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In force from 17 July 2026

Code of Conduct of the University of Padova

Article 1 – General Provisions

1. This Code of Conduct, hereinafter referred to as the “Code”, is adopted pursuant to Article 54(5) of Legislative Decree No. 165 of 30 March 2001 and supplements and specifies the provisions and guidelines set out in the *Regulation containing the Code of Conduct for Public

Employees*, pursuant to Article 54 of the same Decree, issued by Presidential Decree No. 62 of 16 April 2013, hereinafter referred to as the “National Code of Conduct”.

Article 2 – Scope

1. This Code shall apply to all University employees, whether employed on a permanent or fixed-term basis, including technical and administrative staff, language experts and collaborators (CEL), technologists referred to in Article 24-bis of Law No. 240/2010, and University of Padova senior managers. It shall also apply, insofar as compatible, to holders of research contracts and post-doctoral appointments referred to in Articles 22 and 22-bis of Law No. 240/2010.
2. For staff employed under a public-law regime pursuant to Article 3(2) of Legislative Decree No. 165 of 30 September 2001 (professors and researchers), the provisions of this Code shall constitute general principles of conduct, insofar as they are compatible with the rules governing their respective status, as is similarly provided for in the University Code of Ethics.
3. The provisions of this Code shall also apply, insofar as compatible, to collaborators and consultants engaged under any type of contract or appointment and in any capacity, including teaching appointments pursuant to Article 23 of Law No. 240 of 30 December 2010; to persons working in any capacity for companies supplying goods or services or carrying out works for the University; to holders of research appointments referred to in Article 22-ter of Law No. 240/2010; to holders of scholarships and research fellowships; to students holding part-time collaboration contracts (150 hours); and to any other person not falling within the above categories to whom the applicable legislation extends the application of this Code and the related provisions, or who has a formalised relationship with the University.
4. For the purposes of the preceding paragraph, contracts, instruments of appointment or designation, or a specific supplementary agreement, shall include an appropriate clause providing for termination of the relationship, removal from office or cessation of the appointment in the event of a breach of the obligations arising under this Code of Conduct, ascertained by the competent disciplinary authority.
5. The use of the masculine gender in this Code to refer to persons, positions and legal status shall be understood as referring to all genders and is used solely for ease of drafting.

Article 3 – General Principles

1. Employees shall comply with the Constitution, serving the Nation with discipline and honour, and shall conduct themselves in accordance with the principles of good administration and impartiality in administrative action. They shall perform their duties in compliance with the law, pursuing the public interest without abusing the position they hold or the powers vested in them. They shall be familiar with and comply with the principles of the legal system.

2. Employees shall also comply with the principles of integrity, honesty, good faith, proportionality, objectivity, transparency, fairness and reasonableness, and shall act independently and impartially, refraining from acting in situations involving a conflict of interest.
3. As members of the university community, employees shall contribute to the pursuit of the University's institutional purposes and strategic objectives in accordance with the level of responsibility attached to their status and the functions assigned to them.
4. Employees shall not use for private purposes information available to them by reason of their official duties and shall avoid situations and conduct that may hinder the proper performance of their duties or harm the interests or reputation of the University. For the purposes of this Code, "private purposes" shall include any purpose other than one that is institutional in nature and related to the individual's relationship with the University.
5. Employees shall perform their duties in such a way as to ensure that administrative action is guided by the principles of economy, efficiency and effectiveness. Public resources used for the performance of administrative activities shall be managed with a view to containing costs without compromising the quality of the results achieved.
6. In dealings with the recipients of administrative action, employees shall ensure full equality of treatment and shall refrain from arbitrary actions that adversely affect such recipients or result in discrimination on grounds of sex, nationality, ethnic origin, genetic characteristics, language, religion or belief, personal or political opinions, membership of a national minority, disability, social or health conditions, age, sexual orientation or any other grounds.
7. Employees shall demonstrate the highest degree of helpfulness and cooperation in dealing with other public administrations, ensuring the exchange and transmission of information and data in any form, including electronically, in compliance with the applicable legislation.

