

Pursuant to Art. 2 (*Organs and internal articulation of universities*), 4th paragraph, of Law No. 240 of December 30, 2010 (*Norms on the organization of universities, academic personal and recruitment, as well as delegation to the Government to boost the quality and efficiency of the university system*), Università Bocconi adopts the following:

CODE OF CONDUCT FOR PROFESSORS AND RESEARCHERS AT BOCCONI UNIVERSITY

PART I - PRINCIPLES AND GENERAL PROVISIONS

PART II - CITIZENSHIP

PART III - RESEARCH

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PART I

PRINCIPLES AND GENERAL PROVISIONS

Art. 1

(Definition of faculty and researchers)

1. This Code of Conduct is applicable to:

(a) full professors, associate professors, tenured university researchers;

(b) *assistant professors*;

(c) *senior professors*;

(d) *lecturers, professors of practice, adjunct professors*;

(e) *contract faculty, research fellows, junior research fellows, PhD students, PhD candidates, PhD fellows, academic fellows*;

(f) *visiting professors*.

2. The "Code of Conduct for Teachers and Researchers of SDA Bocconi School of Management" is applicable to SDA Bocconi School of Management faculty and researchers.

3. The faculty and researchers referred to in letters *b), c), d), e), f)* of paragraph 1. will expressly adhere to this Code of Conduct when signing their contract. The principles and duties established by this Code of Conduct will therefore be integrated into their contractual obligations to Università Bocconi.

Art. 2

(General principles)

Professors and researchers undertake to respect the general principles established by the Università Bocconi Code of Ethics, which is published on the University's website.

PART II**CITIZENSHIP**

Art. 3

*(Duties of fairness of faculty and researchers.**regarding their academic role or contract position)*

1. Professors and researchers specifically have a duty not to inappropriately or otherwise misrepresent their academic role or contractual position with Università Bocconi.
2. These duties are particularly stringent in relation to the media (including *social networks*) and in any academic and professional context, including business cards and letterhead.

Art. 4

(Specific duties of tenured faculty and researchers)

1. Lecturers and researchers referred to in (a), (b) of Article 1 (1) specifically have the duty to:
 - a) be present at Department Council and Teachers' Board meetings to which they have been summoned, unless they have given prior notice of a just cause for their absence;
 - b) Participate in committees or other academic bodies in which they have been appointed or designated by Bocconi University, or by the MUR, or by other universities to carry out institutional activities;
 - c) fulfill the obligations under Italian law to protect health and safety in the workplace, observing the provisions and instructions for this purpose issued by those responsible for collective and individual protection;
 - d) Keep a civil and responsible behavior toward others, no matter where or situation they are;
 - e) Keep a behavior that respects the functionality and decorum of work, research and study places;
 - f) Participate in occupational health and safety training and education programs.

Art. 5

(Specific duties of contract faculty and researchers)

1. Lecturers and researchers referred to in paragraphs (c), (d), (e) of Article 1(1) specifically have the duty to:
 - a) participate in other academic bodies or public committees in which they are appointed or designated by Bocconi University;
 - b) Keep a civil and responsible behavior toward others in whatever situation they find themselves;

- c) fulfill the obligations under Italian law to protect health and safety in the workplace, observing the provisions and instructions for this purpose issued by those responsible for collective and individual protection;
- d) Keep a behavior that respects the functionality and decorum of work, research and study places.
- e) Participate in occupational health and safety training and education programs.

2. The duties under (b), (c), (d) of the preceding paragraph of this Article must also be fulfilled by teachers under (f) of Article 1, Paragraph 1.

Art. 6

(Sexual or moral harassment)

Teachers and researchers have a duty to refrain from any sexual or moral harassment, i.e., any behavior that is objectively discriminatory in nature or injurious to the personal dignity of others and that is unwanted by those who suffer it.

Art. 7

(Conflict of Interest)

1. Lecturers and researchers are expected to act both academically and professionally, if provided for in their respective engagement regime, not in conflict of interest with Università Bocconi.
2. The individual faculty member or researcher, in consultation with the Dean, may ask the Board of Discipline in advance to assess whether in a specific academic or professional field he or she may come to a conflict of interest with Bocconi University.

