



**POLITECNICO**  
MILANO 1863

*Rep. n. 3183 Prot. n. 67856*

*Date* 19 April 2019

*Title I Class 1*

*UOR SAGNI*

## POLITECNICO DI MILANO

### THE RECTOR

HAVING REGARD to Law 09.05.1989, n. 168 "Institution of Ministry of University and Scientific and Technology Research" and later amendments;  
HAVING REGARD to Legislative Decree of 30.03.2001, n. 165 "General rules for the structure of employment in public administrations" and subsequent amendments;  
HAVING REGARD to Law n. 210 of 03.07.1998, "Rules for the recruitment of university researchers and professors", and later amendments;  
HAVING REGARD to Law 31.12.2010, n. 240 "Rules for organization of universities, academic staff and recruitment, authorizing the Government to enhance quality and efficiency of the university system" and later amendments;  
HAVING REGARD to Law 06.11.2012, n. 190 "Rules for prevention and repression of corruption and illegality in public administration", and later amendments;  
HAVING REGARD to the guideline concerning the 2017 update to the National Anti-Corruption Plan - University Section, approved by ANAC Decision n. 1208 of 22 November 2017, issued by the Ministry of Education, University and Research on 14 May 2018, particularly the section concerning the Code of Ethics, Code of Conduct and Disciplinary Proceedings;  
HAVING REGARD to the current Statute of Politecnico di Milano;  
HAVING REGARD to the current University General Regulation;  
HAVING REGARD to Rectoral decree n. 1909 of 01.09.2009 by which the Charter of rights and duties of university students of Politecnico di Milano was issued, and subsequent amendments;  
HAVING REGARD to Rectoral decree n. 1883 of 06.07.2012, by which the University Code of Ethics was issued;  
HAVING REGARD to Rectoral decree n. 2131 of 26.06.2014, by which the Code of conduct for employees of Politecnico di Milano was issued;  
HAVING REGARD to the resolution adopted by the Academic Senate at its meeting of 19.02.2018 regarding the Establishment of Commissions and Work Groups on institutional issues, including the Commission responsible for the revision of the Code of Ethics and of the Code of Conduct for Employees of Politecnico di Milano;  
HAVING ACQUIRED the resolutions adopted by the Academic Senate and the Board of Governors, in the sessions of 16 and 17 April 2019 respectively, in order to approve the new Code of Ethics and Conduct of Politecnico di Milano, subject to a favourable opinion expressed by the Independent Body of Evaluation (OIV - Organismo Indipendente di Valutazione) of the University on 08 April 2019;  
HAVING CONCLUDED the procedure for the approval of the Code of Conduct and any modifications or additions, as set forth in Article 54. "Code of Conduct" of Legislative Decree 30 March 2001, n. 165 "General rules on the organization of work employed by public administrations";

### HEREBY DECREES

#### ARTICLE 1

- 1) For all the reasons mentioned in the introduction, the Code of Ethics and Conduct of Politecnico di Milano was issued, the text of which is attached to this provision as integral part.

- 2) The new Code of Ethics and Conduct of Politecnico di Milano comes into force on the 15<sup>th</sup> day (fifteenth day) from the date of publication on the University institutional Web site - Statute and Regulations - <http://www.normativa.polimi.it>.
- 3) From the date of entry into force of the new Code of Ethics and Conduct of Politecnico di Milano, the Rectoral Decree n. 1883 of 06.07.2012, with which the University Code of Ethics has been issued, and the Rectoral Decree n. 2131 of 26.06.2014, with which the Code of conduct for Employees of Politecnico di Milano was issued, are repealed.

THE RECTOR  
Prof. Ferruccio Resta

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## **CODE OF ETHICS AND CONDUCT OF POLITECNICO DI MILANO**

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## **SECTION I - INTRODUCTION**

Politecnico di Milano, hereinafter referred to as "Politecnico", aware of the importance of the social and educational role of an academic institution, believes that the responsibility concerning behaviour, respect, integrity in conducting the different activities, professionalism, fairness, trust, and administrative transparency are fundamental values to achieve its institutional goals.