Article 4 – Gifts, Fees and Other Benefits

1. Employees shall not request or solicit, for themselves or for others, gifts or other benefits.
2. Employees shall not accept, for themselves or for others, gifts or other benefits, except for customary gifts of modest value given occasionally in the context of normal relations of courtesy or institutional relations and in accordance with international custom. In any event, irrespective of whether the conduct constitutes a criminal offence, employees shall not request, for themselves or for others, gifts or other benefits, even of modest value, as consideration for carrying out an act falling within their role, from persons who may benefit from decisions or activities connected with that role, or from persons in respect of whom they are required to perform activities or exercise powers pertaining to the position held.
3. Employees shall not accept, directly or indirectly, from a subordinate or a person senior to them, for themselves or for others, gifts or other benefits, except for customary gifts of modest

value. Employees shall not offer, directly or indirectly, gifts or other benefits to a subordinate or a person senior to them, except for customary gifts of modest value.

4. For the purposes of this Article, gifts or other benefits of modest value shall mean those whose value does not, as a general guideline, exceed EUR 150, including in the form of a discount. Employees may not receive, for themselves or for others, any gift consisting of cash or another means of payment replacing cash, including shopping vouchers, prepaid card top-ups, telephone cards, etc. In any event, employees may not receive, over the course of a year, two or more gifts or other benefits whose total value exceeds EUR 150.

5. Employees shall notify the Corruption Prevention Officer of the receipt of gifts and/or other benefits outside the cases permitted under this Code. The notification shall be made promptly in writing.

6. Gifts and, where possible, other benefits received outside the permitted cases and which cannot be returned shall be delivered by the recipient to the University no later than three days after receipt. The University shall make them available for institutional purposes or dispose of them in accordance with the procedures governing the disposal of movable property.

7. Employees shall not accept collaboration appointments from private entities that, during the two years preceding their assignment to the office, had a significant economic interest in decisions or activities of that office. For the purposes of this Article:

- “collaboration appointments” shall mean appointments of any type and in any capacity, including, by way of example and without limitation, appointments as consultant, expert, arbitrator, auditor, legal representative, etc.;
- “private entities” shall mean any private entity, including non-profit entities, with the exception of the following: private entities included in the List of Public Administrations included in the consolidated general government accounts, identified pursuant to Article 1(3) of Law No. 196 of 31 December 2009; entities majority-owned by a public administration; and legal entities established in the context of technology-transfer activities.

8. The Corruption Prevention Officer shall oversee the proper implementation of this Article.

Article 5 – Membership of Associations and Organisations

1. Without prejudice to the applicable rules governing freedom of association, employees shall promptly notify the head of the office to which they belong of their membership of associations or organisations, regardless of whether or not these are of a confidential nature, where their areas of interest may interfere with the activities of the office. This paragraph shall not apply to membership of political parties or trade unions, or of associations or organisations of a political or trade-union nature. The notification, which shall include the essential information concerning the association and the reasons for the potential interference, shall be made in writing within 15 days:

a) of recruitment or the conferral of the appointment;

b) of taking up duties in the office;

c) of joining the association or becoming aware of a possible interference with the activities of the Unit to which the employee is assigned;

d) in the event of transfer, of becoming aware of the assignment decision;

e) or within 60 days of the entry into force of this Code.

2. Public employees shall not compel other employees to join associations or organisations, nor shall they exert pressure on them for this purpose by promising advantages or suggesting that their career prospects may be adversely affected.

Article 6 – Disclosure of Financial Interests and Conflicts of Interest

1. Upon assignment to an office, employees shall, within 15 days, notify the head of the relevant Unit of any direct or indirect collaboration relationships with private entities, however remunerated, that they currently have or have had during the previous three years, specifying:

a) whether they themselves, or their relatives or relatives by marriage up to the second degree, their spouse or cohabiting partner, still have financial relations with the entity with which they had the above-mentioned collaboration relationships;

b) whether such relationships have existed or currently exist with entities having interests in activities or decisions relating to the office, limited to the matters assigned to the employee.

2. The notification shall be made in the manner specified in the preceding Article. For the definition of “private entities”, reference shall be made to Article 4(7).

