

7.10 Code of Conduct for Employees

The University of Cyprus (UCY) issues the present Code of Conduct for Employees with the aim of promoting and ensuring a professional working environment.

This Code reinforces the core values and standards that underpin the work of UCY and constitutes a reference point for any decisions made and actions taken by the University community while carrying out its professional duties.

The reputation and credibility of UCY depend directly on the quality of services and the professional conduct of UCY staff.

The core values that govern the University Code of Conduct for Employees are inextricably linked to the principles of good administration: respect, consistency, transparency, and meritocracy.

Introduction

1. All members of the University community must demonstrate dedication, responsibility, honesty, consistency, and professionalism both when carrying out their duties as well as when participating in other activities.
2. All members of the University community must treat other members with honesty, fairness, and respect.
3. Rude or offensive behaviour by any University community member towards another is not acceptable.

A. Respect for Others

A.1. All members of the University community must treat one another fairly and with due respect, both for individuals and their rights.

A.2. All members of the University community must be encouraged to carry out their duties or studies, and their contribution and achievements must be duly acknowledged.

A.3. Supervision, assessment, and/or evaluation of colleagues and/or students should take place with objectivity, meritocracy, without any bias, and in accordance with criteria that have been set and communicated beforehand to all parties involved.

Provided that, supervising staff/students should treat their supervisees fairly by providing them with equal opportunities to develop and express their views, while maintaining an open and honest communication with them.

A.4. In case of assessment, evaluation and/or investigation, University community members shall form and justify their decisions without prejudice by taking into consideration all relevant facts, acting in full transparency and with absolutely no conflict of interest.

Provided that, individuals shall refrain from any assessment in which they themselves or their immediate family members are involved, or from which they or the above individuals obtain a financial or other benefit.

Provided further that, before any decision is made, the individual(s) concerned must be given the opportunity to respond to relevant allegations and evidence presented.

A.5. Everyone is expected to be responsive, fair, and courteous in their interaction with others.

A.6. No one should use any unlawful means or manipulation, conceal information, misuse confidential information, mispresent information or follow any other unfair practice.

Provided that, University community members must refrain from any action that involves taking advantage of students and colleagues using their position, academic rank or status.

A.7. Within the University, different opinions must be respected. Any disagreement should be resolved only through rational debate, which should not be interrupted by verbal or physical violence or intimidation/bullying. Criticising other people's opinions must be distinguished from personal attacks against them. No one should verbally insult, vilify, or belittle other people, either explicitly or implicitly. Offensive comments that degrade other people and damage their reputation by exposing them to contempt, ridicule or hatred will not be tolerated.

A.8. Everyone has the right to work, study, and live in an environment free from any form of harassment and discrimination, **as these are defined in the relevant University codes of conduct on harassment and equality.**

A.9. Any actions that lead to physical or psychological harm shall not be tolerated. Safe working practices and environments should be ensured by and for everyone using the University premises.

B. Compliance with the University Law, Regulations, Rules and Codes of Conduct

B.1. Provided that, everyone is required to follow and abide by UCY Legislation, Regulations, Rules and procedures, as well as the laws of the State and the European Union.

Provided that, when someone has any query regarding compliance with the University policies and regulations, they must seek clarification and guidance **from the people they are accountable to, or from the competent authorities of the University.**

B.2. University community members must be discreet and maintain confidentiality about matters that come to their attention in the course of their duties, except when being obliged to testify before judicial, disciplinary or audit authorities.

B.3. University computers and network infrastructure are only to be used for purposes related to one's studies, or the performance of one's duties, any University-related work, or any other reason authorised by the University. Everyone must comply with the requirements of the **Code of Conduct on Acceptable Computing Use Practices**. It is particularly noted that the deliberate creation, dissemination, printing, retrieval, uploading, or saving of material of discriminatory, defamatory, obscene, harmful (e.g., viruses), threatening, or intimidating nature is prohibited. Such material may only be used in order to make it known to the competent authorities of the University.

B.4. Everyone shall comply with the University policy on the consumption of alcoholic drinks and illegal substances. Individuals should ensure that their personal consumption of alcohol does not affect their work performance or the safety and well-being of others. The smoking-related legislation must be strictly implemented.

C. Diligence and Efficiency in the Workplace

C.1. University community members must represent the Institution, its mission, and collective goals in all their activities with integrity, academic ethics and a sense of duty, responsibility, and commitment towards the University and society. Furthermore, any work related to the University must be performed with care and efficiency, bearing in mind that trust in meritocracy and honesty are fundamental for both employees and students.

