

# Enter into discussion!

## Code of Conduct Employee

Tilburg University attaches great importance to integrity and expects all employees (and other people involved) to deal responsibly with the ethical aspects. But what should you do if you suspect that something is not ethical, that something is happening that is not right or that you have a dilemma of your own? This outline gives you a brief idea of what you can do in such a situation. The aim is that you enter into discussion and that we dare to call each other to account for our behavior. Supervisors (thesis supervisors, including possible managers) must create a safe environment in which this is possible (making mistakes is allowed). Yet it is not always easy. You may not want to discuss these matters with your colleague or manager and you may want to talk to someone else first. Of course you can! This roadmap indicates where you can go. You should see it as a kind of metro card for which you don't have to follow all the stops. If you prefer to skip a stop, you can, it's especially important that you enter into discussion!

NB Manager is understood to mean a direct supervisor but also a Director and/or (Vice-)Dean. For subjects related to PhD programs, we refer PhD candidates with an employment contract to the roadmap for PhD candidates.

- 1. You are not treated with respect by one or more others (in words, gestures, or writing). You are subjected to discrimination, aggression, violence, threats, bullying, gossip, (sexual) harassment, or stalking in relation to your work at Tilburg University. Or you yourself have to deal with domestic violence or child abuse.
- 2. As employee you receive signals that indicate domestic violence (or child abuse) from one of your employees or students. You should report these (we refer tot Domestic Violence and Child Abuse Reporting Code).

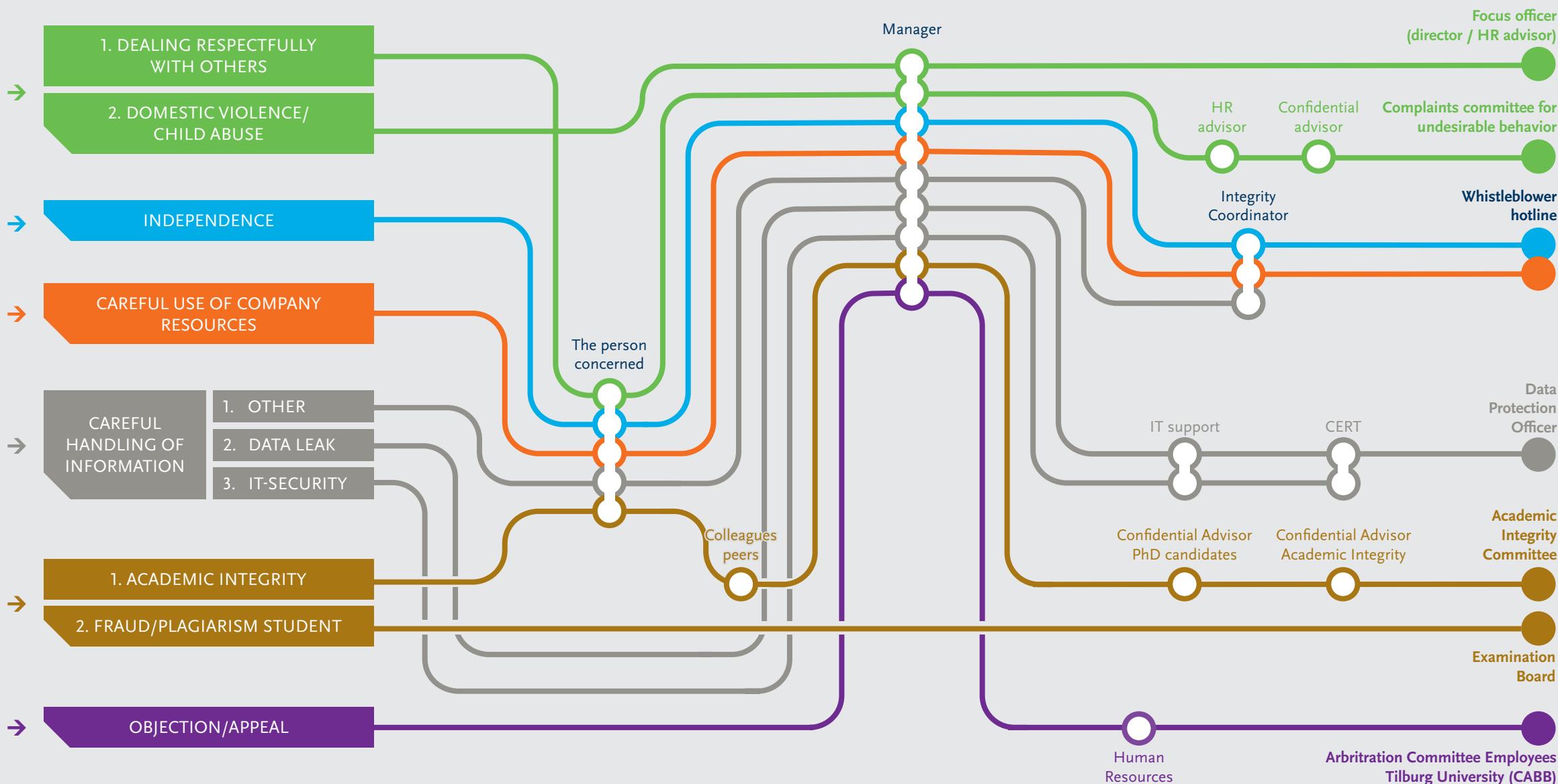
You feel that you or one of your colleagues may have a conflict of interest, for example, due to your own company, a business relationship, business gifts or invitations, financial interests, or ancillary activities.

