



CODE OF ETHICS AND CONDUCT

OF CA' FOSCARI UNIVERSITY OF VENICE

Introduction

1. Ca' Foscari University of Venice (henceforward "University", "Institution" or "Administration") is a public university that embraces the values expressed in the Italian Constitution, in the Universal Declaration of Human Rights and in the Charter of Fundamental Rights of the European Union, in addition to the values expressed in the agreements signed by the Italian Government that refer to the principles of scientific research, of teaching, and of other university activities. The University is aware that education and research must aim to foster the full development of human personality and reinforce a sense of respect for human rights and fundamental freedoms. Therefore, the University is committed to promoting the development of knowledge and its universal circulation; it is also committed to creating an environment rooted in discussions, in respectful interpersonal relationships, and in the openness to exchanges with local, national and international communities, in keeping with the principles expressed in the European Charter for Researchers.

2. This Code applies to Ca' Foscari University of Venice (understood as an institution and bodies) and to the Ca' Foscari Community, which includes:

a) the University Community, namely:

i. the professors, researchers, Managers, technical-administrative staff ¹, Collaborators and Linguistic Experts (hereinafter "CLE"), students, subject experts, research fellows and collaborators who have, under any type of contract or assignment and for any reason, relations with the University;

ii. the other subjects who, by virtue of an organic and/or contractual relationship, act in the name of and/or on behalf of Ca' Foscari University of Venice;

b) external subjects to whom the University entrusts the realisation of works, the supply of goods or the provision of services.

3. 1. Each member of the Ca' Foscari Community is required to respect, implement and promote the universal ethical values which the university embraces and refers to in all aspects of its work:

- freedom, dignity and promotion of people;

¹ Including the technologists referred to in Art. 24-*bis* of Italian Law No. 240/2010.

- equality, the rejection of all discrimination, equal opportunities, solidarity and equanimity;
 - responsibility, honesty, integrity and professionalism;
 - the valorisation of merit and individual and cultural diversity, impartiality, loyal collaboration and transparency;
 - knowledge and promotion of scientific studies and research;
 - the protection of the environment and the healthiness of the places of study and work.
3. Everyone must work for the institution - and not for personal or special interests - and comply with the rules contained in this Code with both internal and external subjects.
 4. The recipients of this Code are required to know its content and to respect and promote what is reported therein.
 5. In compliance with the values and rules expressed in this Code, Ca' Foscari University of Venice may issue specific codes of conduct for individual components of the University.
 6. This Code is supplemented by the University Codes in force concerning the fight against mobbing and the prevention of sexual harassment, even though such Codes are not physically attached to this Code.

Part I – General principles

Art. 1 - Equality

1. The University is committed to guaranteeing equal treatment and protection to anyone against direct or indirect discrimination related to religion, gender, sexual orientation, exercise of freedom of conscience, opinion, speech, physical appearance, language, ethnic origins, belonging to national minorities, citizenship, social, personal and health conditions, pregnancy, family choices, and age.
2. The University considers any discriminatory act and attitude intolerable. It therefore adopts appropriate strategies to prevent and stop discriminatory behaviour - including sexual harassment - exhibited by any member of the Ca' Foscari Community.
3. The University is committed to supporting all initiatives aimed at protecting and enhancing disadvantaged categories, as well as promoting their inclusion in places of study and work.

Art. 2 – Impartiality and equanimity

1. The University pursues equity and equanimity and rejects favouritism in any form - including nepotism - as it is in conflict with human dignity, the enhancement of talents and of individual merits, honesty, integrity, professionalism and academic freedom; the University prevents and fights all forms of partiality, deriving from conflicts of interest, even if only potential.

2. The University, in compliance with the profiles of merit and its general policies and the laws to which it is subjected, is committed to promoting opportunities for individual development, growth, career and success.

3. The University undertakes to evaluate with particular attention funding, donations and intangible recognitions involving subjects (individuals or legal entities) on whom there is a well-founded suspicion of serious violations of the principles that inspire this Code.

Art. 3 – Protection of human dignity

1. The University opposes all forms of abuse and harassment. To this end, it is committed to guaranteeing a work and study environment in which interpersonal relationships are based on fairness and respect for human freedom and dignity.

2. The University does not tolerate either sexual harassment or moral harassment, as both are harmful to human dignity, especially if aggravated by the existence of an asymmetrical position between those who harass and those who are victims.