C.2. All employees must strive to maintain and enhance the skills and knowledge required to carry out their work. The University, in turn, must facilitate this endeavour to the best of its possibilities.

C.3. Employees are expected to keep performing to the best of their abilities and to work in every way possible for the well-intended interests of students, academic, administrative, and technical staff, as well as of the wider community.

C.4. University members must conduct themselves appropriately in all aspects of academic life and be prudent and careful when using the media, the social media and, in general, the Internet. More importantly, University members' appearance and attire must conform with their duties.

C.5. Employees must pay due attention to performing their duties, especially when their advice and information may affect others.

C.6. University resources should be used prudently and not be wasted.

D. Protection of University Property

D.1. Protecting University property and respecting University premises and facilities are fundamental obligations of all staff and students. All individuals must protect University property and report to the appropriate authorities any intentional damage or destruction.

D.2. In accordance with the University Law, Regulations and Rules, University resources are to be used only for the benefit of the Institution. Everyone is required to use them for lawful activities only, for the benefit of the University and not for their personal benefit or the benefit of any third party.

D.2.1. University property is both tangible (e.g., buildings, furniture, equipment, vehicles, supplies, electronic equipment, plants) and intangible (e.g., intellectual property, patents, working time, use of common areas and services). Anything that is the outcome of funded research also constitutes University property.

D.3. University Officers must establish and maintain appropriate systems to control, detect, and prevent fraud, theft, conflict of interest, intentional damage and any other form of wrongdoing to the University resources and property.

D.4. All University staff should be as accurate as possible when producing, developing, and disclosing information through reports, documents or oral reports, in both printed and electronic form.

D.5. Records and information are often publicised through legal channels, including the media. In such a case, comments on court decisions or inappropriate comments against natural or legal persons should not be included in the University minutes.

D.6. Authorised individuals may collect personal information on behalf of the University and use or disclose information, under the licence of the University, **only within the framework of the law and the guidelines periodically issued by the Commissioner for Personal (General) Data Protection of both the State and the Organisation.**

D.7. No individual shall sell, transfer, disclose, or authorise in any way the use of intellectual property, **without written authorisation by the competent authority.** The above includes patents protected by the Intellectual Property Law, trademarks and information belonging to the University or to individuals who have confidentially disclosed such information to the University. When intellectual property issues arise, reference should be made to the UCY Intellectual Property Policy.

D.8. The University material-technical infrastructure may be used only within the framework laid down by the law.

D.8.1. It is possible that individuals may use the University's telephone and Internet access and computer systems for personal use. This should be done sparingly and exceptionally. Long-distance calls from University telephones for personal reasons should be avoided, but if necessity compels such use, the University should be reimbursed for the resulting long-distance charges.

D.8.2. Anyone using the University material-technical infrastructure must comply with the Safety Rules both during and after use.

D.8.3. University equipment should not be moved outside UCY premises, unless permission has been granted by the competent authority.

D.8.4. If an employee's employment with the University is terminated for any reason, all University equipment must be returned.

References:

1. Employee Code of Conduct, Lakehead University:
https://www.lakeheadu.ca/sites/default/files/policies_procedures/Employee%20Code%20of%20Conduct.pdf
2. Code of Conduct, University of Sidney:
<http://sydney.edu.au/policies/showdoc.aspx?recnum=PDOC2011/65&RendNum=0>
3. Code of Ethics and Conduct, University of Bologna:
file:///C:/Users/admarina/Downloads/CodiceEticoediComportamento_UNIBO_versioneinlinguainglese.pdf
4. Code of Conduct, University of Utrecht:
https://www.uu.nl/sites/default/files/ubd_en_code_of_conduct.pdf
5. Κώδικας δεοντολογίας και καλής πρακτικής Εθνικού και Καποδιστριακού Πανεπιστημίου Αθηνών

https://www.uoa.gr/fileadmin/user_upload/PDFfiles/anakoinwseis/simantikes/2018/160218_kwdikas_deontologias.pdf
6. Κώδικας δεοντολογίας Πανεπιστημίου Θεσσαλίας:
http://www.uth.gr/static/miscdocs/Kwdikas_Deontologias_backup.pdf

Approved by the Senate (meeting No. 16/2020, dated 17/06/2020) and ratified by the Council (meeting no. 9/2020, dated 7/9/2020).