# Introduction

Ethical conduct of the members of the University of Luxembourg community (members to be defined in Section 1.1): In pursing the mission of the University of Luxembourg (UL)[[1]](#footnote-1), all members of the university community are responsible for understanding and upholding the highest standards of legal and ethical conduct. These "Principles of Ethical Behaviour" define the underlying expectations for the conduct and activities of university employees and students.

## Scope

This code of conduct applies to all members of the UL community. These include

* the Rectorate, the Deans and Directors of the Interdisciplinary Centres as well as the Board of Governors;
* UL staff paid by the UL whilst working for the UL, including: academic staff, intermediate academic staff, scientific, administrative and technical staff, including civil servants at the University;
* All doctoral candidates;
* All members of the various official university committees and bodies whilst acting in that capacity;
* Individuals who are seconded or delegated to work at the UL, e.g. vacataires;
* Consultants, vendors and contractors (incl. adjunct teaching staff members, seasonal student workers etc.); and
* Individuals who perform services for the UL as volunteers and who assert an association with the UL.
* Students: In addition to this code of conduct, students must also conform to principles outlined in the Charte des droits et devoirs de l’etudiant.[[2]](#footnote-2)

# Complementary Policies

This Code of conduct should be interpreted in conjunction with the most recently approved Réglement d’ordre intérieur (“ROI“)[[3]](#footnote-3).

This document does not address every potential conflictual situation and is not meant to be exhaustive. Common sense should also guide our decisions and actions so that they are consistent with the UL values and missions.

Additional and more explicit policies may govern particular actions, organisational units, functions or committees within the UL. It is the responsibility of each person working in those units to learn and adhere to those policies. For example, ethics in research matters are described in the “UL Ethics Guidelines” and regulated by the Ethics Review Panel.

Researchers enjoy academic freedom as set out in Article 30 of the Law of 12 August 2003[[4]](#footnote-4) on the creation of the University of Luxembourg.

Data Protection Policy governs the processing of personal data by the University or where the University is involved in such processing. The aim of the Data Protection policy is to ensure that all members of the University and its staff are aware of the requirements of data protection legislation in relation to their individual responsibilities, to define the responsibilities of the different actors and to provide guidance.

## Roles and Responsibilities

This section defines the roles and responsibilities of individuals able to provide assistance or clarification on information provided in this document.

**Line Manager**: The first recommended resource for clarification of a policy, regulation or law is the direct Line Manager. If the Line Manager cannot assist, additional resources are described below.

**Human resources** (SRH)**[[5]](#footnote-5):** The SRH provides guidance and support for staff on policies that govern employment at the University**.**

**Ombudsperson/Ombudspersons**: the ombudsperson(s) are available to all concerned as confidential advisor(s) in cases where there is suspicion of a violation of the principles of good scientific practice, perceived or alleged harassment, discrimination or misconduct in relation with this code. In performing their tasks, the ombudspersons are independent of the University’s management and of superiors and colleagues.

**Data Protection Officer[[6]](#footnote-6)**: The Data Protection Officer informs and advises the UL and its employees who carry out processing of their obligations pursuant to Data Protection Regulation. He/she monitors Compliance with this Regulation and with the policies of the UL in relation to the protection of personal data. He/she cooperates with the supervisory Authority and acts as a contact point for the supervisory authority on issues relating to the processing of personal data.

**The Ethics Advisory Committee** (Commission Consultative d’Ethique or EAC): The EAC is an advisory body of the Rector. The EAC safeguards respect for ethical and moral values of the university community - i.e. its faculty, staff, students and visitors (including contractors on campus) – in all its activities, which include but are not limited to: research, education, guidance, administration and organisation.

**Ethics Review Panel** (ERP)[[7]](#footnote-7): The ERP provides ethics reviews of research proposals and publications. It advises and raises awareness on ethics matters. The ERP conducts inquiries into suspected or alleged misconduct in research involving its faculty, staff, students and visitors, and, depending on the outcome, recommends possible actions.

The ERP shall address any form of 1) harassment, behaviour as behaviour which disturbs or upsets, and it is characteristically repetitive. In the legal sense, it is behaviour which appears to be disturbing or threatening; and 2) discrimination with respect to gender, sexual orientation, origin, nationality, family status, disability or age. The ERP shall also address any form of discrimination and harassment with respect to religious or political beliefs, as far as these beliefs respect the UL’s ethical and moral values.

