

# AALTO UNIVERSITY CODE OF CONDUCT FOR PARTNERS

## **Purpose**

Aalto University's activities are guided by ethics and integrity. We comply with applicable laws and regulations as well as Aalto University Code of Conduct in all of our activities.

One of Aalto University's key duties is to understand and anticipate the needs of society. We want to be an active influencer in society and contribute to well-being and quality of life. This requires networking and wide-ranging collaboration. We partner with third parties in many of our operations – for example, with other universities on student exchange programmes and research activities, with business partners that support our operations or work with us on research programs, or with our suppliers.

We deal with reliable partners who work together with us for operational culture based on ethics and integrity. We demand that our partners comply with applicable laws and conduct their operations according to principles that are similar to this Code of Conduct.

## **The Code of Conduct**

### **Equality, impartiality and mutual respect**

At Aalto University everyone has the right to be treated with respect regardless of their gender, gender identity or expression thereof, age, ethnic or national origin, nationality, language, religion, beliefs, opinion, political or trade union engagement, family relations, health, disability, sexual orientation, or other personal characteristics. Harassment of any kind will not be tolerated. We demand that our partners are equally committed to equality, impartiality, respect for others and responsible behaviour. We also demand commitment not to tolerate harassment of any kind.

### **Responsible conduct**

We expect that our partners (including suppliers) are committed to complying with international standards on human rights, labour conditions, anti-corruption and the environment. Our partner shall commit to comply with the United Nations Universal Declaration of Human Rights, respect universal human rights and to ensure no forms of forced or child labour is used at any of its operations or activities.

## **Good scientific practices**

Compliance with commonly agreed best practices for the responsible conduct of research are non-negotiable. Aalto University does not accept acts of plagiarism, misrepresentation or falsification of data from its partners. All research (and artistic activities to the extent applicable) with Aalto University must be conducted in strict compliance with the applicable policies and procedures of good scientific practice as described in 'Responsible conduct of research and procedures for handling allegations of misconduct in Finland', published by the Finnish Advisory Board on Research Integrity.

## **Taking care of property**

Our partner shall respect Aalto University's property (including physical property, intellectual property and confidential information) when co-operation is carried out at Aalto University's campus or otherwise utilizing Aalto University's assets. Our partner shall commit appropriately safeguarding our assets against damage and unauthorised use or removal.

## **Respecting privacy and information security**

As users of Aalto University's information technology systems, our partner shall comply with the information security rules and follow good personal data processing methods and our data protection practices.

## **Zero tolerance for corruption and bribery**

We do not accept bribery of any form and we demand our partner to refrain from any activity or behaviour that could give rise to the appearance or suspicion of such conduct or the attempt thereof. Our partner shall commit not to offer hospitality to our employees or accept hospitality from our employees, which is not sparing, legitimate and proportionate in the context of Aalto University's activities. Aalto University employees are not allowed to accept benefits or gifts of significant cash value (more than one hundred euros (€100)) from any current or potential external service providers or suppliers.

## **Promoting sustainability**

Sustainability – including all its dimensions: ecologic, social, economic and cultural – is integral part of all activities of Aalto University. We also expect our partners to promote sustainability in their activities, operate in line with the principles of sustainable development and strive to minimise adverse effects of their activities on the environment.

## **Code of Conduct implementation**

It is the responsibility of each Aalto University partner to act in accordance with this Code of Conduct and to report suspected violations of law, unethical activities or non-conformity with the Code of Conduct to Aalto University's Head of Legal. Reports of misconduct will be carefully reviewed by Aalto University and will be kept strictly confidential to the fullest extent possible.

The partner understands that the violation of laws or of this Code of Conduct, or failure to take corrective action, is considered by Aalto University to be a breach of contract and may entitle Aalto University to terminate the co-operation with the partner.

Contact information of the Aalto University's Head of Legal is available at <https://people.aalto.fi/en>.