Art. 4 - Occupational safety and the protection of health

1. The University is committed to ensuring an environment for work, research and study activities that is appropriately safe and suitable for safeguarding people's health, understood as a state of physical, mental and moral well-being.

Art. 5 - Environmental, social and economic sustainability

1. The University undertakes to respect and pursue objectives of environmental, social and economic sustainability in order to minimise the impact on the environment, to increase social cohesion, to reduce inequalities, to protect parenthood and the inclusion of disabled people, and to promote cultural growth and economic progress.

2. The University protects and safeguards its heritage, paying particular attention to its artistic heritage. It makes its heritage usable and accessible to the community in compliance with teaching and research activities.

Art. 6 - Confidentiality and the processing of personal data

1. All data and information held by the University - relating to external and/or internal subjects, structures and activities - are treated in compliance with the principles of confidentiality and protection of personal data.

Art. 7 - Ethical aspects of teaching

1. In compliance with constitutional and statutory principles, the University recognises and protects the freedom of teaching in line with the programming of the educational structures of reference. The University also undertakes to guarantee an environment that favours and enhances intellectual freedom and the free exchange of ideas, which is regarded as a necessary prerequisite for teaching, studying and pursuing knowledge.

2. The University promotes teaching as a right and duty of every teacher, with the understanding that teaching reflects the teacher's intellectual and research experience. Therefore, teaching requires diligence, punctuality and accuracy, as well as respect for students, their rights and their culture, and impartiality in assessing their knowledge.

3. Students engage in their studies and training activities, showing respect for the Institution, its structures, colleagues, teachers and technical-administrative staff and Collaborators and Language Experts, without prejudice to the right to criticise and to show their needs at any time, including doing so via the appropriate institutional channels.

4. The University condemns and punishes all forms of unfair behaviour displayed by teachers and students.

Art. 8 - Ethical aspects of research

1. The University, in compliance with constitutional and statutory principles, recognises and protects the freedom of scientific research.

2. Research activity is the right and duty of every teacher and must be inspired by the principles of respect for the dignity of all those involved, responsibility, fairness, diligence and transparency. Research results must contribute to the development and well-being of society. The supervision of final-year university students and graduate students involves a commitment to active research training and to the promotion of their scientific independence.

3. In all phases of research, particular attention must be paid to the integrity of the research itself, inspired by the principles of reliability, responsibility, honesty and respect.

4. In particular, in the planning and execution of research, researchers must guarantee the right to privacy and to the protection of the personal data of all those involved, the right to the physical and mental integrity of the person, the right not to be subjected to discrimination, and the need to guarantee high levels of protection of health, including that of researchers themselves. Researchers must also take into account the protection of society, ecosystems, cultural and environmental

heritage, by responsibly assessing the potential direct and indirect impact on research subjects and, more generally, on society and the environment.

5. It is the University's duty to provide guidelines regarding sensitive areas with respect to ethical issues in the planning and execution of research, if necessary, by referring to a structure with an advisory function for the assessment of the management of ethical aspects.

6. The University, considering the social relevance of scientific research, is committed to ensuring maximum sharing and circulation of the results of the research. For this purpose, without prejudice to the intellectual property rights of the authors, the University supports open access to scientific literature and research products, also through their long-term conservation, in order to allow the exact identification of the contents and to safeguard their integrity.

7. Researchers are required to guarantee that the scientific information they divulge is independent, correct and complete.

8. The University condemns all forms of scientific fraud², believing that such behaviour compromises the reputation of the University, undermines societal trust in the scientific community and involves a waste of resources.

Art. 9 - Ethical aspects of civic engagement

1. The University believes that knowledge is an essential resource for the growth of the community. Therefore, it regards communication with society and the spread of knowledge as fundamental objectives.

2. The activities of civic engagement must be carried out with a view to improving information, involvement, dialogue, debate, exchange of ideas and contribution to the development of the community.

Art. 10 - Responsibility in institutional activities

1. The University, as part of its autonomy, promotes a responsible use of resources and encourages responsible individual and collective behaviour in all the activities of the institution.

2. In order to carry out its institutional activities, the University requires effective collaboration, commitment, participation, honesty and loyalty on the part of the holders of governance, management and administration roles, of those responsible for control, quality and guarantees, and of the whole Ca' Foscari Community.