Art. 8

(Responsible use of the media)

1. Professors and researchers undertake to use the media (including *social networks*) in a responsible manner, avoiding that their personal opinions result attributable to Università Bocconi, its professors and researchers, and its students.
2. Where they mention their affiliation with Bocconi University or it is otherwise apparent from their presence in the media, faculty and researchers specifically have a duty to:
 - a. not bring discredit to Bocconi University, its faculty and researchers, and its students;
 - b. not disseminate information subject to an obligation of confidentiality, or violate legal regulations protecting personal data or intellectual or industrial property;
 - c. not publish insulting, defamatory, or discriminatory phrases;
 - d. not disclose or support illegal activities;
 - e. not to culpably or maliciously make or encourage offensive or provocative comments;
 - f. not to use in a manner detrimental to Università Bocconi its distinctive signs or other elements that identify it to the public.
3. These duties also apply if faculty and researchers participate in election campaigns or political activities more generally.

Art. 9

(Incompatibility)

1. Lecturers and researchers referred to in (a), (b) of Article 1, Paragraph 1, may not engage in commercial or industrial activities, without prejudice to the possibility of establishing companies with *spin-off* or *start-up* characteristics, including assuming formal responsibilities in this regard.
2. If they violate this prohibition, the Dean shall report the situation to the College of Discipline, activating the procedures set forth in Part V of this Code. If the Disciplinary Board determines that the situation of incompatibility exists, they shall be warned by the Dean to cease the incompatible activity.

Art. 10

(Specific incompatibilities for full-time professors)

1. Lecturers and researchers referred to in (a), (b) of Article 1, Paragraph 1, "full-time," subject to compliance with their institutional obligations, may freely engage in evaluation and refereeing activities, lectures and seminars of an occasional nature, occasional scientific collaboration and consulting activities, scientific and cultural communication and dissemination activities, as well as publishing and publishing activities.
2. They may also carry out, with the prior authorization of the Rector, teaching and research functions, as well as institutional and management tasks without subordination to public and private non-profit entities, provided that no situation of conflict of interest with Università Bocconi arises and provided, in any case, that such activity is not detrimental to the teaching, scientific and management activities entrusted to them by Università Bocconi.
4. With the prior authorization of the Rector, they may also participate in boards of directors, boards of auditors and boards of auditors of corporations, provided that they have no operational or managerial proxies and limited to no more than three positions at the same time. However, they are required to cease from such activity if situations of conflict of interest with Università Bocconi arise or it is detrimental to the teaching, scientific and management activities entrusted to them by Università Bocconi.
5. According to the provisions of the law, they may not engage in regulated professional activities that require registration in a special professional register, in which case they will be registered in the special section of full-time professors and researchers. Full-time professors and researchers may also not engage in external remunerated activities under VAT registration.
6. If they violate the prohibitions set forth in the preceding paragraphs, the Dean shall report the situation to the Disciplinary Board by activating the procedures set forth in Part V of this Code of Conduct. If the Disciplinary Board determines that the situation of incompatibility exists, they shall be warned by the Dean to cease the incompatible activity.

Art. 11

(Specific incompatibilities for fixed-term professors)

1. Lecturers and researchers referred to in letters a), b) of art. 1, who have opted for the "defined time" regime (with or without "Bocconi regime") may carry out freelance activities. The free-professional activity of professors and researchers on a defined-term basis (with or without "Bocconi

regime"), is carried out always and only in a personal capacity, in any case not in conflict of interest with the university and assuming full responsibility for it.

2. They may also carry out teaching and research activities at universities or research institutions, subject to the approval of the Rector, who will assess compatibility with the fulfillment of their institutional obligations and the appropriateness of any "dual affiliation."

3. If they violate the prohibitions set forth in the preceding paragraphs, the Dean shall report the situation to the College of Discipline by activating the procedures set forth in Part V of this Code. If the Disciplinary Board determines that the situation of incompatibility exists, they shall be warned by the Dean to cease the incompatible activity.

Art. 12

(Authorization process)

1. Where the preceding articles provide for the Dean's authorization, the written request by the person concerned must state:

- a. the nature of the assignment and the amount of compensation, even if presumed;
- b. compatibility with the activities of the department to which they belong and with the performance of institutional activities, including in terms of the duration of the assignment and the commitment required;
- c. the number and quality of any authorized external assignments to be performed by the applicant during the same period.

2. Following receipt of the request, the Dean shall ask the Director of the Department to which the applicant belongs to formulate his/her opinion within ten days. To this end, the Director of the Department to which the applicant belongs must assess the compatibility of the appointment with the teaching, research and service activities of the faculty member.

