

CA' FOSCARI UNIVERSITY OF VENICE

CODE OF ETHICS AND CONDUCT

Important notice: This is a courtesy translation from Italian. In all matters of interpretation, the original Italian version is the sole version to have legal value.

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Introduction

1. Ca' Foscari University of Venice, a public university (from now on also referred to as the "University", "Institution", or "Administration"), adopts the values expressed in the Italian Constitution, in the Universal Declaration of Human Rights and in the Charter of Fundamental Rights of the European Union, in addition to those described in the agreements signed by the Italian State that refer to the principles of scientific research, teaching and other university activities. The University operates with the awareness that education and research must aim at fully developing the human personality and strengthening respect for human rights and fundamental freedoms. The University is therefore committed to the development and universal dissemination of knowledge, to the creation of an environment based on dialogue, fair interpersonal relationships and open to exchanges with the local, national and international community, according to the principles expressed by the European Charter for Researchers.
2. This Code applies to Ca' Foscari University of Venice (understood as an institution and its relevant bodies) and to the Ca' Foscari Community, which includes:
 - a) the University Community, namely:
 - i. faculty, researchers, managers, technical-administrative staff¹, Foreign Language Assistants, students, subject experts, research fellows and collaborators who have, under any type of contract or assignment and for any reason, relations with the University;
 - ii. other subjects who, by virtue of an organic and/or contractual relationship, act in the name of and/or on behalf of Ca' Foscari University of Venice;
 - b) external subjects to whom the University commissions work or entrusts the supply of goods or the provision of services.
3. Each member of the Ca' Foscari Community is required to respect, implement and promote the universal ethical values of the University, which it intends to observe in all aspects of its work:
 - the freedom, dignity and advancement of all people;
 - equality; the rejection of all discrimination; equal opportunities; solidarity and fairness;
 - responsibility, honesty, integrity and professionalism;
 - the enhancement of merit and individual and cultural diversity, impartiality, loyal cooperation and transparency;
 - knowledge and encouragement of scientific studies and research;

¹ Including the technologists referred to in art. 24-*bis* of Law no. 240/2010

- the protection of the environment and the healthiness of the places of study and work.
4. Everyone is expected to work for the institution - not for personal or particular interests - and to comply with the rules contained in this Code, both when dealing with internal stakeholders and with external parties.
 5. The recipients of this Code are required to know its content and to respect and promote it.
 6. In compliance with the values and rules expressed in this Code, Ca' Foscari University of Venice may issue specific codes of conduct for some of its parts.
 7. This Code is supplemented by the University Codes in force concerning the fight against mobbing and the prevention of sexual harassment, even if they are not materially attached to this document.

Part I - General Principles

Art. 1 - Equality

1. The University is committed to guaranteeing everyone equal treatment and protection against discrimination - direct and indirect - related to religion, gender, sexual orientation, exercise of freedom of conscience, opinion, speech, physical appearance, language, ethnic origins, belonging to national minorities, citizenship, social, personal and health conditions, pregnancy, family choices, age.
2. The University considers any discriminatory act and attitude intolerable. Therefore, it adopts appropriate strategies to prevent and end discriminatory behaviour—including sexual harassment—by any member of the Ca' Foscari Community.
3. The University is committed to supporting all initiatives aimed at protecting disadvantaged groups, as well as promoting inclusive study and work environments.

Art. 2 - Impartiality and fairness

1. The University pursues equity and fairness and rejects favouritism in any form—including nepotism—since this is in conflict with personal dignity, with the enhancement of talents and individual merits, and with honesty, integrity, professionalism, and academic freedom; the University prevents and opposes any form of partiality arising from conflicts of interest, even potential ones.
2. The University, in compliance with the profiles of merit, its general policies, and the laws to which it is subject, is committed to promoting opportunities for the development, growth, career advancement, and success of individuals.
3. The University undertakes to assess with particular care financing, donations and intangible awards involving persons (natural or legal persons) on whom there is a wellfounded suspicion of serious violations of the principles inspiring this Code.

