



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

Università Cattolica del Sacro Cuore Code of Ethics

This text is a translation of the University Code of Ethics originally issued in Italian.

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UNIVERSITÀ CATTOLICA DEL SACRO CUORE

CODE OF ETHICS

Introduction

- 1) Università Cattolica del Sacro Cuore, hereinafter 'Università Cattolica' or 'the University', aware of being functionally independent and aware in particular of its position among other leading universities, undertakes to make a contribution to the common good of present and future generations and to ensure original and rigorous scientific research alongside the provision of an adequate level of higher education and an education informed by the principles of Catholicism. In particular, in implementing the goals and following the guidance set out in the Apostolic Constitution *Ex Corde Ecclesiae*, Università Cattolica encourages the development of knowledge in accordance with the understanding of science as being at the service of humankind and civil co-existence, and in line with the principles embodied in Catholic doctrine and the actions of the Catholic Church in society and culture, and the universal nature of Catholicism and its high, specific demands for freedom.
- 2) The Università Cattolica Code of Ethics, hereinafter 'Code of Ethics', constitutes the benchmark against which conduct in the workplace and study environments can be measured for all persons in Università Cattolica.
- 3) In accordance with the University's Statute, regulations, values, and each individual's specific duties, through its Code of Ethics Università Cattolica requires all those who are part of the University to acknowledge, promote, implement, and ensure:
 - a. the dignity of each person, both as a human being and as a member of the University community, in line with the teachings of the Catholic Church;
 - b. that their own social role is carried out "in the heart of reality" through freely undertaking activities of study, teaching and scientific research;
 - c. compliance with the general principles set out in Article 10 of the Università Cattolica Statute, here referred to in their entirety;
 - d. the dissemination of the fundamental values of integrity, honesty, lawfulness, solidarity, inclusion, dialogue, of the recognition of merit and of the skills and abilities of each individual, of equality and of the prevention and non-acceptance of any form of discrimination;
 - e. compliance with the principles of the Constitution of the Republic of Italy and the Treaty on European Union;
 - f. the efficient use of resources and services while safeguarding health, hygiene and safety in the workplace as well as protecting the environment and the infrastructure of the University;
 - g. a sense of personal and professional responsibility, together with the proper discharge of duties, by all those who are part of the University community, in relation to the roles assigned and the functions to be carried out, both individually and within collegial bodies;
 - h. a sense of belonging to the University, a spirit of service and cooperation, propriety, transparency, fairness and impartiality;
 - i. respect for the rights of trade union representatives, university associations and student groups;
 - j. cooperation with other universities, with higher education institutions, and with foreign and Italian academic organisations;
 - k. cooperation with international institutions, European Union institutions, national, regional and local institutions, and supervisory and judicial authorities, taking the requisite consideration of the circumstances and needs of local stakeholders;
 - l. cooperation with businesses, the world of work and of the professions, and with the not-for-profit sector.
- 4) The values set out in the Introduction govern the interpretation of this Code of Ethics.
- 5) This Code of Ethics is an integral part of the University's organisation, management and control model.

Subjects and Definitions

- 1) This Code of Ethics applies to all those who are part of Università Cattolica, to its central governing bodies and to any third parties collaborating with the University.
- 2) Terms used are defined as follows:
 - a. The term "academic staff" refers to all those who hold a tenured position or have any other form of relationship with Università Cattolica which requires them to carry out academic activities, collaborative work on teaching and/or research, from the date of commencement of their working relationship with Università Cattolica up to the date on which such relationship is terminated or expires. For the purposes of this Code of Ethics, academic staff includes academic staff visiting from other universities, Università Cattolica academic staff visiting other universities, and Università Cattolica emeriti professors;
 - b. The term "students" refers to all Università Cattolica students or participants enrolled on any type and level of course (including master's programmes, postgraduate school programmes, doctoral programmes etc.) from the date they enrol at Università Cattolica until they cease to use the services provided by the University, even when such services continue to be used after the end of a programme, such as the "Internship & Placement" service in particular. For the purposes of this Code of Ethics, the term "students" also refers to any incoming students from other universities taking part in international programmes and, likewise, to any outgoing Università Cattolica students taking part in international programmes at other universities;
 - c. The term "university staff" refers to all those employed by Università Cattolica in executive, managerial, bureaucratic, administrative, accounting, technical, operational, and support duties, from the date their employment commences to the date their employment with the University terminates.

SECTION I

General Rules

1. Discrimination

- 1) Università Cattolica does not allow any form of unfair discrimination. All those who are part of the University are entitled to be treated as individuals who have rights and hold values, and who must be treated with understanding, mutual respect and consideration, and not to be subjected, either directly or indirectly, to unfair discrimination.
- 2) Discrimination is deemed not to subsist when the rule or regulation, criterion or practice on which the differentiated treatment is based is objectively justified by a requirement to acknowledge diversity, consider a specific case or a legitimate purpose, and the means used to achieve such purpose is deemed to be appropriate and necessary.
- 3) To ensure equality exists in all aspects of university life, the principle of non-discrimination will not prevent the continued application or adoption of particular measures designed to remove or compensate for any disadvantages arising from any specific personal circumstance.
- 4) It is the responsibility of all those who are part of Università Cattolica to be vigilant so as to ensure that no persons of higher rank or other colleagues or students behave in a discriminatory or harassing manner towards any other individual who is part of the University by subjecting that person to such significant forms of psychological and moral harassment as to adversely affect that person's working or study conditions or cause harm to that person's health, professionalism, dignity or quality of life.
- 5) Persons who abuse their office or role by harassing or discriminating against an individual who is part of the University community will be considered to be in serious breach of their obligations.

2. Psychological and sexual abuse

- 1) Università Cattolica has a policy of zero tolerance of any psychological or sexual abuse or harassment committed by any persons who are part of the University, and guarantees immediate protection to any victims.
- 2) Examples of sexual abuse or harassment include behaviour consisting of the making of requests or proposals for favours or offers of services of a sexual nature and/or conduct or expressions which refer with offensive or degrading intent towards the sexuality of one or more persons.
- 3) The exploitation of one's role for the purposes of moral or sexual harassment is considered to be an aggravating circumstance.

3. Abuse of role

- 1) Those who are part of Università Cattolica are not permitted to use, either directly or indirectly, their academic or organisational role to coerce or induce others who are part of the University or third parties to undertake services or work for their personal benefit or for the benefit of friends or family members unless the service or work is undertaken as a legal obligation.
- 2) Behaviour that, although not illegal, is clearly inconsistent with the spirit of the University's policies and regulations is also considered to be abuse of the perpetrator's role.