**Animal Experimentation Ethics Committee** (AEEC)**[[8]](#footnote-8):** The AEEC ensures that the use of animals is justified, provides for the welfare of those animals and incorporates the principles of Replacement, Reduction and Refinement.

**Litigation Committee** (La Commission des Litiges)**[[9]](#footnote-9):** The committee is consulted in case a decision taken against a student is contested, unless the complaints does already fall within the Ethics Review Panel‘s or the Ethic Advisory Committee’s remit.

Disciplinary sanctions assigned by the President on a student may be appealed to the Litigation Committee.

**Gender Representative and gender delegates** (Le/la délégué(e) aux questions féminines)**[[10]](#footnote-10)**: For general issues related to gender and sexual orientation and sexual harassment, advice may be obtained from the UL’s Gender Delegate or the faculty gender delegates. The gender delegates are points of contacts within the faculties, rectorate, staff delegation and students.

**Disability Officer[[11]](#footnote-11)**: The disability officer provides support and advice for students and staff with disabilities or chronic illnesses.

**Psychological Service[[12]](#footnote-12)**: The psychological service of the UL provides psychological advice and support.

**Staff Delegation:** The general mission of this delegation is to protect and defend the interest of all staff in relation to work conditions, job security and status. These tasks may include supporting and providing assistance for any staff that has been the victim of harassment, sexual or otherwise, discrimination based on disability, sex, race, or religion. The staff delegation also promotes safety and health at work.

# Code of Conduct for the University of Luxembourg Staff

Members of the University of Luxembourg (UL) community are expected to uphold the highest standards of ethical conduct for yourself and the UL. University employees, staff, and students are committed to promoting fairness, courtesy, individual dignity, transparency, integrity and professional growth.

This Code of Conduct provides a framework to guide the staff in meeting their obligations as members of the UL community.

This Code of Conduct is derived from and builds on our Mission and Vision that has been approved by all University bodies. [[13]](#footnote-13)

## University of Luxembourg Vision

Over the course of the next decade, the University of Luxembourg aims to create a new model of a European research university for the 21st century with a distinctly international, multilingual and interdisciplinary character.

The University will sharpen its profile with a focus on the generation and transmission of knowledge at the forefront of the unknown. It aspires to be recognized worldwide for its innovative power and academic successes in selected areas and its contribution to the economic, social and cultural development of Luxembourg.

Going forward, the University will be shaped by three strategic pillars: the commitment to digitalisation; its strength as the most international university in Europe and its sustainable integration into Luxembourg. Together, these pillars form the distinctive framework by which the University will uniquely project itself on the national, European and international stages.

Driven by the pioneering spirit of all its members, and well connected to a wide network of national and international partners, the University seeks to develop a strong community, based on a shared sense of purpose and belonging for its students and staff.[[14]](#footnote-14)

## Guiding Priniciples

For achieving the vision, the University will rely on a set of **guiding principles** to drive change and enable a forward looking culture.

* A **research mind-set**, driven by the concept of academic freedom, highest standards of research integrity and based on critical thinking and openness to change.
* An **entrepreneurial spirit**, characterised by an opportunity seeking, pro-active and responsible risk taking behaviour which encourages learning from set-backs, endeavouring to improve and change.
* **Openness to diversity**, providing equal opportunity to all members and allowing for an inter-disciplinary fertilization of ideas.
* **Respectful collaboration** within heterogeneous teams for interdisciplinary and innovative research, between administrative, scientific and technical units as well as with institutional partners and political stakeholders.
* **Quality enhancement** by relying on evidence-based internal and external evaluations based on adequate processes and benchmarks.
* **Transparency** in decision-making based on a university wide dialogue fostering trust and enabling open discourse, informed decision-making at appropriate levels and effective execution.

## University of Luxembourg Mission

The University of Luxembourg’s mission as a young research university is to achieve the highest standards of international excellence in research and teaching, while also fully meeting its distinctive responsibilities as the country’s sole public institution of higher education.

Like other Universities, it is committed to inviolable foundational principles of human dignity, liberty, equality and rigorously protects academic freedom. The University of Luxembourg endorses a climate of free and open discussion and encourages critical thinking and defends the autonomy of both students and researchers as necessary foundations of an innovative and knowledge-based society and economy. It provides a unique forum for the development of the cultural, political and social dialogues that are the lifeblood of a mature democracy.

