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Title I Class 3

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THE POLITECNICO DI MILANO

THE RECTOR

HAVING REGARD TO Law no. 168, issued on 09.05.1989, "Establishment of the Ministry for Universities and Scientific and Technological Research", as amended;

HAVING REGARD TO Legs. D. no. 165, issued on 30.03.2001, including "General regulations governing the regulation of employment by public authorities" as amended;

HAVING REGARD TO Law no. 240, issued on 30.12.2010, "Rules on the organization of universities, academic staff and recruitment, as well as delegation to the Government to enhance the quality and efficiency of the university system";

HAVING REGARD TO Law no. 190, issued on 06.11.2012, "Provisions for the prevention and repression of corruption and illegality in Public Administration", as amended, and the related implementing decrees currently in force;

HAVING REGARD TO the National Collective Bargaining Agreements in force over time for Universities;

HAVING REGARD TO Presidential Decree no. 63, issued on 16.04.2013, "Regulations containing the code of conduct for public employees, pursuant to article 54 of Legislative Decree no. 165, issued on 30 March 2001";

HAVING REGARD TO the Guidelines for the Public Administrations' codes of conduct (article 54, paragraph 5, Leg. Decree no. 165/2001), approved by the Independent Commission for Evaluation, Transparency and Integrity of Public Administrations (CIVIT) - National Anti-Corruption Authority - by its own Resolution no. 75, issued on 24.10.2013;

HAVING REGARD TO the Politecnico di Milano Three-Year Corruption Prevention Plan - for the period 2013-2014/2015/2016, approved by the Board of Governors during its session on 25 March 2014;

HAVING REGARD TO the current Statute of the Politecnico di Milano;

HAVING OBTAINED the favourable opinions expressed by the Academic Senate during its meeting on 16 June 2014, by the Independent Evaluation Body (OIV) in a note dated 17 June 2014 and by the Board of Governors in its session on 25 June 2014, regarding the Code of Conduct for employees of the Politecnico di Milano;

HAVING RECOGNISED, therefore, the need to issue the above-stated Code of Conduct for employees of the Politecnico di Milano, having fulfilled the procedural obligations dictated by Law 190/2012 and by the current legislation in force on the matter;

HEREBY DECREES

Art. 1

1. The Code of Conduct for employees of the Politecnico di Milano is issued for the reasons expressed in the introductory statements.

CODE OF CONDUCT FOR EMPLOYEES OF THE POLITECNICO DI MILANO

Art. 1 General Provisions

1. This Code of Conduct, hereinafter referred to as the "Code", is adopted to implement the contents of article 54, paragraph 5 of Leg. Decree no. 165, issued on 30 March 2001, integrating and specifying the contents and directives as set out in the Regulations containing the "Code of Conduct for public employees", pursuant to article 54 of the same Decree, issued by Presidential Decree no. 62, issued on 16 April 2013, hereinafter referred to as the "Code of Conduct for public employees".

Art. 2 – Scope of application

1. This Code is applied to all technical and administrative employees, with both permanent and temporary contracts, including linguistic experts and collaborators, and to technologists as set out in article 24 bis of Law 240/2010, as well as to the Executive Managers of the Politecnico di Milano.
2. For staff employed under public law, as set out in article 3, paragraph 3 of Legislative Decree no. 165, issued on 30 March 2001 (professors and researchers), the regulations contained in this Code constitute the general standards of conduct, as far as compatible with the provisions of the respective rules.
3. The provisions of this Code are also applied, as far as compatible, to all subjects who hold relations with the University and, in particular: to collaborators or consultants, with any type of contract or appointment and on whatever basis, including teaching appointments pursuant to article 23 of Law no. 240, issued on 30 December 2010; to collaborators of any kind from firms that supply goods or services and that carry out work for the administration; to holders of research contracts as set out in article 22 of Law 240/2010; to holders of scholarships and research grants; to students who have part-time collaboration contracts (150 hours); and to any other subject not included in the letters above, to whom the above legislation extends application of this Code and connected provisions, or who have a formalised relationship with the University.
4. For the purposes set out in the paragraph above, a specific contract or appointment termination clause will be included in contracts or letters of appointment or specific supplementary agreements, in the event of violation of the obligations deriving from this Code of Conduct, verified by the competent disciplinary authority, pursuant to the current law in force.
5. Use of the male form of pronouns etc. in this Code to indicate subjects, appointments and legal statuses is to be intended as referring to both genders and therefore is only a matter of the need for simplicity in the text.