4. Use of the name, logo and reputation of Università Cattolica

- 1) Those who are part of Università Cattolica must respect the good name of the University and refrain from damaging its reputation.
- 2) The use of the name, logo and branding of Università Cattolica is permitted for the University's institutional activities. Any other use, including indirect use, is permitted only subject to authorisation by the competent bodies, in accordance with the procedures and permissible uses provided for in the relevant regulations.

5. Media relations

- 1) Relations with the media must be guided by the principles of truthfulness, accuracy and transparency.
- 2) Unless expressly authorised to do so by the competent bodies, those who are part of Università Cattolica are not permitted to act on behalf of the University by issuing public statements or statements intended for the public sphere (including, by way of example only, by writing articles, giving interviews or participating in media programmes).
- 3) In their relations with the media, those who are part of the University shall act in such manner as to ensure that the image of the University is not damaged in any way.

6. Conflict of interest

- 1) A conflict of interest is deemed to exist when the personal interests of one who is part of Università Cattolica are actually in contrast with or potentially in contrast with the interests of the University, including those of a non-pecuniary nature. Conflict of interest also applies to work relations with external training organisations or universities which are potential competitors.
- 2) Personal interest, which may not necessarily be pecuniary, of an individual who is part of Università Cattolica may pertain to:
 - a. the immediate interests of the individual as part of Università Cattolica;
 - b. the interests of a relative of the individual who is part of Università Cattolica;
 - c. the interests of a physical or legal person who has a working or business relationship with the individual who is part of Università Cattolica;
 - d. the interest of legal persons of which the individual who is part of Università Cattolica has control or possesses a significant financial share or of which he or she is manager or part of the management or control body;
 - e. the interests of third parties whenever these can knowingly benefit an individual who is part of Università Cattolica.
- 3) Any individual who is part of Università Cattolica and who has an interest in a specific transaction that conflicts with the interests of the University must immediately report the fact to the relevant body or person or their superiors and to the Supervisory Board referred to in Art. 55 of this Code of Ethics and must immediately abstain from any deliberations, proposals or decisions relating to said transaction or circumstance.

7. Use of University resources, services and spaces

- 1) Those who are part of Università Cattolica are expected to use its resources, services and spaces in a responsible, diligent, proper and transparent manner.
- 2) Those who are part of Università Cattolica are required to justify any expenditure of Università Cattolica funds and to produce suitable documentation or expense reports when requested to do so by the University.

- 3) Unless expressly authorised by the relevant University institutional bodies, no Università Cattolica research equipment, services, spaces, human resources, materials or financial resources may be used or made available for use by persons or organisations external to the University for personal purposes and/or for any purposes other than those outlined in the Introduction of this Code of Ethics.
- 4) All those who are part of Università Cattolica must comply with the regulations of the University library and of other University facilities used.
- 5) It is the University's responsibility to remove any architectural barriers and other obstacles that may prevent students from attending courses and accessing exam sessions, libraries and university spaces, and to ensure that the capacity of the libraries and study rooms is sufficient to meet the needs of the University community.

8. Use of information technology and systems

- 1) Those who are part of Università Cattolica must use the computer hardware and software provided by the University exclusively for purposes connected to the fulfilment of their duties and tasks and in full observance of the University's mission. In particular, those who are part of University are required:
 - a. to comply with the procedures set out in the University's security policies in order to safeguard the proper functioning and level of protection of the computer systems;
 - b. not to illegally duplicate or copy the programmes installed on the computer systems;
 - c. to comply with the procedures set out in the University policies governing the use of electronic mail;
 - d. not to visit websites that are not directly related to their work and/or service.
- 2) Those who are part of the University must not engage in any actions or behaviour that might alter the functioning of electronic information or communication systems and/or from handling data stored therein in such a way that may cause wrongful harm to others.

9. Hygiene, health and safety

- 1) Pursuant to law currently in force regarding health and safety in the workplace (in Legislative Decree No. 81 of 9 April 2008 and subsequent amendments thereto), Università Cattolica will take all necessary measures to safeguard the psychological, physical and moral wellbeing of those who are part of the University and of all those who work in or temporarily use the University spaces and facilities.
- 2) The safeguarding of health and safety in the workplace therefore extends to employees and representatives of outside companies working on the University premises, all of whom are required to comply with the regulations of their particular professional field so as to avoid the risk of harm to themselves and others.
- 3) In particular, Università Cattolica undertakes to ensure that:
 - a. priority is given to compliance with legislation in force governing hygiene, health and safety for staff;
 - b. sufficient resources are allocated to guarantee hygiene, health and safety for workers;
 - c. as far as possible, through development of best practice, risk to staff is avoided, including through the selection of the most appropriate and least hazardous materials and equipment that can mitigate risk at source;
 - d. risk assessment is properly carried out and appropriate measures are put in place to avoid risk, both on a collective and individual basis;
 - e. information and training is available to staff, is updated and specific with regard to the work carried out and to procedures of risk assessment and risk management;
 - f. staff are consulted on health and safety in the workplace;

- g. prompt and effective action is taken to deal with any critical situations and/or situations of non-compliance with the regulations on safety in the workplace that may arise during work activities or while checks and inspections are being undertaken;
 - h. work is organised and related operations are carried out in such a way as to safeguard the health of staff, third parties, patients and all those who are part of the University community.
- 4) All those who are part of Università Cattolica, as far as covers their own area of responsibility, are obliged to ensure full compliance with the legal regulations, with the principles contained in this Code of Ethics, with internal procedures, and with all provisions issued to safeguard hygiene, health and safety in the workplace.

10. Intellectual property rights

- 1) Those who are part of Università Cattolica must comply with the standards and laws governing intellectual property rights. The author or creator of a work of intellectual property belonging to Università Cattolica must not use it for personal purposes and must keep the outcomes achieved confidential until official disclosure.
- 2) Bearing in mind the social importance of the outcomes of scientific research, Università Cattolica believes that any such outcomes must contribute to the development and wellbeing of society, without prejudice to the University regulations governing spin-offs and inventions, which for the purposes of this Code are referred to in their entirety.