* The University of Luxembourg supports both fundamental and applied **research** as central to its mission. The production of knowledge, which will always remain the prime mission of a university, implies creativity enhancing conditions allowing a focus on the essentials, as it needs the freedom to experiment and to devise innovative, special and disruptive solutions. Beyond disciplinary approaches, interdisciplinarity is a cornerstone of the institution’s research profile. As a young university, the University is particularly well placed to foster innovative new areas of research, breaking conventional disciplinary boundaries.
* The University of Luxembourg attracts excellentstudents and staff who take advantage of its location in the heart of Europe, its first-class infrastructure, its proximity to economic and political decision-makers and to the European institutions. It provides the services and structures that assure quality teaching and research, offers individual tutoring and enables international academic mobility. The University students and staff have the opportunity to develop the skills, judgement and independence necessary to be engaged citizens and to assume active leadership roles in societal and economic life.
* As an important actor in Luxembourg’s societal and economic life the University promotes an academic and scientific culture that serves and strengthens the country and its position in Europe and beyond. The University develops activities in fields that contribute to priority areas of national social and economic development, for the benefit of the competitiveness of Luxembourg.

Embedded in a culturally diverse environment, the University of Luxembourg is a unique laboratory of intercultural collaboration and institution building. It is a European hub for research and teaching and well integrated in a framework of international partnerships. Its multilingualism is an important characteristic of the University, enriching both teaching and research through the unique plurality of perspectives that it embeds in the culture of the institution.

# Responsible Conduct

All members of the University of Luxembourg Community are expected to conduct themselves ethically, and in compliance with all applicable laws, regulations, and university policies. University employees and students are expected to practice and model ethical and responsible behaviour in all aspects of their work. Expected conduct includes conducting fair and principled business transactions; acting in good faith; being personally accountable for individual actions; conscientiously fulfilling obligations towards others; and communicating ethical standards of conduct through instruction and example.

# Respect for Others

The University of Luxembourg recognizes that people are the most important resource in accomplishing its mission in the areas of teaching, research, and community service. The University of Luxembourg values academic freedom, diversity, and respect for all persons. We acknowledge that the differences in employee backgrounds and experiences are a strength of our international, multilingual and interdisciplinary University. The university is committed to the principle of non-discrimination and does not tolerate harassment[[15]](#footnote-15) on any basis, including sex, race, ethnicity, religion, gender, sexual orientation, gender identity, gender expression, age, political affiliation, or political philosophy. Members of the university community are expected to treat colleagues, co-workers, and other students with respect, professionalism, and dignity in all interactions and communications.

University research, teaching, and service are conducted in an environment of mutual support and cooperation in which all members of the UL community feel respected.

# Conflicts of Interest

As a Luxembourgish institution, it is imperative for both legal and ethical reasons that members of the university community do not improperly benefit from their positions of trust at the university. Members of the university community are expected to avoid actual and perceived conflicts of interest related to their work and position. Actual or potential conflicts must be appropriately disclosed in accordance with university conflict of interest policies, so that such conflicts may be reviewed, and as appropriate, managed or eliminated. Members of the university community are responsible for identifying potential conflicts and seeking appropriate guidance.

Conflicts of interest may also arise in the context of gifts, travel, and entertainment. Members of the university community are expected to conduct themselves so as to ensure that their positions are not misused for private gain with respect to the acceptance of gifts and the undertaking of university-related travel or entertainment. Members of the university community may not solicit, accept, or agree to accept any benefit that is intended to influence the employee or the student in the performance of his or her university duties.

See Appendix A for further details on specific cases of conflicts of interest.

# Research and Academic Integrity

All members of a research university have significant responsibility to ensure that research and academic work is conducted with the highest integrity, and in compliance with federal and state laws, and university policies. Academic freedom can flourish only in a community that values intellectual integrity. University of Luxembourg researchers and scholars are expected to protect people and humanely treat animals involved in research or teaching; and follow and demonstrate accountability for sponsors and regulatory body requirements. In addition, researchers and scholars are to ensure originality of work, accurately and fairly publish information, and fairly assign authorship credit on the basis of intellectual contributions.