Art. 3 – General Principles

1. Each of the subjects identified in the article above, hereinafter the Employee, observes the Constitution, serving the nation with discipline and honour, conforming his own conduct to the principles of sound and impartial administration, and carrying out his tasks in observance of the law, pursuing the public interest without abusing his position or the powers granted to him. The Employee is familiar with and observe the principles of the EU system, the Statute, the regulations and this Code.
2. The Employee shall not use the information available to him for official reasons for private purposes, avoiding situations and conduct that may obstruct correct fulfilment of his tasks or may harm the interests or the image of the public administration. Public prerogatives and powers are exercised solely for the purpose of general interest for which they have been awarded.
3. In exercising his tasks, the Employee guides administration towards the principles of inexpensiveness, efficiency and efficacy. Management of public resources for the purpose of carrying out administrative activities shall follow a rationale of cost limitation, without prejudicing the quality of results.
4. In relations with recipients of administrative actions, the Employee guarantees equal treatment under the same conditions, also refraining from arbitrary actions that may have negative effects on recipients of administrative actions or that bring about discriminations based on gender, nationality, ethnic origin, genetic characteristics, language, religion or belief, personal or political convictions, belonging to a national minority, disability, social or health conditions, age and sexual orientation, or other factors.

5. The Employee shall be completely open towards and collaborate with other public administrations, ensuring the exchange and transmission of information and data in any form, including remote forms, in observance of the current legislation in force.

Art. 4 Gifts, payments and other benefits

1. The Employee shall not ask for or demand gifts or other benefits for himself or for others.
2. The Employee shall not accept gifts or other benefits for himself or others, except for ones of a modest value, made occasionally within the realm of normal courteous or institutional relations, and within the context of international habits and customs. In all cases, regardless of whether or not the circumstance constitutes an offence, the Employee shall not ask for gifts or other benefits, even of a modest value, for himself or others, as payment to carry out an activity inherent in his own role from subjects who may draw benefit from decisions or activities regarding his own role, or from subjects in relation to whom he may be called upon to carry out or exercise his own activities or powers inherent in his own role.
3. The Employee shall not accept gifts or other benefits, for himself or for others, directly or indirectly, from one of his own subordinates, except for those of a modest value. The Employee shall not offer gifts or other benefits, directly or indirectly, to his own superior, except for those of a modest value.
4. For the purpose of this article, gifts or other benefits of a modest value are intended, as a guideline, to be those of a value not exceeding 150 Euros, also under the form of discounts. The Employee shall not receive any gifts, for himself or others, in cash or in another method of payment replacing money (gift vouchers, prepaid credit cards, telephone cards, etc.).
5. Any gifts, and where possible, any other benefits that are received without observing these rules but are impossible to return, shall be delivered by the interested party to the University within no more than three days after being received, to be donated for institutional purposes.
6. Non-observance of the above paragraph is subject to disciplinary actions.
7. The Employee shall not accept collaboration appointments from private parties who have or have had a significant economic advantage in the last two years deriving from decisions or activities pertaining to the department to which he belongs.
8. For the purpose of this article:
 - - "collaboration appointments" are intended as appointments of any type and for any reason (for example, appointments as consultants, experts, arbitrator, auditor, agent, etc.);
 - - "private parties" are intended as any private body, also non-profit bodies, excluding the bodies that the Politecnico di Milano takes part in, and also legal entities created as part of spin-off activities.
9. The Corruption Prevention Manager will supervise the correct application of this article.

Art. 5 Participation in associations and organisations

1. In observance of the current regulations regarding the right of association, the Employee shall promptly inform the manager of the structure he belongs to about his own membership or enrolment in associations or organisations, regardless of whether or not they are of a reserved nature, when the realm of interest may interfere with his official duties and position. This paragraph is not applied in the event of joining political parties or trade unions.

Communication, including essential information about the association and reasons for potential interference, shall be made in writing within 15 days:

 - a) of accepting or being awarded the appointment;
 - b) of starting work in the office;
 - c) of joining or of learning of the possible interference that may occur with the activities of the structure to which the Employee has been allocated;
 - d) of learning of the allocation, in the event of being transferred;
 - e) or within 60 days of the entry into force of this Code.
2. The Employee shall not force other employees to join associations or organisations, nor put pressure on them for such a purpose, promising advantages or suggesting disadvantages to their career.

