:

- ▶ discuss invitations in advance with your manager;
- ▶ ask yourself whether it is sufficiently functional;
- ▶ pay (as much as possible) yourself;
- ▶ only claim expenses that are eligible.

2.3 Use of facilities

Staff members handle the university of applied sciences' facilities and resources (money, equipment, personal and other data, furniture, etc.) in an appropriate manner and take account of any special conditions of use or security regulations. The key concepts here are responsible, transparent and cost-conscious (no wastage).

Starting principles for the use of facilities and resources appropriate to modern working relationships:

- ▶ In principle, use e-mail, internet, telephone, photocopier and such for work only, and be cautious about private use;
- ▶ Do not carry out any business activities for your own account or for the account of third parties using property of The Hague University of Applied Sciences;
- ▶ Treat confidential information and personal data carefully and in accordance with the GDPR;
- ▶ Use the internet and social media in a way that does not harm students, staff members or the university of applied sciences.

2.4 Work and private relationships

Staff members take responsibility for the social and physical safety of all those who study and work at the university of applied sciences, handle the balance of power responsibly and are respectful towards students and staff members.

Staff members keep a professional distance from their students and in principle do not enter a private relationship with a student who is entrusted to their direct or indirect care, degree programme or influence. If an (affective) relationship between a staff member and a student nevertheless develops or exists, the staff member must report the relationship to their manager (in confidence), after which additional arrangements may be made. As a staff member you also ensure that you do not have to assess the student or take other professional decisions about the student.

A sexual relationship between a staff member and an underage student will be reported to the judicial authorities, after the parents concerned have been informed and the confidential inspector has been consulted.

Family and intimate relationships within one team or unit are in principle undesirable and a suitable solution will be sought in consultation with the manager.

The following principles apply to the situation where staff members with a

relationship of authority who have started an intimate relationship:

- ▶ Those involved report their intimate relationship to the manager of the person of authority involved on their own initiative;
- ▶ In mutual consultation between the manager and the parties involved, agreements are made about the way in which and the term within which - as soon as possible, but within eight weeks at the latest - the existing relationship of authority between the parties involved will be terminated by one of the parties looking for another workplace within or outside The Hague University of Applied Sciences;
- ▶ If mutual consultation between the manager and the persons concerned does not lead to an agreement, the person in authority in the relationship concerned will be obliged to find another workplace.

3. THE USE OF THE INTEGRITY CODE 4.0

The Board, management and staff members of The Hague University of Applied Sciences can be called to account by colleagues, students and external relations for compliance with this code. The university of applied sciences stimulates discussion about this integrity code in the teams, for example by means of the integrity game developed for this purpose, which describes dilemmas from the practice of the university of applied sciences.

Complaints about compliance with this code should in principle be discussed with those directly involved or the responsible manager. People can also contact the Integrity Confidential Advisor, who is the first point of contact for issues of integrity.

The integrity code is related to various other rules and regulations of the university of applied sciences:

For each report or complaint, it should be assessed, possibly with the help of the Integrity Confidential Advisor, which of these procedures is most applicable.

Reference to regulations and procedures

[Whistleblowers scheme](#)

[Complaints procedure for inappropriate behaviour](#)

[Staff ombudsman regulations](#)

[Research integrity regulations](#)

[Employee Complaints Regulations](#)

[Privacy policy](#)

[Online incident protocol](#)



Filing complaints

Students and staff members can submit complaints to the Legal Protection Office.

External parties can contact one of the directors or the Executive Board directly.

Final provisions

Failure to comply with the integrity code may result in sanctions as described in the CLA or other relevant legislation or regulations. In its annual report, the university of applied sciences states the number of reported cases and their nature.

This Integrity Code 4.0 follows on from and replaces the codes drawn up in 2008, 2010 and 2018.

APPENDIX 1:

ANCILLARY POSITIONS AND PREVENTION OF CONFLICTS OF INTEREST OF THE HAGUE UNIVERSITY OF APPLIED SCIENCES

Version date 9 May 2022, adopted as an appendix to the Integrity Code 4.0 in the Executive Board meeting of ...