Politecnico publishes and disseminates the Code of Ethics and Conduct, hereinafter referred to as the "Code", for the following purposes: to foster development and respect for the person, merit and excellence, profitable exchange with the scientific community, the creation of a professional environment open to dialogue and to fair interpersonal relationships, the protection of the values of the person in all its aspects.

The Code aims to identify, disseminate and strengthen the essential values in education, research, study, consultancy and support activities intrinsic to a public university, by promoting the acceptance of ethical and social duties and responsibilities towards the institution and society.

With this Code, Politecnico intends to make clear its aims and values, principles and responsibilities, and the means to put them in practice, in the procedures and in the daily activities of all those who work within the University. Therefore, the Code can be applied, even if in different ways, to the whole community, identified as follows: professors and education staff, both permanent and temporary positions; researchers, including research collaborators; students of all levels; directors and technical-administrative staff; members of academic bodies and/or University collegial bodies; guests; economic operators, i.e. companies whose staff provide services for the academic community. Politecnico hopes that the *alumni* will continue to recognise themselves in the foundational moral values of this Code in their professional life.

## **SECTION II - STRATEGIC POLICY AND FUNDAMENTAL VALUES**

### **1. Politecnico di Milano: strategic policy**

Politecnico is a public and autonomous university institution that operates in the interest of society, with the main purpose of developing knowledge and training in the fields of architecture, design, and engineering.

Politecnico participates in the international academic activity while remaining connected to the needs of its territory, with particular focus on industrial policies and urban transformations.

Politecnico – thanks to its technical-scientific, cultural and creative competences – aims to play a leading role in education and research, focusing on respect for people and the environment. It aims to be a driving force for the development of science and for innovation, with the objective of answering current social challenges.

To achieve these objectives, Politecnico adopts an open and interdisciplinary approach, by collaborating with other universities, companies and institutions; it is committed to improving the quality of its professors, its technical-administrative staff and its researchers and the level of expertise of its students. Politecnico takes care of education by innovating its educational offer, keeping pace with the needs of the world of work and creating value for the society. It promotes excellence in research by supporting its researchers so as to ensure high standards of accuracy and integrity. It fosters and encourages actions to support outreach activities concerning the development of the social economic and cultural reference context of the University, the enhancement of research, the production of public goods, ongoing training, and public engagement, i.e. all educational and/or cultural activities organised at the institutional level by the University and aimed at a non-specialist public.



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## **2. Foundational moral values**

Responsibility, respect, integrity, professionalism, fairness, trust and transparency are the foundational moral values of Politecnico. They are the pillars of this Code. Every member of this community must work in accordance with these values, draw inspiration from them and feel responsible for promoting them.

### ***Responsibility***

Politecnico is aware of having an impact on the present and future society through education, research and outreach activities. For this reason, its competency and activities are at the service of the entire economic and social system of the country and of the international community, with the aim of educating new generations of ethically responsible professionals.

Through its community, Politecnico promotes a constant reflection on its mission, its role, its contribution to society with the ambition of pursuing the social, economic and environmental sustainability of its activities.

Politecnico is responsible towards its students: knowing that students are an essential resource for the country, it strengthens their culture, technical competence, ability to plan and work in multidisciplinary contexts, and their cultural sensitivity.

Politecnico pays particular attention to the whole community and in particular to the working conditions of its staff: it respects its dignity, supports the search for a balance between the needs of work and study and those of private life; it enhances skills, supports professional growth, promotes knowledge updating, and pays attention to different individual situations. Furthermore, it promotes freedom in education and research.

### ***Respect***

Within Politecnico, freedom, dignity, and inviolability of persons are respected, regardless of the role covered in the University; in the University decision-making processes, the opinions of everyone are taken into account; in the University organisation, the professional growth of the individual is respected. Mobbing, discrimination, and abuse are strongly condemned.

Politecnico promotes respect and enhancement of diversity and multiculturalism; it condemns belittling, humiliating, manipulating, slandering, or intimidating behaviours against other members of the community.

The members of the community respect the individual qualities of each person and do not exploit anyone simply as a means to achieving personal or collective goals.

Politecnico respects freedom of research.

Politecnico respects its historical heritage, a necessary tool to understand the present and plan the future.

