# THE UNIVERSITY CODE OF CONDUCT

Purpose

The University is committed to the highest standards of ethical and professional conduct and strives to achieve an environment in which research and learning is accomplished with openness, honesty and respect.

The University Code of Conduct expresses our commitment to the ethical, professional and legal standards we use as the basis for our decisions and dealings inside and outside the University. Members of the University community are individually and collectively responsible for upholding this Code. To this end, members must be mindful of and comply with the University's statutes and regulations, policies, standards and laws that are in force from time to time.

Applicability

The Code applies to the following persons:

(1)     All faculty including adjunct and visiting faculty members, as well as researchers, and staff members;
(2)     Individuals who are employed or engaged by the University, whether on a full-time or part-time or temporary basis, to act on behalf of the University; and who perform services for the University as volunteers and who assert an association with the University;
(3)     Service providers such as vendors, contractors, etc. and any other parties when they are performing services for the University; and
(4)     All students.

They are referred to in the Code as "members of the University community" or "community members".

Approving authority: University Cabinet, NTU

Date of issue: April 2014

Date of review: April 2017

Date of next review: April 2020

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## Integrity

Members of the University community must at all times conduct themselves with integrity so that their dealings with others inside or outside the University are fair, honest and considerate of the interests and reputation of the University as well as of others.

## Trust and Respect

Community members should treat each other, as well as persons outside the Community, fairly and with trust and respect. Operating within the academic context, the University provides an equal opportunity environment for all to learn and work.  In connection to this, no one shall discriminate against any individual on the grounds of race, ethnicity, religion, gender, age, disability, sexual orientation, national origin or any other personal characteristics in accordance with the Singapore law.

## Access to Confidential and Proprietary Information

In the course of their work or otherwise, community members may gain access to information that is classified as confidential or proprietary and intended for restricted circulation only.

Community members should treat such information with due respect for its sensitivity or confidentiality in compliance with all applicable laws and agreements and the University's policies and principles on the use, protection and disclosure of such information.

Such policies and principles shall continue to apply even after the community member's relationship with the University ends.

Confidential or proprietary information is not to be disclosed to any person or party without the prior approval of the relevant University authority and without first putting in place the confidentiality agreements or non-disclosure documents and other safeguards which may be required by the University.

## Primary Professional Allegiance

Community members who are employees of the University owe their primary professional allegiance to the University. There may be occasions where they are approached by other organizations or in their personal capacities to provide consultancy or services to other organizations. Such outside professional activities, which may involve personal financial interests or reap benefits from third parties, can cause an actual or perceived divergence between the University's mission and an individual's personal interests.

Community members who are employed or engaged by the University to act on its behalf must ensure that their personal interests and/or relationships are not in conflict or appear to conflict with that of the University.

**Commitment to Excellence**

Members of the University community must perform their duties in a professional, responsible and conscientious manner so that the University will continue to achieve excellent standards of quality in the intellectual and educational experience which it provides.


**Compliance with Laws and University Statutes, Regulations and Policies**

All members of the University community shall comply and should do all things necessary to ensure that the University complies with all applicable laws of Singapore while they are in Singapore and the laws of the host country while they are outside Singapore.

Community members shall also observe and comply with all University Statutes, Regulations and Policies where applicable.


**Safeguard and Ensure Proper Use of Equipment and Resources**

Members of the University must safeguard and ensure proper use of equipment and resources belonging to the University.  They must not use the equipment and/or resources for personal gain.  They shall use the equipment responsibly and in accordance with the University's safety and compliance guidelines.


**Codes of Conduct for Faculty, Staff, Researchers and Students**

While this Code generally describes the ethical, professional and legal standards that the University subscribes to, Faculty, Staff, Researchers and Students shall further observe the following specific codes of conduct which apply to them :

- Faculty and Staff Code of Conduct*
- NTU Policy on Research Integrity and the Responsible Conduct of Research**
- Policy and Procedure for Managing Conflict of Interest***
- Student Code of Conduct

  *Applicable to faculty, researchers and staff*
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**Reporting Suspected Violations**

All community members are obliged to live the standards set forth in this Code of Conduct. Community members and the management have the responsibility of ensuring high standards of behaviour.  Where suspected violations do arise, members of the University community are obliged to report them through channels which include escalating the suspected violations to the supervising manager or College Dean/School Chair/Department Head.  Applicable procedures and processes of the channels are described in the respective handbooks.