



Aalto University Code of Conduct

Dear reader,

Aalto University strives to be a place where everyone can thrive while studying and working together. This is the foundation of everything we do. Our well-being and success are built on our commitment to fair play, that is, our Code of Conduct.

In a changing world, being responsible in everything we do becomes all the more important. We may sometimes face difficult questions in our work and studies. How can we ensure that every member of the Aalto community gets to enjoy a safe, comfortable university environment where everyone has unhindered access to education and work? How do we ensure data security and privacy protection during cyber attacks? On what grounds do we choose a partner among many possible candidates?

The values we have chosen together – responsibility, courage and collaboration – and our way of working are the cornerstones of our community culture. They guide everything we do.

First introduced in 2017, the Aalto Code of Conduct contains the ‘fair play rules’ of our university community. The Code of Conduct helps us make ethically sound choices and gives practical examples of actions that are in line with our values.

The Code of Conduct has now been updated to correspond to our reformulated values and the changes that have reshaped our operating environment. For example, we have further specified our principles concerning sustainable development, the use of property and assets, and data protection and information security.

Our ethical principles will only be of use if we genuinely adhere to them in our daily life and actions. Let us familiarise ourselves with the Code of Conduct, commit to it and rely on it whenever ethical choices are called for.

Let us be genuinely proud, not only of our achievements, but also of the way we accomplish them. Every one of us, every day.

Ilkka Niemelä, President



The purpose of our Code

- ▶ What is it
- ▶ Why do we have it
- ▶ Who needs to follow it

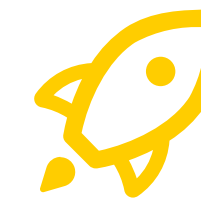


Our values and way of working



RESPONSIBILITY

Working for a better world, we act sustainably for the wellbeing of all.



COURAGE

Taking on challenges with agility, creativity and passion, we aim high.



COLLABORATION

Diversity is part of who we are and we foster an empowered community that shines by working together.

What is the Aalto University Code of Conduct

The Code of Conduct ('Code') is one way of putting our values and way of working – the foundation of our community culture – into practice. It sets out the **ethical principles and legal compliance policies** that govern what we do and what we expect from each other, in all aspects of university life.

Why do we have the Code of Conduct

We believe that it is the people who make Aalto. The diversity of talent and perspectives is one of our greatest assets.

At the same time, we need a shared culture, principles and policies.

The Code helps us all make ethically and legally right choices – so we can be proud of what we achieve as well as of how we do it.



Who needs to follow the Code of Conduct

The Code of Conduct touches all of us at Aalto University.

That means **everyone from students to employees and board members, as well as people who work for Aalto-owned companies, need to abide by the Code.**

Social responsibility is important to us and we seek out like-minded partners. Our suppliers and other partners should comply with laws and conduct their operations according to principles that are similar to our Code.

Our partners shall be committed to comply with the United Nations Universal Declaration of Human Rights, respect universal human rights and to ensure no forms of forced or child labor is used at any of its operations or activities. We also expect our partners to uphold international standards on anti-corruption and the environment.



The five pillars of our Code

- ▶ **Our responsibility for people**
- ▶ **Our responsibility for sustainability**
- ▶ **Our responsibility to act ethically**
- ▶ **Our responsibility for assets**
- ▶ **Our responsibility for information and data**

Our responsibility for people

Aalto University is a diverse and inclusive culture; **we want every community member to feel welcome and safe.**

We aim to provide a non-discriminatory, equal and accessible environment in which employees and students with diverse backgrounds and duties receive equal treatment and are free to study and work for fulfilling professional, educational and other aspirations, without discrimination.



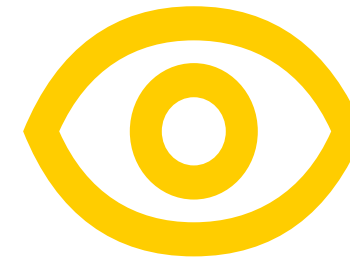


Equality and impartiality

Every member of the Aalto community 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**.



Stay open to fresh perspectives, share experiences, listen others and experiment other ways to foster open discourse, encourage free exchange of ideas and build mutual trust.



Responsible behaviour

We behave in a responsible manner and respect the rights of the other members of our community to enjoy a safe and pleasant university environment that allows unhindered progress in study and work. **We do not accept any kind of inappropriate conduct, bullying or harassment.**

Never use unwelcome verbal, visual, physical or other conduct of any kind that causes others to feel threatened, unsafe, uncomfortable or creates an intimidating, offensive or hostile work or study environment.