Politecnico undertakes to maintain the aesthetic quality of its spaces and the functionality of equipment and of all its resources, and all members of its community are asked to respect the shared facilities and the public goods of the University.



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### ***Integrity***

Politecnico deems it essential that all the members of the community act with integrity, that is to say, to behave independently, honestly and sincerely; to put the institutional interest before personal ones, without abusing their position or powers; to avoid conflict of interest, whenever possible, and, if not possible, to abstain from decision-making processes.

Politecnico promotes the integrity of research, condemns manipulation and infringement of intellectual property, and provides opportunities for all of its researchers to receive proper training on ethics and integrity in research.

Politecnico respects privacy and confidential information and each member of the community is required to do the same.

Politecnico condemns requesting, offering and accepting gifts or other benefits outside those of modest value resulting from courtesy relations.

### ***Professionalism***

Politecnico believes that the combination of personal and professional skills make it possible to achieve quality objectives in research, education, study and administrative activity. All the members of the community must take care of their professional abilities through the continuous updating of competencies, the development of personal skills and the achievement of high-quality results.

Politecnico promotes and requires the members of its community to update and deepen their skills, to always use appropriate manners and behaviours in relationships, to constantly seek cost-effectiveness, efficiency, and effectiveness without compromise on the quality of the results, the commitment in the execution of their activities and the development of critical thinking.

Politecnico provides training opportunities for its researchers, by ensuring adequate information on existing regulations and by supporting them in the search for funding opportunities.

The members of Politecnico community elected in the academic bodies are required to respect their commitment to their representative role with the utmost attention, by constantly maintaining autonomy in their decisions and a dialogue with the represented parties, and to encourage participation of all components in the life of the University.

### ***Fairness, trust and transparency***

Politecnico is an open community, which recognises merit and fairness in evaluations and decisions as its values. Politecnico and its community work in an environment where trust plays an essential role, believing in others, encouraging the free exchange of ideas and the realization of the potential of everyone.

Politecnico promotes equal opportunities in every area of academic life.

Politecnico promotes the dissemination of the information necessary to guarantee the traceability and transparency of administrative processes and the correct balance between transparency and privacy protection.

Politecnico ensures full dissemination of funding opportunities to guarantee, to all researchers, fairness of access to competitions and tenders and ensures that all researchers can use University facilities.

The community is committed to being fair in decisions, to ensure transparency in decision-making and in evaluation processes, and to promote clear communication. The constant search for dialogue and open discussion is also expressed in the explanation of the motivations and decisions taken.



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### **SECTION III - EXPECTED BEHAVIOUR**

All the members of the community are responsible for knowing, observing and disseminating this Code, as well as for expressing its fundamental values through their behaviour; furthermore, they need know the University's Three-year Plan for Transparency and Prevention of Corruption.

All the members of the community must avoid discriminatory behaviour towards other members and respect everyone without distinction of gender, ethnic origin, nationality, sexual orientation, religion, personal or political beliefs, abilities, social conditions.

All the members of the community shall behave in such a way as to respect the correctness of relationships.

All the members of the community shall respect Politecnico as an institution and be aware that their daily actions contribute to creating the Politecnico of tomorrow.

All the members of the community shall respect, protect, and promote the fundamental values of Politecnico and refrain from public declarations that can be detrimental to the good reputation of the University and its community members.

All the members of the community shall use the spaces, the furnishings, the material, the equipment, the tools made available to them by the University with particular care and diligence. Furthermore, they shall make correct use of the funds available.

All the members of the community shall not ask for or accept (for themselves or for others) gifts, preferential treatment or other benefits, excluding those that are considered normal within the context of a courteous relationship, provided that they are of modest value and/or deemed acceptable by international and institutional behaviour customs.

All the members of the community, in carrying out their institutional university activities, shall adopt a dress code appropriate to the function performed.

#### **1. Expected behaviour in education**

Politecnico is committed to providing its students with high-quality education, educational programmes in line with the most advanced research guidelines and the needs of the labour market and society, and clear and fair rules regarding the different aspects of university life.

Expected behaviour in education activities for professors, students, and technical-administrative staff, based on the foundational moral values described in this Code are listed below.

