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## CODE OF CONDUCT ON COLLABORATION BETWEEN HEI AND SME

### 1. Purpose

This Code of conduct provides guidance to both HEI and SME on how to implement the collaboration and how to behave during the implementation of the collaboration between HEI and SME.

The purpose of this conduct is to ensure that HEI:

- is able to assure the quality of the academic standards and learning opportunities of awards and credit granted in its name;
- has clear procedures for developing and managing arrangements for delivering learning opportunities with SMEs which take due account of the level of risk involved;
- has in place mechanisms to ensure that risks of collaboration with SMEs are properly assessed and reviewed on a periodic basis;
- has in place appropriate governance arrangements for learning opportunities not provided by the HEI.

### 2. Ethical conduct

In fulfilling the HEI/SME mission and in respecting the ethical values, HEI/SME must be committed to:

- uphold the highest standards of intellectual honesty and integrity in learning/teaching/research/community service/doing business etc.;
- treat everyone, regardless of level or circumstance, with dignity and respect;
- maintain open and truthful communications;
- avoid all forms of violence, intimidation or conduct that in any way interferes with the freedoms and rights of others;
- refrain from all sorts of sexual or psychological harassment;
- refrain from any sort of discrimination on social, gender, racial, religious, ethnic, sexual orientation or any other grounds;
- foster cross-cultural understanding, and value and embrace diversity of all kinds;
- respect and preserve the quality of the HEI/SME facilities;
- use the IT facilities in an ethical and legal manner.



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### 3. Conflicts of interest

Involvement of HEI with SME offers the potential for conflicts of interest and time, for inhibition of free exchange of information, and for interference with the HEI member's primary allegiance to the HEI and its mission. This potential is most likely to exist when a proposed agreement closely relates to the HEI or staff member's area of academic work. An essential part of the HEI commitment to encouraging worthwhile technology transfer is protection.

HEI and SME members should avoid any conflict of interest or appearance of conflict of interest. Whenever a potential for conflict of interest exists, the other party and responsible persons of SME and HEI must be informed.

### 4. Specific requirements

- a. HEI members must not represent, appear for, or negotiate on behalf of any individuals, organizations, or institutions outside the HEI in connection with any contract, grant application, cause, proceeding, or other matter pending before the HEI. HEI members must not act on behalf of the HEI in any matter involving outside organizations in which they have decision-making authority or a direct or indirect financial interest that might reasonably be expected to impair objectivity or independence of judgment.
- b. HEI and SME members must not use or attempt to use their HEI/SME positions to secure inappropriate privileges or advantages for themselves or others, when collaborating with HEI/SME.
- c. SME members should avoid using HEI equipment, materials, services, students, or facilities without proper authorization and compensation where appropriate.
- d. SME and HEI members should avoid accepting gifts, favors, or services having value from members of SME/HEI with which the HEI/SME collaborates or is eager to collaborate with, under circumstances that might reasonably be interpreted as an attempt to influence the recipient in the conduct of his or her duties.