ArtEZ Institute of the Arts

**CODE OF CONDUCT**

**Introduction**

ArtEZ offers education that focuses on the artistic, intellectual and personal growth of its students, and prepares them for successful careers as arts and culture professionals. ArtEZ educates professionals in the entire field of the arts, and for occupations that revolve around the arts, knowledge and creativity. Students are trained to excel in a professional role that optimally reflects their talent, personality and ambition.

ArtEZ is an organisation with an important social role. This places demands on the conduct of both the Institute itself and the people who constitute its organisation. The Code of Conduct is intended as a framework for ensuring a stimulating and safe educational and working climate; it also clarifies the norms and regulations that we deploy. The Code of Conduct creates the opportunity to call each other to account, while also conveying transparency to the outside world. It shows what our immediate vicinity can expect of us, and what we wish to be held accountable for.

This Code of Conduct applies to every ArtEZ staff member, regardless of the position and activities entailed. It concerns not only staff members in salaried employment but also those working on a freelance basis.

**Core values**

* We lead by example and behave in a way that demonstrates what we expect of not only ourselves but also our students.
* We respect others for who they are, and for their knowledge, skills and experience.
* We can explain our personal behaviour to those who we work with; conversely we also dare and are able to question others about their behaviour.
* We feel personally responsible for the results and reputation of ArtEZ.
* But above all we act ethically and with integrity, and we convey this to our students, partners, clients and other relations.

Every ArtEZ staff member is personally responsible for complying with the legal, professional and ethical norms that apply to his or her position and related responsibilities.

**The Code of Conduct**

1. ArtEZ abides by legislation and regulations. When a regulation is unclear, staff members should act in the spirit of that regulation while actively seeking the correct interpretation. They act in accordance with the legislation and regulations along with the rules applied at ArtEZ.
2. The following is a non-exhaustive list of what we do not allow.

 It is prohibited:

* To accept or give gifts and/or favours that can affect the recipient’s independence or freedom. Gifts or favours are also understood to include invitations for trips and events.
* To accept money, cheques, reimbursement of expenses or third-party discount schemes for personal use.
* To conduct or incite actions which are contrary to the students’ future professional code.
* To declare expenses which were not incurred for ArtEZ activities or have already been reimbursed in some other way.
* To utilise ArtEZ facilities and resources for private purposes. Limited personal use of the email system and internet is allowed, provided that this does not interfere with the daily activities and does not result in prohibited use.
* To conduct additional activities which are in conflict with the interests of ArtEZ.
* To misuse your position and knowledge as a lecturer in relation to the students.
* To misuse your position and knowledge as someone with supervisory powers in relation to colleagues and staff members.
* To use your position so as to provide work opportunities or commissions for relations who are also friends if this is in conflict with ArtEZ interests or guidelines.
* To distribute messages or materials which incite hatred or violence or are of a pornographic, objectionable, racist, discriminatory, offensive and sexually or otherwise intimidating nature. In terms of recognised artistic expression, rules apply that - within the context of the artistic expression in question - must be deemed to be reasonable.
1. Staff members will ensure that there is no unacceptable mixing of personal and business relations. If a personal or intimate relationship does occur within a situation of dependency - such as between a supervisor and a staff member or a lecturer and a student - those involved must inform their immediate superior. He or she will then evaluate whether and to what extent a situation exists that could potentially damage individuals or the Institute as a whole. If he or she believes this to be the case, the staff member or members in question are expected to contribute to a reasonable and suitable solution.
2. The use of alcohol and drugs can not only adversely affect work-related performances but may also endanger the safety of others. Staff members are prohibited from working while under the influence and must not disrupt the safety and activities of either themselves or other people through the use of drugs.
3. Details required for the implementation of business and educational processes are recorded in accordance with valid procedures. These details are transparent and verifiable. Both ArtEZ and its individual employees observe confidentiality when dealing with business and privacy-sensitive details.
4. If a staff member is aware of any violation of this Code of Conduct by one or more ArtEZ staff members - or is in doubt about whether the behaviour in question is correct - he or she should inform his or her immediate superior, the office for complaints and disputes or the counsellor.
5. If an employee violates the Code of Conduct, the employer may take measures in accordance with either the collective labour agreement or some other applicable regulation.

**Complaints procedure**

It is important that complaints and reports of alleged irregularities are dealt with adequately. This is best done close to the source of the complaint: i.e.: by discussing it with the staff member or supervisor in question. Staff members can also avail themselves of the various complaints facilities.

ArtEZ maintains an office for complaints, conflicts and mediation. A staff member, who experiences conflict with the organisation, colleagues or supervisors, or who feels unfairly treated by a decision made by either the Board or the management, may report this to the office, which will then investigate - in confidence - the best way of resolving this complaint or dispute.Staff members can also approach the counsellor if they feel that they are being confronted with unacceptable behaviour at their place of work. This can include bullying, discriminatory remarks and behaviour along with sexual and other forms of intimidation. Contact information is available on the intranet.

**Other regulations**In addition to this Code of Conduct, the following regulations apply:

* The collective labour agreement for institutes of higher education
* The Governance Code for arts higher education institutes
* The whistle blowers’ regulation
* The complaints regulation for unacceptable behaviour
* ArtEZ rules for the use of email and internet.

The Board of Management implemented this Code of Conduct on 16 June 2013.