Article 1. Definitions

The following terms used in these Regulations are defined as follows:

1. The university of applied sciences: The Higher Professional Education Foundation for the Haaglanden Region, also The Hague University of Applied Sciences.
2. Staff member: Any person who performs work for the university of applied sciences based on an employment contract.
3. Staff member not in salaried employment: a person who works under contract or otherwise under the responsibility of the university of applied sciences.
4. Authorised staff member: Any staff member who is designated as having the authority to enter contracts in the university of applied sciences' articles of association or in the regulations authorising the signing of contracts with third parties. Any staff member who has a managerial position in the F&IT and BA&C service departments and any staff member who is directly involved in the procurement process.
5. Regulations: The Regulations on ancillary positions and preventing conflicts of interest of The Hague University of Applied Sciences.
6. Ancillary position: Interest or involvement of a staff member in another organisation, company (also run at the staff member's own expense and risk) or corporation, not being part of THUAS, which directly or indirectly involves remuneration or benefits for the staff member, or in which the staff member can exercise influence or determine policy. A hobby or interest of a noncommittal or strictly social nature is not regarded as an ancillary position.
7. Ancillary activities: The paid or unpaid work performed by the staff member within the framework of their ancillary position.

8. Conflicts of interest: When work and private interests mix or overlap and (may) affect the performance of duties and responsibilities at work.
9. Conflicts of interest: When two or more conflicting interests arise, whereby acting in the interest of one party causes or may cause the other party or parties to act contrary to its/their interest.

Article 2 Starting principles

- 2.1. These Regulations are a specification of the provisions of the collective labour agreement for universities of applied sciences, the administrative regulations and the integrity code of The Hague University of Applied Sciences.
- 2.2 The provisions of the Collective Labour Agreement (CLA) continue to apply in full to staff members with an employment contract (Article E-4 Ancillary activities):
 1. *The staff member shall report the scope and content of ancillary activities related to their work and professionalism.
They shall not carry out any activities that demonstrably impair the performance of their duties and the interests of the employer.
The staff member is obliged to pay to the employer any remuneration from third parties for work carried out by the staff member during working hours or any remuneration for the award of work to such third parties, or any other remuneration paid by third parties in connection with any relationship with the employment contract with the employer, insofar as the employer has not exempted them from this obligation in writing.*
 2. *If the staff member has a duty of confidentiality concerning the content by means of a contract, they are not obliged to inform the employer about the content of the work.*
- 2.3 In line with these Regulations, the Executive Board and the Board of Trustees are subject to the framework and procedure for recording ancillary positions as set out in the Branchecode Goed Bestuur (Sector Code for Good Governance) of the Netherlands Association of Universities of Applied Sciences, the Executive Board Regulations and the Board of Trustee Regulations.

Article 3. Prevention of conflicts of interest

- 3.1 Staff members shall inform their manager of their financial or other interests in organisations, institutions and companies with which The Hague University of Applied Sciences maintains business relations. If these interests relate to one or more ancillary positions, further rules apply as described in Articles 4 and 5.
- 3.2. The staff member shall - in the case of a business relation - avoid favouritism or the appearance of favouritism in collaboration with organisations, institutions and companies.
- 3.3. The staff member shall refrain from involvement in decision-making regarding assignments of service providers to The Hague University of Applied Sciences if those staff members have family or personal relationships with those providers.

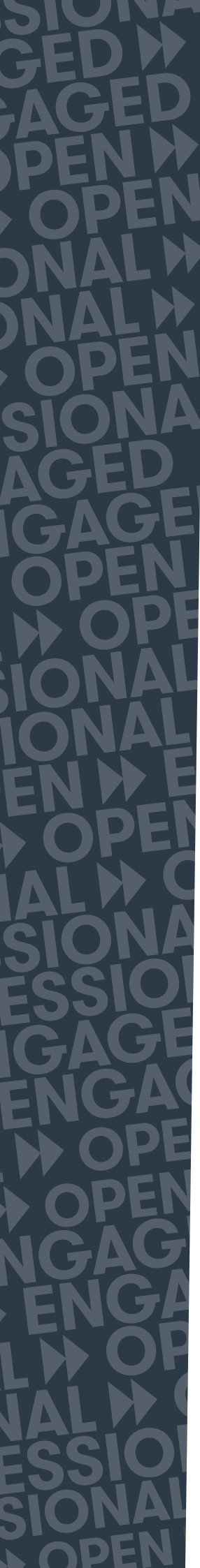
Article 4. Dealing with staff members' ancillary positions

