

## INTEGRITY CHARTER

REQUIRED TO BE COMPLETED BY all staff (with the exception of the internship mentors, suppliers, consultants, members of the Board of Directors, members of the Supervisory Board and volunteers)

I hereby declare that I am aware of and agree to the Integrity Charter.

## INTEGRITY CHARTER

For all staff of Hasselt University

### I. RESPECT

Hasselt University staff demonstrate respect for ethnic, sexual and socio-cultural diversity and for Hasselt University values. They are committed to a collegial, courteous and respectful attitude with internal and external contacts. When performing their activities at Hasselt University, they ensure one another's safety and commit to a sustainable and economical use of infrastructure and resources. Staff speak considerately when dealing with others.

### II. RESPONSIBILITY

In contacts or collaboration with others, Hasselt University staff are careful not to act in a self-interested way and avoid conflicts of interest. In the case of potential conflicting interests, the necessary transparency is to be displayed. They take timely measures to discuss and/or report problems, when relevant, to the appropriate authorities.

Hasselt University staff adopt an open mind and broad interest in order to make the most of opportunities and constructively use feedback. They are dedicated to improving their own qualities and competences, take criticism seriously, and are prepared to question their own thinking and behaviour.

### III. CONFIDENTIALITY

In accordance with the Hasselt University policy on information security, Hasselt University staff commit to, at all times, safeguarding the confidential nature of the data to which they have access in the context of education, research or provision of services, as well as during administrative duties. Hasselt University staff also respect, at all times, the privacy of people and institutions they come into contact with, either directly or indirectly. Moreover, they take the necessary measures to preserve the confidentiality of data when using social media. Hasselt University staff manage data related to their research securely and sustainably, taking into account the particularities of the professional field, the nature of the research and compliance with the applicable standards.

If additional or different confidentiality agreements are established for a specific context (such as, for example, but not limited to, a research project), those agreements take precedence over the general arrangement contained in this Integrity Charter.

### IV. HUMAN RIGHTS

Hasselt University is connected to the world and assumes its responsibility in society. Respect for human rights is inherently linked to our services, education and research. Hasselt University Staff are actively involved in protecting and promoting human rights. They therefore avoid collaborating with partners involved in serious human rights violations and do not themselves engage in activities involving human rights violations.

### V. ACADEMIC AND SCIENTIFIC INTEGRITY

In its pursuit of academic excellence, Hasselt University asks its employees to endorse the applicable quality standards for education, research and services.

Hasselt University staff refrain from any form of fraud or improper scientific conduct in their academic activities, including, but not limited to, plagiarism, forgery and fabrication. Hasselt University staff respect the internationally recognized standards of academic integrity and genuinely recognize their own contribution and that of others to joint academic efforts.

Staff aim for reliable and reproducible research, which results in research results that are accessible to the relevant scientific research community. If relevant, permission is obtained from an assessment committee, such as an ethics committee or a biosafety committee, before the start of the study. Academic staff members monitor the ethically correct conduct of the research activities and the ethically correct behavior of their students, and here too, if relevant, turn to an assessment committee. Employees take the responsibility to withdraw or if possible correct publications if they contain known serious errors.

VI. SOCIAL COMMITMENT

As a civic university, Hasselt University expects its staff to undertake all reasonable efforts to - together with well-considered partners - tackle societal challenges and thus make society smarter, more agile and better. As such, Hasselt University is a place where the region finds the world and the world finds the region.

VII. AFFILIATION WITH HASSELT UNIVERSITY

Staff who, directly or indirectly, represent Hasselt University refrain from making statements or engaging in behavior that is incompatible with the values promoted in the vision and mission of Hasselt University. They also respect applicable ethical and legal standards. In publications and other forms of communication about their work at Hasselt University, they refer to their affiliation with Hasselt University. When engaging in activities that fall outside the scope of their academic activities at Hasselt University, staff communicate exclusively in their own name.

VIII. VALORISATION OF FINDINGS (RESEARCH RESULTS)

Employees ensure that making their research results public, for example in scientific publications, does not jeopardise Hasselt University's possibilities with regard to valorisation. In accordance with the Higher Education Codex, the property rights to inventions of salaried staff belong to Hasselt University. Hasselt University also acquires the property rights to inventions made by voluntary researchers who conduct research at the university insofar as this transfer of rights is confirmed in a written agreement with these persons. Employees report such inventions to the Tech Transfer Office to enable their valorisation. If additional or deviating agreements are established for a specific context (such as, for example, but not limited to, a research project), those agreements take precedence over the general arrangement contained in this Integrity Charter.

Questions about the integrity charter? Contact integrity@uhasselt.be or consult the website.

DECLARATION

I hereby declare that, as a staff member of Hasselt University, I endorse this Integrity Charter. I agree to respect the guidelines and commitments of this charter in all my activities in connection with Hasselt University. I will account for any breach of this charter in accordance with the internal procedures of Hasselt University.

Name and surname: .....

Signature: ..... on date .....