Health, safety and wellbeing

Our employees' and students' **well-being is core to us**. Aalto is committed to providing healthy and safe working and learning conditions. Aalto community members are responsible for adhering to health and safety practices as well as recognising any potential dangers and taking necessary mitigating actions.

Take actively care for the safety and well-being of yourself and others.



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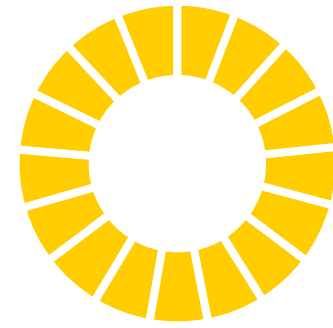


Our responsibility for sustainability

Sustainability is an integral part of all activities at Aalto University. Sustainability is understood through all its dimensions: ecological, social, economical and cultural.

We are committed to advancing sustainability through research, education, campus development and daily practices. We strive to engage also our partners.



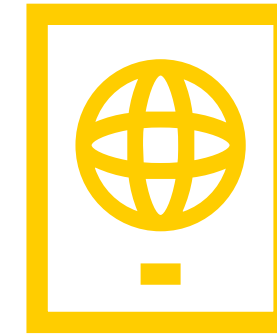


UN Sustainable Development Goals

Aalto University is committed to UN Sustainable Development Goals (SDG Accord).



Commit to acting by example in taking sustainability into account in daily operations. Could you perhaps spend less?



Sustainability in our academic activities

We advance sustainability through our research results, processes and practices. We include sustainability in our educational offering. Also the artistic activities embrace responsibility and create societal impact.

The most effective way to improve sustainability is through your studies and research.



Sustainability in our operations

We strive to operate and develop our campus in line with the principles of sustainable development, including well-being of all. We aim to **maximise our positive impact and minimise the adverse effects** of our activities. We aim for carbon neutrality by 2030.

The best waste is no waste. Sort waste according to provided instructions, both on campus and in your spare time.



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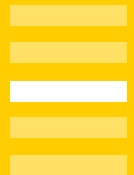


Our responsibility to act ethically 1

We operate with a high international standard of research, artistic activities and education that conforms with ethical principles and **responsible research conduct**.



Learn to recognise and understand key ethical principles guiding research and how they apply to research, teaching and learning.





Academic freedom

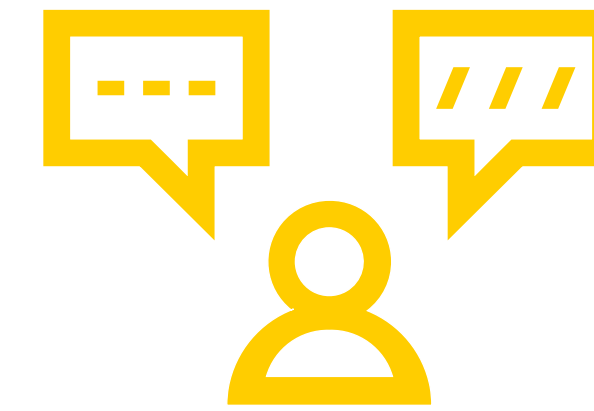
Our teachers have the freedom to teach, researchers have the freedom to research and students have the freedom to learn. The intellectual freedom of research, art, teaching and learning go hand in hand with responsibility. Each community member must act consistently with the requirements set down in our Code and other Aalto regulations and policies issued to guide working and learning at Aalto.

We recognise the fundamental principles of Magna Charta Universitatum 2020.



Responsible conduct of research

We always use the best practices for the responsible conduct of research. Acts of plagiarism, misrepresentation, fabrication, falsification of data or other misconducts are not acceptable. All research is conducted in strict compliance with the applicable policies and procedures of good scientific practice in 'Responsible conduct of research and procedures for handling allegations of misconduct in Finland', published by the Finnish National Board on Research Integrity TENK. Responsible artistic practice involves many of the same elements as responsible research conduct.



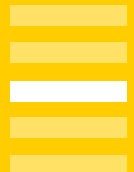
Openness and responsibility in communication

We promote openness and foster open academic discourse in our learning and working environment as well as in interactions with our partners, stakeholders and the media.

As employees of Aalto University we should exercise good and ethical judgement in any public comment or activity, including on social media. We understand our duty to be clear about whether we are acting in a personal or professional capacity in all our public activities.