You have or have a suspicion of negligent use of facilities such as financing, buildings, grounds and infrastructure of the university. This includes financial fraud and misuse of provisions.

- You feel that you or one of your colleagues may be negligent in dealing with information. Think, for example, of violating confidentiality, not guaranteeing privacy, or not respecting intellectual property. This may happen, for example, by not taking proper security measures.
- 1. You discover possible violations of confidentiality, intellectual property.
- 2. You discover that personal data may have been leaked
- 3. You discover possible harmful ICT activities. Think of hacking, illegal software, phishing.

- 1. You suspect an infringement of scientific integrity. This concerns consciously or subconsciously influencing or wrongly interpreting research results, inventing data, bias or dependence in research, plagiarism or violation of copyright or other misconduct of colleagues.
- 2. You suspect fraud or plagiarism by a student.

As a (former) employee you are directly affected in you interest by a decision or a comparable action by the university as employer on one of the subjects mentioned in the collective labour agreement (CAO), and you want to lodge an objection or appeal against it.



# Enter into discussion!

## Code of Conduct Student

Tilburg University attaches great importance to integrity and expects all students (employees, Phd candidates, or visitors) to deal responsibly with the ethical aspects. But what should you do if you suspect that something is not ethical, that something is happening that is not right or that you have a dilemma of your own? This outline gives you a brief idea of what you can do in such a situation. The aim is that you enter into discussion) and that we dare to call each other to account for our behavior. Lecturers, supervisors, and managers must create a safe environment in which this is possible (making mistakes is allowed). Yet it is not always easy. You may not want to discuss these matters with your fellow students or lecturer and you may want to talk to someone else first. Of course you can! This roadmap indicates where you can go. You should see it as a kind of metro card for which you don't have to follow all the stops. If you prefer to skip a stop, you can, it's especially important that enter into discussion!

NB In this context, 'manager' means tutor, program coordinator, chair of the department or the Vice Dean or Dean.

You are not treated with respect by one or more others (in words, gestures, or writing). You are subjected to discrimination, aggression, violence, threats, bullying, gossip, (sexual) harassment, or stalking in relation to your studies at Tilburg University. Or you yourself have to deal with domestic violence or child abuse.

### DEALING RESPECTFULLY WITH OTHERS

You have a suspicion that a fellow student or lecturer has the appearance of a conflict of interest, for example in the case of a relationship with a lecturer or in the case of bribery.

### INDEPENDENCE

You have or have a suspicion of negligent use of facilities (buildings, grounds, infrastructure) by a fellow student or employee. This includes financial fraud and misuse of provisions.

### CAREFUL USE OF COMPANY RESOURCES

You feel that you or one of your fellow students or employees of Tilburg University may be negligent in dealing with information. Think, for example, of violating confidentiality, not guaranteeing privacy, or not respecting intellectual property. This may happen, for example, by not taking proper security measures.