Art. 3 - Protection of personal dignity

1. The University opposes all forms of abuse and harassment and is committed to guaranteeing a work and study environment in which interpersonal relationships are based on fairness and respect for personal freedom and dignity.
2. The University does not tolerate either sexual harassment or moral harassment, as they are detrimental to personal dignity, all the more so if they are aggravated by the existence of an asymmetrical position between the harasser and the sufferer.

Art. 4 - Safety at work and health protection

1. The University is committed to ensuring a working, research and study environment which is adequate in terms of safety and suitable for safeguarding people's health, understood as a state of physical, mental and moral well-being.

Art. 5 - Environmental, social and economic sustainability

1. The University undertakes to respect and pursue the objectives of environmental, social, and economic sustainability, which aim to minimise the impact on the environment, increase social cohesion, reduce inequalities, protect parenthood and the inclusion of people with disabilities, and promote cultural growth and economic progress.
2. The University protects and safeguards its heritage, particularly its artistic heritage, and makes it usable and accessible to the community in compliance with teaching and research activities.

Art. 6 - Confidentiality and data processing

1. All data and information held by the University - relating to internal staff or external collaborators, to its structures and activities - are processed in compliance with the principles of confidentiality and protection of personal data.

Art. 7 - Ethical aspects of teaching

1. The University, in compliance with constitutional and statutory principles, recognises and protects the freedom of teaching in line with the programming of the educational structures of reference and undertakes to guarantee an environment that favours and enhances intellectual freedom and the free exchange of ideas, understood as a necessary prerequisite for teaching, studying and pursuing knowledge.
2. The university upholds teaching as a fundamental responsibility of faculty members, reflecting their intellectual and research expertise. Therefore, teaching demands diligence, punctuality, and

accuracy, as well as respect for students, their rights, and their culture, and impartiality in evaluating their knowledge.

3. Students commit themselves to their training activities and must respect the Institution and its structures, their colleagues, faculty, technical-administrative staff, and Foreign Language Assistants, without prejudice to the right to criticise and express their needs at any time, including doing so via the appropriate institutional channels.
4. The University condemns and disciplines all forms of unfair behaviour by faculty and students.

Art. 8 - Ethical aspects of research

1. The University recognises and protects freedom of scientific research in accordance with constitutional and statutory principles.²
2. Research is the right and duty of every faculty member and must be inspired by the principles of respect for the dignity of all those involved and of responsibility, fairness, diligence, and transparency. Research outputs must contribute to society's development and well-being. Supervising graduating and PhD students entails being committed to active research training and fostering the students' scientific independence.
3. In all phases of research, particular attention must be paid to the integrity of the research itself, inspired by the principles of reliability, responsibility, honesty and respect.
4. In particular, in the planning and execution of research, researchers must guarantee the right to privacy and to the protection of the personal data of all those involved, the right to physical and mental integrity, the right not to be subjected to discrimination and the need to guarantee high levels of protection of health, including that of the researchers themselves. Researchers must also take into account the protection of society, ecosystems, cultural and environmental heritage, responsibly assessing the potential impacts, both direct and indirect, on the research objects and, more generally, on society and on the environment.
5. It is the University's duty to provide guidelines regarding sensitive topics connected to ethical issues while planning and carrying out research. If necessary it should implement an advisory body for the assessment and management of ethical aspects.
6. The University, given the social relevance of scientific research, is committed to ensuring maximum dissemination and circulation of research outputs. For this purpose, without prejudice to the intellectual property rights of the authors, the University supports open access to scientific literature and research outputs, also through their long-term conservation, in order to allow the exact identification of the contents and to safeguard its integrity.

² Reference is made, for example, to "fabrication" (the invention of data or other recorded results as if they were real), "falsification" (the modification, omission or suppression of data or results, or the manipulation of research materials, equipment or processes), "plagiarism" (the appropriation of others' works or ideas) and "selfplagiarism" (the re-publication of substantial parts of one's previous publications with no acknowledgment or citation of the original, in order to surreptitiously increase one's publications).