11. Confidentiality

- 1) Those who are part of Università Cattolica shall:
 - a. respect the privacy of persons or organisations about whom or which the University holds protected information;
 - b. refrain from disclosing, communicating and disseminating material covered by professional secrecy, protected data or information of a confidential nature acquired in the course of institutional duties, the making public of which would wrongfully harm the interests of Università Cattolica and/or third parties;
 - c. consult only those records, files, databases and archives to which they have been given authorised access, and use them in line with their official duties and in compliance with regulations on the matter of the protection of personal data.
- 2) Università Cattolica complies with regulations on the matter of privacy and protection of personal data, applicable laws on confidentiality and the protection of personal data of parties in question, and adopts suitable measures to safeguard databases used for collecting and holding personal data, so as to prevent the destruction or loss of same or unauthorised access or handling of same.

12. Suppliers

- 1) Università Cattolica manages the process for the purchasing of goods and services in accordance with principles of transparency and fairness, and in accordance with applicable procedural regulations.
- 2) The transparency of relations with suppliers is ensured through:
 - a. rules and mechanisms of selection and management of suppliers, which take account of technical, economic and financial reliability as well as social responsibility;
 - b. the setting out of a general code of management of suppliers in order to ensure that all suppliers are given the same respect and offered equal opportunity;
 - c. the setting up and application of continuous quality control with respect to supplier performance and the goods/services supplied.

13. Professional appointments

- 1) Università Cattolica uses criteria for appointing professionals based on principles of competence, cost-effectiveness, transparency and fairness.
- 2) More specifically, the compensation and/or sums of any kind paid to persons in professional positions must, without exclusion and at all times, be properly documented and commensurate to the activities carried out, taking into account market conditions, among other factors.

14. Gifts and benefits from suppliers, consultants and third parties

- 1) 1) Those who are part of Università Cattolica are expressly forbidden to solicit gifts or benefits. They are also required to refuse any gift or benefit not of a symbolic nature which may directly or indirectly influence their university activities.
- 2) Those who are part of Università Cattolica are allowed to accept spontaneous gifts or benefits of modest financial value when these are presented during cultural meetings, public academic visits and/or conferences, on condition that their acceptance does not adversely affect, even indirectly, the impartiality of their university activities.
- 3) Those who are part of Università Cattolica may not receive or promise money or other similar benefits in their private dealings with the University's suppliers, consultants and third parties in general. Any breach of this rule will be considered aggravated if benefits are not in proportion to usual customs and are of a type that may compromise Università Cattolica's reputation or that could be interpreted as being directed towards obtaining favourable treatment which is not legitimate and/or not determined by the rules of the market.

15. Financial relations with political parties, movements and associations

- 1) Università Cattolica does not make direct or indirect financial contributions either to political parties, movements and associations or to their representatives and candidates.

16. Relations with public authorities

- 1) Università Cattolica's relations with public authorities, public officials and those appointed to carry out a public service must comply very strictly with applicable legislation and regulations and may not in any way compromise the University's integrity and reputation.
- 2) Taking on commitments and managing relations of whatever nature with public authorities, public officials and those appointed to carry out a public service is exclusively limited to those who are part of the University with specific assignment to the task, and to authorised staff.
- 3) The latter subjects specified in point 2 above must retain all documentation relating to their dealings with public authorities.
- 4) With regard to relations established between Università Cattolica and public authorities, public officials and those appointed to carry out a public service whether of a commercial or non-commercial nature, those involved who are part of the University are not permitted to:
 - a. Offer - including through a third party - money, advantage or, more generally, other benefits to a public official, his/her family members or any subject connected to him or her in any way, which might influence the impartiality and independence of said public official;
 - b. illegally seek or establish personal relationships of favour, influence, and/or interference, of a kind that would directly or indirectly influence the outcome of the relations in question.

17. Relations with government institutions, and regulatory and supervisory authorities

- 1) Università Cattolica manages its relations with government institutions, regulatory and supervisory authorities on the basis of principles of fairness and professionalism.
- 2) Those who are part of the University are expected to comply with the law in force in sectors relating to their respective fields, and with the regulations issued by the relevant institutions and/or regulatory or supervisory authorities.
- 3) In relations with local, national, EU and international public institutions, and regulatory and supervisory authorities, no proposal, request or petition containing untruthful statements may be submitted, including for the purpose of obtaining public funding, contributions or subsidised financing, or rather, in order to unfairly obtain undue treatment, concessions, authorisations, licenses or other administrative acts.
- 4) Similarly, those who are part of Università Cattolica and are involved in procedures for public tenders must conduct themselves in full observance of the law and fair trading practice, and, in particular, they must not influence the public authorities to treat Università Cattolica with undue favour.
- 5) Those who are part of Università Cattolica must check that any public funding, contribution or subsidy allocated to the University is used to implement the activities or the initiatives for which it is properly intended.
- 6) Those who are part of Università Cattolica must comply promptly with any requests from relevant regulatory and supervisory authorities who wish to carry out inspections or audits, and must lend their full cooperation and refrain from any kind of obstructionist behaviour.

18. Relations with legal authorities

- 1) Università Cattolica cooperates with legal authorities and with their delegated bodies.
- 2) In the case of an inspection or investigation by legal authorities, the University will make available all existing documentation and will ensure no records, minutes, accounting entries and/or any other types of documents are destroyed or altered and will not make any false or incomplete statements or induce others to make them.

19. Prevention of money laundering

- 1) Università Cattolica operates in full observance of the law in force regarding money laundering and related regulations issued by the competent authorities. The University therefore does not enter into financial transactions of suspected criminal origin.
- 2) Those who are part of the University are obliged to:
 - a. within their powers pre-emptively check information available on users, counterparts, partners, suppliers and consultants in order to assess their reputation and the legality of their business before entering into any kind of transaction that would involve obtaining goods or sums of money for Università Cattolica;
 - b. operate in a manner that avoids any involvement in transactions likely to, or potentially likely to, favour the laundering of money coming from illegal or criminal activities, by acting in full compliance with primary and secondary legislation on money laundering and in compliance with internal control procedures adopted for this purpose.

20. Use of legal tender, payment cards and tax stamps

- 1) Università Cattolica requires that all those who are part of the University uphold the laws and regulations in force governing the use and circulation of legal tender, payment cards (including credit cards), tax stamps, and any other similar document that enables the withdrawal of cash or the purchase of goods or provision of services.

21. Activity directed towards terrorism, organised crime and subversion of constitutional order

- 1) Those who are part of Università Cattolica are required to observe all legislation and regulations against terrorism, organised crime and subversion of the constitutional order and undertake not to engage in relations with members of any associations that pursue these ends.