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Our responsibility to act ethically 2

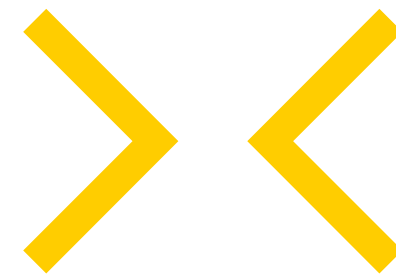
We act honestly – all our activities are guided by our values and integrity.

All relevant laws and regulations as well as this Code and other Aalto University policies are always the foundation of what we do.



Learn and abide by any specific laws and policies applicable to your own field of science or work. For example, when doing international contract research, pay attention to possible trade control restrictions and compliance requirements, such as, e.g dual use technology export control rules and economic sanctions.





Conflicts of interest

We are committed to recognising, disclosing and **avoiding financial and non-financial conflicts of interest**, whether perceived or actual, that could compromise or conflict with our responsibilities towards Aalto, or which could impair our ability to perform our duties and responsibilities towards Aalto objectively. As employees of Aalto, we also have a special duty to comply with rules related to disqualification.



Keep in mind not to let the line between personal and professional interests become blurred. Personal relationships, outside employment or personal business opportunities need to be separated from your duties as an employee of Aalto.



Anti-corruption

All our relationships with external stakeholders must reflect our commitment to performing all our activities with integrity and promoting fair and honest practices. **We will not accept bribery of any form** and we refrain from any activity or behaviour that could give rise to the appearance or suspicion of such conduct or the attempt thereof. Aalto makes a clear distinction between gratuitous donation and compensable cooperation in all its activities.

Refuse any suspicious offers (such as payments in cash) and never offer any facilitating payments.



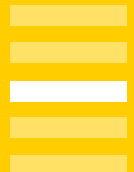
Gifts and hospitality

Offering or accepting hospitality should be done **sparingly and always be legitimate and proportionate** in the context of Aalto's activities. Our employees are not allowed to accept benefits or gifts of significant cash value from any current or potential external service providers, suppliers or other partners. Such benefits include journeys, meals, entrance tickets, supplies or services, gift cards etc. Benefits or gifts worth more than one hundred euros (€100) are considered as having significant value.

Don't exchange gifts, hospitality or other benefits that look like an attempt to improperly influence a decision.



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Our responsibility for assets

We respect Aalto University property (including physical property, financial assets, intellectual property, data and confidential information), using assets and resources **carefully and for their intended purpose**.

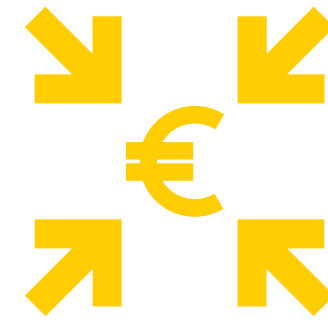
Aalto University accepts donations that help fulfil our community's purpose. Our fundraising principles are based on respect for the dignity of the donor's will, ethics and integrity.





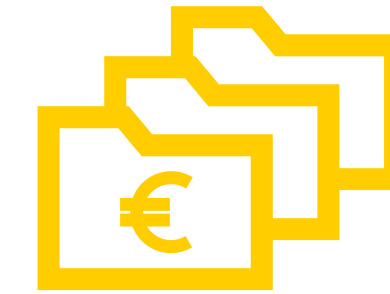
Physical assets and intellectual property rights

Aalto assets are primarily intended for teaching, learning, research and artistic activities, as well as for related support services. The use for any other purposes requires separate agreements or instructions. Aalto assets must be appropriately safeguarded against damage and unauthorised use or removal. We take appropriate action to protect intellectual property in accordance with Aalto procedures and guidelines. Our researchers' rights to their innovations are safeguarded according to applicable legislation.



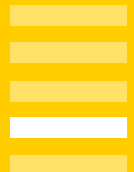
Funds

We use our funds responsibly. Public funding is used for allowed purposes only. We follow applicable rules on public procurement and carry out all purchases in accordance with Aalto purchasing procedures and policies. The funds raised from the donor are used in line with the donor's will and the university community as the beneficiary. Aalto University's endowment management is carefully organised and we incorporate the responsible investing goals in our endowment strategy.



Financial records

We maintain financial records that are accurate and precise, and prepared in accordance with applicable laws, regulations and standards. We comply with Aalto's financial regulation and other supplementary financial policies and guidelines, and ensure that every transaction is properly authorised and recorded promptly, truthfully and accurately. External and internal auditors regularly monitor our activities.