7. Researchers must ensure the independence, accuracy, and completeness of scientific information.
8. The University condemns all forms of scientific fraud, believing that such behaviour compromises the reputation of the University, undermines the trust of society in the scientific community and causes a waste of resources.

Art. 9 - Ethical aspects of civic engagement

1. Knowledge is an essential resource for the growth of any community. Hence, the University considers exchange with society at large and the dissemination of knowledge as key objectives.
2. Civic engagement activities must be carried out with a view to information, involvement, dialogue, debate, and the exchange of ideas as a way to contribute to the community's development.

Art. 10 - Responsibility in institutional activities

1. The University, as part of its autonomy, promotes a responsible use of resources and encourages responsible individual and collective behaviour in all its activities.
2. In order to carry out its institutional activities, the University requires effective collaboration, commitment, participation, honesty and loyalty on the part of the people involved in governance, management and administration, of those responsible for control, quality and guarantees, and of the whole Ca' Foscari Community.

Part II - Rules of Conduct

Art. 11 - Equality, equal opportunities and non-discrimination

1. The University and the Ca' Foscari Community are committed to removing economic, social, cultural, physical and technological obstacles and prejudices that can cause discrimination and inequality. They also promote equal opportunities, respect the valorisation of merit in study, work and research activities, and do everything to facilitate a balanced professional and personal life.

Art. 12 - Prevention of sexual harassment and mobbing

1. The university arranges informative and training sessions to prevent harassment and takes immediate action to safeguard individuals who have been victimized, in accordance with the anti-harassment and anti-bullying codes of conduct involving the relevant authorities.

Art. 13 - Health, safety at work and the environment

1. The University promotes serene working conditions based on quality relationships. It monitors the healthiness and safety of working environments and establishes clear procedures, working methods and operating instructions to make the members of the Ca' Foscari Community aware of risks and appropriate preventive measures.
2. The Ca' Foscari Community avoids any behaviour that could put people's health and safety at risk, respecting the prescribed procedures and collaborating in the communication and training activities connected to safety.
3. The Ca' Foscari Community promotes health and respects the environment, aiming at sustainable development.
4. The University is inspired by social needs, the protection of health and the environment, sustainable development, and accessibility criteria for people with disabilities in the design, contracting, and execution of any public work, service, and supply.

Art. 14 - Transparency

1. The members of the Ca' Foscari Community carry out their activities according to principles of transparency and guarantee maximum traceability in decision-making processes.
2. Anyone who manages data and information is required to comply with the requirements of truthfulness, completeness, accuracy and transparency, recognising the fundamental value of correct and timely information. To this end, the Ca' Foscari Community is required to guarantee the transparent management of teaching, scientific, administrative and accounting activities, committing itself to providing complete and truthful information in compliance with the duties related to the office held by the individual.
3. In particular, the teaching and research staff undertake to ensure maximum transparency in their activities of research (with special attention to the use of research funds and forms of collaboration with other researchers or institutions), in teaching activities (with special reference to exams and any relevant organisational and assessment), in the deliberations of the departmental bodies (Department Board and any Committees or Commissions) and in the comparative assessments (aiming not only at the formal correctness of the documents but also at their prompt and wide dissemination and clarity).
4. The managers and technical-administrative staff are dedicated to being transparent in their work and in managing the data and information they possess to avoid harming the university's reputation. They also adhere to necessary procedures and legal requirements to ensure the office's operations continue smoothly and to make information accessible, traceable, and shareable.

5. Members of the university community are required to only access documents, files, databases, and archives of the university for which they have authorized access. They must use the information in compliance with their official duties and with personal data processing regulations.
6. Anyone who comes into possession of confidential information, whether at work or outside of work, must not disclose or use it. Their behaviour must uphold the confidentiality, impartiality, and transparency of established criteria and serve the best interests of the institution.