²Reference is made, for example, to "fabrication" (the invention of data or other recorded results as if they were real), "falsification" (the modification, omission or suppression of data or results, or the manipulation of research materials, equipment or processes), "plagiarism" (the appropriation of others' works or ideas) and "self-plagiarism" (the re-publication of substantial parts of one's previous publications without recognising or correctly citing the original, in order to surreptitiously increase one's publications).

Part II - Rules of conduct

Art. 11 - Equality, equal opportunities and non-discrimination

1. The University and the Ca' Foscari Community are committed to acting in order to remove obstacles and prejudices of an economic, social, cultural, physical and technological nature that may cause discrimination and inequality; they also promote equal opportunities while pursuing the enhancement of merit in study, work and research activities and facilitating the reconciliation between private and professional life.

Art. 12 - Prevention of sexual harassment and mobbing

1. The University adopts information and training initiatives in order to prevent cases of harassment and intervenes promptly to protect the people who have been harmed according to the procedures set out in the Codes of Conduct against harassment and mobbing, also through the work of the competent bodies and subjects.

Art. 13 - Health, safety at work and the environment

1. The University promotes serene working conditions based on the quality of relationships by taking care of the healthiness and safety of the environments and establishing clear procedures, working methods and operating instructions aimed at making the members of the Ca' Foscari Community aware of risks and the related preventive measures.

2. The Ca' Foscari Community avoids behaviour that could put people's health and safety at risk by complying with the procedures identified and collaborating on safety information and training activities.

3. The Ca' Foscari Community promotes health and behaves respectfully with regard to the environment, with a view to sustainable development.

4. As regards the design, assignment and execution of works and public works, services and supplies, the University is inspired by social needs, health and environmental protection, sustainable development and accessibility for people with disabilities.

Art. 14 - Transparency

1. The members of the Ca' Foscari Community carry out their activities according to principles of transparency and guarantee maximum traceability in decision-making processes.

2. Anyone who manages data and information is required to comply with truthfulness, completeness, accuracy and transparency requirements, thereby acknowledging the fundamental value of correct and timely information. To this end, the Ca' Foscari Community is required to guarantee the transparent management of its teaching, scientific, administrative and accounting activities, thereby committing itself to providing complete, truthful information in compliance with the duties related to the office held by the individual.

3. In particular, the teaching and research staff undertake to ensure maximum transparency in research activities (with special regard to the use of research funds and forms of collaboration with other researchers or institutions), teaching activities (with special reference to exams and the relevant holding and assessment procedures), the deliberations of the departmental bodies (Department Council, Council, Boards, Committees, Commissions) and comparative assessments (with a view not only to the formal correctness of the documents, but also to their prompt and widest publicity and greatest comprehensibility).

4. Managers and technical-administrative staff are committed to paying particular attention in carrying out transparent administrative actions and managing the contents of the information held, in order to avoid damage to the image of the University; they also follow internal procedures and legal provisions in order to ensure the continuity of the office's activity, as well as the availability, traceability and sharing of information.

5. Each member of the University Community is required to consult only the documents, files, databases and archives of the University he/she has access to, making use of them in compliance with official duties and with the rules on the processing of personal data.

6. Anyone who, in the exercise of his/her functions or personally, comes into possession of confidential, institutional or subjective information, is required not to disclose it and not to use it, thereby ensuring confidentiality, impartiality, transparency in terms of the criteria adopted and the protection of the interests of the Institution.

Art. 15 - Conflict of interest

1. A conflict of interest arises when any member of the Ca' Foscari Community operates in situations in which personal and/or professional interests might harm or affect the impartiality required to exercise his/her role or function.

2. The members of the Ca' Foscari Community are required to refrain from any activity that could generate a conflict of interest or pursue interests in contrast with those of the University.

3. In particular, in the presence of conflicts of interest – even potential ones –, each member of the Ca' Foscari Community must refrain from participating in the adoption of decisions or activities,

in accordance with the provisions of the regulations in force at national and university level applicable from time to time to the specific case.

4. The members of the Ca' Foscari Community abstain in any other case involving serious reasons of expediency.

5. Anyone who considers him/herself to be involved in a conflict of interest, or feels conditioned in the adoption of his/her decisions and/or in the performance of his/her work due to external influences, must immediately notify the competent bodies and abide by the decisions made by the latter.

