

ArtEZ University of the Arts

Employee code of conduct

Introduction

ArtEZ provides education geared to the artistic, intellectual and personal growth of its students, preparing them for a successful career as art and culture professionals. ArtEZ trains professionals throughout the gamut of arts for occupations centring on art, knowledge and creativity. Students are trained to excel in a professional role that dovetails with their talent, personality and ambition.

ArtEZ is an organisation that fulfils an important role in society, which places demands on the organisation and its people. This code of conduct is intended as a framework for a stimulating and safe study and working environment and provides clarity about our norms and values. The code of conduct offers the opportunity to hold one another to account, providing clarity to the outside world as well. It specifies what can be expected of us and what we can be held to account for.

The code of conduct applies to everyone working at ArtEZ: both those employed by ArtEZ and those who claim the hours they work for ArtEZ, irrespective of the position and kind of activities performed.

Core values

- Setting an example: we set an example by acting in a way that shows what we expect of one another and of our students.
- Respect: we respect each other for who they are and for their knowledge, skills and experience, and give respectful feedback.
- Responsibility: we feel responsible for providing a stimulating and safe study and working environment, as well as for the results and reputation of ArtEZ.
- Accountability: we can explain our conduct to those with whom we work; conversely, we can ask each other to explain their conduct.
- Integrity: above all, we act in an ethical and responsible manner; we convey this to our students, colleagues, partners, customers and other relations.

Each ArtEZ staff member is personally responsible for compliance with statutory, professional and ethical standards that apply to their position or the associated duties.

Standards

1. ArtEZ and its staff comply with the law and other regulations, including those of ArtEZ. If anything is unclear about the regulations, ArtEZ will act in the spirit of the regulations and actively look for the most suitable interpretation.

2. ArtEZ defines undesirable or improper behaviour according to generally acceptable standards that is perceived as inappropriate, objectionable, hurtful or threatening and is therefore unacceptable. Undesirable behaviour includes:

- aggression and violence: harassment, bullying, threats or attacks aimed at causing mental or physical harm,
- discrimination: deliberately making offensive statements verbally, in writing or by means of images, about a person or persons on account of their race, nationality, religion, beliefs, gender, sexual orientation, political conviction, civil status, age, disability, chronic illness, length of employment and type of contract (permanent or temporary), or making any unlawful distinction based on these factors,
- sexual harassment: unwanted sexual advances, requests for sexual favours or other verbal, non-verbal or physical conduct of a sexual nature.

The following also constitute undesirable behaviour as described above:

- accepting such conduct is implicitly or explicitly set as a condition for a person's employment or study,
- such behaviour or a person's reaction to such behaviour forms the basis for decisions that affect this person's work or studies,
- such behaviour has the purpose or effect of impairing someone's performance at work or in their studies and/or of creating an intimidating, hostile or unpleasant work or study environment.

3. The following behaviour is not permitted.

- a. Accepting or offering gifts and/or favours that may harm the independence or freedom of the recipient. Gifts or favours may also include invitations to trips and events.
- b. Accepting for your own benefit cash, cheques, expense allowances or discounts from third parties.
- c. Performing and encouraging acts that conflict with the future occupational code of conduct of students.
- d. Claiming expenses that were not incurred for the purpose of work performed for ArtEZ or that were already reimbursed otherwise.
- e. Using provisions and resources belonging to ArtEZ for private purposes. Limited personal use of the email system and the internet is permitted, provided that this does not interfere with the day-to-day work and does not constitute prohibited use.
- f. Performing additional activities that conflict with the interests of ArtEZ.
- g. Taking advantage of your position and knowledge as a lecturer in relation to students.
- h. Taking advantage of your position and knowledge as a manager in relation to colleagues and staff.
- i. Taking advantage of your position to award work or contracts to friends or acquaintances if this conflicts with the interests or guidelines of ArtEZ.
- j. Disseminating pornographic, offensive, racist, discriminatory, insulting, (sexual) harassment, intimidation, hateful or inflammatory messages or material. Works of art that are recognised as such are subject to rules that are to be considered reasonable in relation to the relevant work of art.

4. Staff ensure that no personal and business relationships exist or develop which might involve an integrity risk. An integrity risk might occur if a personal or intimate relationship exists or develops in a situation of dependence, for example between manager and employee or between lecturer and student. In that case, those involved report this to their line manager, so that they can explore whether and to what extent this constitutes an integrity risk. If the (line) manager believes this is the case, the members of staff in question are expected to help arrive at a reasonably appropriate solution.

5. Using alcohol or drugs can adversely affect your performance and jeopardise the safety of others. Members of staff are prohibited from working under the influence of such substances and from disrupting the safety and work of others or their own by using drugs.

6. Information that is required for business and educational processes is laid down in accordance with the applicable procedures. This information is accessible and verifiable. Both ArtEZ and individual members of staff are to maintain confidentiality with respect to all business and privacy-sensitive information.

7. If a member of staff is aware of a violation of this code of conduct by one or more members of staff of ArtEZ or has doubts about whether a behaviour is ethical, they should report this to their immediate manager, the complaints and disputes desk or the confidential counsellor.

8. If a member of staff violates the code of conduct, the employer can take measures in accordance with the collective labour agreement or other applicable regulations.

Complaints procedure

It is important that complaints and signs of suspected irregularities are dealt with effectively. This is best done close to the source by discussing it with the member of staff involved or their manager. In addition to that, members of staff can use the various complaints facilities.

ArtEZ has one desk for complaints, conflicts and mediation. A member of staff who experiences a conflict with the organisation, colleagues or manager or who feels disadvantaged by the board or management can report this to the desk, which will confidentially examine how the complaint or dispute can best be resolved. Members of staff who experience unwanted conduct at work, such as bullying, discriminatory remarks or conduct, sexual harassment or intimidation, can also apply to the confidential counsellor. Intranet provides information about accessibility.

Other regulations

In addition to this code of conduct, the regulations below also apply:

- collective labour agreement,
- Industry code good governance,
- Governance and management regulations,
- Regulation for complaints and reports of undesirable behaviour,
- Whistleblower regulation,
- ICT regulations for employees, students and guests.

Measures relating to a violation

If it is established that a member of staff has violated the Employee code of conduct and/or the Regulations pertaining to complaints and reports of undesirable behaviour, ArtEZ may take measures against this staff member. Depending on the nature, severity, extent and circumstances of the violation, and the circumstances of the staff member, these may involve withholding a benefit such as a pay rise, public or private reprimand, unfavourable appraisal, transfer, suspension or dismissal.

The *Employee code of conduct* was adopted by the Executive Board on 28 March 2022.