- 4.1 The staff member, not being an authorised staff member, who declares an ancillary position will put their own balance of interests concerning the ancillary work in writing. The staff member will then submit this balance of interests, as well as information regarding the content and scope of the ancillary activities, to their direct manager for assessment. If desired, the immediate supervisor will consult with their manager before deciding.
- 4.2 The direct manager may decide on the application for the acceptance of an ancillary position as follows:
 - Approved;
 - Approved subject to conditions;
 - Disapproved.
- 4.3 The direct manager shall notify the staff member of the decision in writing within 20 working days. If it concerns approval subject to conditions or disapproval, the direct manager shall give reasons for the decision. In the event of approval subject to conditions or disapproval that is not accepted and complied with by the staff member concerned, a disciplinary measure or other sanction may be imposed.
- 4.4 The suitability of the ancillary position can be discussed in THUAS Dialogue at the request of the staff member or the direct manager.
- 4.5 The direct manager shall ensure that the decision is recorded in the staff member's personnel file

Article 5. Dealing with ancillary positions of authorised staff members and staff members not in salaried employment

- 5.1 Authorised staff members shall notify the Executive Board, or the Board of Trustees if the staff member is a member of the Executive Board, in writing upon commencement of employment or upon these Regulations coming into effect, and subsequently upon any changes in their ancillary position(s), whether and if so, which ancillary position(s) they hold or which changes in their ancillary position(s) will occur. The Executive Board or the Board of Trustees shall give its approval in writing or otherwise, after having received a notification, taking into consideration the provisions of these Regulations. In case of doubt, the Executive Board or the Board of Trustees shall consult with the Group Controller.
- 5.2 For the application of these Regulations, it is not important where the focus of the staff member's time and income lies. Any position in addition to the position held within The Hague University of Applied Sciences, will be regarded as an ancillary position, with due regard for the provisions of Article 1(6) of the Regulations.
- 5.3 Staff members not in salaried employment who run a company at their own risk and expense, from which they perform work for THUAS, must report any ancillary positions held at that company, which they can reasonably be expected to understand, or should be expected to understand, could lead to a conflict of interest or the appearance of a conflict of interest. In case of doubt, the person concerned must consult the Executive Board or the (delegated) commissioning party on behalf of THUAS and inform the Executive Board in the event of changes to ancillary positions during the performance of work for THUAS.
- 5.4 All authorised staff members and the persons referred to in Article 5.3 shall declare in writing that they have taken due note of these Regulations when they commence employment, or when they submit their ancillary positions, even if they do not hold any ancillary positions.

- 5.5 Permission to carry out ancillary activities will be granted unless they could be detrimental to the organisational interests of the university of applied sciences. This will in any case apply - and permission will therefore not be granted - if the ancillary activities:
- a. harm the academic, organisational and/or business interests of The Hague University of Applied Sciences, or;
 - b. impede the proper and full performance of the duties at The Hague University of Applied Sciences - for example, because of a disproportionate time commitment in relation to said duties at The Hague University of Applied Sciences; or
 - c. are contrary to the image of the institution; or
 - d. present (the appearance of) a conflict of interest with work at the university of applied sciences.
- 5.6 If it appears that a business relationship exists or may arise between the university of applied sciences and an organisation for which the authorised staff member holds an ancillary position, or between the university of applied sciences and a person in the immediate (family) circle of the authorised staff member, the staff member is obliged to inform the Executive Board of this immediately. The Executive Board may take measures in this regard.
- 5.7 If an authorised staff member personally believes that their permitted work for a third party may affect the interests of THUAS, or that situations as referred to in Article 5.6 arise, they are obliged to notify the Executive Board of this immediately. The Executive Board may ask the staff member to resign from their ancillary position.
- 5.8 The Executive Board shall keep a register of the ancillary positions referred to in this Article, as well as of all requests for approval of the acceptance of an ancillary position. It also records whether approval has been granted (assessment of ancillary position). This register is not public. The Executive Board appoints a manager of the register of ancillary positions.



Article 6. Final provisions

- 6.1 In all cases not covered by these Regulations, the Executive Board will decide.
- 6.2 These Regulations may be amended by decision of the Executive Board.

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