#### ***Responsibility***

The professors:

- provide proper educational support to students;
- are available for constant discussion and dialogue with students, also with a view to evaluating the progress of their class;
- analyse their students' opinion on education and their learning results in a critical way, so as to ensure the continuous improvement of their education activities.

The students:

- actively collaborate in the monitoring and improvement of educational activities, through the responsible and fair use of the tools made available for gathering their opinion;



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- participate in the democratic life of the University, either directly or indirectly, and understand the importance of exercising their right to vote in the elections of their representatives;
- when elected in the representative bodies, they carry out their mandate with responsibility, professionalism, continuity, commitment and independent judgement;
- respect the lecture timetables.

Directors and technical-administrative staff:

- work to support the achievement of high quality in education, by providing proper logistic, technical, and information support.

***Respect***

The professors:

- respect the right balance between study and private life of students;
- respect lecture timetables and the commitments taken with students, carry out the education tasks in compliance with the rules of the Schools and the deadlines defined by the Charter of Rights and Duties of University Students, particularly concerning results of the exam tests;
- will have adequate behaviour in their interactions with students and technical-administrative staff.

The students:

- respect professors and technical-administrative staff, recognising their skills and professionalism;
- attend lectures with appropriate behaviour, listen to the point of view of others, participate in discussions and group works, comply with delivery dates.

Directors and technical-administrative staff:

- refrain from behaviour that has negative effects on the recipients of administrative services.

***Integrity***

The professors:

- refrain from political, religious, ideological or commercial propaganda;
- do not disclose confidential information received in their professional capacity;
- refrain from taking decisions in situations of even potential conflict of interest, with personal interests, or those of their spouse, cohabitants, relatives or relatives by affinity;
- use the equipment provided by the University only for institutional tasks;
- supervise the correctness (in terms of quality and time) of the work done by the students when involved in external internships;
- avoid assigning tasks to students that are doing their graduation work, that go beyond the reasonable quantitative and temporal limits of their research work.

The students:

- do not use the University spaces for political (unless for institutional purposes), religious, ideological or commercial propaganda;





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- do not disclose confidential information received because of their position;
- during tests, they do not copy, cheat or let other students copy from their work;
- highlight the contribution of all those who participated in group work;
- always quote the sources in their papers, reports, dissertations and thesis, without any plagiarism or by copying the texts of others.

Directors and technical-administrative staff:

- do not use the information they have because of their position, for private purposes;
- observe professional secrecy and the legislation regarding the protection and processing of personal data.

### ***Professionalism***

The professors:

- keep the education material updated;
- aim to teach with passion, to stimulate interest, curiosity and motivation in the student;
- constantly improve their training skills, also by experimenting with new education methods;
- help students in developing a critical point of view, the ability to work alone and in groups, and in finding, wherever possible, the multidisciplinary aspects of topics;
- teach their subject keeping in mind the possible links with the professional environment and by underlining the possible socio-ethical implications;
- are open to discussion with students.

The students:

- diligently deal with educational activities and exam tests, and avoid taking exams if not well-prepared;
- actively participate in group work and contribute according to their assignments.

Directors and technical-administrative staff:

- carry out their duties acting in observance of the principles of timeliness, impartiality, economy, efficiency and effectiveness;
- have an appropriate and professional behaviour in relations with the public and users, being aware of representing Politecnico.

### ***Fairness, trust, transparency***

The professors:

- work with transparency on the evaluation criteria and provide objective assessment;
- trust the abilities of their students without prejudice.

The students:

- trust the skills of their professors;
- constantly aim at dialogue with professors and other students;



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- operate with fairness in all the activities they carry out for the University;
- if involved in the allocation and/or direct use of University public funds, are aware of using it correctly.

Directors and technical-administrative staff:

- when involved in enrolment, selection, and scholarship assignment processes, act in compliance with the transparency criteria.

## **2. The expected behaviour in research**

In research activities, Politecnico undertakes to guarantee the high standards of rigour and integrity that characterise the scientific communities of reference, and wishes that all those involved in research observe these standards. The planning, financing, and conduct of research and the ways in which the results are disseminated, applied, and used must comply with the principles recognised to date in the field of Research Ethics. Politecnico and its community share the responsibility to promote and verify good research practices, to create favourable conditions for the spreading of a culture linked to professionalism and integrity. They commit to managing any violations with transparency and fairness.

