

## CODE OF CONDUCT

### Introduction

1. This Code of Conduct is intended to guide staff members' conduct in the course of their employment. It is meant to serve as a broad framework, and should not be treated as an exhaustive list of all potential issues which staff members may encounter during their work. Staff members are expected to adhere to both the spirit and the letter of this Code of Conduct at all times.

Academic staff members<sup>1</sup> are referenced in this Code where it applies specifically to them.

2. The principles outlined in this Code of Conduct do not exclude or replace the rights and obligations of staff members under their contracts of service, the statutes, regulations and rules of the University, and the law. It is the responsibility of all staff members to acquaint themselves with this Code of Conduct and all other rules and regulations that may be in force in the University from time to time. A breach of this Code of Conduct or any of the University's rules and regulations may result in disciplinary action being taken, including the termination of service.
3. This Code of Conduct is based on the following fundamental principles:
  - a) Personal Integrity
  - b) Respect for People
  - c) Respect for the law and University governance

### Personal Integrity

4. Staff members should conduct themselves with honesty and propriety, and perform their duties in a professional and conscientious manner. Examples of dishonest and unacceptable conduct include, but are not limited to, the following: stealing, cheating, lying about work-related matters; plagiarism; falsifying records; unauthorized personal use of University property; unauthorized use of University confidential information; doing unauthorized private work on University time; and giving or receiving a bribe in any form.

#### *Conflict of Interest*

5. Staff members should conduct their affairs so as to avoid or minimize conflicts of interest. Considerations for personal gain, financial or otherwise, must not influence the decisions or actions of staff members when carrying out their University responsibilities. Even when no conflict of interest actually exists, the

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<sup>1</sup>Academic staff members are defined as staff members who are appointed:

1. on the four academic appointment schemes - Tenure Track; Research Track; Teaching Track; and Practice Track;
2. under the Visiting Appointment Scheme; and
3. on a part-time basis under the Professorial Fellowship, Adjunct Appointment or Part-time Teaching Appointment Schemes.

appearance of a conflict may be present and may do as much damage as actual ones, undermining the credibility of the University and result in reputational risk. In addition to the requirement for all full-time staff to complete the on-line Annual Declaration of External Commitments, Close Relationships & Gifts/Gains, the Conflict of Interest Policy advises all staff members to provide full disclosure to the University, through their Head of Department, of any potential or apparent conflict of interest as and when they arise. Specifically-

- a) Staff members should also familiarize themselves with the Policy on acceptance of gifts and hospitality by staff and the Policy on Sponsorship by Industry.
- b) They should not allow personal relationships to affect professional relationships. They should avoid situations which may require them to supervise or assess a staff member or student<sup>2</sup> or any other person with whom they have, or have had, a personal, commercial, familial or other significant relationship. All staff who have access to student systems and/or are directly involved in assessing the academic performance of students should also note the requirements for Declaration of Personal Interests (Student-Related). This provision should be read in conjunction with paragraph 12 below, concerning sexual harassment and consensual relationships.
- c) They shall declare any personal interests or activities that might, directly or indirectly, give rise to such conflicts. No outside activity or financial interest of an academic staff member will be permitted to compromise the integrity of the individual's responsibilities for teaching, research, institutional service and other work duties consistent with the best interests of the University, or to detract from the fulfillment of those responsibilities except as allowed under the Consultation Work Scheme and Rules on Acceptance of Non-executive Directorships and Executive Directorships/ Managerial Positions when read in conjunction with the Conflict of Interest Policy.

#### *Use of University Resources*

6. Staff members should use University property and finances or property and finances entrusted to NUS in accordance with the relevant University policies and guidelines. For example, all staff granted access to the University's IT Resources, are expected to comply with the University's Acceptable Use Policy for IT Resources ("AUP") and to bring the requirement for compliance with the AUP to the clear attention of the contractors, consultants, vendors and contract workers (including their employees, agents and other authorized representatives) under the said staff's charge, who are granted access to the University's IT Resources while carrying out work for or on behalf of the University.

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<sup>2</sup>For purposes of this Code of Conduct, "student" means a person who has:

1. registered for a degree or diploma programme of the University, and has not graduated, withdrawn from candidature, failed to satisfy any continuation requirement for the relevant degree or diploma, or been expelled as a result of disciplinary proceedings pursuant to Statute 6 of the NUS Statutes and Regulations; or
2. registered to study at the University but not for a degree or diploma programme, and has not completed the period of study, withdrawn, or been expelled as a result of disciplinary proceedings pursuant to Statute 6 of the NUS Statutes and Regulations; or
3. not registered to study at the University but is undertaking an executive education programme or any other study or training programme at the University.

Staff members who are involved in or responsible for University fund, procurement and finance related-matters shall ensure compliance with University's procurement and finance policies and procedures.

*Intellectual Property*

7. In the process of creating, disseminating and applying knowledge, intellectual property is developed or created by academic staff members. Academic staff shall comply with the NUS Intellectual Property Policy on the protection, management and commercialization of University Intellectual Property.

*Research or Research-related Relationships with External Parties*

8. Academic staff members shall comply with the guidelines on Research Contract Negotiation & Management when forming research or research-related relationships with external parties, so as to safeguard the interests and intellectual property rights of the University.

