Integrity Code
for HAN University of Applied Sciences

Subject	Integrity Code
Executive Board decision no.	2020/1690
Participation Council consent	10-7-2020
Adopted on	10-7-2020

Preamble

The HAN Integrity Code contains the foundations of the integrity policy that is pursued at HAN. This Integrity Code applies to all members of the HAN community, including staff, students, course participants and individuals working on behalf of HAN. This group is hereinafter referred to as 'staff and students.'

General

1. HAN aims to contribute to higher education, particularly higher professional education, and to develop the professions for which its students are trained, by:
    a. providing higher professional education and related types of education, as well as postgraduate education;
    b. undertaking applied research;
    c. transferring knowledge to society, to the extent that this relates to the higher professional education provided; and
    d. any other form of social service that may be conducive to HAN's aims.

2. HAN strives for care and integrity in all of its activities and all of the relationships that it enters into. This means that it sets high standards for its own conduct. Staff and students must act on the basis of personal integrity, respect for one other and social responsibility.

3. Staff and students are expected to refrain from any form of conduct that is detrimental to their integrity. By integrity is meant upholding general and professional social and ethical standards and values. This means that staff and students must not only act in the spirit of this Integrity Code, but that they should also be able to estimate risks and vulnerabilities on a case-by-case basis, and to avoid situations that appear to involve a violation of integrity.

4. Staff and students can be held accountable for the standards of conduct that apply at HAN and that arise from HAN's principles, as laid down in article 1 and in the HAN statutes.

5. Mutual contact and teamwork are expressed in respect and attention for others, the prevention of all forms of intimidation, and recognition of everyone's contributions and responsibilities.

6. Staff and students must make careful use of the resources made available to them (such as equipment, furniture, etc.).

7. Staff and students are expected to be aware that HAN:
    a. applies this Integrity Code;
    b. in the recruitment and selection of staff and in student admissions, makes no distinction on the basis of gender, sexual inclination, religion or personal conviction, cultural background or skin colour;
    c. promotes mutual respect;
    d. strives for religious diversity and interaction, and divides students into groups purely on educational grounds;
    e. upholds equality between men and women, with due observance of democratic relationships; and
    f. takes account of confidentiality in relation to sensitive personal data.

Education

8. With regard to the provision of education, staff and students act in accordance with the regulations laid down in documents such as the Student Charter and the EER.

9. The study programmes include assessment moments that are related to the professional attitude of the field for which students are being trained. Acting in ways that are contrary to this professional attitude can result in negative assessments.

10. The manner of conduct, dress, treatment and suchlike is respectful and takes account of the views of others at HAN.

Behaviour

11. Staff and students should handle data with care. Data that are needed for the proper implementation of business and educational processes are recorded in accordance with the applicable procedures. They are made available to and can be checked by those who have a direct interest in such data.

12. Staff and students interact with others on the basis of honesty, trust and clear agreements. If an agreement is nevertheless hindered, we explain this. Until a new agreement is made, the old one remains applicable.

13. Staff and students are expected to be attentive to the interests and basic principles of HAN, even when these are expressed outside HAN (during internships, in publications, etc.). Situations in which there is or may be a conflict of interest should be reported immediately - if possible, prior to their arising - to the line manager of the individual in question, after which clear written agreements are made on this.

14. In addition to explicit regulations, a key unwritten rule governing conduct is that staff and students can explain their own behaviour to the person with whom they are working or studying. In any case, if there are intimate relations between:
   - staff and students, the staff member involved must report this immediately to their line manager; or
   - staff who are in a hierarchical relationship with one another: the staff involved must report this to their line manager.

15. Staff and students are expected to communicate in an open and honest way and to refrain from anonymous communication.

External relations

16. The basic principles of the Integrity Code are also expressly observed when purchasing goods and services from third parties and delivering goods and services to third parties.

17. If a HAN employee as such receives a gift from a third party with a monetary value of more than €50, the employee should report this to their manager. The manager should ensure that the gift does not benefit the employee who has received it, but benefits HAN as a whole, as far as possible, or, if this is not possible, as many HAN staff and students as possible. If a member of the Executive Board receives a gift as such, 'manager' should be read as 'Supervisory Board.'

Integrity Code Helpdesk

18. Complaints about non-compliance with this Integrity Code can be reported to the Integrity Code Helpdesk. The helpdesk can provide advice on the application of the above-mentioned abstract standards and values in practice, and in so doing contribute to the way in which standards of conduct and the integrity policy are implemented at HAN. The helpdesk will make recommendations to the Executive Board if so requested.