3. Employees shall refrain from taking decisions or carrying out activities relating to their duties where there is an actual or potential conflict with their own personal interests or those of their spouse, cohabiting partner, relatives or relatives by marriage up to the second degree. The conflict may concern interests of any kind, including non-financial interests, such as those arising from an intention to yield to political or trade-union pressure or pressure from hierarchical superiors.

4. The rules governing conflicts of interest are set out in Article 7.

Article 7 – Conflict of Interest and Duty to Refrain from Acting

1. Employees shall notify the head of the office to which they belong where they consider that there is an actual or potential conflict between the activities of their office and a personal interest of their own or of any of the other persons referred to in Article 6 above.

2. The notification shall be made promptly in writing, before any action is taken, and shall contain all information necessary to assess the significance of the conflict.

3. After obtaining the necessary information, the head of the office to which the employee belongs shall determine the significance of the conflict of interest and, where necessary,

decide whether the employee must refrain from acting, adopting any consequential measures and notifying the employee concerned in writing.

4. Where the conflict concerns a senior manager, the decision shall be taken by the Director General; where it concerns another person referred to in Article 2(2) or (3), the decision shall be taken by the Rector and by the Director General, respectively, in the case of Central Administration, or by the head of the Unit that conferred the appointment or entered into the contract, in accordance with the provisions of the Code of Ethics; where the conflict concerns the Director General, the decision shall be taken by the Rector.

Article 8 – Prevention of Corruption

1. For the purposes of Article 8 of the National Code of Conduct, employees shall comply with the provisions of anti-corruption legislation and with the plans adopted pursuant to that legislation.

2. Without prejudice to the obligation to report matters to the judicial authorities, employees shall, in order to protect their confidentiality, report directly to the Corruption Prevention Officer any suspected unlawful conduct within the University of which they become aware, providing all necessary information and any relevant documentation.

3. After obtaining preliminary information, the Corruption Prevention Officer shall:

a) forward the relevant documents to the competent disciplinary authority within five days, where the report is considered to warrant further investigation, and adopt any other necessary measures, including measures to protect the employee who made the report;

b) where the report is not considered to warrant further investigation, inform the employee who made the report.

Article 9 – Transparency and Traceability

1. Employees shall ensure compliance with the transparency obligations applicable to public administrations under the legislation in force and shall provide the fullest cooperation in the preparation, retrieval and transmission of data subject to publication requirements on the institutional website.

2. Employees shall be familiar with and comply with the legislation in force and with the University Three-Year Transparency and Integrity Programme.

3. All Heads of the University's decentralised Units shall act as Transparency Officers and shall take an active role in monitoring the relevant legislation and ensuring the timely and accurate publication of data, guaranteeing the quality, integrity, continuous updating, completeness, consistency and easy accessibility of information, as provided for in Article 6 of Legislative Decree No. 33 of 14 March 2014.

4. Transparency Officers shall work in close coordination with the University Transparency Officer in order to ensure that their actions are aligned with the overall framework set out in the Three-Year Transparency and Integrity Plan.
5. Employees shall take particular care to ensure transparency in administrative action and in managing the content of the information in their possession, so as to avoid damage to the University's reputation.
6. In order to ensure continuity in office activities and the availability, traceability and sharing of information, employees shall, where required, use the University's IT systems and follow the filing procedures laid down in the University's internal procedures.

Article 10 – Conduct in private dealings

1. In their private dealings, including with public officials acting in the exercise of their duties, employees shall not make improper use of their position within the University in order to obtain benefits to which they are not entitled. To this end, employees may not use the University's name, trademark or logo except for activities connected with the duties they perform for the University.

Article 11 – Conduct in the Workplace

1. Without prejudice to compliance with the time limits governing administrative procedures, employees shall not, without justified reason, delay the performance of activities or adopt conduct that results in other employees having to carry out activities or take decisions for which they themselves are responsible.
2. Employees shall make use of any leave or other authorised absence from work, however designated, in compliance with the conditions set out by law, regulations and collective agreements.
3. Employees shall use the premises, furniture, materials, equipment, IT devices and telephones made available by the University with particular care and diligence and in accordance with the prescribed procedures. Any means of transport made available by the University shall be used solely for the performance of official duties, and employees shall not transport third parties unless this is required for official purposes.
4. Employees representing the University in judicial or extrajudicial disputes, including under delegated authority from the State Legal Service, shall comply with the applicable legislation.
5. Employees who use instruments, machinery or other equipment, having received appropriate training, shall comply with the relevant legislation, operating instructions and all precautions required to prevent and avoid risks to their own health or that of others (Legislative Decree No. 81/2008).