6. In particular, even potential situations of conflict of interest are to be promptly communicated – and accompanied by any information useful for assessing the relevance of the conflict – to the Director of the Department, in the case of teaching and research staff, or to the person in charge of the structure he/she belongs to, in the case of technical-administrative staff and CLEs (Collaborators and Linguistic Experts).

7. Upon receiving the necessary information, the Director of the Department or the person in charge of the relevant structure, rules on the relevance of the conflict of interest and, if necessary, decides on abstention by adopting the consequent acts and giving written notice to the person concerned.

8. If the conflict of interest concerns a Manager, the decision is made by the General Manager. If the conflict of interest concerns the General Director, a Department Director or a member of the collegial bodies, the decision is made by the Rector. If the conflict of interest concerns the Rector, the decision is made by the Board of Directors.

9. Failed, late, incomplete or false communication constitutes behaviour contrary to official duties.

10. The following additional obligations apply only to technical-administrative staff and CLEs:

a) in compliance with the regulations in force regarding the right to association, the staff member promptly informs the manager of the relevant office of his/her adhesion or belonging to associations and organisations, regardless of their confidential nature, whose areas of interest may interfere with the performance of his/her job activity; this does not apply in the case of membership of political parties or trade unions; the communication, which must contain the essential data relating to the association and the reasons for the potential interference, is to be made in writing within 15 days: from the hiring or from the assignment of the task; from the beginning of work at the office; from the adhesion or coming to knowledge of the possible interference that may occur with the activities of the structure to which the staff member is assigned; in the case of transfer, from the knowledge of the document of assignment. Staff do not force other staff to join associations or organisations, nor do they exert pressure to do so by promising career advantages or disadvantages;

b) the staff, upon assignment to the office, communicates within 15 days to the person in charge of the reference structure all the relationships entailing collaboration with private subjects, either direct or indirect, and paid in any way, that he/she has or has had in the last three years, specifying:

i. if he/she him/herself or his/her relatives or in-laws up to the second degree of kinship, spouse or cohabitant has or still has financial relationships with the person with whom the aforementioned relationships of collaboration have taken place, except in the case of manifest impossibility to collect the declaration of relatives or in-laws up to the second degree, of the spouse or cohabitant, which is all to be acknowledged in the declaration itself;

ii. whether such relationships have occurred or exist with subjects who have interests in activities or decisions relating to the office, limited to the practices entrusted to him/her.

Art. 16 - Use of the name and assets of the Ca' Foscari University of Venice

1. Each member of the Ca' Foscari Community is required to use the name, logo and resources of the University according to responsibility, transparency and affordability criteria.

2. While respecting the freedom of expression of thought and the right to criticise, and always keeping personal opinions separate from institutional orientations, the name of the Ca' Foscari University of Venice cannot be misused.

3. Research equipment, spaces or material or financial resources of the University cannot be used or lent out for purposes other than institutional ones, or in any case for purposes not expressly authorised by the competent managers or institutional bodies.

Art. 17 - Prevention of corruption

1. The Ca' Foscari Community acknowledges and establishes the measures necessary for the prevention of corruption and offenses in the Administration; in particular, it complies with those contained in the plans for the prevention of corruption; under the guarantee of confidentiality, each of its members collaborates with the person responsible for the prevention of corruption, reports any illegal situations of which they have become aware and commits him/herself to filing a complaint with the judicial authority in the cases provided for by law.

2. Employees who report an offense to the Administration are protected under the current law. In particular, employees who report to the judicial authorities or the Court of Auditors, or report illegal conduct they have become aware of due to the employment relationship, cannot be sanctioned, fired or subjected to a direct or indirect discriminatory measure having effects on working conditions for reasons connected directly or indirectly to the complaint.

3. The authority or superiority deriving from an academic position or office held must not constitute a pretext for obtaining personal advantages of any kind or for imposing on others the execution of performances or services that are either not aimed at pursuing the general interest of the University or do not fall within the normal course of teaching, research, academic or administrative activities.

4. The members of the Ca' Foscari Community are not allowed to receive donations, benefits, gifts to the extent that these compromise the image of the University or influence the performance of institutional activities or alter the equanimity of judgment; an exception is made for gifts of modest value - as foreseen by national legislation - in the context of normal relations of courtesy, cultural meetings, institutional visits, conferences and/or scientific congresses in accordance with international customs.

5. University staff must promptly notify in writing the person responsible for the prevention of corruption of the receipt of gifts and/or other benefits, other than the cases permitted by this Code.