Art. 15 - Conflict of interest

1. There is a conflict of interest when any member of the Ca' Foscari Community operates in situations where personal and/or professional interests might compromise the impartiality required for their role or function.
2. Members of the Ca' Foscari Community must avoid any activities that could create a conflict of interest or pursue interests that contradict those of the University.
3. Members of the Ca' Foscari Community must refrain from concurring in decisions or activities if they are in situations of conflict of interest, even potential ones, in accordance with the provisions of the regulations in force at the national and university level, applicable from time to time to the specific case.
4. Members of the Ca' Foscari Community shall abstain in any other case presenting serious reasons of expediency.
5. Anyone who feels he/she is in a conflict of interest, feels conditioned to make a decision, or performs his/her work due to external influences must immediately notify the competent bodies and abide by their decisions.
6. In particular, even potential situations of conflict of interest are to be promptly communicated - accompanied by any information useful for assessing the relevance of the conflict. Teaching and research staff must communicate such information to their Department Director, technical-administrative staff and Foreign Language Assistants must get in touch with the person in charge of the structure or office they work for.
7. The Department Director or the person in charge, having received the necessary information, shall assess the relevance of the conflict of interest and, if necessary, rule on abstention by adopting the consequent actions and giving written notice to the person concerned.
8. If the conflict of interest concerns a Manager, the decision is made by the Director General. If it concerns the Director General, a Department Director, or a member of the academic bodies, the decision is made by the Rector. If it concerns the Rector, the decision is made by the Board of Directors.
9. Failure to notify and late, incomplete or false notification constitutes conduct contrary to

official duties.

10. Limited to technical-administrative staff and Foreign Language Assistants, the following additional obligations are in place:

- a) In compliance with the current regulations regarding the right to association, staff members must promptly inform their manager of any associations or organizations they belong to that could potentially interfere with their job performance. This requirement does not apply to membership in political parties or trade unions. The communication must be in writing and include essential details about the association and the reasons for the potential interference. It should be submitted within 15 days of: being hired or assigned a task, starting work at the office, joining the association, or becoming aware of potential interference with the activities of the assigned structure. In the case of a transfer, it should be submitted upon knowledge of the assignment document. Staff members are prohibited from pressuring others to join associations or organizations by offering career advantages or disadvantages.
- b) the staff, upon assignment to the office, communicates within 15 days to the person in charge of the reference structure all the relationships of collaboration with private subjects, direct or indirect, paid in any way, that he/she has or has had in the last three years, specifying:
 - i. if he/she or his/her relatives or in-laws up to the second degree of kinship, spouse or partner have financial relationships with the person with whom the aforementioned relationships of collaboration have occurred, except in the case of manifest impossibility to collect the declaration of relatives or in-laws up to the second degree, of the spouse or partner, which is all to be acknowledged in the declaration itself;
 - ii. whether such relationships have occurred or exist with subjects who have interests in activities or decisions relating to the office, limited to the practices entrusted to him/her.

Art. 16 - Use of Ca' Foscari University of Venice's name and assets

1. Each member of the Ca' Foscari Community is required to use the name, logo and resources of the University according to criteria of responsibility, transparency and affordability.
2. While respecting the freedom of expression of thought and the right to criticise and keeping personal opinions separate from institutional orientations, misuse of the name of Ca' Foscari University of Venice is not allowed.
3. The use or lending of research equipment, venues, materials, or financial resources of the University for purposes other than institutional ones is not allowed unless expressly authorized by the relevant managers or bodies.