22. Accounting records and financial statements

- 1) The accounting procedures of the University shall be based on the general principles of truthfulness, accuracy, completeness, clarity and transparency of registered data.
- 2) Those who are part of Università Cattolica shall refrain from any conduct that might directly or indirectly be in breach of the principles set out in Point 1) above, or that might not be in compliance with the internal procedures governing the preparation of accounting documentation and the way it is presented externally.
- 3) Università Cattolica's financial statements and accounts must provide a truthful and correct representation of the University's assets and its economic and financial situation, in full compliance with current general and relevant legislation and regulations.

SECTION II

Academic Staff

23. Key role of academic staff

- 1) Università Cattolica recognises the key role of academic staff and of each individual member of the academic staff.
- 2) Università Cattolica undertakes to establish and maintain working conditions that enable teaching and research to be carried out, that enable academic staff to discharge their professional duties, and that protect their physical and psychological wellbeing and their moral character.

24. General responsibilities of academic staff

- 1) Academic staff must comply with the law, the Università Cattolica Statute, this Code of Ethics and the University regulations when discharging their duties for the institution and those of any academic office they might hold, when using the resources placed at their disposal, and, more generally, when conducting their relations with the University.
- 2) In particular, academic staff must conduct themselves in accordance with the principles contained in the Code of Conduct for State Employees introduced by Presidential Decree No. 62 of 16 April 2013, herein incorporated in its entirety, and the ethical rules pertaining to the professional category to which they belong.
- 3) In a spirit of service and loyalty towards Università Cattolica, academic staff are required to participate actively and constructively in the work of the collective bodies of their educational and support facilities. Good reason must be given for any absences.
- 4) Those responsible for the University's facilities will endeavour to avoid any occurrence, action or conduct that may compromise the proper functioning of said facilities.
- 5) Academic staff will collaborate in such a way that the decisions of the University - and those of the teaching and research units to which they report or belong - are implemented in conformity with principles of impartiality, fairness, cost-effectiveness, efficacy, simplification, justness, disclosure, and transparency.

25. Academic activities and relations with students

- 1) Università Cattolica academic staff will treat with respect each student as an individual and will encourage a sense of responsibility and self-discipline in students' management of their University study programme, and will promote an awareness of the purpose and usefulness of the assessment of the academic activities in which students participate.
- 2) Special care must be shown to disabled students and, in general, those with special needs, as well as to students from foreign countries who find themselves in situations of difficulty and require special attention.
- 3) Academic staff are not permitted to do work for companies involved in the business of university exam preparation.
- 4) Academic staff must use all suitable means to ensure the efficacy and effectiveness of their academic activity. In particular, they must:
 - a. provide students with adequate support;
 - b. inform students properly and in a timely manner about course programmes, organisation of exams and exam results;

- c. fulfil their teaching, student meeting and office hour duties properly and in a timely manner. Academic staff must inform their students as soon as possible of any absences due to unforeseen circumstances or emergency situations;
- d. ensure that principles of equality, impartiality, fairness and transparency are adhered to when holding exams, tests and entrance exams for Università Cattolica programmes;
- e. refrain from sitting on panels for course exams, final exams, and admission exams for Università Cattolica programmes when there are reasons for incompatibility or other reasons which may influence their free judgement, and they must immediately report these reasons to the Dean of their faculty so that the situation can be remedied in good time;
- f. share the University's managerial and organisational workload with university staff and relevant bodies, in line with their competencies and abilities;
- g. comply with decisions regarding the organisation of academic matters, without prejudice to the right to submit reasonable proposals for the improvement of services, and without seeking favour or recognition that might put others who are part of Università Cattolica in difficulty.

26. Ethics of academic research

- 1) Academic staff shall ensure that their research is carried out in conformity with the principles set out in the Università Cattolica Statute and this Code of Ethics.
- 2) Faculty members shall regard research activities as relevant to and as an integral part of their work, and shall ensure that there is continuity in their scientific output, and that it is up to date and connected to their teaching.
- 3) Faculty members shall adhere to the highest ethical standards in the selection and use of research methods, as well as in the dissemination and use of results.
- 4) Academic staff shall encourage the research activities and development of junior scholars studying with them and will design student educational/training activities to include the following:
 - a. list the essential academic texts that students must study as part of their basic learning;
 - b. check the results of students' studies and research, with a view to possible publication;
 - c. acknowledge individual merit and set out the responsibilities of each student;
 - d. promote the provision of suitable conditions for students to be able to freely participate in research activities with integrity, honesty and professionalism. Academic staff must ensure in particular that students are free to express adequately-grounded theories and ideas even when these contrast with those developed and/or endorsed and/or published by the academic staff themselves;
 - e. encourage dialogue, cooperation, critical thinking, argumentation, the development of ideas and personal skills, especially when engaging in academic activities that require a complex and/or multidisciplinary approach.
- 5) Academic staff engaging in freelance professional work must not directly or indirectly make use of Università Cattolica's economic resources, human resources or other tools when undertaking or promoting this work unless expressly permitted by law or by the relevant academic bodies.
- 6) Academic staff must provide information and data which is complete, truthful and correct when requesting funding and/or when presenting research projects and reports on their activities.
- 7) Academic staff in receipt of funding for research or training activities must be able to fully justify expenses incurred, and be able to produce at any time the proper documentation or expense accounts as and when requested by Università Cattolica or the relevant funding agency.

27. Completion and publication of academic results

- 1) Academic staff will act for the best development and the utmost optimisation of academic results achieved both personally and by the research team they belong to or lead.
- 2) Academic staff must clearly acknowledge the individual contribution of each member of any team they are leading with reference to research projects or joint works.
- 3) Academic staff publishing scientific works which could be adopted as official course texts are not permitted to sign contracts containing clauses obliging them to adopt said texts: neither may they, for the purpose of financial gain, act in a way that obstructs or prevents the free circulation of their texts amongst students.
- 4) Academic staff will comply fully and promptly with data collection procedures regarding scientific research results and publications, in accordance with the instructions set out by the academic bodies.