# Stewardship of University Property

The university is committed to responsible stewardship of university resources, and members of this community are expected to ensure that university property, funds, and technology are used appropriately. These responsibilities include using university property, equipment, and resources only for legitimate university purposes; promoting efficient operations; following sound financial practices; and engaging in appropriate accounting and monitoring.

University property includes the university name, and logo. The university regulates the use of name and related trademarks and logos in order to protect the university's reputation and to ensure that their use is related to the university's educational, research, and community service.

# Contributing to a Safe Workplace

The University of Luxembourg is committed to protecting the health and safety of the members of the university community and creating a safe working and learning environment. Safe workplace practices include participating in applicable training sessions, using appropriate personal safety equipment; and reporting accidents, injuries, and unsafe situations. Members of the university community are expected to conduct their activities in an environmentally responsible manner. This includes carefully handling chemical, radioactive and biological waste, and disposing of hazardous waste and other potentially harmful agents in an environmentally safe manner.

The illegal use and possession of controlled substances and the possession of firearms, explosives, and other weapons on university premises compromises the safety of the university community. The University of Luxembourg prohibits the unlawful manufacture, distribution, possession, or use of controlled substances and the possession of weapons in or on any premises or property owned or controlled by the University of Luxembourg.

# Privacy and Personal Data Protection

Members of the university community are the creators and custodians of many types of information. Such information may relate to natural persons such as students, employees, alumni, donors, research sponsors, patients and any other natural persons. Such information is qualified as personal data in the Data Protection Regulations[[16]](#footnote-16). Employees and students are expected to comply with applicable legal, contractual, and policy obligations to maintain the confidentiality of such information, protect it from improper disclosure, and to comply with Data Protection Rules such as individuals’ rights and legal principles. To meet these responsibilities, University employees and students are expected to follow the Data Protection Policy, document preservation and retention guidelines, and maintain data security using appropriate safeguards such as security and organisational measures through electronic, physical safeguards and appropriate behaviour.  Guidance and support can be provided by consulting the Data Protection Officer.

# Open and Effective Communication

The University of Luxembourg is committed to open communication and an environment of transparency. Communicating openly with both internal and external bodies or persons improves relationships and allows the university to operate more effectively. Members of the university community who have questions about a policy, decision, or activity are encouraged to discuss the issue with the individual(s) directly involved before discussing it with others. Supervisors are expected to respond in a timely manner to concerns and communicate with all individuals involved in the matter. The university is committed to providing the community with accurate information regarding the business and affairs of the university. For this reason, and in order to provide a coordinated, accurate, and timely response, all legislative inquiries should be directed to the Human Resources Department; all media inquires to the Service for Communications and Marketing.

# Reporting Suspected Misconduct

The University of Luxembourg is committed to meeting Luxembourg and EU legal requirements and fostering a culture of compliance. University employees and students are expected to report known and suspected violations of university policies, as well as violations of applicable laws and regulations to appropriate offices. The university provides several options for reporting violations. Employees are encouraged to first report any known or suspected violations to their direct supervisor. Fraud, theft, embezzlement, abuse, or waste may be reported to the director of Administration. The ERP does not allow individuals to anonymously report concerns involving a possible violation of law, regulation, or policy. Nevertheless, complainants are encouraged to report such cases to the Ombudsperson, who ensures the strictest confidentiality. All Members of the university community who act in good faith in reporting known or suspected violations of law or university policy are protected from retaliation.

Appendix B goes into further detail on the interpretation of the code and follow up to reporting.

**Appendix A**

# Conflicts of Interest

* 1. Definition: A conflict of interest exists when a member of the University Community and/or their spouse or any other family member has /have personal interests that are in competition with the mission entrusted to that individual by the University thereby making it difficult to accomplish his/her tasks with neutrality and impartiality.
  2. General rule: UL employees and their immediate family members do not solicit or accept gifts[[17]](#footnote-17) when the donor is any person or entity who either:
* seeks official action by the University; or
* does business or seeks to do business with the University; or
* has interests that may be substantially affected by the performance or non-performance of the official duties of the University.
  1. **Exceptions:** UL employees are allowed to accept any item or items from any one prohibited source during any calendar year having a cumulative total value of less than 100 Euro.