### CAREFUL HANDLING OF INFORMATION

1. OTHER
2. DATA LEAK
3. IT-SECURITY

1. You discover possible violations of confidentiality, intellectual property.  
2. You discover that personal data may have been leaked  
3. You discover possible harmful ICT activities. Think of hacking, illegal software, phishing.

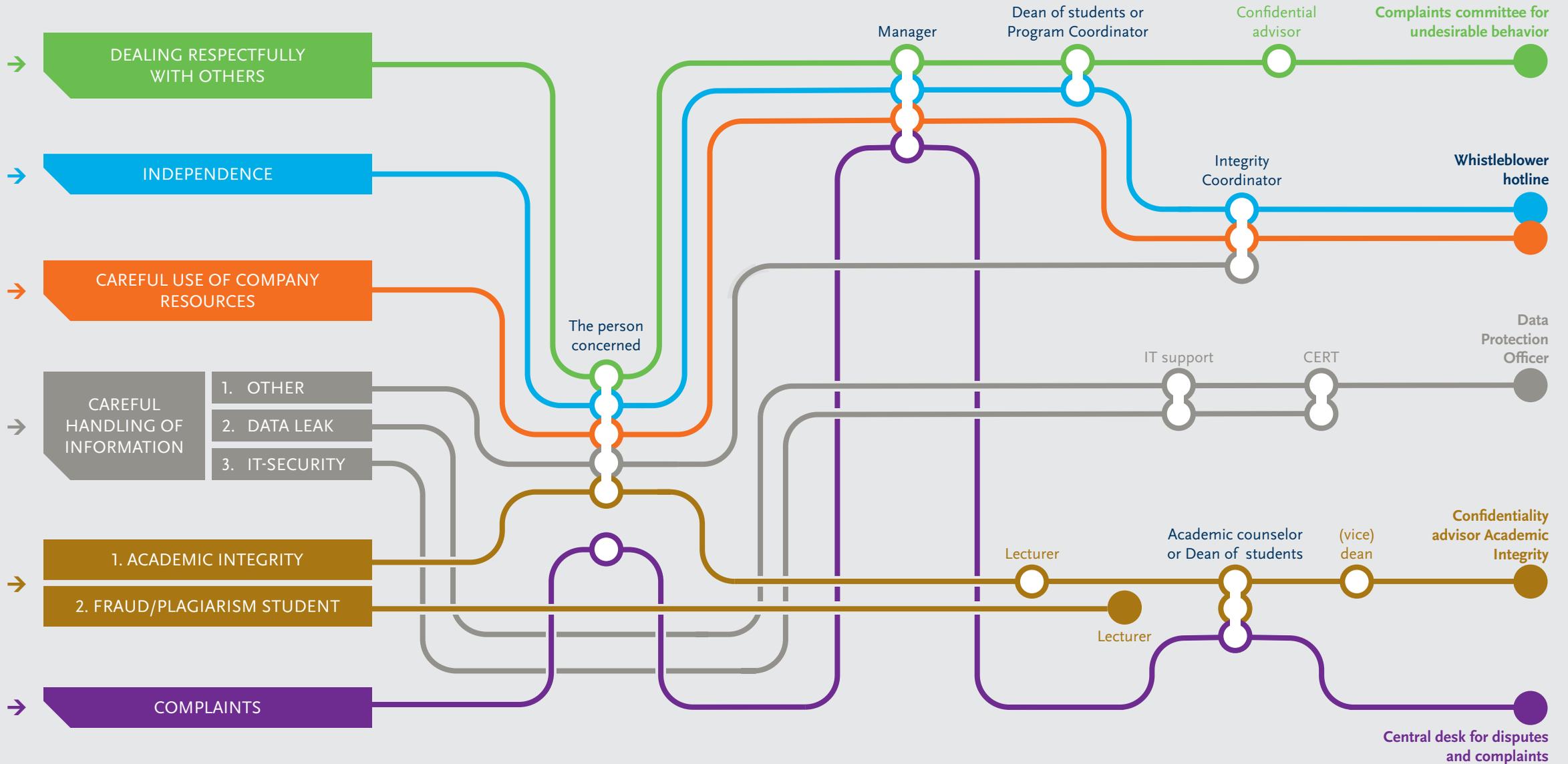
1. You suspect an infringement of scientific integrity. This concerns consciously or subconsciously influencing or wrongly interpreting research results, inventing data, plagiarism or violation of copyright or other misconduct by students or supervisors.  
2. You suspect fraud or plagiarism on the part of a (fellow) student.