6. Employees who are provided, for work-related purposes, with property belonging to the University or to other entities with which the University has a contract or agreement shall assume the duties of custody and protection laid down by the applicable legislation. Such property shall not be transferred, even temporarily, to third parties except in the cases provided for by law.
7. Employees shall take particular care in safeguarding IT equipment and the access credentials for the information systems made available by the University, including for the purpose of protecting IT security.

Article 11-bis – Use of Information Technology

1. The University, through the Heads of its Units, may carry out the necessary checks and adopt any measures required to ensure the security and protection of IT systems, information and data. The procedures for carrying out such checks shall be set out in guidelines adopted by the Agency for Digital Italy, after consultation with the Italian Data Protection Authority. Where personal electronic devices are used, Article 12(3-bis) of Legislative Decree No. 82 of 7 March 2005 shall apply.
2. Institutional accounts may be used solely for purposes connected with, or attributable to, work activities and must not in any way compromise the security or reputation of the University. As a general rule, personal email accounts shall not be used for work-related activities or communications, except in cases of force majeure where, for any reason, the employee is unable to access their institutional account.
3. Employees are responsible for the content of the messages they send. Employees shall comply with the rules set out by the University governing the signature of work-related email messages. Each outgoing message must make it possible to identify the employee who sent it and must provide institutional contact details through which that employee can be reached.
4. Employees may use IT equipment provided by the University to attend to personal matters without having to leave the workplace, provided that such use is limited in duration and does not interfere in any way with the performance of institutional duties.
5. Employees shall not send email messages, either within or outside the University, that are offensive or discriminatory, or that may in any way give rise to liability on the part of the University.

Article 11-ter – Use of the Media and Social Media

1. When using their personal social media accounts, employees shall exercise due care to ensure that their opinions or judgements concerning events, matters or individuals cannot in any way be attributed directly to the public administration to which they belong.

2. In any event, employees shall refrain from making any contribution or comment that may harm the standing, dignity or reputation of the administration to which they belong or of the public administration in general.
3. In order to ensure the necessary level of confidentiality, communications directly or indirectly relating to work activities shall not, as a general rule, take place through public conversations on digital platforms or social media. This restriction shall not apply to activities or communications for which the use of social media serves an institutional purpose.
4. The University may adopt a “social media policy” for each type of digital platform in order to adapt the provisions of this Article to its specific requirements. In particular, the social media policy shall identify conduct that may damage the reputation of the administration, with distinctions based on the employee’s hierarchical level and level of responsibility.
5. Without prejudice to any prohibitions laid down by law, employees shall not disclose or disseminate, for reasons unrelated to their employment relationship with the University and in a manner inconsistent with Legislative Decree No. 33 of 13 March 2013 and Law No. 241 of 7 August 1990, documents, including documents relating to preliminary administrative proceedings, or information available to them.

Article 12 – Relations with the Public

1. Employees dealing with the public shall make themselves identifiable by visibly displaying the badge or other form of identification provided by the University, unless otherwise required by service instructions, including for reasons relating to employee safety. They shall act with a spirit of service, honesty, courtesy and helpfulness and, when responding to correspondence, telephone calls and email messages, shall do so as promptly, fully and accurately as possible, in all cases with a view to meeting the user’s needs. Where the matter does not fall within their remit by reason of their position or subject area, they shall refer the person concerned to the competent officer or office within the same administration. In carrying out activities and handling cases, employees shall, unless service requirements dictate otherwise or a different order of priority has been established by the administration, follow chronological order.
2. Without prejudice to the right to express views and disseminate information for the protection of trade-union rights, employees shall refrain from making public statements that are offensive towards the University or that may harm the standing, dignity or reputation of the administration to which they belong or of the public administration in general.
3. Public statements on behalf of the University may be made only by authorised persons.
4. Employees shall provide clear and comprehensive responses to the various requests they receive. Where a request is submitted electronically, employees shall endeavour to use the same means by which it was submitted and shall prepare the response within a timeframe

appropriate to the nature of the request and consistent with standards of efficiency. All information necessary to identify the person responsible for the response shall also always be provided. Where the response does not result in the initiation of an administrative procedure, it shall be sent promptly, unless there is a justified reason for delay.