28. Academic research: conflict of interest

- 1) In carrying out research activities, academic staff must ensure that their personal interests are not in conflict or potentially in conflict with those of Università Cattolica.
- 2) In the event of a conflict of interest arising between the personal interests of academic staff or of those of third parties with whom they are connected and conduct research, said academic staff must specifically report a conflict of interest and refrain from participating in or making decisions that concern the subject of the conflict of interest.
- 3) Conflict of interest is deemed to exist specifically when there is:
 - a. conflict relating to the setting of research objectives and methods;
 - b. conflict related to how research results are used, especially with regard to the use of privileged information;
 - c. conflict between the way research is carried out and results disseminated, and the opposing interests of parties with whom the academic staff is professionally or otherwise associated.
 - d. conflict between the carrying out of research at Università Cattolica and the use of the ensuing results for personal or professional gain;
 - e. conflict between the interests of academic staff and the purchase of goods and services to meet the requirements of research work.
- 4) Academic staff who find themselves in a position to assess research projects or to influence decisions regarding the funding of research projects must ensure maximum transparency in the procedures and outcomes of such assessments, enabling research presenters to see the strengths and weaknesses of their project and of the wording of their funding application.
- 5) Academic staff who find themselves in a situation of conflict of interest, whether personal or relating to their students, must abstain from making or participating in decisions regarding the funding of research projects.

29. Plagiarism

- 1) 1) Without prejudice to Article 10 of this Code of Ethics, academic staff shall abstain from any type of scientific or literary plagiarism. Plagiarism is defined as intentionally claiming as one's own, or as those of another author, terminology, expressions, ideas, research or discoveries of others, irrespective of the language in which they are officially disclosed or presented.
- 2) Academic staff are required to acknowledge any intellectual credit by citing the contribution of a third party in question and to report any instance of plagiarism they become aware of to the scientific and academic discipline community they belong to.

30. Acknowledgement of individual merit in selection process

- 1) Academic staff shall uphold principles of professionalism, fairness and impartiality whenever they are called upon to take part in the selection of junior researchers or in procedures regarding assessment, admissions, and advancement of students' university studies.
- 2) Academic staff shall assist in the dissemination of junior scholars' scientific and academic papers and shall not encourage the candidature of scholars whose published work has not received proven circulation in the scientific community and does not exhibit a suitable level of scientific maturity.
- 3) Academic staff who submit their candidacy for election to a selection committee shall respect their colleagues' freedom of choice, and shall refrain from exerting any form of undue pressure.
- 4) In accordance with regulations governing the process, the outcome of selection and assessment procedures will be published on the Register and on the University website.

31. Favouritism and nepotism

- 1) Academic staff are expected to be firm in their opposition of any instances of favouritism and nepotism.
- 2) Favouritism is deemed to exist when academic staff favour their own students over others who are objectively more deserving, either at commencement or in subsequent stages of their academic path.
- 3) Nepotism is deemed to exist when academic staff use their authority to favour, or to induce others to favour, either at the beginning or in subsequent stages of their university studies, their spouse, their children, their family members or people they cohabit with, or any other persons to whom they are connected to by family relationship or by kinship up to the fourth degree, or any members of their family unit whatever their type of relationship.
- 4) Academic staff shall not exert any form of direct or indirect pressure to obtain benefits of any kind for the persons referred to above from the teaching, research or support services that said academic staff report or belong to, or from other Università Cattolica services.
- 5) Academic staff shall not accept responsibility for teaching or research units, nor sit on assessment committees, if among the people they are called on to coordinate, direct or assess are any of the following, whatever their status, and regardless of their position, even if temporary: their spouse, their children, their relatives, people they cohabit with, or in any case persons to whom they are connected via family relationship or kinship up to the fourth degree, or any member of their family unit.
- 6) Family members and relatives up to the fourth degree of academic staff of any teaching unit publishing a call for applications for transfers, or for research grants and non-permanent research contracts - as well as of the Rector, of the General Manager and of a member of the Board of Directors - may not take part in procedures for:
 - a. the selection of first and second level faculty members;
 - b. the transfer of researchers on permanent contracts;
 - c. awarding temporary contracts to researchers;
 - d. awarding research grants pursuant to Article 22 of Law No. 240 of 30 December 2010;
 - e. stipulating contracts to which the University is a party, in any way.
- 7) Procedures for staff mobility within the university regarding tenured professors and researchers on permanent contracts cannot be undertaken by the spouse of any professors belonging to the teaching service starting the procedure, or by people they cohabit with, or any persons to whom they are connected via parentage or kinship up to and including the fourth degree.
- 8) Procedures for staff mobility within the university regarding tenured professors and researchers on permanent contracts cannot be undertaken by any persons connected via parentage or kinship up to and including the fourth degree to any professors.

32. University work and outside activities

- 1) Academic staff shall abstain from undertaking professional work or other activities that may prejudice their academic development and their teaching.
- 2) Academic staff shall ensure that said activities do not place them in real or apparent situations of conflict of interest with Università Cattolica.

SECTION III

The Student Community

33. Centrality of the student

- 1) Università Cattolica acknowledges the centrality of the student community and of each individual student.
- 2) Università Cattolica shall ensure that the most suitable conditions are created and maintained to allow for each student's development, with regard to their personality, their moral and spiritual character, and their sense of social conscience.
- 3) Università Cattolica encourages the use of space on campus for socialising and debate, and promotes the right of students to assemble on campus in designated areas, to meet and organise collectively as provided for in Italian legislation, the University Statute, this Code of Ethics and the University regulations.
- 4) Università Cattolica shall ensure that teaching, programme admission exams, admission competitions, exams and assessments are organised according to criteria of transparency, support, excellence, and recognition of merit, by applying policies outlining such ends.
- 5) Università Cattolica promotes the right of all students to study, the right to protection of their psychological and physical wellbeing, and to the respect of their moral character, by avoiding any kind of wrongful conditioning or untoward challenging situations.
- 6) Università Cattolica contributes to providing students with the means needed to bridge any educational gaps, to achieve success in their studies and to be properly qualified to face the challenges of the world of employment in a responsible manner.

34. Responsibilities towards the University and other students

- 1) Università Cattolica students are required to contribute to the cultural growth of the academic institution and the society which it is a part of, through studying and actively participating in university life.
- 2) Students are required to contribute to the economic support of Università Cattolica through the payment of university fees determined by the competent University bodies which also take into account the financial situation of students' immediate families.
- 3) Students must provide Università Cattolica with information of their income and assets which truthfully reflects their actual conditions.
- 4) Students are required to treat with due care and attention property belonging to Università Cattolica and its associated institutions, and texts and study materials consulted, and to allow other individuals who are part of the University to consult and use these materials.
- 5) Students who, for whatever reason, are beneficiaries of financial support provided by Università Cattolica and/or of public funds made available pursuant to Art. 34 of the Constitution, have the duty to use these funds diligently and responsibly in the pursuit of their education and studies.
- 6) Special consideration shall be shown towards diversely able students and more generally to those needing special assistance. The same consideration shall be given to students from other countries who find themselves in challenging situations and in need of special assistance.