Art. 6 Communication of financial interests and conflicts of interest

1. On being allocated to the role, within 15 days the Employee shall communicate all collaboration relations, whether direct or indirect, with private parties that are in any way remunerated that he may hold or has held in the last three years, to the manager of the relative structure, stating:
 - a) whether he himself, his family members or relatives to the second degree of kinship, his spouse or his cohabiting partner still have financial relations with the party with whom he has had previous collaboration relations;
 - b) whether said relations exist or existed with subjects who have interests in activities or decisions pertaining to the office, limited to the tasks allocated to him.
2. Communication shall be made in the forms set forth in the above article. For the definition of private parties, please refer to article 4, paragraph 7.
3. The Employee shall abstain from taking decisions or carrying out activities pertaining to his duties in situations of albeit potential conflicts of interest with his own personal interests or those of his spouse, cohabiting partner and family members or relatives to the second degree of kinship. Conflict may concern interests of any kind, also not pertaining to assets, such as those deriving from the intent to support political or trade union pressures or pressures from hierarchical superiors.
4. The rules regarding the obligation of abstention are contained in article 7 below.

Art. 7 Obligation of abstention

1. The Employee shall abstain from taking part in decisions or activities that may involve his own interests, or those of his family members or relatives to the second degree of kinship, his spouse or cohabiting partner, or people he habitually frequents, or subjects or organisations with which he or his spouse have a pending suit or serious hostilities or significant credit or debit situations, or subjects or organisations for which he is a guardian, curator, proxy or agent, or bodies, associations (even if not recognised), committees, companies or establishments for which he serves as director, executive or manager. The Employee shall abstain in all other cases in which there are serious reasons of advantage.
2. The Rector decides on abstention for Employees involved in teaching and scientific roles and the Director General decides for the remaining employees, also by proxy.
3. Non-, late, incomplete or false communication is subject to disciplinary actions.

Art. 8 Corruption Prevention

1. For the purpose of the provisions of article 8 of the Code of Conduct for Public Employees, as set out in Presidential Decree no. 62 from 2013, the Employee shall observed the regulations of the anti-corruption legislation and of the plans foreseen therein; moreover, without prejudice to the obligation to report matters to the judicial authorities, he may report to the University any illegal situations of any kind that may come to his attention.
2. In order to protect his own confidentiality, the Employee may make the report as set out in paragraph 1 above to his own hierarchical superior and/or directly to the Corruption Prevention Manager, supplying all necessary information and any pertinent documentation.
3. Having acquired summary information, the Corruption Prevention Manager:
 - a) if he considers the report worthy of further investigations, shall send the documents to the competent disciplinary authority within five days, and shall adopt any other measure required to protect the Employee who made the initial report;
 - b) if he believes the report not to be worthy of further investigation, he will inform the Employee making the report of his decision.

Art. 9 Transparency and traceability

1. The Employee shall carry out his activities according to the principles of transparency and guarantees maximum traceability in decision-making processes, both the purpose of fulfilling legislative obligations and for the purpose of guaranteeing the satisfaction of end users.
2. The Employee knows and observes the current legislation in force and the University's Three-year Programme for Transparency and Integrity. The department managers shall implement the provisions contained therein.

3. All University department managers shall identify a Transparency Contact Person who shall work actively to follow legislation and oversee the prompt and truthful publication of data, ensuring quality, integrity, constant updating, completeness, homogeneity, and easy accessibility to information, as foreseen by article 6 of Legislative Decree no. 33, issued on 14 March 2013.
4. The Transparency Contact Person will work closely with the University's Transparency Manager with the aim of coordinating his own actions with the overall guidelines of the Three-year Plan for Transparency and Integrity.
5. In order to guarantee continuity of activities, as well as the availability, traceability and sharing of information, the Employee shall use the University's IT tools where foreseen, following the filing modes foreseen by internal procedures.
6. The Employee shall pay special attention to the production and publication of data in open format, pursuant to article 7 of Leg. Decree no. 33, issued on 14 March 2013.

Art. 10 Conduct in private relations

1. In private relations, including non-work related relations with public officials in carrying out their duties, the Employee shall not exploit or mention the position that he covers in the administration in order to obtain benefits that he is not entitled to.