Art. 17 - Prevention of corruption

1. The Ca' Foscari Community acknowledges and establishes the measures necessary for the prevention of corruption and offences in the administration and, in particular, it respects those contained in the plans for the prevention of corruption; with the guarantee of their confidentiality, each of its members collaborates with the person responsible for the prevention of corruption, reports any illegal situations of which they have become aware and commits him/herself to file a complaint with the judicial authority in the cases provided for by law.
2. Employees who report an offence to the Administration are protected under the law in force. In particular, employees who report to the judicial authorities or the Court of Auditors or report illegal conduct they have become aware of due to the employment relationship cannot be sanctioned, fired or subjected to a direct or indirect discriminatory measure having effects on their working conditions for reasons directly or indirectly connected to the complaint.
3. The authority or superiority derived from an academic position or office must not be used as a pretext to gain personal advantages or to impose tasks or services on others that do not serve the University's general interest or fall outside the normal scope of teaching, research, academic, or administrative activities.
4. Members of the Ca' Foscari Community are not allowed to receive donations, benefits, or gifts if these compromise the University's image, influence institutional activities, or affect fair judgment. An exception is made for gifts of moderate value as allowed by national legislation in the context of normal courtesy, cultural meetings, institutional visits, lectures, and conferences, in accordance with international customs.
5. If a member of the University staff receives a gift and/or other benefits beyond those permitted by this Code, he or she must promptly notify the person in charge of anticorruption measures in writing.
6. Managers, technical-administrative staff, and Foreign Language Assistants should not accept collaborative assignments from private parties who have had a significant interest in decisions or activities of their office within the two years prior to the assignment. For the purposes of this article, we mean:
 - a) For "collaborative assignments", assignments of any type and for any reason;
 - b) For "private parties," any private body, even non-profit, with the exception of private bodies foreseen in the List of public administrations, participating entities owned by a public administration, and legal entities generated within the activities of the transfer of technology.

Art. 18 - Behaviour on duty and in public

1. The University staff are to maintain adequate demeanour and professionalism in their relations with colleagues, students, and the public, aware that they are representing Ca' Foscari University of Venice.

2. The staff must not delay the completion of activities or the adoption of decisions pertaining to them, except for well-founded reasons, nor are they to assume behaviour that can affect other workers.
3. University staff may take any kind of leave of absence from work in compliance with the conditions provided for by law, regulations, and collective agreements.
4. The University staff are to use the spaces, furnishings, materials, equipment and tools made available by the University with particular care and diligence and in the manner prescribed. The staff are to use the means of transportation eventually made available by the University only for carrying out office duties, refraining from transporting third parties, except for office reasons.
5. University staff who use instruments, machines, or other equipment are to pay particular attention to and observe the specific regulations and directions for use. They are also to take every precaution to prevent and avoid risks to their own health or that of third parties.
6. University staff who receive in use for service reasons assets from Ca 'Foscari University of Venice or from other bodies with which the University has a contract or agreement undertake the custody and protection obligations provided for by the applicable legislation. The staff must not transfer the aforementioned assets to third parties, even temporarily, except in the cases provided for by law.
7. University staff are to keep access credentials for all University services safe, guaranteeing their security and confidentiality.
8. The staff must not engage in conduct that could harm the image of the University nor use their role or position improperly.
9. Public declarations in the name of the University can be issued only by people authorised to do so.

Art. 19 - Behaviour on duty and in public - Special provisions for teaching and research staff

1. Members of faculty are required to responsibly and correctly observe their educational role and carry out teaching tasks in compliance with the University's statutory and regulatory provisions³.
2. The teaching staff is committed to constant discussion and dialogue with students, also in order to evaluate the progress of the class, critically analysing the students' opinion on teaching, as well as the results of their learning, so as to favour the path of their moral and cultural growth and to guarantee the high level of formative activities.
3. Faculty and researchers, including research fellows, must be aware that the results of research are a public good. They must not circumvent University rules for private advantage, especially those regarding intellectual property, patents and spin-offs. They will, therefore, make the results of their research available to the scientific community in the ways and forms most suitable for their dissemination. In the same way, they will also make available the data they have used for research and teaching activities which is not protected by legal or economic safeguards, so that the scientific community can access that data and enrich their knowledge.

³ Such as, but not limited to, those contained in the University Educational Regulations and in the Regulations for self-certification and verification of teaching and service tasks.

4. Research outputs are usually made available to civil society through open-access archives, in compliance with copyright and the principle established by the European Commission: "*as open as possible, as closed as necessary*". In group research, the person in charge fosters a climate of collaboration; the roles and specific tasks of the individual researchers and of the research institutions involved are agreed upon between the parties without prejudice to the possibility that they may be modified during the course of the research.
5. In scientific outputs, the contribution of each member of the research group must be recognised and valued and all and only the people who have provided a significant scientific contribution must be indicated as co-authors. In collective publications, the order of co-authors must be agreed upon in advance, and if the nature of the research and publication permits, the part of the contribution of each one must be indicated or identifiable, taking into account the practices in force in the relevant scientific community.