*Research Integrity and the Use of Animals and Human Subjects in Research and Teaching*

9. The University is committed to maintaining the highest standards of research integrity. Staff members engaging in research should adhere to the highest standards of ethics and research integrity. All research and teaching activities involving animals shall adhere to the Policy Governing the Use and Care of Animals in Research and Teaching. All NUS activities related to research involving human subjects shall comply with the Policy Governing the Use of Human Subjects in Research and Teaching.

*Safety Culture*

10. The safety of the University's staff, students and visitors is paramount and must not be compromised. The University is therefore committed to ensuring a high standard of occupational safety and health (OSH) on campus. In this regard, every staff member has a responsibility in implementing a positive safety culture and is expected to comply with the University Safety and Health Policy. Staff members shall also familiarize themselves with the Procedures for the Management of Safety and Health Misconduct of Staff.

**Respect for People**

11. Staff members should treat their colleagues, students, members of the University community and the wider community with dignity, consideration and respect. Specifically–
  - a) They should conduct themselves with decorum and be exemplary and professional in their dealings and interactions with others.
  - b) They should give due credit and acknowledgment of the work and contributions of others.
  - c) They should refrain from all forms of harassment, discrimination and exploitation of people, whether directed at an individual or group. They should

be sensitive and respectful of each other's differences, including but not limited to differences in culture, beliefs, gender, race, religion, language or age.

12. In particular, the University will not tolerate any violations of the prohibitions in sub-clauses 12(a) and 12(b) below:

*Sexual Harassment*

- a) Sexual harassment consists of non-consensual sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature on or off campus when (i) submission to such conduct is made either explicitly or implicitly a condition of the non-consenting individual's employment or academic standing, or (ii) submission to or rejection of such conduct is used as the basis for employment decisions or for academic evaluation, grades or advancement, or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating or hostile academic or work environment. Sexual harassment may be found in a single incident or as an element of persistent behavior.

*Consensual Relations*

- b) The integrity of the staff-student relationship is the foundation of the University's educational mission. No staff member may have a consensual sexual or amorous relationship with any undergraduate student. Additionally, no staff member may have a consensual sexual or amorous relationship with any graduate student or any other student over whom the staff member exercises or expects to have any pedagogical, supervisory or mentorship responsibilities, including, but not limited to, course teaching, examining, grading, advising. If a staff member is in such a pre-existing relationship, he/she must immediately declare the relationship to his/her Head of Department for the conflict to be resolved. The staff member must recuse him/herself from any supervisory or mentoring relationship he/she may have over the student.
- c) In addition no staff member may have such relationships with another staff member over whom the staff member has or reasonably expects to have a supervisory or mentoring relationship. If a staff member finds that he/she is in a position to influence the employment of another staff member (e.g., through promotion, assessment of merit or the like), and the staff member has or has had a consensual or amorous relationship with that individual, the staff member must recuse him/herself from exercising that influence. The staff member shall immediately consult with his/her Head of Department to make arrangements for the elimination of any potential for influence as described above.

*Use and Management of Data*

13. Staff members should respect individuals' rights to privacy and not misuse or abuse confidential personal information to which they have access in the course of their duties. All confidential documents, papers and other information (whether verbal or written, and in whatever form or media) received, obtained or released in the course of the staff member's duties to the University shall be kept confidential in accordance with the University's policies. The [NUS Data Management Policy \(DMP\)](#) and the [Guidelines on Use, Classification and Protection of University Data](#) provide guidelines on how University data shall be managed. In addition, data

generated from any research project carried out by academic staff are the property of NUS, unless otherwise provided in the terms of any applicable grant or third party contract. Staff members should refer to [Research Data Management Policy](#) on how such data shall be managed.

#### *Communications with the Public*

14. While the University encourages an open exchange of ideas within the University as well as with the local and global communities, staff members should bear in mind the importance of responsible communication, as laid out in the [Public Communications and Publications Policy](#).

### **Respect for the Law and University Governance**

15. In their conduct and dealings with others, staff members are obliged to observe and uphold the laws and regulations of Singapore at all times. Where conduct and dealings involve the laws and regulations of other countries, staff members shall also observe and uphold the latter.
16. Staff members shall abide by the University's statutes and all rules, regulations, policies, and procedures related to its governance, including arrangements for teaching, research, terms and conditions of appointment, finance, administration, and discipline and welfare in the University.

### **Whistleblowing**

17. The University is committed to creating and maintaining an environment where lawful and ethical behavior is observed at all times. In this regard, the [Whistleblowing Policy](#) is intended to provide a channel for the reporting of actual or suspected wrong-doings committed by any University staff, contract staff and contractors for investigation and corrective action as well as assurance that the Whistleblower will be protected from reprisals for whistleblowing in good faith.

### **Review**

18. The University shall be entitled to revise, amend or update this Code of Conduct and to make and issue additional guidelines from time to time. All such guidelines shall be deemed to be a part of the Code. Any revisions, amendments or updates to this Code of Conduct and/or additional guidelines issued by the University may be published or notified through written notice, electronic mail, the University website, or such other form of communication as the University may deem appropriate.