6. Managers, technical-administrative staff and CLEs are not to accept collaborative assignments from private parties who have had a significant interest in decisions or activities of the office to which they belong in the two years prior to assignment to the office. For the purposes of this article, the following definitions apply:

- a) "collaborative assignments", assignments of any type and for any reason;
- b) "private entities", any private body, even non-profit ones, with the exception of private bodies foreseen in the List of public administrations, participating entities owned by a public administration, as well as legal entities generated within the activities of the transfer of technology.

Art. 18 - Behaviour on duty and in public

1. The University staff are to maintain adequate demeanour and professionalism in relations with colleagues, students and the public, as they represent the Ca' Foscari University of Venice.

2. The staff, except for well-founded reasons, must not delay the completion of activities or the adoption of decisions pertaining to them, nor are they to assume behaviour that can have an effect on other workers.

3. University staff are to use leave of absence from work, however named, in compliance with the conditions provided for by law, regulations and collective agreements.

4. The University staff are to use the spaces, furnishings, materials, equipment and tools made available by the University with particular care and diligence and in the manner prescribed. The staff are to use the means of transportation made available by the University only

for carrying out office duties, thereby refraining from transporting third parties, except for office reasons.

5. University staff who make use of instruments, machines or other equipment are to pay particular attention to and observe the specific legislation and are to take every precaution in order to prevent and avoid risks to their own health or to that of third parties.

6. University staff who receive assets from the Ca' Foscari University of Venice – or other bodies with which the University has a contract or agreement – for service reasons undertake the custody and protection obligations provided for by the applicable legislation. The staff must not even temporarily transfer the aforementioned assets to third parties, except in the cases provided for by law.

7. University staff are to keep access credentials for all University services safe, thereby guaranteeing their security and confidentiality.

8. The staff must not engage in conduct that could harm the image of the University, nor use the position they hold improperly.

9. Only those authorised to do so can issue public declarations in the name of the University.

Art. 19 - Behaviour on duty and in public - Special provisions for teaching and research staff

1. Teachers are required to responsibly and correctly perform their educational role and carry out teaching tasks in compliance with the University's statutory and regulatory provisions³.

2. The teaching staff is committed to constant discussion and dialogue with students, also in order to evaluate the progress of the class; the students' opinion on teaching, as well as the results of their learning, will be critically analysed so as to favour their moral and cultural growth and guarantee high-level educational activities.

3. In the awareness that the results of research are a public good, professors and researchers, including research fellows, are committed to not unduly gaining private advantage by circumventing the University's rules, especially those regarding intellectual property, patents and spin-offs, and thus to making the results of the research available to the scientific community in the ways and forms most suitable for their circulation. Likewise, they also make available the data they have used for research and teaching activities that are not covered by legal or economic safeguards, so that the scientific community can access that data and enrich their knowledge.

³ See, by way of example but not limited to, the University Teaching Regulations and the Regulations for self-certification and verification of teaching and service tasks.

4. Research products are usually made available to civil society through open access archives, in compliance with copyright and the "as open as possible, as closed as necessary" principle established by the European Commission. In group research, the person in charge fosters a climate of collaboration; the roles and specific tasks of the individual researchers and of the research institutions involved are agreed upon between the parties, without prejudice to the possibility that they may be modified during the course of the research.

5. In scientific productions, the contribution of each member of the research group must be recognised and valued; moreover, all and only the people who have provided a significant scientific contribution must be indicated as co-authors. In collective publications, the order of co-authors must be agreed upon in advance and, if the nature of the research and publication so permits, the part of the contribution of each one must be indicated or identifiable, taking into account the practices in force in the relevant scientific community.

Art. 20 - Behaviour on duty and in public - Special provisions for technical-administrative staff

1. University staff identify themselves to the public by means of the visible display of their badge or other identification support made available by the organisation. The staff is to operate with a spirit of service, fairness, courtesy, willingness to help and promptness in responding to the public according to the various methods and rules established by the current legislation.

2. The staff must be clear and thorough in providing answers to the various requests received according to timelines and methods that correspond to the nature of the question, and are in any case adequate efficiency standards. In addition, all the elements suitable for the purpose of identifying the person responsible for the response must always be highlighted. Answers are usually provided within thirty days of receipt of the request, unless there is a well-founded reason.

3. In carrying out its activities, the staff ensures compliance with the quality standards set out in the University Service Charters.