### 1. ACADEMIC INTEGRITY

### 2. FRAUD/PLAGIARISM STUDENT

You have a complaint about an organizational unit or an employee of Tilburg University. Think of incorrect practices during exams or lectures. This is not about undesirable behavior (see top block).

### COMPLAINTS



# Enter into discussion!

## Code of Conduct Promovendus

Tilburg University attaches great importance to integrity and expects all PhD candidates to deal responsibly with the ethical aspects. But what should you do if you suspect that something is not ethical, that something is happening that is not right or that you have a dilemma of your own? This outline gives you a brief idea of what you can do in such a situation. The aim is that you enter into discussion and that we dare to call each other to account for our behavior. Supervisors (thesis supervisors, including possible managers) must create a safe environment in which this is possible (making mistakes is allowed). Yet it is not always easy. You may not want to discuss these matters with your manager, thesis supervisor, or another PhD candidate and you may want to talk to someone else first. Of course you can! This roadmap indicates where you can go. You should see it as a kind of metro card for which you don't have to follow all the stops. If you prefer to skip a stop, you can, it's especially important that you enter into discussion!

NB Manager means a direct supervisor but also a chair of the Department and/or Vice-Dean or Dean.

You are not treated with respect by one or more others (in words, gestures, or writing). You are subjected to discrimination, aggression, violence, threats, bullying, gossip, (sexual) harassment, or stalking in relation to your PhD program at Tilburg University. Or you yourself have to deal with domestic violence or child abuse.

### DEALING RESPECTFULLY WITH OTHERS

You feel that you or a fellow investigators/promoters or members of the Doctoral Examination Committee may have a conflict of interest, for example due to your own company, a business relationship, business gifts or invitations, financial interests or ancillary activities.

### INDEPENDENCE

You have or have a suspicion of negligent use of facilities such as financing, buildings, grounds, and infrastructure of the university. This includes financial fraud and misuse of provisions.