Art. 20 - Behaviour on duty and in public - Special provisions for technical administrative staff

1. University staff identify themselves to the public by displaying their badge or other identification made available by the organisation. The staff is to operate with a spirit of service, fairness, courtesy, willingness to help and promptness in responding to the public according to the various methods and in compliance with the rules established by the current legislation.
2. The staff must provide clear and thorough answers to the various requests, respecting the schedule and methods required by the queries and being adequate to the standards of efficiency. In addition, all the elements suitable for identifying the person responsible for the response must always be emphasised. Answers are usually provided within thirty days of receipt of the request unless there is a well-founded reason.
3. In carrying out their activities, the staff ensures compliance with the quality standards set out in the University Service Charters.
4. The staff facilitates the right of access, keeps office information confidential and ensures the protection of personal data in accordance with current legislation and internal regulations.
5. The staff fulfils the formalities required for detecting attendance by correctly and diligently using the detection systems made available by the University.

Art. 21 - Behaviour on duty and in public - Special provisions for managers

1. The managers observe and supervise compliance with the rules on discipline, transparency, and anti-corruption regarding absences and permits, incompatibility, and the accumulation of jobs and work assignments by the staff of the structure for which they are responsible.
2. The managers diligently carry out their duties and pursue the objectives assigned by adopting adequate organisational behaviour.
3. The managers guarantee, within their own structure, an equitable distribution of workloads taking into account the skills, aptitudes, and professionalism of the staff under their direction. They assign any additional assignments on the basis of professionalism and, as far as

possible, according to rotation criteria. They optimise work through dialogue, discussion, and periodic meetings with the staff.

4. The managers, before assuming their duties and once they have assumed the office, must annually communicate to the University the shareholdings and other financial interests that may place them in conflict of interest with the public function performed. They must also declare whether they have relatives up to the second degree, spouse or cohabitant, who carry out political, professional or economic activities that would put them in frequent contact with the structure that they will have to manage or who are involved in decisions or activities related to it. They must also annually provide the University with information on their assets and annual returns of income subject to the income tax of individuals provided for by law.
5. Managers adopt loyal and transparent attitudes and behave exemplarily and impartially in relations with colleagues, collaborators, and recipients of administrative action. They also ensure that the resources assigned to the structure are used exclusively for institutional purposes and, in no case, for personal needs.
6. The managers take care of the organisational well-being in the structure they are responsible for, encouraging the establishment of cordial and respectful relationships among employees and the inclusion and enhancement of differences in gender, age and personal conditions. They take initiatives aimed at the circulation of information, training and updating of staff, compatibly with the resources available.
7. The managers contribute to the evaluation of the personnel assigned to the structure for which they are assigned with impartiality and respect for the indications and the prescribed times based on the provisions of the system for measuring and evaluating performance.
8. The managers promptly take the necessary initiatives when they become aware of an offence, activate and conclude, if competent, the disciplinary procedure, or promptly report the offence to the disciplinary authority, providing, where requested, their collaboration and forward a prompt report to the criminal judicial authority or send a report to the Court of Auditors for the respective competences. In the event that they receive a report of an offence from an employee, they take all legal precautions so that the whistleblower is protected and his identity is not unduly revealed in the disciplinary proceedings.
9. Managers shall do all they can to prevent untrue news about the university, its activities, and its staff from spreading. They shall work towards disseminating good practices and positive experiences to strengthen the sense of trust in the University.

Art. 22 - Behaviour and responsibility of students

1. Students are required, both individually and collectively, to respect, protect, and promote the institution's core values and any other rule contained in this Code, with special reference to tolerance and inclusion.
2. Students have the right and duty to actively participate in courses, training, and institutional activities in the spirit of learning critically and creatively.