Furthermore, Politecnico undertakes to provide the necessary infrastructures to keep, manage and protect the research data in any regard.

The expected behaviours in research, based on the foundational moral values described in this Code, are listed below.

### ***Responsibility***

The researchers:

- comply with the principles of good scientific practice, both those generally recognised by the international scientific community and those specific to the different research areas;
- take into account any risks associated with their research work, including those of an ethical, social, and environmental nature;
- are accountable for the results of their research and are available for public discussion;
- are fully responsible for the contents of their scientific publications, unless otherwise specified;
- when involved in research activities that may have ethical implications, timely submit the research protocols to the University Ethical Committee;
- manage the research material (human, animal, cultural, biological, environmental, physical) with respect and care, in compliance with the legal provisions and with any indications provided by the University Ethical Committee;
- have the responsibility of informing their collaborators, when requested, on the aims of the research project in which they are involved.

Directors and technical-administrative staff:



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- work to achieve a high-level research activity, by providing proper technical/administrative support for the carrying out of projects, and by training and informing about the funding sources.

### ***Respect***

The researchers:

- explicitly declare their affiliation with Politecnico in their research activities;
- have a conduct based on respect and integrity of relationships with directors and technical-administrative staff, regardless of their position

Directors and technical-administrative staff:

- have a conduct based on respect and integrity of relationships with researchers, regardless of their position and role.

### ***Integrity***

The researchers:

- do not change nor invent or attribute results that have not been obtained from their own research activity;
- at every stage of their careers, pay proper attention to ethics and integrity of the research, and transmit these values to the young people who undertake this career;
- undertake to pursue original research results and to respect intellectual property;
- always quote all sources in research outcomes;
- if necessary, promptly correct or redraw the results of their works, providing the reasons for this;
- during the review and evaluation processes, they remain impartial and guarantee anonymity when required;
- do not use the means and information they have for personal or private purposes;
- avoid conflict of interest and clearly state in advance any potential conflict of interest;
- sign any publication when they have contributed to a design or work or discussion of their results;
- refrain from participating in decisions or activities that may directly or indirectly involve them or their family members with financial or non-financial interests;
- observe professional secrecy and the legislation regarding the protection and processing of personal data.

Directors and technical-administrative staff:

- guarantee the confidentiality of the research results which they became aware of, because of their position;
- observe professional secrecy and the legislation regarding the protection and processing of personal data.



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### ***Professionalism***

The researchers:

- work in line with the behavioural standards of their scientific community;
- take care and document all the necessary steps from the original data in order to ensure that the results obtained can be reproduced;
- declare their role in the research activity, by clearly defining when they speak on a personal level or on behalf of the University;
- promote a correct balance between the needs of work and those of private life.

Directors and technical-administrative staff:

- carry out their duties by focusing their administrative action on principles of timeliness, impartiality, economy, efficiency and effectiveness.

### ***Fairness, trust, transparency***

The researchers:

- ensure that access to data is "as open as possible and closed when necessary", that data management is in accordance with the principles of traceability, accessibility, interoperability and reuse, and provide clear information on how to access them;
- when responsible for a research project, clearly state methods and rules that allow access to the data or original research material by those who, having left the research group, request them;
- ensure that the research results are public, except in cases where there are confidentiality or contractual obligations;
- publish their results, as far as possible, in accordance with the principles of open access;
- recognise and trust the abilities of their colleagues and collaborators.

Directors and technical-administrative staff:

- act in compliance with transparency criteria in the selection processes of research staff, communication of research and purchase opportunities.

### **Expected behaviour in outreach activities**

Politecnico undertakes to promote actions supporting outreach activities, defined as the set of activities that concern the development of the social, economic and cultural context to which the University refers, the enhancement of research (for example, third party activities, patents, spin-offs, incubators, technology transfer), the production of public goods (for example the management of cultural assets, health protection through clinical trials, the establishment of clinical research centres), continuous education and public engagement.

The expected behaviours of all of those involved in outreach activities, based on the foundational moral values described in this Code, are listed below.