### CAREFUL USE OF COMPANY RESOURCES

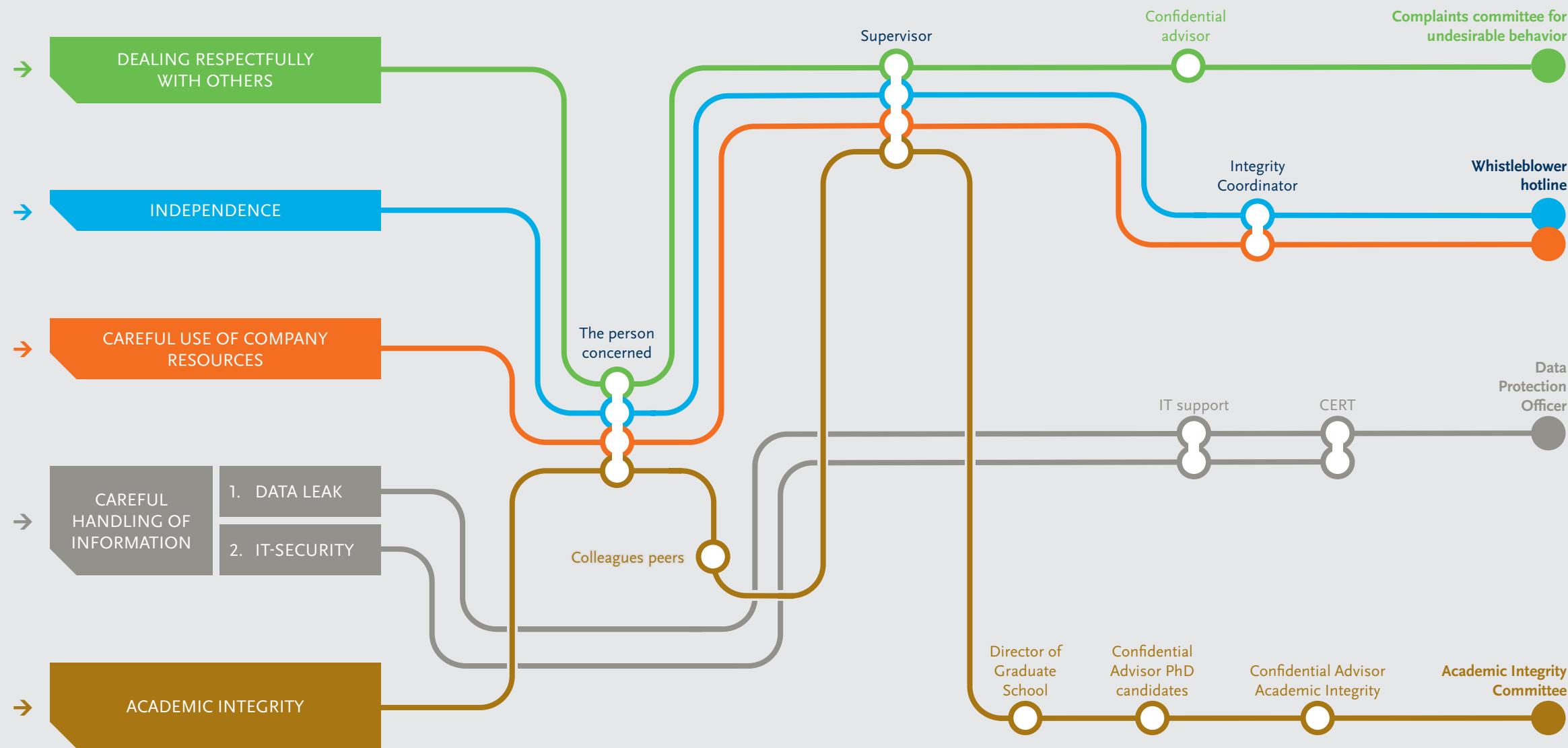
You feel that you or other doctoral candidate or employee may be negligent in dealing with information. Think, for example, of violating confidentiality, not guaranteeing privacy, or not respecting intellectual property. This may happen, for example, by not taking proper security measures.

### CAREFUL HANDLING OF INFORMATION

1. DATA LEAK
2. IT-SECURITY

You suspect an infringement of scientific integrity. This concerns consciously or subconsciously influencing or wrongly interpreting research results, inventing data, plagiarism or violation of copyright or other misconduct by a PhD researcher or others involved in research (e.g., supervisors).

### ACADEMIC INTEGRITY



# Enter into discussion!

## Code of Conduct Guest

Tilburg University attaches great importance to integrity and expects all visitors (employees, students or PhD candidates) to deal responsibly with the ethical aspects. But what should you do if you suspect that something is not ethical, that something is happening that is not right or that you have a dilemma of your own? This outline gives you a brief idea of what you can do in such a situation. The aim is that you enter into discussion and that we dare to call each other to account for our behavior. The commissioning party must create a safe environment in which this is possible (making mistakes is allowed). Yet it is not always easy. You may not want to discuss these matters with the commissioning party and you may want to talk to someone else first. Of course you can! This roadmap indicates where you can go. You should see it as a kind of metro card for which you don't have to follow all the stops. If you prefer to skip a stop, you can, it's especially important that you enter into discussion!

You are not treated with respect by one or more others (in words, gestures, or writing). You are subjected to discrimination, aggression, violence, threats, violence, bullying, gossip, (sexual) harassment, or stalking in relation to your work at Tilburg University.



You feel that you or someone else may have a potential conflict of interest, for example, through your own company, a business relationship, business gifts or invitations, financial interests or outside activities.



You have or have a suspicion of negligent use of facilities such as financing, buildings, grounds, and infrastructure of the university. This includes financial fraud and misuse of provisions.



You feel that you or someone else may be negligent in dealing with information. Think, for example, of violating confidentiality, not guaranteeing privacy, or not respecting intellectual property. This may happen, for example, by not taking proper security measures.



The person concerned

Commissioning party

Confidential advisor

Complaints committee for undesirable behavior

Integrity Coordinator

Whistleblower hotline

IT support

CERT

Data Protection Officer