Art. 11 Conduct in service

1. Without prejudice to the observance of the terms for administration proceedings, the Employee shall not delay or act in such a manner as to cause other employees to carry out activities or make decisions that are his own responsibility, unless with justified reason.
2. The Employee shall use work leave permits, however named, in full observance of the conditions foreseen by law, regulations and collective bargaining agreements.
3. The Employee guarantees his actual presence in service, pursuant to article 55 - quinquies of Leg. Decree no. 165 issued on 30th March 2001, via the correct and diligent use of the attendance record systems made available by the University.
4. The Employee shall use the spaces, furnishings, equipment, IT tools and telephones made available by the University with special care and diligence and according to the methods foreseen. The Employee shall use any transportation provided by the University solely for carrying out official duties, abstaining from transporting third parties, other than for official reasons.
5. Any Employee who represents the University in judicial or extra-judicial disputes, also by proxy of the Attorney General's office, is obliged to observe the relevant regulatory framework.
6. Any Employee who carries out an activity that may be the subject of protection as intellectual property shall promptly inform the manager of the department or the scientific coordinator, making available whatever is necessary for said protection.
7. Any Employee who use instruments, machinery or other equipment shall observe the specific legislation, instructions for use and all precautions for preventing and avoiding risks to his own health or that of third parties (Leg. Decree 81/2008).
8. Any Employee who receives goods for work purposes from the University or other bodies with which the University has a contract or agreement, will be responsible for storing and protecting the goods, as foreseen by the applicable legislation. The Employee cannot transfer the above goods to third parties, even temporarily, except in the cases foreseen by law.
9. The Employee shall store IT tools and IT system access credentials made available by the University with due care and diligence, in order to avoid harm to IT security.

Art. 12 Public relations

1. The Employee shall be suitably professional and well-behaved in his relations with the public and with users, aware of the fact that he is representing the University.
2. In relations with the public, the Employee shall identify himself by visibly showing his badge or other ID document made available by the administration, except when otherwise required, also in consideration of employee security; moreover, he shall operate with the spirit of service, correctness, courtesy and availability, and in answering correspondence, telephone calls and emails, he shall work as quickly,

accurately and completely as possible. If he is not competent due to the position held or the subject, he shall direct the interested party to the competent official or department. In operations to be carried out and in handling dossiers, the Employee shall respect chronological order, unless otherwise required by the service or unless another order of priority has been established.

3. The Employee shall abstain from offensive public declarations towards the University, without prejudice to his right to express evaluations and diffuse information to protect his trade union rights.
4. Each employee has the right to express opinions on the University's activities and governance, even publicly, in a rationally critical way. The declarations made shall in all cases be based on personal respect and moderation of language.
5. Institutional relations with information media are held by the Rector, the Director General and the people explicitly appointed for this purpose.
6. The Employee shall be clear and thorough in providing responses to the various requests received; if the request is received remotely, the Employee shall use the same tool with which the request has been made, formulating the response in a timescale consistent with the type of query and, in all cases, in line with standards of efficiency. All the elements suitable for identifying the person providing the response shall also be highlighted. The responses, if not causing the activation of administrative procedures, are sent within seven days, except where justified reasons prevent doing so.
7. In carrying out his work, the Employee shall ensure observance of the times indicated on the service charter and in quality standards, where such exist.
8. The Employee cannot take on commitments or anticipate the results of decisions or actions, either his own or of others, outside of the cases allowed. He shall also provide information and news relating to administrative deeds or operations, ongoing or completed, in the hypotheses foreseen by legislative and regulatory provisions on the matter of access, informing the interested parties of the possibility of using the Public Relations Office, where such exists. He shall issue copies and extracts of deeds or documents according to his own competence, using the methods set out in the access rules and the administration regulations.
9. The Employee observes official secrets and legislation on the protection and handling of personal data and, if an oral request is made to provide information, deeds or documents that cannot be accessed due to the official secrets or by personal data provisions, he shall inform the applicant of the reasons why such a request cannot be met. If the Employee is not competent to satisfy the request, he shall make sure that the request is forwarded to the correct administration department, based on internal provisions.