### ***Responsibility***

The technical-administrative staff, directors, researchers, teachers, and students:



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- when involved in spin-offs and/or University incubators, are aware of being part of a public university institution that operates in the interests of society and try to find a responsible balance between the business activity and the institution;
- when invited to provide activities to third parties and/or applied research, responsibly assess the consistency between the client's needs and the available skills;
- when involved in research activities that may have ethical implications, timely submit the research protocols to the University Ethical Committee.

### ***Respect***

The technical-administrative staff, directors, researchers, teachers and students:

- respect, protect and promote the moral values of Politecnico and avoid organising or participating in dissemination and/or public engagement initiatives that could damage the image of the University.

### ***Integrity***

The technical-administrative staff, directors, researchers, teachers and students:

- respect the legislation concerning the conflict of interest, by refraining from using contacts, information, and results for personal purposes;
- if involved in spin-off activities, do not improperly use the University facilities and avoid becoming competitors vis-à-vis the University.

### ***Professionalism***

The technical-administrative staff, directors, researchers, teachers and students:

- are aware of the role that the University plays in terms of public engagement and contribute, whenever they are involved in them and for their areas of competence, to the success of the activities promoted by the University;
- if they are members of a spin-off, they actively contribute to the development of the activities.

### ***Fairness, trust, transparency***

The technical-administrative staff, directors, researchers, teachers and students:

- use all the collected data in accordance with the guidelines on privacy and confidentiality;
- promote the different public engagement initiatives in a fair way by avoiding any favouritism;
- when involved in spin-off activities, promptly declare conflict of interest situations that may in some way bring benefits to the company;
- comply with the University regulations regarding the communication of dividends, compensation, remuneration and/or benefits from spin-offs.

## **3. The expected behaviours in public administration**

Politecnico is committed to guarantee all members of its community, high-quality services, aiming at the best compromise among efficiency, effectiveness, and fairness.



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The behaviour that is expected, within the frame of public administration, from technical-administration staff, directors, economic operators and their staff<sup>1</sup>, professors, and researchers working at Politecnico, based on the foundational moral values described in this Code, are listed below.

### ***Responsibility***

The Directors:

- understand the essential elements of the University policies and translate them into objectives inherent to their area of competence;
- are responsible for the organization of human, instrumental, and control resources;
- manage relationships with external and internal stakeholders, by identifying their needs and requirements in order to offer an effective service.

The technical-administrative staff:

- adapt their conduct to the principles of good performance and impartiality of administrative action, and performs their duties with the aim of pursuing public interest without abusing their position or power.

Economic operators:

- conform their conduct and that of their employees to the principles of integrity, performing their activities in compliance with the contract stipulated with Politecnico;
- undertake to ensure compliance with the legislation on health and safety in the workplace;
- promote the knowledge, within their organization, of the Code and the University's Three-year Plan for Transparency and Prevention of Corruption;
- verify, also through self-assessment procedures, pursuant to Law 231 of 2001, that no family, affinity, or marriage relationship, nor cohabitation, subsist between owners, partners, or directors of companies and the Rector, Vice Rectors, Campus Delegate Vice Rectors, Director General, Directors, Members of the Board of Governors, Heads of Department, School Deans, and other subjects entrusted with authorisation or negotiation powers within specific economic relationships.

Professors and researchers:

- behave responsibly towards all those with whom they work during their service functions, being aware of representing Politecnico.

### ***Respect***

The directors:

- establish a relationship of trust and collaboration with users and colleagues;
- observe a conduct based on respect for the integrity of relationships;

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<sup>1</sup> Economic operator means, pursuant to Article 3 of Legislative Decree 50/2016, a natural or legal person, a public body, a group of such persons or bodies, including any temporary association of companies, an entity without legal status, including the European economic interest grouping (EEIG) established pursuant to Legislative Decree n. 240 of 23 July 1991, which offers on the market the execution of different kinds of work, product supply or service provision.



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- promote a balance between the needs of private life and those of work.

The technical-administrative staff:

- ensures equal treatment on equal terms and refrains from arbitrary actions that have negative effects on the recipients of the administrative services.

Economic operators:

- guarantee the minimum regulatory and social standards in the working conditions of their staff.

