

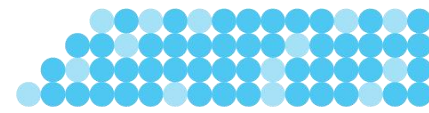
## EU Knowledge Hub Code of Conduct

Participants in EU Knowledge Hub activities shall adhere to principles designed to ensure a respectful, confidential, and professional environment for all involved.

By participating in Knowledge Hub activities, each participant agrees to the following terms:

1. All information shared during EU Knowledge Hub activities is subject to confidentiality under Chatham House Rules: participants may use information provided but shall not disclose the identity of speakers or other participants without their prior consent, except in the case of recorded meetings or webinars where public dissemination is assumed.
2. Participants shall treat all individuals involved in Knowledge Hub activities with respect, dignity, and courtesy and shall contribute by their conduct to creating and maintaining cooperative environment during their interactions. They shall refrain from any form of discriminatory, offensive (including humour), or otherwise disrespectful language or behaviour on the basis of background, opinion, religion, sexual orientation, or any personal characteristic.
3. For the purposes of this Code of conduct, the following definitions shall be considered:
  - 'psychological harassment' means conduct that takes place over a period, is repetitive or systematic and involves physical behaviour, spoken or written language, gestures or other acts that are intentional and that may undermine the personality, dignity or physical or psychological integrity of any person;
  - 'sexual harassment' means conduct relating to sex which is unwanted by the person to whom it is directed and which has the purpose or effect of offending that person or creating an intimidating, hostile, offensive or disturbing environment.
4. All participants shall conduct themselves with the highest standard of professionalism and shall represent themselves as EU Knowledge Hub participants in a manner that reflects positively on the organisation.
5. Punctuality and preparedness are required for all Knowledge Hub activities, with participants expected to arrive on time and to honour the time commitments of others.
6. Participants are expected to attend activities as agreed. Last-minute cancellations are strongly discouraged unless due to a valid reason or unforeseen urgent circumstances that prevent participants from attending, as they impact negatively the planning and effectiveness of the event. Participants are reminded that these activities are financed by the EU, i.e. EU tax payers.
7. Communication among participants shall be constructive and positive; disruptive, offensive, or discriminatory language or behaviour is strictly prohibited.
8. Participants shall practise active listening by attentively allowing others to speak without interruption, thus fostering an atmosphere of courtesy and respect.
9. In support of inclusivity, all participants shall encourage and facilitate the active involvement of others, ensuring that everyone feels welcomed and included.





10. Cooperation and openness to diverse perspectives are required, with all participants committing to work constructively with others and to provide feedback in a manner that is respectful and aimed at supporting collective objectives.
11. Participants shall refrain from any behaviour that may disrupt meetings, including but not limited to engaging in side conversations or using electronic devices inappropriately during Knowledge Hub activities.
12. Constructive feedback should be provided respectfully and with the intent of enhancing processes and supporting shared goals.
13. Participants shall adhere to the established agenda of each meeting, refraining from discussing off-topic matters unless invited to do so.
14. Any form of psychological<sup>1</sup>, sexual<sup>2</sup>, or moral harassment towards other participants or consortium staff members is strictly prohibited. Violations of this provision shall result in the exclusion of the offending participant from Knowledge Hub activities.
15. Participants shall respect the privacy of others by refraining from taking photographs or sharing names of other participants (including lists, name tags, or place cards), including on social media or other online platforms, without obtaining their explicit consent.
16. Participants must disclose any current/on-going or potential conflicts of interest in writing. All actions and communications shall be objective, impartial, and transparent.
17. Confidential information obtained through Knowledge Hub activities shall not be disclosed or used for personal gain or to benefit third parties, except with prior authorisation from the European Commission and relevant parties.
18. Should a researcher wish to use the content of the discussions that took place in the context of an EU Knowledge Hub activity, they should seek prior authorisation to the European Commission at [Home.prevention@ec.europa.eu](mailto:Home.prevention@ec.europa.eu)

In the event of any breach of these terms, the EU Knowledge Hub reserves the right to exclude the participant from future KH activities.