Art. 13. Special Provisions for Executive Managers

1. Employees with an executive role (Executive Managers), including those holding appointments pursuant to article 19, paragraph 6 of Leg. Decree no. 165, of 30 March 2001, are subject to the regulations of this Code and to the remaining applicable legislation. In particular, Executive Managers shall observe and supervise observance of regulations regarding discipline, transparency and anti-corruption, absences and authorised leave, incompatibility, accumulation of tasks and work appointments by employees in the department they manage.
2. Executive Managers shall diligently carry out the roles they are given and pursue objectives as assigned, adopting a suitable organisational conduct to fulfil the appointment.
3. The Executive Managers also ensure a fair division of the workloads within their own department; they promote regular meetings in order to optimise work through dialogue and exchange; they supervise and remove any deviations to workloads due to the negligence of employees.
4. Before taking on their roles, Executive Managers shall inform the University of any shareholdings or other financial interests that may place them in conflict of interest with the public role they carry out. They will also declare whether they have family members or relatives to the second degree of kinship, a spouse or cohabiting partner, who carries out political, professional or economic activities that place them in frequent contact with the department they shall manage or that are involved in decisions or activities pertaining to the latter. They shall also provide the University with any information about their own financial situation and annual personal tax returns as required by law.
5. The Executive Managers shall be loyal and transparent and be exemplary and impartial in their conduct and relations with colleagues, collaborators and recipients of administration activities. They shall also be

responsible for the resources allocated to their department and make sure they are used for exclusively institutional purposes and not for personal needs under any circumstance.

6. Executive managers, compatibly with the available resources, shall take care of the organisational well-being of the department they are in charge of, favouring the establishment of courteous and respectful relations among collaborators, and shall set up initiatives for the circulation of information, training and updating of staff, with the inclusion and enhancement of differences in gender, age and personal conditions.
7. Executive Managers shall allocate the investigation of files on the basis of a fair division of workloads, taking into consideration the skills, aptitude and professional nature of the staff available to them. They shall assign any additional duties on the basis of professional characteristics and rotation criteria, as far as possible.
8. Executive Managers will take part in the assessment of staff assigned to the department they are in charge of with impartiality and observing the indications and times as ordered, on the basis of the provisions of the performance measurement and assessment system.
9. Executive Managers shall promptly undertake the necessary initiatives when they learn of an illegal act, and shall activate and complete, if competent, the disciplinary procedure, quickly reporting the illegal act to the disciplinary authority, providing their own collaboration where required and sending a rapid report to the criminal judicial authorities or reporting it to the Court of Auditors for their respective competences. If they receive a report of an illegal act from an employee, they shall adopt all due precaution to protect the person making the report and make sure his identity is not unduly revealed in the disciplinary proceedings, pursuant to article 54-bis of Leg. Decree 165/2001).
10. Within the limits of their own possibilities, Executive Managers shall avoid the dissemination of information not corresponding to the truth regarding the organisation, activities and public employees. They shall encourage the knowledge of good practices and good examples, for the purpose of strengthening the sense of trust towards the University.

Art. 14 Contracts and other deeds of negotiation

1. In finalising agreements or negotiations and in stipulating contract on behalf of the University, as well as in the execution of the above, the Employee shall not use mediation by third parties, or pay or promise any benefit for intermediation, either to facilitate or for having facilitated the stipulation or execution of the contract. This paragraph does not apply to the cases in which the University has decided to resort to professional intermediation.
2. The Employee cannot stipulate tender, supply, service, financial or insurance contracts for the University, with companies with which he has also stipulated private contracts or from which he has received benefits in the previous two years, except for those stipulated pursuant to article 1342 of the Italian Civil Code. In the event of the University stipulating tender, supply, service, financial or insurance contracts with companies with which the Employee has also stipulated private contracts or from which he has received benefits in the previous two years, the latter shall abstain from taking part in the decision-making process and from activities regarding the execution of the contract, drawing up a written report detailing the abstention, to be kept in the official files.
3. If an Employee stipulates agreements or negotiations or stipulates contracts for private purposes, except for those stipulated pursuant to article 1342 of the Italian Civil Code, with individuals or private legal entities with which he has stipulated tender, supply, service, financial or insurance contracts in the previous two years, he shall inform the department Executive Manager of the fact in writing.
4. If the Executive Manager finds himself in the situations as set out in paragraphs 2 and 3 of this article, he shall inform the Director General in writing.
5. If an Employee receives oral or written complaints about the department's work or that of his collaborators from individuals or legal entities taking part in negotiation procedures that the University is part of, he shall promptly inform his own hierarchical or project manager in writing.

Art. 15 Supervision, monitoring and training

1. Executive managers, internal control departments (foreseen by the Statute), the Disciplinary Proceedings Department and the disciplinary panels shall supervise application of the provisions set out in this Code.