3. It is the student's duty to contribute to the well-being of study environments by collaborating with others and exchanging knowledge and information. The student is encouraged to personally re-elaborate the study material: no form of plagiarism is admissible.
4. The student shall behave collaboratively, correctly and respectfully towards faculty, other students and staff, endorsing a culture based on loyalty, fairness, responsibility and respect for the institution.

Part III – Organisation and procedures

Art. 23 - Disclosure and compliance

1. The University is committed to ensuring the widest circulation of this Code within the Ca' Foscari Community through adequate communication, training, and awareness-raising activities on ethical issues and appropriate conduct.
2. It is the responsibility of every member of the Ca' Foscari Community to read this Code and abide by its rules, taking steps to uphold its guiding principles.

Art. 24 – Violations of the Code

1. Members of the Ca' Foscari Community are required to report to the relevant body⁴ any behaviour, fact or situation that may constitute a violation of the rules and principles contained in this Code. Only reports that are not anonymous and that contain a detailed and motivated description of the facts, acts or behaviour in violation are taken into consideration.
2. The competent body evaluates the contents of the report and, in case of disciplinary relevance, proceeds in accordance with the provisions on disciplinary violations in the application of the criterion of the prevalence of the disciplinary offence, pursuant to art. 52, c. 7, of the University Statute.
3. If, on the other hand, the competent body evaluates the report as not relevant for disciplinary purposes, it proceeds, within 20 days of receipt of the report, to transmit the documents to the Ethics Committee referred to in the following art. 25 to ascertain any violations of the Code relating to ethical aspects.

Art. 25 – Ethics Committee

1. The Academic Senate establishes a special Ethics Committee and determines, through a specific regulation, its composition, functions, tasks, duration, and mode of operation.

⁴ Relevant bodies are: for technical-administrative staff and Foreign Language Assistants, the Disciplinary Proceedings Office, established pursuant to art. 55-bis, c. 4, of Legislative Decree no. 165/2001; for faculty and research staff, the Disciplinary Committee (as per art. 19 of the Statute, pursuant to art. 10 of Law no. 240/2010); for students, the Committee described in art. 38 of the University Regulations for Student Careers; in the case of external parties, the relevant contract clauses apply.

2. The Ethics Committee members are expected to exercise independent and impartial judgment while adhering to strict confidentiality principles to safeguard the privacy of individuals involved in investigations. The committee promptly discloses any measures taken to ensure transparency, while also protecting the confidentiality of sanctioned individuals.
3. The Ethics Committee:
 - a) Consults, researches, investigates and disseminates relevant information around ethical issues;
 - b) Performs investigations as described in the following art. 26.
4. The Ethics Committee is required to report once a year on its activities to the Academic Senate.

Art. 26 - Procedures for ascertaining violations and imposing sanctions

1. The Ethics Committee evaluates the documents within 20 days of the competent disciplinary body's receipt of them. If a possible violation of this Code concerning ethical principles emerges, the committee initiates the necessary investigation to verify the facts. The people involved are immediately notified in writing.
2. For investigative purposes, the Ethics Committee has the right to summon one or more members of the Ca' Foscari Community involved in the facts under investigation and anyone who is aware of them, respecting their dignity, their right to privacy, and their right of defence.
3. The person subject to the proceedings referred to in the preceding paragraph is guaranteed the right of defence. He/she will be summoned by the Ethics Commission, with at least 7 days' notice, for an adversarial hearing in his/her defence. The interested party may be assisted by a prosecutor or by a representative of the trade union association to which he/she adheres or to which he/she gives a mandate. In case of serious and objective impediment, without prejudice to the possibility of submitting written statements, the interested party may request that the hearing in his/her defence be deferred only once and that the time limit for the conclusion of the preliminary hearing be extended accordingly.
4. At the end of the investigation, which cannot last more than 40 days, the Ethics Committee shares the documentation with the Rector, together with a report on the investigations and advice on either sanctioning or archiving the case.
5. At the end of the preliminary investigation, having received the documents from the Ethics Committee, the Rector, within 10 days, transmits the results of the entire procedure and the proposal of sanction to the Academic Senate.
6. Following the transmission of the documents by the Rector, the Academic Senate, within 60 days from the first useful session following the date of transmission of the proposal, decides on the sanction, pursuant to art. 52 of the Statute, or to the final archiving.