5. In carrying out their activities, employees shall comply with the time limits set out in the regulations governing administrative procedures and with the applicable quality standards.

6. Employees shall not make commitments or anticipate the outcome of decisions or actions, whether their own or those of others, relating to the office, except where permitted. They shall provide information concerning administrative acts or operations, whether ongoing or completed, in the cases provided for by the applicable statutory and regulatory provisions governing access, always informing the persons concerned of the possibility of also contacting the Public Relations Office, where one exists. Within the scope of their responsibilities, they shall provide copies of and extracts from acts or documents in accordance with the rules governing access and the regulations of their administration.

7. Employees shall comply with official secrecy requirements and with the legislation governing the protection and processing of personal data. Where they are orally requested to provide information, acts or documents that are not accessible because they are protected by official secrecy or by personal-data protection provisions, they shall inform the requester of the reasons preventing the request from being granted. Where they do not have responsibility for handling the request, they shall ensure, in accordance with internal procedures, that it is forwarded to the competent office within the same administration.

Article 13 – Specific Provisions for Senior Managers

1. Without prejudice to the application of the other provisions of this Code, the provisions of this Article shall apply to senior managers, including holders of appointments pursuant to Article 19(6) of Legislative Decree No. 165 of 30 September 2001, and, insofar as compatible, to Heads and Chairs of University Units.

2. The persons referred to in paragraph 1 shall perform the functions assigned to them diligently and shall pursue the objectives assigned to them by adopting appropriate organisational conduct.

3. Senior managers shall also ensure the fair allocation of workloads within their Unit; promote regular meetings in order to optimise work through dialogue and discussion; and monitor and remedy any imbalances in workloads resulting from negligence on the part of individual employees.

4. Before taking up their duties, the persons referred to in paragraph 1 shall disclose to the University any shareholdings and other financial interests that may place them in a conflict of interest with the public functions they perform. They shall also declare whether any of their

relatives or relatives by marriage up to the second degree, their spouse or cohabiting partner engage in political, professional or economic activities that bring them into frequent contact with the Unit they are to manage or that involve them in decisions or activities relating to that Unit.

4-bis. Senior managers shall also provide the University with information concerning their financial and asset position and the annual income tax returns required by law.

5. The persons referred to in paragraph 1 shall act loyally and transparently and shall demonstrate exemplary conduct in terms of integrity, impartiality, good faith and honesty, equal treatment, fairness, inclusion and reasonableness in their dealings with colleagues, collaborators and the recipients of administrative action. They shall also ensure that the resources allocated to the Unit are used exclusively for institutional purposes and under no circumstances for personal needs.

5-bis. The persons referred to in paragraph 1 shall support the professional development of their collaborators by facilitating training opportunities and fostering opportunities for development both within and outside the Unit for which they are responsible.

6. Within the limits of the resources available, the persons referred to in paragraph 1 shall promote organisational wellbeing within the Unit for which they are responsible by fostering friendly and respectful relations among collaborators, as well as relations, both within and outside the Unit, based on loyal cooperation and mutual trust. They shall also take initiatives aimed at promoting the circulation of information, staff training and professional development, inclusion, and the recognition and enhancement of differences in gender, age and personal circumstances.

7. Senior managers shall assign the preliminary handling of cases on the basis of a fair distribution of workload, taking account of the abilities, aptitudes and professional expertise of the staff available to them. Any additional duties shall be assigned on the basis of professional expertise and, as far as possible, according to rotation criteria.

8. The persons referred to in paragraph 1 shall contribute impartially to the assessment of staff assigned to the Unit for which they are responsible, in compliance with the prescribed procedures and time limits and in accordance with the performance measurement and assessment system, assessing both the achievement of results and organisational conduct.