4. The staff supports the right of access, keeps office information confidential and ensures the protection of personal data in accordance with current legislation and internal regulations.

5. The staff fulfils the formalities required for the detection of attendance through the correct and diligent use of the detection systems made available by the University.

Art. 21 - Behaviour on duty and in public - Special provisions for Managers

1. Managers observe and supervise compliance with the rules on discipline, transparency and anti-corruption regarding absences and permits, incompatibility, accumulation of jobs and work assignments by the staff of the structure for which they are responsible.
2. Managers diligently carry out their duties and pursue the objectives assigned by adopting adequate organisational behaviour.
3. Managers guarantee, within their own structure, an equitable distribution of workloads, taking into account the skills, aptitudes and professionalism of the staff under their direction; they assign any additional assignments on the basis of professionalism and, insofar as possible, according to criteria of rotation; they optimise work through dialogue, discussion and periodic meetings with the staff.
4. Both before and after they have assumed the office, the Managers must annually communicate to the University the shareholdings and other financial interests that may place them in conflict of interest with the public function performed. They must also declare whether they have relatives up to the second degree, spouses or cohabitants who carry out political, professional or economic activities that would put them in frequent contact with the structure that they will have to manage or who are involved in decisions or activities related to it. They must also annually provide the University with information on their assets and annual returns of income subject to the income tax of individuals provided for by law.
5. Managers assume loyal and transparent attitudes and assume exemplary and impartial behaviour in relations with colleagues, collaborators and recipients of administrative actions. They also make sure that the resources assigned to the structure are used exclusively for institutional purposes and not for personal needs.
6. Managers take care of the organisational well-being in the structure they are responsible for, encouraging the establishment of cordial and respectful relationships among employees, the inclusion and enhancement of differences in gender, age and personal conditions. They take initiatives aimed at the circulation of information, as well as the training and updating of staff, compatibly with the resources available.
7. Managers contribute to the evaluation of the staff assigned to the structure under their responsibility with impartiality, while complying with the indications and the prescribed times, based on the provisions of the system for the measurement and evaluation of performance.
8. Managers promptly take the necessary initiatives when they become aware of an offense; if competent, they activate and conclude the disciplinary procedure, or promptly report the offense to the disciplinary authority, also ensuring, where requested, their collaboration; finally, they forward a prompt report to the criminal judicial authority or

send a report to the Court of Auditors for the respective competences. In the event that they receive a report of an offense committed by an employee, they take all legal precautions so that the whistleblower is protected and his/her identity is not unduly revealed in the course of the disciplinary proceedings.

9. Managers, within the limits of their abilities, make sure that news that is not true regarding the organisation, activity and public employees does not spread. They encourage the dissemination of knowledge of good practices and good examples also in order to strengthen the sense of trust in the University.

Art. 22 - Behaviour and responsibility of students

1. Students are required, both individually and collectively, to respect, protect and promote the core values of the institution and any other rule contained in this Code, with special reference to the culture of tolerance and inclusion.

2. It is the right and duty of students to actively participate in educational, training and institutional activities, in the spirit of learning and critically and creatively re-elaborating knowledge.

3. It is the student's duty to make the study environment comfortable and improve it based on mutual collaboration and the exchange of knowledge and information. Students are encouraged to personally re-elaborate the study material: no form of plagiarism is admissible.

4. Students behave in collaborative, correct and respectful ways with teachers and those who carry out work or study activities in the University structures, sharing a culture based on loyalty and correctness of behaviour, responsibility and respect for the institution.

Part III - Organisational and procedural measures

Art. 23 - Disclosure and Compliance

1. The University is committed to the widest circulation of this Code within the Ca' Foscari Community by means of adequate communication, training and awareness-raising activities on ethical issues and appropriate conduct.

2. It is the duty of every member of the Ca' Foscari Community to read this Code and to observe the rules contained therein, taking action to promote the principles which inspire them.

Art. 24 - Violations of the Code

1. Each member of the Ca' Foscari Community is required to report behaviour, facts or situations that may constitute a violation of the rules and principles contained in this Code to the competent body⁴. Only reports that are not anonymous and report a detailed and motivated description of the facts, acts or behaviour in violation are taken into consideration.
2. The competent body evaluates the contents of the report and, in case of disciplinary relevance, proceeds in accordance with the provisions on disciplinary violations in application of the criterion of prevalence of the disciplinary offense, pursuant to Art. 52, par. 7, of the University Statute.
3. If, on the other hand, the competent body evaluates the report as not relevant for disciplinary purposes, it proceeds, within 20 days of receipt of the report, to the transmission of the documents to the Ethics Commission referred to in the following Art. 25, so as to ascertain any violations of the Code relating to ethical aspects.