3. The Chancellor must make a decision within thirty days of receiving the request for authorization.

PART III

SEARCH

Art. 13

(Legality, safety and ethicality of research)

1. Professors and researchers must comply with the legal disciplines applicable to their contractual or service relationship with Università Bocconi, especially those related to occupational safety, also respecting the guidelines sanctioned by the Bocconi Ethics Committee for Research.

2. They must take the necessary precautions from the point of view of health and safety in the workplace and endeavor to avoid the consequences of information technology-related accidents, particularly by adopting appropriate *back-up* practices for the data they use.

3. They also have a specific duty to comply with the legal disciplines on intellectual and industrial property, processing of personal data and privacy of persons.

Art. 14

(Prohibition of plagiarism)

1. Lecturers and researchers have a specific duty to prevent their work from illegitimately or incorrectly reproducing research already done elsewhere.
2. Both in research carried out individually and in research carried out in collaboration with others, faculty and researchers have a specific duty to avoid plagiarism and to comply with legislation on intellectual property and the handling of personal data. Reproduction or adaptation of previous research does not constitute plagiarism, provided that the legislation on intellectual property and personal data processing is not violated, and that the reproduced or adapted research is expressly attributed to its respective authors.
3. In cases where they delegate any element of their work to others, faculty and researchers are accountable for the actions of those they have delegated.
4. These rules also apply to the writing of computer programs. If they use code from an *open-source* project, in particular, faculty and researchers have a specific duty to credit the source and to comply with any licensing conditions that may be applicable.

PART IV**EDUCATION**

Art. 15

(Freedom of teaching and fundamental values)

1. In the exercise of their freedom to teach, faculty and researchers are committed to promoting respect for fundamental human rights, diversity, freedom and democracy, as well as the rejection of any form of discrimination in accordance with the general principles of the Bocconi University Code of Ethics.
2. They also undertake to strictly abide by the *Guidelines on Teacher Responsibilities and Duties* published in the Teacher Agenda for each academic year.

Art. 16

(Objectivity and fairness of examination activities)

1. Lecturers and researchers are committed to conducting examination activities with objectivity of evaluation and willingness to discuss any appropriate clarification with students at the time devoted to viewing assignments.
2. They are also committed to scrupulously observing the *Examination Management Guidelines* published in the Teacher Agenda for each academic year, especially promoting the active and participatory inclusion of students with disabilities and DSA.

Art. 17

(Specific teaching-related duties)

1. Teachers specifically have the duty to:

- a) Observe the class schedule and carry them out personally;
- b) Observe student reception hours, publishing them with reasonable notice;
- c) Without prejudice to their freedom to teach, conform the content of their teaching to the teaching and training requirements deliberated by each School;
- d) Publish according to deadlines the teaching and classroom *syllabus* (*syllabus*) of the teachings for which they are responsible;
- e) To communicate according to the established deadlines the dates of the merit examinations and midterm examinations and not to vary them later except on the basis of just cause;
- f) Supervise the merit examinations of the teachings for which they are responsible or in which they otherwise carry out their teaching activities;
- g) Observe the general rules of exam administration and the specific rules stated in the classroom syllabus (*syllabus*), consistent with the general syllabus published on the Università Bocconi website;
- h) Supervise students in the writing of final papers and dissertations, making themselves available to serve as a speaker or counter speaker for a reasonable number of undergraduates;
- i) Make themselves available to regularly participate in graduate committees; if rapporteurs or counterproponents, give reasonable notice to the appropriate office of any just cause that would prevent them from personally participating in the discussion of the dissertation.

Art. 18

(Student Guarantor)

1. The Student Guarantor is appointed by the College of Teachers upon the proposal of the Dean, after hearing the student representatives to the same College. He/she holds office for three years and is eligible for re-election.

2. If they believe that the duties of teaching have been violated, within 30 days students may submit a written request for intervention to the Supervisor. After attempting a conciliation between the parties, the Supervisor shall within 60 days of receipt of such written request make a written assessment by giving a copy to the student and teacher concerned.

3. When necessary, the Student Supervisor shall inform the Dean and the Board of Discipline for any further investigation and/or sanction proceedings.