### ***Integrity***

The directors:

- put law and public interest before their own interests;
- do not use for private purposes the means and information obtained through their work;
- refrain from participating in decisions or activities that may directly or indirectly involve them or their family members in financial or non-financial interests;
- observe professional secrecy and the legislation regarding the protection and processing of personal data.

The technical-administrative staff:

- does not use for personal or private purposes the means and information available;
- does not accept collaboration assignments from private subjects who have, or had in the previous three years, a significant economic advantage from decisions or activities pertaining to the office the staff member belongs to;
- refrains from participating in decisions or activities that may involve their interests or those of family members;
- observes professional secrecy and the legislation regarding the protection and processing of personal data.

Economic operators:

- provide prompt communication to the Head of Corruption and Transparency (RPCT) of bribery attempts that have occurred against the entrepreneur, employees, corporate bodies or company directors;
- do not offer collaboration positions to Politecnico employees who have, or had in the previous three years, authorization or negotiating powers with respect to the contracts stipulated;
- do not offer gifts or other benefits to Politecnico employees, except those of modest value, made occasionally in the context of normal courtesy or institutional relations and/or in the context of international relations.

Professors and researchers:

- avoid, where possible, conflicts of interest and, if necessary, refrain from making decisions;
- do not use the means and information available to them, for private purposes.



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### ***Professionalism***

The directors:

- perform their functions with the utmost commitment and act as a guide for their collaborators;
- take care of the development of the skills of their collaborators;
- assume the risks necessary for the proper functioning of the administrative action;
- pursue goals of innovation and improvement of the organisation;
- orient their activity and that of their collaborators to the standards of efficiency and effectiveness, and respect the user requirements;
- effectively delegate the activities while maintaining adequate levels of control;
- organise the work time and the presence in service so that they are correlated to the needs of the structure and to the accomplishment of the assignment entrusted.

The technical-administrative staff:

- avoid situations and behaviour that could hinder the correct fulfilment of tasks or be detrimental to the interests or image of the University;
- perform their duties by focusing the administrative action on the principles of economy, efficiency and effectiveness, by adopting a logic of cost containment which does not, however, damage the quality of the results and the user's needs;
- does not delay or adopt, unless for a justified reason, behaviour that can cause other employees to perform activities or make decisions that are not related to their duties;
- have adequate conduct and professionalism in relations with the public and users, aware of representing the University, and perform their activities in a service-oriented way with integrity, courtesy and in the most timely, complete, and accurate possible way.

Economic operators:

- keep all the documents necessary to carry out the audits required by the University to ascertain the proper provision of the service or supply, updated and available;
- undertake not to disclose to third parties and not to use procedures, news, data, certificates, information or anything else related to Politecnico for purposes unrelated to the agreement;
- do not mention Politecnico for advertising, promotional or commercial purposes, nor use the University logo without proper authorisation from Politecnico.

Professors and researchers:

- perform their activities with competence, care and a service-oriented attitude.

### ***Fairness, trust, transparency***

The technical-administrative staff:

- are available and collaborative with other public administrations, ensuring the exchange and transmission of information and data;
- promptly communicate to the person in charge of the relevant structure when their membership in an association or organisation (excluding political parties or trade unions) may interfere with the office activity;





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- do not make decisions or perform activities in situations of conflict or potential conflict of interest with personal interests, or those of their spouse, cohabitants, relatives, relatives by affinity;
- plan activities according to the principles of transparency and ensures traceability in decision-making processes, both to comply with regulatory obligations and to guarantee the satisfaction of end users;

The directors:

- respect the principles of good performance, impartiality and transparency of administrative activity, as well as those of fair collaboration, diligence and loyalty;
- behave, in their professional capacity, in a way that is not detrimental to the University's image;
- make different evaluations of their collaborators based on the different levels of performance;
- report results and objectives achieved in their area of competence and by the entire organisation;
- ensure compliance with the regulations in force concerning professional secrecy, confidentiality and protection of personal data, transparency and access to administrative activity;
- trust in the abilities of their collaborators and know how to properly motivate them.

Economic operators:

- undertake to report to the person responsible for transparency and preventing corruption any attempt of disturbance, irregularity or distortion during the execution of contracts, by any interested party, employee or anyone who may influence the decisions concerning each tender.