Should any doubt about the value or appropriateness of the gift or hospitality arise, the employee shall consult the Rector and/or the Administrative Director and obtain his/her written approval.

* 1. **In case of breach:** Should an employee receive a prohibited gift, they shall either:
* pay the market value for the gift; or
* return the gift to the donor; or
* report all relevant facts to the University and give the gift (or an amount of its equal value) to the University or to an appropriate charity.

## Conflicts of interest with respect to an employee’s duties to the University

Any member of the University Community and/or the spouse or any member of the employee's family may not, without prior authorization from the University, have direct or indirect shareholdings in companies and / or organizations that would potentially conflict with the interests of the the University and which would impede the neutrality and impartiality of the task which the employee is required to perform on behalf of the University under this contract of employment.

To avoid any conflict of interest, the employee agrees, at the signature of his/her employment contract and throughout his/her employment, to inform the University of any participation such as above-stated before. If there is a conflict of interest, the employee agrees to undertake all the measures that are needed to end this conflict of interest*.*

In the event that a situation arises that creates or appears to create a conflict between an employee’s interests (personal, financial or others) and the interests of the UL, the employee shall report that situation directly and immediately to their direct supervisor, the SRH, the Director of Administration or the Rector as appropriate. The latter will initiate all necessary actions so that a decision can be taken on how to resolve the issue.

* 1. **External and financial interests:** UL employees must have prior written consent to directly or indirectly engage in any other outside professional activities, trade or occupation that may present a potential conflict of interest with the UL.[[18]](#footnote-18) UL employees shall not participate in any UL activity that may benefit by their external and financial interests, except for those situations where safeguards are put in place and formally agreed to by the UL. UL employees acknowledge that in certain cases, they may have to divest from a financial interest that poses a conflict.
  2. **Personal interests – Families and Relatives:** UL employees shall not make, participate in, or attempt to influence career-related decisions regarding person (incl. PhD candidates) with whom they have a marital or familial relationship, or with whom there exists or has recentlyexisted a personal relationship or close ties such as mentor/mentee relationship. This includes appointment, hiring, promotion or evaluation. They may not be in the position of supervising or directing those persons.
  3. **Members of UL bodies or committees (e.g. Board of Governors, University Council, UL committees…).** Members of UL bodies or committees will recuse themselves from any issue for which they have a conflict of interest. In case of a suspected conflict of interest, the other members of UL official bodies or committees are allowed to keep a member from participating in discussion, reporting, or voting on an issue.
  4. **Annual Declaration:** The following employees are required to provide to the Administrative Director an annual declaration of external interests, irrespective of whether or not the interests declared are in conflict with the UL’s interests: all academic staff members; and any employee involved in decision making on the University’s behalf (whether or not as decision maker).
  5. **What to do in case of breach**: If the University determines that a member of the University community has breached the Code of Conduct, the individual must promptly make full disclosure to the University of all relevant facts and circumstances giving rise to an actual, potential or perceived conflict of interest and cooperate with the University to ensure that all appropriate steps are taken to eliminate or manage such conflicts in accordance with the University policy.

## Conflict of interest in research

* 1. **General rule:** In relation to our research activities, members of the university community have to act as external reviewers, assess research programs, assess teaching programs, write references for candidates, and participate in the promotion of research staff. Members of the university community will be honest and transparent in disclosing any conflict of interest according to the specific rules of the organisation for which the review is made. Members of the university community will not allow commercial interests to negatively affect the quality of teaching programs, subvert research agendas or inappropriately limit the exchange of scientific information. Members of the university community will conduct research in accordance with the highest standards of ethics in research.
  2. **Conflict of interest rules for experts who participate in the evaluation of proposals:**

Members of the university community shall perform their work **impartially.** To this end, we are required to:

* inform the appropriate parties of any conflicts of interest arising in the course of their work including of any proposal competing with the proposal where the community member may have a conflict of interest;
* confirm there is no conflict of interest for each proposal in the form required by the organisation for which the evaluation is performed.
  1. **Definition**: For any proposal, a conflict of interest exists if an expert:
* was involved in the preparation of the proposal;
* stands to benefit directly or indirectly if the proposal is accepted or rejected;
* has close family ties (spouse, domestic or non-domestic partner, child, sibling, parent etc.) or other close personal relationship with any person representing an applicant legal entity;
* is a director, trustee or partner or is in any way involved in the management of an applicant legal entity;
* is employed or contracted by one of the applicant legal entities or any named subcontractors;
* performs otherwise incompatible duties (e.g. is a National Contact Point for H2020 programs, or is directly working for the Enterprise Europe Network)
* is a member of a Programme Committee in respect to the candidate or applicant;
* has or has had during the last five years, a scientific collaboration with the principal investigator of the proposal;
* has or has had a relationship of scientific rivalry or professional hostility with the principal investigator of the proposal;
* has or has had in the past, a mentor/mentee relationship with the principal investigator of the proposal;
* has submitted a proposal as a principal investigator or a team member, under the same call;
* has close family ties (spouse, domestic or non-domestic partner, child, sibling, parent etc.) or other close personal relationship with the principal investigator of any proposal submitted to their panel.
* There might be other circumstances where a risk of conflict of interest should be assessed, taking account of the objective circumstances, available information and related risks. For example, when an expert:
  + was employed by one of the applicant legal entities in the last three years
  + is involved in a contract or grant agreement, grant decision or; membership of management structures (e.g. member of management or advisory board etc.) or research collaboration with an applicant legal entity or fellow researcher, or had been so in the last three years;
  + is in any other situation that could cast doubt on their ability to participate in the evaluation of the proposal impartially, or that could reasonably appear to do so in the eyes of an external third party.
  1. **Consequences of a conflict of interest:** If a conflict of interest is reported by the expert or established by an applicable party, the expert must not take part in the evaluation of the proposal or of the call. If a conflict becomes apparent in the course of their work, the expert must inform immediately the organisation for which the evaluation is performed. If a conflict is confirmed, the expert must stop carrying out their work. Any comments and scores already given by the expert will be discounted. If necessary, the expert will be replaced.
  2. **Use of University resources**: As a non-profit organisation, largely financed by the government, European institutions, companies and supported by gifts, donations, and grants, it is essential to maintain the highest standards of stewardship for the property and resources entrusted to us.

## As a result, the UL resources must be reserved for business purposes on behalf of the University. They may not be used for personal gain, and may not be used for personal use except in a manner that is incidental, and reasonable in light of our duties.

## UL resources include, but are not limited to, the use of facilities, parking permits, personnel or equipment, University systems (e.g., telephone systems, data communication and networking services) and the domain for electronic communication forums; the use of UL equipment (e.g., computers and peripherals, UL vehicles); the use of procurement tools such as purchasing cards and petty cash; and, the time and effort of staff, students and others.

**Appendix B**

* 1. **Implementation and Enforcement of the Code**

## **Clarification and interpretation:** Employees are encouraged to seek clarifications regarding the interpretation of the Code of Conduct by reporting first to their supervisor. If further clarifications are needed on non-sensitive aspects, the question should be discussed with the Administrative Director. In case of a sensitive question, the University Ombudsperson should be the person of trust who can be contacted in the first instance. The Administrative Director will be kept informed of all questions raised during the year in relation with the Code of conduct.

## **How to Report Violations or Raise Serious Concerns:** All members of the university community should condemn any form of dishonesty including misuse of University funds or property, fraud, theft, cheating, plagiarism or lying to the UL. Members of the university community can report any violation of the Code of Conduct or raise concerns about strong indicators of such misconduct by addressing the issue to their supervisor. If a discussion with the supervisor is likely to be uncomfortable or the supervisor is involved himself/herself, the question or issue should be discussed with the Ombudsperson. The Ombudsperson will keep all information confidential (including the reporter’s identity), unless the circumstances reasonably require that their identity is disclosed to solve the issue. Employees can expect that the Court of Auditors (“Cour des comptes”) and/or the police will be notified when circumstances reasonably indicate fraud or theft of University funds.

## **Retaliation:** Retaliation imposed on the reporter for raising a concern or an issue in good faith is prohibited. If the reporter feels that they have been retaliated against, they should report the fact to the SRH or the Ombudsperson. In the case of intentionally reporting false accusations, the UL will take disciplinary measures.