9. Where the persons referred to in paragraph 1 become aware of unlawful conduct, they shall promptly take the necessary action and, where competent, initiate and conclude disciplinary proceedings or promptly report the unlawful conduct to the disciplinary authority, providing any cooperation requested. They shall also promptly report the matter to the competent criminal judicial authority or to the Court of Auditors, as appropriate. Where they receive a report of unlawful conduct from an employee, they shall take all precautions required by law to protect

the reporting employee and to ensure that their identity is not improperly disclosed during disciplinary proceedings, pursuant to Article 54-bis of Legislative Decree No. 165/2001.

10. Within the limits of their ability to do so, the persons referred to in paragraph 1 shall prevent the dissemination of false information concerning the organisation, activities or public employees. They shall promote awareness of good practices and positive examples in order to strengthen trust in the University.

Article 14 – Contracts and Other Transactions

1. In concluding agreements and transactions and entering into contracts on behalf of the University, as well as during their performance, employees shall not use third-party intermediaries, nor shall they pay or promise any benefit to any person by way of intermediation in order to facilitate, or in return for having facilitated, the conclusion or performance of the contract. This paragraph shall not apply where the University has decided to use professional intermediary services.

2. Employees shall not, on behalf of the University, enter into procurement, supply, service, financing or insurance contracts with companies with which they have entered into contracts in a private capacity or from which they have received other benefits during the previous two years, except for contracts concluded pursuant to Article 1342 of the Civil Code. Where the University enters into procurement, supply, service, financing or insurance contracts with companies with which the employee has entered into contracts in a private capacity or from which they have received other benefits during the previous two years, the employee shall refrain from participating in decisions or activities relating to the performance of the contract and shall draw up a written record of such abstention, to be kept on file by the office.

3. Employees who, in a private capacity, conclude agreements or transactions or enter into contracts, other than those concluded pursuant to Article 1342 of the Civil Code, with private natural or legal persons with whom they have, during the previous two years, concluded procurement, supply, service, financing or insurance contracts on behalf of the University shall inform the head of the office in writing.

4. Where the situations referred to in paragraphs 2 and 3 concern a senior manager, the senior manager shall inform the Director General in writing.

5. Employees who receive, from natural or legal persons participating in contractual procedures to which the University is a party, oral or written complaints concerning the conduct of the office or of their collaborators shall immediately inform their hierarchical or functional superior, as a rule in writing.

Article 15 – Oversight, Monitoring and Training Activities

1. Pursuant to Article 54(6) of Legislative Decree No. 165 of 30 March 2001, compliance with this Code shall be overseen by the senior managers responsible for each Division, the University Units and internal control bodies, and the Disciplinary Office.

2. The activities carried out pursuant to this Article shall comply with any provisions contained in the Three-Year Corruption Prevention Plan adopted by the University pursuant to Article 1(2) of Law No. 190 of 6 November 2012. In addition to the disciplinary functions referred to in Article 55-bis et seq. of Legislative Decree No. 165/2001, the Office for Disciplinary Proceedings shall be responsible for updating the University's Code of Conduct, examining reports of violations of codes of conduct, and compiling information on unlawful conduct that has been established and sanctioned, while ensuring the safeguards provided for in Article 54-bis of Legislative Decree No. 165/2001. The Corruption Prevention Officer shall be responsible for raising awareness of the codes of conduct within the University, carrying out annual monitoring of their implementation pursuant to Article 54(7) of Legislative Decree No. 165/2001, publishing them on the institutional website, and communicating the monitoring results to the National Anti-Corruption Authority referred to in Article 1(2) of Law No. 190 of 6 November 2012. For the purposes of the activities provided for in this Article, the Office for Disciplinary Proceedings shall work in coordination with the Corruption Prevention Officer referred to in Article 1(7) of Law No. 190/2012.

3. For the purpose of initiating disciplinary proceedings for violations of codes of conduct, the University may request a non-binding opinion from the National Anti-Corruption Authority in accordance with Article 1(2)(d) of Law No. 190/2012.

4. The Corruption Prevention Officer may propose the preparation of information notices and circulars, the organisation of staff update seminars, and any other useful initiatives.