In the context of fact-finding and supervisory activities, also prior to contesting charges, the disciplinary authority has access to all documents and can acquire any relevant information.

2. Activities carried out pursuant to this article shall conform to any provisions contained in the Three-Year Corruption Prevention Plan adopted by the University pursuant to article 1, paragraph 2 of Law no. 190, issued on 6 November 2012. The Disciplinary Proceedings Department and the disciplinary panels, in addition to the disciplinary departments, shall update the administration Code of Conduct, shall examine reports of violations of the Codes of Conduct, shall collect verified and sanctioned illegal conduct, and shall ensure guarantees as set out in article 54-bis of Leg. Decree 165/2001). The Corruption Prevention Manager shall promote knowledge of the Codes of Conduct within the University, annually monitor their implementation, pursuant to article 54, paragraph 7 of Leg. Decree no. 165 dated 2001, publish monitoring results on the institutional website and communicate them to the National Anti-Corruption Authority, as set out in article 1, paragraph 2 of Law no. 190, issued on 6 November 2012. For the purpose of carrying out the activities as set out herein, the Disciplinary Proceedings Department and the disciplinary panels shall operate together with the Corruption Prevention Manager as set out in article 1, paragraph 7 of Law no. 190 date 2012.
3. In order to activate disciplinary proceedings due to violation of the Codes of Conduct, the University can ask the National Anti-Corruption Authority for its opinion, in accordance with article 1, paragraph 2, letter d) of Law no. 190 date 2012.
4. The Corruption Prevention Manager can propose the drafting of information sheets and memorandums, the organising of refresher seminars for employees and any other initiative that may be useful.
5. In order to prevent and fight any corruption offences and observe obligations connected with the Employee's abstention in the event of conflicts of interest, so as to ensure the observance of the principles of efficiency and efficacy in administration work, the University can adopt initiatives for collaboration with other administrations.
6. University employees may avail of training on transparency and integrity, allowing them to fully learn the contents of the Code of Conduct, as well as a systematic, three-year refresher course on the measures and provisions applicable in such realms.
7. In the event of conduct that is contrary to the principles contained herein, carried out by staff working under the public law system as set out in article 3, paragraph 2 of Leg. Decree no. 165, issued on 30 March 2001 (professors and researchers), please refer to the provisions of article 17, paragraph 3, below.

Art. 16 Responsibilities consequent to the violation of duties set out in the Code.

1. Violation of the obligations set out herein and of the duties and obligations described in the University's Three-year Corruption Prevention Plan will be classed as conduct contrary to official duties and will be subject to disciplinary actions, verified by disciplinary proceedings, in observance of the principles of the gradualism and proportionality of penalties, in accordance with Leg. Decree 165/2001 and the national collective bargaining agreements for technical administrative staff, Law 240/2010 and any other reference legislation for teaching staff.
2. This does not prejudice the infliction of dismissal without notice for the cases set out in article 55-quater, paragraph 1, letters a), d), e) and f) of Legislative Decree no. 166 issued on 30 March 2001, as well as regulations and collective bargaining agreements.
3. Furthermore, this does not prejudice other obligations and consequent hypotheses of liability for employees as foreseen by laws, regulations and collective bargaining agreements.

Art. 17 Final Provisions and abrogations

1. This Code of Conduct is interpreted and applied by taking into account the legislation in force at any given moment.
2. Pursuant to the contents of article 2, paragraph 4, of Law 240/2010, if disciplinary violation and violation of the Code of Ethics should derive from the same conduct, only disciplinary proceedings will take place.
3. Violation of the regulations contained in this Code, which are applicable as general principles of conduct for staff working under the public law system, as set out in article 3, paragraph 2, of Legislative Decree no. 165 dated 30 March 2001 (professors and researchers), and the relating penalties are evaluated on a case by case basis by the Disciplinary Panel, pursuant to article 10 of Law no. 240, issued on 30 December 2010, except where otherwise provided for.

4. At the same time as signing the employment contract or, if none such exists, on awarding the appointment, the University hands over and has the new employees sign a copy of this Code of Conduct, regardless of the type of contract used.
5. This Code is published on the University website and Intranet. It is also sent via email to all employees
6. This Code is subject to revision every three year, comes into force on the day following publication on the University website, and is applied to the violations committed subsequently to its entry into force.

THE RECTOR
(Prof. Giovanni Azzone)