## It is the Obligation of the University to Follow up on all Reports of Misconduct. The UL shall address all complaints, e.g. by conducting inquiries and investigations into suspected violations of the Code of Conduct. Such inquiries/investigation will be undertaken by the appropriate body (SRH, EAC, ERP…) as determined by the President and depending on the circumstances. All persons involved will have an opportunity to present their side of the story. Proceedings will be confidential and will be heard in private. Issues will be monitored until a resolution is reached. If a violation is found, a fair and suitable action will be developed to prevent future occurrences. The Ombudsperson ensures the follow up of this action plan. Sanctions: When an individual violates the Code of Conduct there must be consequences associated with that misconduct. Depending on how egregious the misconduct is, the Board of Ethics has a range of sanctions that it can impose, from less to more punitive depending on the violation and the totality of the facts.

## **To serve as a mechanism to educate and rehabilitate**: It is important to provide feedback to individuals who violate the Code of Conduct so that they understand and appreciate exactly how their past conduct was inappropriate, so that it will be less likely to occur again in the future. These measures serve a rehabilitation function.

### **To protect the public**: The welfare of the administration, students, and other employees and the reputation and integrity of the University must be protected.

### Types of Sanctions that may be imposed: These are defined in the Luxembourg Code du travail.

1. http://wwwen.uni.lu/university/about\_the\_university/mission\_statement [↑](#footnote-ref-1)
2. ROI Réglement d’Ordre Intérieur, Titre VII, Chapitre 1. [↑](#footnote-ref-2)
3. http://wwwen.uni.lu/university/official\_documents [↑](#footnote-ref-3)
4. (1) Dans l’exercice de leurs fonctions d’enseignement et de recherche, les membres de l’Université jouissent de la liberté académique.

   (2) La liberté académique inclut, outre la liberté de pensée et d’expression, la liberté de l’enseignement, de la recherche et des études; elle s’exerce dans le respect des principes fondamentaux de l’enseignement et de la recherche. L’exercice de cette liberté trouve ses limites dans les objectifs assignés à l’Université, dans les programmes d’enseignement et de recherche que celle-ci s’est donnés et dans les moyens matériels et financiers dont elle dispose. [↑](#footnote-ref-4)
5. http://wwwen.uni.lu/universite/presentation/organigramme/organigramme\_rectorat\_administration\_centrale/the\_human\_resources\_department [↑](#footnote-ref-5)
6. NOTE: This position has legal status and will be mandatory as from 25th May 2018 for public institutions such as the UL in application of General Data Protection Regulations, i.e. European Data Protection Act. [↑](#footnote-ref-6)
7. ROI Art. II.4.202; <http://wwwfr.uni.lu/recherche/chercheurs_recherche/normes_politiques> [↑](#footnote-ref-7)
8. To contact the AEEC, applications should be sent to [aeec@uni.lu](mailto:aeec@uni.lu) .The details can be found on the intranet  <https://intranet.uni.lux/the_university/AEEC/Pages/default.aspx>. [↑](#footnote-ref-8)
9. ROI ch4; Section 1. [↑](#footnote-ref-9)
10. <http://wwwen.uni.lu/universite/presentation/organigramme/organigramme_rectorat_administration_centrale/deleguee_a_l_egalite_des_chances>. Art 25 Loi du 12-08-2003 [↑](#footnote-ref-10)
11. http://wwwen.uni.lu/universite/presentation/organigramme/organigramme\_rectorat\_administration\_centrale/le\_responsable\_des\_personnes\_aux\_besoins\_specifiques [↑](#footnote-ref-11)
12. <http://wwwen.uni.lu/students/useful_information_from_a_to_z/office_of_psychological_support_for_students> [↑](#footnote-ref-12)
13. Strategic Framework for the University of Luxembourg 2016-202**6;** http://wwwen.uni.lu/university [↑](#footnote-ref-13)
14. Strategic Framework for the University of Luxembourg 2016-202**6;** http://wwwen.uni.lu/university [↑](#footnote-ref-14)
15. Harassment covers a wide range of behaviours of an offensive nature. It is commonly understood as behaviour which disturbs or upsets, and it is characteristically repetitive. In the legal sense, it is behaviour which appears to be disturbing or threatening [↑](#footnote-ref-15)
16. Does not yet exist. [↑](#footnote-ref-16)
17. Donations to the UL are not covered by the Code of conduct and are governed by the ROI Chapter 14, Section 5. [↑](#footnote-ref-17)
18. Further rules governing side activities of the UL employees are available on the intranet or at the SRH. [↑](#footnote-ref-18)