5. In order to prevent and counter instances of corruption, to follow up on the measures required where an employee has refrained from acting because of a conflict of interest, and to ensure compliance with the principles of efficiency and effectiveness in administrative action, the University may undertake collaborative initiatives with other public administrations.

6. Public-administration staff shall receive training on transparency and integrity aimed at ensuring a full understanding of the contents of the Code of Conduct, together with systematic annual updates on the measures and provisions applicable in these areas.

6-bis. The activities referred to in paragraph 6 shall also include training programmes on public-sector ethics and ethical conduct, to be provided upon hiring, whenever staff move to higher roles or functions, and upon transfer. The duration and intensity of such training shall be proportionate to the level of responsibility involved.

7. In the event of conduct contrary to the principles laid down in this Code by staff employed under a public-law regime pursuant to Article 3(2) of Legislative Decree No. 165 of 30 September 2001 (professors and researchers), reference shall be made to Article 17(3) below.

Article 16 – Liability Arising from Violations of the Duties Laid Down in the Code

1. Pursuant to Article 16 of the National Code of Conduct, violation of the obligations set out therein, of those set out in this Code, and of the duties and obligations set out in the National Code and in the Three-Year Corruption Prevention Plan shall constitute conduct contrary to official duties and shall give rise to disciplinary liability, to be established following disciplinary proceedings and in accordance with the principles of the gradual and proportionate application of sanctions, as provided for by Legislative Decree No. 165/2001 and the applicable National Collective Labour Agreements.

2. Violation of the above obligations may also give rise to criminal, civil, administrative or accounting liability on the part of the employee. For the purpose of determining the type and severity of the disciplinary sanction applicable in each individual case, the violation shall be assessed having regard to the seriousness of the conduct and the extent of the harm caused, including non-material harm, to the dignity or standing of the administration to which the employee belongs. The applicable sanctions shall be those provided for by law, regulations and collective agreements, including sanctions involving dismissal, which may be applied exclusively, having regard to the seriousness of the violation, in the cases referred to in: Article 4, where both the value of the gift or other benefit is more than modest and there is an immediate connection between the gift or benefit and the performance of an act or activity falling within the employee's official duties; Article 5(2); and the first sentence of Article 14(2), assessed in accordance with the first sentence of this paragraph. The provision set out in the second sentence shall also apply in the event of repeated violations of Article 4(7), Article 6(3), excluding purely potential conflicts of interest, and the first sentence of Article 13(10). Collective agreements may lay down additional criteria for determining the sanctions applicable to the different types of violation of this Code.

3. This shall be without prejudice to dismissal without notice in the cases referred to in paragraph 1, points (a), (d), (e) and (f) of Legislative Decree No. 165 of 30 September 2001, and as provided for by regulations and collective agreements.

4. This shall also be without prejudice to any further obligations and related forms of liability applicable to employees under statutory provisions, regulations or collective agreements.

Article 17 – Final Provisions and Repeals

1. This Code of Conduct shall be interpreted and applied having regard to the legislation in force from time to time.

2. Pursuant to Article 2(4) of Law No. 240/2010, where the same conduct constitutes both a disciplinary violation and a violation of the Code of Ethics, only disciplinary proceedings shall be pursued.

3. Violations of the provisions of this Code which apply, as general principles of conduct, to staff employed under a public-law regime pursuant to Article 3(2) of Legislative Decree No. 165 of 30 September 2001 (professors and researchers), and the related sanctions, shall be assessed on a case-by-case basis by the Disciplinary Board pursuant to Article 10 of Law No. 240 of 30 December 2010, unless otherwise provided.

4. At the time the employment contract is signed or, where there is no employment contract, when the appointment is conferred, the University shall provide newly hired staff, regardless of the nature of their contractual relationship, with a copy of this Code of Conduct and require them to sign it.

5. This Code shall be published on the University Official Notice Board, on the University website and on the University intranet. It shall also be sent by email to all staff.

6. This Code shall be reviewed annually where circumstances make such review necessary and shall enter into force on the day following its publication on the University website. It shall apply to violations committed after its entry into force.