Art. 25 - Ethics Commission

1. The Academic Senate sets up a special Ethics Commission, thereby determining its composition, functions and tasks, duration and mode of operations via a specific Regulation.
2. The members of the Ethics Commission act with independence and impartiality of judgment and operate in full compliance with the principle of confidentiality during the proceedings, to protect the subjects involved in the investigation. The Ethics Commission makes the measures adopted public in a timely manner to protect the confidentiality of the subjects who are sanctioned.
3. The functions of the Ethics Commission:
 - a) are consultative, regarding research, investigation, promotion and dissemination of ethical issues;
 - b) are investigative as referred to in the following Art. 26.
4. The Ethics Commission is required to report annually to the Academic Senate on the activities carried out.

⁴ For the technical-administrative and CLE staff, the Disciplinary Proceedings Office established pursuant to Art. 55-bis, par. 4, of Italian Legislative Decree No. 165/2001; for teaching and research staff, the Discipline Board (provided for by Art. 19 of the Statute pursuant to Art. 10 of Italian Law No. 240/2010); for students, the Commission provided for by Art. 38 of the University Regulations for Student Careers; in the case of external parties, the related contract clauses apply.

Art. 26 - Procedures for ascertaining violations and imposing sanctions

1. The Ethics Commission, within 20 days of receipt of the documents by the competent disciplinary body, evaluates the documents; if a possible violation of this Code concerning ethical principles emerges, it initiates the investigations necessary to verify the facts. The interested party is simultaneously notified in writing of the initiation of the procedure.
2. For investigative purposes, the Ethics Commission has the right to summon, either jointly or separately, the members of the Ca' Foscari Community involved in the facts under investigation, and anyone who is aware of them, respecting the dignity of persons, the right of each person to privacy, as well as the right to defence of the person subjected to the procedure.
3. The person subjected to the procedure referred to in the previous paragraph is guaranteed the right to defence, with the possible assistance of a prosecutor, or a representative of the trade union association to which he/she adheres or to which he/she gives a mandate.
4. At the end of the investigation, whose duration cannot exceed 40 days, the Ethics Commission transmits the documents to the Rector, together with a report on the investigations carried out and the proposal of an eventual sanction to be applied or archiving.
5. At the end of the preliminary investigation, upon receiving the documents from the Ethics Commission, the Rector transmits the results of the entire procedure and the proposal of sanction to the Academic Senate within 10 days.
6. Following the transmission of the documents by the Rector, the Academic Senate, within 60 days from the first useful session following the date of transmission of the proposal, decides on the imposition of the sanction, pursuant to Art. 52 of the Statute, or to the definitive archiving.
7. In the event that the violation of this Code concerns the Rector him/herself, the functions assigned to him/her are carried out by a teacher appointed by the Academic Senate.
8. If the alleged violation of this Code is committed by an external party to whom the University entrusts the realisation of works, the supply of goods or the provision of services, reporting to the Ethics Commission is the responsibility of the sole person in charge of the procedure (henceforward "RUP") to which the relative contract refers. It is the responsibility of the RUP to make sure that the assessments carried out in this regard by the Ethics Commission produce an effect on the offending subject, in compliance with the existing contract with the latter.

Art. 27 - Sanctions

1. In compliance with criminal, civil and administrative regulations and without prejudice to the guarantee of the principles of proportionality and right to be heard, the violation of the principles of this Code constitutes grounds for the imposition of sanctions by the competent bodies, according to the procedures referred to in the previous articles and as required by the University Statute.

Part IV – Final provisions

1. Although not explicitly provided for in this Code, reference is made to the Statute and the Regulations of the Ca' Foscari University of Venice, to Italian Legislative Decree No. 165/2001 and subsequent amendments, to Italian Legislative Decree No. 150/2009 and subsequent amendments, to Italian Law No. 240/2010, to Italian Law No. 190/2012 and subsequent amendments, to Italian Presidential Decree No. 62/2013, to the current National Collective Labour Agreement for the University sector, as well as to the general legislation on the subject.