35. Educational commitments and relations with academic staff

- 1) Università Cattolica students are expected to meet the educational commitments undertaken at the time of their enrolment by conducting themselves in such a way as to be able to carry out properly and successfully their learning activities, programme admission exams, course exams, and study and research activities.

- 2) Students therefore must not:
 - a. hinder or compromise in any way the regular pursuit of educational, study, research, support and administrative activities;
 - b. break rules governing the proper carrying out of any type of assessments or tests, including programme admission exams, competition examinations, competitions, examinations, assignments, reports, presentations, dissertations, teaching and research assessments, and so forth, such as, for example, by:
 - b1. referring to unauthorised sources, documents or persons or using any unapproved devices, including electronic devices;
 - b2. using other people's ideas, concepts, presentations, data, and any other information developed or produced in writing or orally, without expressly and correctly specifying the source. In particular, students must write their dissertation through their own efforts on the subject chosen in agreement with their supervisor and in full compliance with the regulations governing copyright and intellectual property rights at all levels;
 - b3. obtaining or howsoever using before, during or after such assessments or tests information which may affect their accuracy or reliability or which may alter conditions so that they are not equal for all candidates;
 - b4. producing, disseminating or making use of unreliable data, information, documentation, formal statements, or using unreliable sources.
 - c. conduct themselves in any other way which is inconsistent with the principles and rules set out in this Code of Ethics and which may prejudice or risk prejudice to third parties and/or the proper carrying out of University activities.
- 3) Expression of disagreement with academic staff or with those who are part of the university staff or academic bodies must be adequately justified, and dialogue must be sought with the academic staff in question or with those in question who are part of the university staff or of the academic bodies.
- 4) Students shall be truthful when evaluating University teaching and services and shall take the process seriously, aware that they are usefully contributing to improving University life.

36. Università Cattolica governance and student representation

- 1) Università Cattolica guarantees all students the right to participate in University life and the democratic governance of the University through official representation in the decision-making and steering bodies of the University.
- 2) Given the plurality of their political and cultural orientations, student representatives have the duty to discharge their mandate continuously and with commitment, drawing inspiration for their conduct and political manner from the University, the University's mission and the legislation governing it, this Code of Ethics, the rights of all the students and the greater good of Università Cattolica.
- 3) Student representatives must comply with the provisions of the electoral regulations and immediately communicate any change in their status.
- 4) Debate between university associations and/or student movements must be based on mutual respect, tempered expression, and the observance of the rules of democracy, in particular during student elections.

SECTION IV

University Staff

37. Centrality of University staff

- 1) Università Cattolica acknowledges the centrality of its personnel and of each individual within its staff.
- 2) The organisation and performance of technical, managerial, bureaucratic, administrative, accounting, operational, and support activities are based on the principles of lawfulness, transparency, good practice and impartiality, and comply with principles of equal opportunity, of involvement in setting work objectives, of exploiting abilities and recognising merit, of making the best use of human resources, materials and work tools, of organisational wellbeing, of health and safety in the workplace, and of the proper division of responsibilities.
- 3) In particular, Università Cattolica is committed to establishing and maintaining working conditions that safeguard the psychological and physical wellbeing of those who are part of its staff and hold their moral character in regard by preventing any kind of wrongful conditioning or untoward challenging situations.
- 4) Università Cattolica is also committed to taking account of merit, competences and professionalism when making decisions regarding working relationships with its personnel and in general with anyone doing work for the University. Università Cattolica operates in such a way that all those who are part of its staff, within their area of responsibility, conduct themselves in line with the aforesaid criteria and in a way that supports their implementation.

38. Staff selection

- 1) In line with the University's institutional objectives, and in accordance with applicable regulations, the assessment of applications and the selection of staff required by the University are carried out on the basis of operational needs and by matching applications with the job descriptions of posts to be filled, and follow a policy of equal opportunity for all candidates.
- 2) The information requested of candidates during the selection process is strictly related to the corroboration of the professional background and motivation expected of a candidate, in full respect of each candidate's personal status and opinions.
- 3) During the selection process, Università Cattolica uses methods which vary depending on the post to be filled, and which make the process as objective as possible and specific to the selection of the most suitable candidate.
- 4) It is not the practice of Università Cattolica to discriminate in any way in the selection of staff, nor does it condone any form of favouritism, and the University only employs staff in accordance with contractual arrangements called for by the relevant regulations, applicable collective employment contracts, as well as the principles in the University's Statute and this Code of Ethics.
- 5) Any exception to the process of staff selection as set out in the preceding paragraphs must be justified and must be reported to the Supervisory Board and submitted to the General Manager for approval.

39. Staff training and development

- 1) In line with its principle of valuing its resources, Università Cattolica is committed to encouraging their growth, without any form of unfair discrimination. The University identifies adequate training and development pathways, in full respect of the dignity of the person.
- 2) The appraisal system is managed transparently and objectively.

40. Communication and staff involvement

- 1) 1) Communication with all personnel who have a working relationship with Università Cattolica is undertaken on the basis of the values of listening, dialogue, respect for the person and of roles, clarity, transparency and in a spirit of collaboration.
- 2) Università Cattolica believes it is important to engage its staff in order to encourage a sense of belonging and provide suitable conditions for continuous development. The University provides for opportunities and means of communication, adapting them to the needs of specific recipients.

41. Staff management

- 1) Access to roles and/or work assignments is provided by taking into account the competencies and skills of each individual, on the basis of Università Cattolica's specific needs and without discrimination.
- 2) Compatibly with criteria of general work efficiency, Università Cattolica allows for types of organisational flexibility which support staff when dealing with disabilities, maternity and childcare, in line with legal provisions and relevant collective contracts.
- 3) In the context of processes of staff management and development, actions (promotions, transfers or assigning incentives) are based on a real match between an individual's skills set and projected or reasonably attainable objectives, as well as on merit, in accordance with applicable collective contracts.
- 4) Those in charge of organisational units are expected to use and make the most of all the professional resources in a particular unit so as to encourage the development and growth of all those who are part of the staff through the most appropriate means.