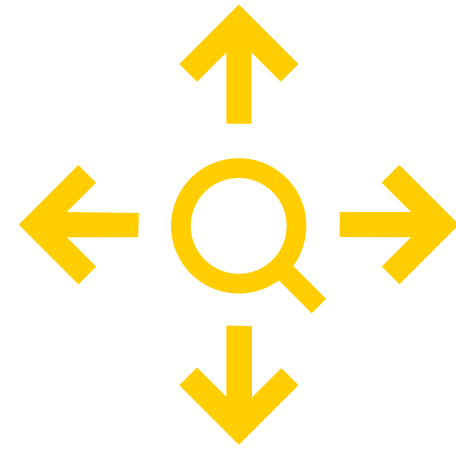
Our responsibility for information and data

We advance responsible and innovative data usage practices and culture in order to build data driven operations and to maximise the value of data in all activities of Aalto University. We value the transparency and openness of data.

Taking care of data security and data protection as a part of the day-to-day processing of data **is everyone's responsibility at Aalto University.**



Start your journey towards data-driven way of working already today.



Responsible sharing of research results

We promote open science and research and open access to research outputs. Our policy is to **publish research results and to advance the use of innovations** and other results of our work in order to maximise our societal impact. At the same time, **we respect the intellectual property rights of others and the confidentiality of information they own.**



Know your data and which restrictions (such as e.g. third party IPRs, confidentiality obligations or privacy rules) might hinder publishing or other use of data.



Responsibility for data and privacy

We follow the guidelines for creating data for common use and recognise that sharing data helps to ensure the quality of data. Whenever processing personal data we **follow Aalto data protection policy** as well as instructions on personal data processing. Processing of personal data should always be based on a legitimate purpose and relevant to such purpose, and shall be fair, accurate, transparent and informed.

Maintain data security in all activities when processing personal data or classified information and data, regardless of format, storage method or location.



Information security

We are aware of the classification of any data we use and share. **It is everyone's responsibility to follow Aalto guidelines on information security management.** We use only university validated services and applications to ensure information security.

Follow a clean desk and clean screen policy whenever possible. When not in use, classified materials shall be kept in a locked space that fulfils the requirements of the classification.



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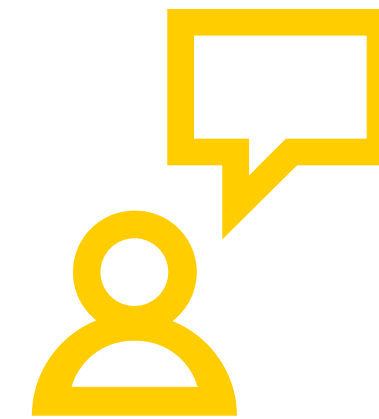


The implementation of our Code

- ▶ How we bring the Code of Conduct to life
- ▶ What to do when something is not right
- ▶ What happens when you raise a concern

How we bring the Code of Conduct to life

At Aalto University we value dialogue. Even though the right choices are not always immediately evident, we hope all community members will help develop our organisation by engaging in constructive discussion on difficult issues.



What matters is not only what we say, but what we do and how. Small actions from each of us makes a difference and impact as a whole.



Everyone should get to know the Code of Conduct and its five pillars, so it's easy to uphold.



Some members of the community have the extra responsibility of introducing the Code to others.

Leaders and managers, professors, teaching staff and supervisors lead by example through everyday ethical decision-making and by making the Code the topic of day-to-day conversation.

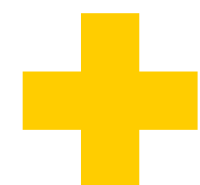
What to do when something is not right

We want Aalto to be a place where everyone can speak up when something seems off.

We know that raising a concern, even when it's the right thing to do, can be stressful. That being said, we encourage you to do so in your own name. Intervening in the problem is more efficient when we have the opportunity to get all the facts.

If you notice that the Code or its spirit isn't being followed, **please raise your concern** with your teacher, if you are a student, or your supervisor, if you are an employee.

If, for any reason, you don't feel comfortable approaching this person, you can use other resources to raise your concern.



FIND MORE INFORMATION →

What happens when you raise a concern

We promise to fairly and properly investigate concerns according to university procedures.

Following an investigation, if we find a violation has occurred, corrective and disciplinary action may be taken. Disciplinary actions will be determined on a case-by-case basis and in accordance with applicable laws and rules. **We always follow up on the outcomes of investigations.**

Issues that relate to the university as a whole and require general development are proceeded at the university level, under the supervision of Aalto University's Head of Legal.