PART V

DISCIPLINARY SANCTIONS

Art. 19

(Disciplinary sanctions and their enforcement)

1. With regard to the lecturers and researchers referred to in paragraph (a) of Article 1, violation of any of the duties provided for in this Code of Conduct may result in the sanction of written censure, or, in proportion to the seriousness of the misconduct, the sanction of suspension from office and salary for up to one year, or revocation, or dismissal without loss of the right to pension or allowances.

2. With regard to the lecturers and researchers referred to in letter b) of Article 1, violation of any of the duties set forth in this Code of Conduct may result in the sanction of written censure, or, in

proportion to the seriousness of the misconduct, the sanction of suspension from office and salary for up to one year, or dismissal for cause.

3. With regard to the teachers and researchers referred to in letters *c), d), e), f)* of Article 1, violation of any of the duties provided for in this Code of Conduct constitutes just cause for termination by Università Bocconi of the contract entered into with the teachers and researchers in question. It may also preclude renewal of the contractual relationship with Università Bocconi.

4. The disciplinary sanction of written censure shall be imposed by the Dean, upon the non-binding opinion of the Disciplinary Board.

5. Disciplinary sanctions more serious than written censure are imposed by the Board of Directors, upon the proposal of the Dean and the binding opinion of the Disciplinary Board.

Art. 20

(Investigation and disciplinary procedure)

1. The investigation of proceedings for violation of the provisions of this Code shall be carried out by the Board of Discipline, in accordance with the provisions of Article 71 of the Statutes of Università Bocconi.

2. The initiation of disciplinary proceedings is the responsibility of the Rector, who, within thirty days from the day in which he has full knowledge of the facts, gives circumstantial notice to the Disciplinary Board, transmitting such documents as may be useful. If the Rector receives a generic report, which is not sufficient to inform him clearly and precisely of what has happened, he may instruct one of his delegates to provide for the preliminary investigations that are necessary for the contestation of the charge and the commencement of the investigative activity; in the meantime, the thirty-day period established by this paragraph shall not run.

3. The Disciplinary Board, having heard the Rector or his delegate, as well as the teacher or researcher subjected to disciplinary action, assisted, if necessary, by a defense counsel, shall, within thirty days, render its opinion on the Rector's proposal.

4. If the sanction of censure is proposed, the Disciplinary Board shall transmit its opinion to the Dean, so that he/she may make the consequent determinations. If the proposed sanction is more serious than censure, the Board of Discipline shall transmit the records to the Board of Directors, so that it may make its determinations.

5. Within thirty days of receiving the documents, the Board of Directors, meeting without student representatives, shall impose the sanction or order the proceedings to be closed, in accordance with the binding opinion of the Board of Discipline.

6. The proceedings shall lapse if the decision referred to in the preceding paragraph is not made within the term of one hundred and eighty days from the date of initiation of the proceedings. The term shall be suspended until the reconstitution of the Board of Directors or the Board of Discipline, if the operations preparatory to their formation are in progress and their regular functioning is therefore prevented. If the Board of Discipline deems it necessary to acquire additional acts or documents for investigative reasons, it may suspend this deadline no more than twice and for a period not exceeding sixty days in relation to each suspension. The Chancellor is required to execute the investigative petitions of the Disciplinary Board.

Art. 21

(Relationship between disciplinary and criminal proceedings)

1. If criminal prosecution is initiated against the teacher for the same facts that are the subject of the disciplinary proceedings, the latter may not be initiated until the conclusion of the criminal trial. If when such criminal prosecution is commenced the disciplinary proceedings have already been commenced, they shall be suspended. In the latter case, the disciplinary proceedings must be resumed within the statutory time limits from the time when the University has received notice of the final criminal judgment.
2. Even in the absence of the prerequisites for disciplinary proceedings, the Rector may order precautionary suspension from service for a teacher undergoing criminal proceedings, taking into account the nature of the offense or its particular gravity, in accordance with the provisions of Article 91 of Presidential Decree No. 3 of January 10, 1957.
3. The effects of a criminal judgment in disciplinary proceedings against a teacher are governed by Article 653 of the Code of Criminal Procedure and Law No. 97 of March 27, 2001.

PART VI

IMPLEMENTING PROVISIONS

Art. 22

(Posting of this Code of Conduct)

Pursuant to Article 7 of Law No. 300 of May 20, 1970 (*Workers' Statute*), this Code of Conduct will be brought to the attention of faculty and researchers at Università Bocconi and made available to them through the University's *online* institutional website.