Professors and researchers:

- when involved in administrative activities, respect the principles of good performance, impartiality and transparency.

## **SECTION IV - IMPLEMENTING PROVISIONS**

In order to apply the Code of Ethics and Conduct at Politecnico, the implementing provisions define the procedures for reporting and managing conduct not in line with this Code. With the aim of ensuring all community members the freedom to report these kind of events, at least two institutional recipients are identified for each involved subject. Furthermore, whenever possible, a decentralised preliminary phase is made available to reconstruct the events, by guaranteeing a consistent approach among the different players with appropriate methods. This section also clarifies the bodies responsible for updating and revising this Code. The University Guarantee Committee is responsible for disclosure and communication of this Code and works together with the Communication and External Relations.

### **1. Collection of reports**

Anyone who observes behaviour that does not comply with the principles of this Code and to the expected behaviour, may report it to the subjects indicated below:

- if the event concerns education and involves professors and students, it must be reported to the Dean of the appropriate School and/or the Ombuds Office;
- if the event occurred in one of the territorial campuses of Politecnico, it must be reported to the Vice-Rector of the interested campus and/ or to the Ombuds Office;



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- if the event concerns research, including outreach activities, and involves a researcher, it must be reported to the Head of the Department and/or the President of the Ethical Committee of Politecnico;
- if members of the technical-administrative staff and Directors are involved, it must be reported to the director of the related area and/or the Disciplinary Procedure Office;
- if a Head of Department or a School Dean is involved, it must be reported to the Rector.
- if the Director General is involved, it must be reported to the Confidential Counsellor;
- if the Rector is involved, it must be reported to the Senior Member of Full Professors and/or the President of the Professor disciplinary board;
- if economic operators are involved, it must be reported to the Single Responsible Official (RUP) of the contract, which will take actions towards the company;
- if a report is made to the Rector, the latter will directly involve the parties appointed of the preliminary phase;
- if a report, particularly concerning, mobbing situations, sexual, moral or psychological harassment, the reference point is the Confidential Counsellor, as required by the Code of Conduct of Politecnico di Milano for Protection of Human Dignity.

## **2. Management of preliminary investigation and start of the disciplinary process**

If the report concerns students, professors and researchers, the recipient must start the preliminary phase, by respecting the dignity of the persons involved, the confidentiality of the information and the principle of joint consultation. The preliminary phase cannot last more than two months from the report and is intended to allow a moment of comparison and discussion with the parties involved. The investigation can be closed without further subsequent phases of the procedure, or by giving rise to a formal report (documented by the report of the notifying party and the preliminary investigation report) to the Rector. The Rector, after a second phase of preliminary investigation, decides to dismiss the case or starts the disciplinary procedure according to the provisions of the specific regulations.

If the report concerns the technical-administrative staff, the report is equivalent to the start of a disciplinary procedure and the preliminary investigation phase is managed by the directors concerned and/or by the Disciplinary Procedure Office (UPD).

If the report concerns Directors, Heads of Departments and/or Deans of Schools, the preliminary phase is managed directly by the Rector.

In case of involvement the Rector and General Director, the documentation is to be sent to the Board of Governors that shall appoint a commission for the assessment of the case according to the provisions of the specific regulation.

The implementing regulations governing the activities of the Student Disciplinary Board, the Professor Disciplinary Board and the Disciplinary Procedure Office will be adopted with further actions following the adoption of this Code.

## **3. Revision and update of the Code**

With the aim of having regular reviews and updates on the overall structure of this Code, a Committee for the Code of Ethics and Conduct is established.



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The Committee, appointed by the Board of Governors and in charge for 3 years, consists of a professor indicated by the Senate, the Head of Transparency and Anti-Bribery and the President of the Student Board.

The Committee has the task of:

- acquiring data of the monitoring activities for which the Guarantee Committee is responsible;
- promoting the consistency of the preliminary investigation phase carried out at a decentralised level through moments of discussion with the parties involved in the process;
- expressing an opinion of consistency with the whole system, in case of regulation revision related to the Code and connected to national or international regulations;
- suggesting, in the third and last year of its mandate, the updating of the Code and regulations, to keep a wholly consistent system in line with the University orientation.