42. Staff responsibilities

- 1) Those who are part of Università Cattolica staff must fulfil in a timely manner the obligations foreseen by law and by collective and individual contracts. They must also:
 - a. refrain from accepting and promising gifts of money or similar, benefits (either direct or indirect), gifts, presents and offers of hospitality or other courtesies. In particular, staff must refuse any offer that might compromise their independence and Università Cattolica's image and that could be construed as a means of obtaining preferential treatment incompatible with internal laws or provisions;
 - b. carry out their work in accordance with principles of professionalism, transparency, propriety and honesty, contributing alongside academic staff, students, colleagues, superiors and subordinates in the pursuit of the aims of Università Cattolica and in full compliance with this Code of Ethics. Special consideration shall be given to disabled students and, in general, to any students in need of special care. The same consideration shall also be given to those from other countries who find themselves in challenging situations and in need of special support;
 - c. process properly and in a professional manner all documentation relating to their activities and ensure careful archiving so that future checks may be made by authorised parties;
 - d. be aware of and follow internal procedures, and conduct themselves with honesty, integrity and transparency when following said procedures, ensuring that where possible all activities are suitably documented and/or documentable;
 - e. ensure fairness, impartiality, integrity and transparency of the methods used to carry out Università Cattolica programme admission exams;
 - f. take the utmost care when carrying out activities involving the transfer and recording of official exam results, degree results, as well as results of Università Cattolica programme admission exams, and refrain from any conduct that might appear to be, or potentially construed to be, in contrast with principles of impartiality and integrity;

- g. refrain from making changes which alter the truthfulness of certificates or documents which carry legal validity;
- h. be aware of and implement internal policy provisions governing security, confidentiality and disclosure of information regarding Università Cattolica, with special regard to confidential and/or "price sensitive" information that may come to their knowledge due to their work;
- i. conduct themselves in accordance with the principles of the Code of Conduct of Public-sector Employees adopted in Presidential Decree no. 62 of 16 April 2013, herein incorporated in its entirety, and the ethical rules established by the relevant professional category.

43. Conflict of interest

- 1) Should a real or potential conflict of interest arise when carrying out their duties, those who are part of University staff must promptly inform first their immediate superior, and then the Director of Human Resources and the Università Cattolica Supervisory Board, and refrain in the meantime from embarking on any action pertinent to the situation reported.
- 2) Those who are part of university staff may not take responsibility for areas, sectors, units, functions, or administrative departments or management offices, and may not sit on assessment panels, if among those they are called on to coordinate, guide or assess are, for whatever reason and even if on a temporary employment contract, any of the following: their spouse, their children, family members or co-habitants, or any other persons to whom they are associated through family relationship or kinship up to the fourth degree, or members of their family unit whatever their status.
- 3) Those who are part of university staff shall not derive personal benefit or advantage from any kind of business opportunity learned about while carrying out their duties.

SECTION V

Rules of Conduct for Staff Involved in Healthcare

44. Centrality of the patient

- 1) Without prejudice to Section II and Section IV, those who are part of Università Cattolica appointed to carry out healthcare shall treat patients and shall establish a mindful and transparent relationship with patient and family while providing healthcare services of whatever type, in full observance of the Catholic values that drive the University, of professional codes of conduct, as well as of the rights of patients as set out in the European Charter of Patients' Rights presented in Brussels on 15 November 2002.
- 2) Those who are part of Università Cattolica, aware of the delicate nature of the sector in which they operate, shall take due account of the needs of patients and their families, including their ethical, moral and spiritual needs.
- 3) Those who are part of Università Cattolica shall respect a patient's freedom of responsible choice, ensuring where possible that from among those who provide particular care or a particular service the person who best responds to the patient's needs is chosen and that this choice responds to the patient's preference.
- 4) Those who are part of Università Cattolica shall discuss with patients their approach regarding necessary procedures in order to obtain patients' informed consent to the treatment choices, and shall provide ethical guidance in situations where patients are confronted with a dilemma.
- 5) Those who are part of Università Cattolica shall ensure patients' participation and direct involvement in the assessment of the services provided, with the aim of improving healthcare quality.

45. Guidance on the ethics of basic, animal and clinical experimentation

- 1) Those who are part of Università Cattolica and who are required to carry out basic, animal and clinical experimentation must refer to the Ethics Committee set up by the Agostino Gemelli University Hospital Foundation at the University Hospital and the A. Gemelli Faculty of Medicine and Surgery for assessment and checks of the protocols to be used in experimentation and must adhere to the recommendations and directives on conduct issued by such committee.
- 2) Within the University activities, in accordance with applicable laws and with approval from the central governing bodies, is without prejudice the competence of 'ad hoc' Bodies and Commissions, for the purposes of the ethical evaluation:
 - a. of animal experiments and the usage of animals;
 - b. of programs, projects or issues of which it is deemed necessary or appropriate to attain an opinion.

46. Medical records

- 1) Those who are part of Università Cattolica and are required to carry out healthcare activities must ensure that medical records are properly managed so that they are complete, accurate and legible.
- 2) Those who are part of Università Cattolica shall comply with and apply the rules established by specific procedures regarding the way work is carried out to properly manage and deliver all healthcare services, and shall ensure that such work is not carried out for the purposes of the pursuit of unjustified reimbursement or undue monetary advantage.

47. Organisational roles and the provision of services

- 1) Those who are part of Università Cattolica appointed to carry out healthcare work shall ensure that treatment provided is appropriate, based on the best available evidence and on their experience.
- 2) Those who are part of Università Cattolica shall ensure collaboration and coordination between the various units and service providers in order to ensure the best healthcare for patients.
- 3) Those who are part of Università Cattolica shall take part in activities of professional monitoring and updating.
- 4) Those who are part of Università Cattolica are expected to encourage and support relations with associations of volunteers and of patient representatives.

SECTION VI

Implementation of this Code of Ethics

48. Date of effect and application

- 1) This Code of Ethics and any modifications thereto are approved by the Board of Directors, on the recommendation of the Academic Senate following consultation with the Supervisory Board.
- 2) This Code of Ethics has been enacted by decree of the Rector and has been published on the Università Cattolica website. The date on which this Code of Ethics comes into force is set out in the decree of its enactment.
- 3) In accordance with Article 11 of the General Provisions on Laws, this Code of Ethics applies to any situations arising after the date of its introduction.