7. Sanctions may be imposed by: a) the Rector, in the case of violations of this Code by permanent and fixed-term teaching and research staff; b) the parties responsible as per paragraph 9 below, in the case of violations of this Code by external subjects as described therein.
8. In the event that the violation of this Code concerns the Rector him/herself, the functions assigned to him/her are carried out by a teacher appointed by the Academic Senate.
9. If the alleged violation of this Code is committed by an external subject to whom the University entrusts the realisation of works, the supply of goods or the provision of services, as well as consultancy, collaboration, institutional teaching or research activities (including but not limited to research grant holders, scholarship holders, lecturers and professors under contract), including without remuneration, reporting to the Ethics Commission is the responsibility of the sole person in charge of the procedure (hereinafter "RUP") to which the relative contract refers, or the principal signatory of the contract or assignment. It is the responsibility of the RUP or the principal signatory of the contract or assignment to make sure that the assessments carried out in this regard by the Ethics Commission produce an effect on the offending party in compliance with the existing contract with the latter.

Art. 27 – Sanctions

1. Sanctions are imposed in compliance with the principles of gradualness and proportionality, according to the gravity of the ascertained violation.
2. Violation of the obligations provided for in this Code constitutes grounds for the imposition of the following sanctions, depending on who is responsible for the violation, as specified below
 - 2.1 In the case of technical-administrative staff, technologists, management staff, collaborators, and Foreign Language Assistants, violation of the provisions of this Code is considered conduct contrary to professional duties and entails disciplinary liability. Therefore, the provisions of the relevant National Collective Labour Agreement in force at the time will be applied.
 - 2.2 In the case of permanent and fixed-term teaching and research staff, if no disciplinary liability can be identified and, therefore, no action is taken pursuant to Article 24, paragraph 2 of this Code, the following sanctions may be applied:
 - a) verbal reprimand;
 - b) written reprimand;
 - c.1) in the case of elected or designated members of the University Bodies or decentralised structures, or of designated members of commissions or committees: written reprimand followed by the forfeiture of the position held and the exclusion from being appointed to new positions for a minimum of six months to a maximum of two years;
 - c.2) in the case of persons who are not elected or appointed members of the University bodies or of decentralised structures, or who are not appointed members of commissions or committees: written reprimand followed by the exclusion from being eligible to hold office for a minimum of six months to a maximum of two years.
 - 2.3 - In the case students, and of student representatives pursuant to Article 10 of the Students' Charter of Rights and Duties, violations of this Code entail disciplinary liability and are therefore

subject to disciplinary proceedings according to the provisions set out in the University's Students' Careers Regulations (Regolamento Carriere delle studentesse e degli student).

2.4 - In the case of staff to whom the University entrusts consultancy, collaboration, institutional teaching or research activities (including but not limited to: research grant holders, scholarship holders, lecturers and teachers under contract), also without remuneration, the following sanctions may be applied:

- a) verbal reprimand;
- b) written reprimand;
- c) one-year exclusion from being awarded any further contracts with the University;
- d) termination of the contract or assignment.

2.5 In the case of external subjects to whom the University entrusts the realisation of works, the supply of goods or the provision of services, the following sanctions may be applied:

- a) written reprimand;
- b) termination of the contract or assignment;

3. In cases of repeated violations within the past two years, the next most severe sanction is applied compared to the one already imposed for the violation.

Part IV - Final provisions

1. Although not explicitly provided for in this Code, reference is made to the Statute, and to the Regulations of Ca' Foscari University of Venice, to Legislative Decree no. 165/2001 and subsequent amendments, to Legislative Decree no. 150/2009 and subsequent amendments, to Law no. 240/2010, to Law no. 190/2012 and subsequent amendments, to Presidential Decree no. 62/2013, to the current National Collective Labor Agreement for the University sector, as well as to the general legislation on the subject.