#### Reporting a breach of the Code of Conduct

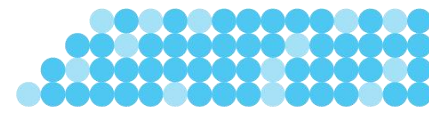
A dedicated EU Knowledge Hub team is available to address any concerns or incidents involving breaches of this Code of Conduct. Participants may contact the NTU team to report any incidents of

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<sup>1</sup> involves physical behaviour, spoken or written language, gestures or other acts that are intentional and that may undermine the personality, dignity or physical or psychological integrity of any person. Such conduct may, for instance, include belittling, ridiculing someone or calling into question their professionalism, isolating someone, hostile or inappropriate comments or messages, stalking, threats, using vulgar or insulting language, undermining someone, as well as setting unrealistic working objectives, not giving to the person enough work or giving them work that does not meet their profile.

<sup>2</sup> conduct relating to sex which is unwanted by the person to whom it is directed and which has the purpose or effect of offending that person or creating an intimidating, hostile, offensive or disturbing environment. Sexual harassment shall be treated as discrimination based on gender. It may, for instance, include making promises of reward in return for sexual favours, or threats and/or reprisals if these demands are rejected, making sexual or offensive comments or gestures, showing sexually suggestive visuals, inappropriate physical contact, or sending or showing inappropriate obscene content or making inappropriate jokes.





misconduct, including but not limited to harassment, confidentiality breaches, or disruptive behaviour, as outlined in this Code of Conduct. Reports of a breach can be made to the EU Knowledge Hub's designated points of contact below. The reporting process is confidential, and all information will be handled with the utmost discretion. The access to the Functional Mail Box ([eukh@ntu.eu](mailto:eukh@ntu.eu)) is restricted to a limited number of persons, respecting data protection rules.

In cases where a participant witnesses a potential breach of the Code of Conduct, they are encouraged to notify EU Knowledge Hub staff present at the event, who will seek to resolve the issue promptly.

The consortium staff members entrusted with the analysis or handling of requests concerning alleged harassment shall ensure at all times the strict confidentiality of the information they receive in the context of those requests.

Any individual who feels they have been subjected to or witnessed inappropriate behaviour, behaviour that may qualify as harassment, or other violations of the Code of Conduct may report the incident through the following procedure:

1. Confidential assessment: Upon receiving a report, the EU Knowledge Hub team will review the incident in a fair, impartial, and timely manner to determine whether there has been a violation of the Code of Conduct. The confidentiality of the report and involved parties will be strictly maintained.
2. Notification of decision: If a violation of the Code of Conduct is confirmed, the individual who reported the incident and the participant involved in the breach will be informed of the decision within seven working days of the initial report. Specific details and personal information will remain confidential.
3. Consequences for violations: In cases where a violation has been confirmed, the EU Knowledge Hub team may take appropriate corrective actions. These may include a warning, immediate removal of the participant from the current activity<sup>3</sup> or their exclusion from future EU Knowledge Hub activities. Participants may also be encouraged to report serious incidents to relevant national authorities if applicable.
4. Right to appeal: If the reporting individual or the participant in question disagrees with the outcome, they may request a review meeting with the EU Knowledge Hub's Project Manager, Emina Kapetanovic. This meeting will allow all parties to present their perspectives and, if necessary, address any outstanding concerns. The EU Knowledge Hub takes all reports of misconduct seriously and strives to maintain a safe, respectful, and inclusive environment for all participants.
5. This procedure does not replace or substitute any legal proceedings that the victims may pursue before the relevant national courts.

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<sup>3</sup> In urgent situations, irrespective of the 7-working day deadline referred to in point 2.