49. Implementation within the University

- 1) All those who are part of Università Cattolica shall:
 - a. read this Code of Ethics and ensure they understand how to interpret it;
 - b. familiarise themselves with the rules of conduct within this Code of Ethics and those emerging from its interpretation;
 - c. consider this Code of Ethics as a standard for the appropriate ethical behaviour of individuals.
- 2) All those who are part of Università Cattolica can refer to the Supervisory Board for opinions and guidance on the application of this Code of Ethics and appropriate conduct in relation to the types of instances defined therein.
- 3) All those who are part of Università Cattolica are invited to report to the University Supervisory Board any conduct they become aware of which contravenes this Code of Ethics and, to the extent of their responsibility, take measures to stop such conduct as soon as possible. Any such report cannot be made anonymously.
- 4) The Supervisory Board will only investigate such a report if: (i) it is not made anonymously; (ii) it follows a report previously submitted to, and unresolved by the relevant persons selected by the University to deal with such matters in the specified Divisions, Directorates and/or Services, unless they themselves are the persons named in the report.
- 5) Any person believing themselves to be a victim of conduct inconsistent with this Code of Ethics may report the incident to the University Supervisory Board which, after careful assessment of the specific circumstances and the degree of seriousness of the conduct, will take appropriate measures.
- 6) This Code of Ethics does not replace the precepts contained in the laws, regulations, as well as in the Statute and in other documentation pertaining to university independence: it adds provisions applicable to the Università Cattolica community and from which rights and duties also derive.
- 7) Observance of State and European Union laws as well as observance of regulations, protocols and policies issued by Università Cattolica constitutes a legal duty and coincides with the aims of this Code of Ethics.
- 8) In no way can the pursuit of Università Cattolica interests justify dishonest conduct or conduct that does not comply with regulations in force or this Code.
- 9) Proven contraventions of this Code of Ethics will be subject to disciplinary measures within a civil, criminal and administrative framework.

50. Application to third parties

- 1) Università Cattolica will require any third parties with contractual relations with the University to comply with the dispositions of this Code of Ethics and to this end will explicitly specify in every contract that it be read.
- 2) Upon request, a copy of this Code of Ethics will be given to anyone who is associated with Università Cattolica.
- 3) In its dealings with third parties, Università Cattolica shall:
 - a. adequately, and in a timely manner, inform those concerned of their obligations and commitments under this Code of Ethics and require that this Code be adhered to and upheld;
 - b. neither establish nor proceed with business relations with any person who explicitly refuses to adhere to or in any case uphold the dispositions of this Code of Ethics;
 - c. report to the University Supervisory Board any conduct by third parties which is inconsistent or potentially inconsistent with the dispositions of this Code of Ethics.
- 4) In contracts with suppliers, consultants, operators and collaborators in general, Università Cattolica will stipulate termination clauses which specifically relate to a hypothetical breach of this Code of Ethics.

51. Dissemination

- 1) Università Cattolica will encourage compliance and promote the widest possible disclosure and awareness of this Code of Ethics through publications, communications, teaching activities, and any other means deemed suitable, including through annual training specific to the different roles and responsibilities of the various recipients.
- 2) A hard copy of the Code of Ethics is permanently held at the Office of the Rector, on-campus Pastoral Centres, the offices of the Faculty Deans, department and institute administrative offices, the Office of the General Manager, and the Campus Directorates.
- 3) A hard copy of the Code of Ethics is given to the student union representatives, student associations, and student groups.
- 4) A copy of the Code of Ethics is also provided to those who are part of the academic and administrative staff when they sign their contract of employment and to all students upon enrolment or registration.
- 5) The Code of Ethics can be consulted on the Università Cattolica website at any time. The site will also publish timely and adequate notification of any modifications and guidelines for applying the Code of Ethics, without reference to persons involved unless specifically requested by such persons.

52. Systems of internal oversight

- 1) Those who are part of Università Cattolica shall promote at all levels the culture of oversight as a means to improving the efficiency of university activities and operations.
- 2) With this aim, those who are part of Università Cattolica - in particular those responsible for a division, office or academic service - must comply with regulations and follow procedures diligently and responsibly, and fully cooperate with the internal divisions and bodies delegated to oversight, placing themselves at the disposal of and lending their full cooperation to any supervisory or auditing activity.
- 3) Università Cattolica fosters a coordinated system of internal oversight through relevant channels of communication and exchange of information with respect to the university organisational model, and the University's management and control.

53. The Università Cattolica Supervisory Board

- 1) The Università Cattolica Supervisory Board is an independent, autonomous body with a mandate to oversee and update the organisational model, the University's management and control, and this Code of Ethics.
- 2) Within the scope of its mandate, the Supervisory Board has unhindered access to any data and information it needs for its work and has the power to recommend the application of specific sanctions to those who adopt obstructive or intimidating behaviour or any kind of behaviour that undermines the oversight work of the Board.
- 3) Should the Supervisory Board observe conduct that is in breach of this Code of Ethics and identify the person/s who may be responsible, it shall submit a written report to the Rector and the General Manager.
- 4) Those who are part of Università Cattolica shall lend their full cooperation to the Supervisory Board in the execution of its duties.

54. Reporting non-compliance

- 1) Subject to the provisions of clause 51, Università Cattolica will specify the most appropriate ways to report any breach of this Code of Ethics.
- 2) Those who are part of Università Cattolica and third parties may report to the Rector and/or the Supervisory Board at any time any deed believed to be a breach or a suspected breach of this Code of Ethics; such reports may not be made anonymously. The Rector and/or the Supervisory Board will promptly look into the report and may speak to the person reporting the fact and the person responsible for the alleged breach and any other persons that might be involved.
- 3) Those who are part of Università Cattolica must cooperate in the inquiry and ensure unhindered access to all the documentation deemed useful.
- 4) Any person who submits a report pursuant to current article will be protected from any form of retaliation or act that may be construed as a form of discrimination or sanction. In accordance with the provisions of this Code of Ethics and applicable laws, the Supervisory Board and the University will protect the identity of any person who reports a breach in good faith. Any act of retaliation or discrimination towards a person reporting a breach of the Code of Ethic, as well as the fraudulent submission of an unfounded report will be subject to disciplinary measures.

55. Disciplinary measures and procedures

- 1) Decisions on any proven breaches of this Code of Ethics will be taken by the competent Authority, as set out in relevant regulations and collective agreements.
- 2) These same regulations and collective agreements list the disciplinary measures that can be applied in the event of a breach of this Code of Ethics.

56. Updating of Code of Ethics

- 1) The Code of Ethics is updated after deliberation by the Board of Directors, on the recommendation of the Academic Senate following consultation with the Supervisory Board.

57. Disqualification and revocation

- 1) Any person receiving a conviction or sentence at the behest of the parties for a serious offence, even when not final, shall not be permitted to sit on the University's central governing bodies.
- 2) Those who are part of Università Cattolica who have contravened this Code of Ethics and who have been subject to disciplinary action pursuant to relevant regulations and collective agreements are eligible for nomination or election to the management of academic or administrative units, and/or departments and/or bodies.
- 3) Any further instances of potential disqualification by conduct are governed by specific rules.



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