

LifeWatch ERIC Code of Conduct

As adopted by LifeWatch ERIC General Assembly on 22 April 2021,
after a written procedure.

Table of Contents

1. Respect, responsibility and shared values.....	3
2. Accountability.....	4
3. Independence and impartiality.....	4
4. Transparency.....	5
5. Confidentiality.....	5
6. Protection of LifeWatch ERIC's assets.....	5
7. Sustainability.....	5
8. Human rights.....	6
9. Travel.....	6
10. Implementation.....	6

1. Respect, responsibility and shared values

- 1.1. LifeWatch ERIC is committed to providing a work environment that encourages employees, consultants, students, trainees, secondees, and visiting scientists having LifeWatch ERIC as their permanent or temporary place of work (hereinafter "LifeWatch personnel") to develop their talents and careers, exercise creativity and achieve superior performance.
- 1.2. The highest standard of conduct, competence and performance is expected of all LifeWatch personnel in order to reflect LifeWatch ERIC's principles of ethics and professional conduct.
- 1.3. LifeWatch personnel shall not discriminate against, harass or bully any colleague, co-employee or consultant.
- 1.4. A LifeWatch personnel is entitled to the enjoyment of his or her basic rights as protected under all applicable laws and regulations and should not be forced to suffer physically or mentally from his or her work in any way.
- 1.5. We foster a responsible and supportive environment where people treat each other respectfully regardless of origin, education, religion, beliefs, physical ability, gender or sexual identity.
- 1.6. We communicate openly with each other, in a spirit of goodwill. Conflicts are resolved in a fair and objective manner to produce an effective solution. Our culture is built on trust and we welcome constructive criticism. We admit our mistakes when we are wrong. We support an open management culture based on dialogue.
- 1.7. We work together in a constructive and honest fashion, where personal integrity is key. The methods, data, workflows and results of our scientific research are documented faithfully. A clear distinction is always made between our own work and the work of others.
- 1.8. As LifeWatch personnel, we are expected to treat each other and our stakeholders with respect. LifeWatch ERIC does not tolerate intimidating, humiliating, offensive or hostile behaviour and harassment of any kind.
- 1.9. LifeWatch personnel victim of such behaviours can report the case to their line manager or to any member of the Executive Board for investigation. Any infringement against the Code of Conduct will result in disciplinary measures or formal action being taken under employment regulations or applicable laws. Further details on the relationship between LifeWatch ERIC and its employees or among LifeWatch ERIC's employees is set out in the LifeWatch ERIC employment policy.

2. Accountability

- 2.1. LifeWatch personnel are expected to take responsibility for their actions, decisions and their consequences. They are expected to:
- Define clear and realistic objectives and deliverables for their activities in consultation with their supervisors.
 - Take responsibility for carrying out the duties of their position to the best of their abilities.
 - Take responsibility for their decisions and for the consequences of their actions.
 - In the case of supervisors, take responsibility for assessing the performance of LifeWatch personnel in a fair and factual manner, in line with agreed objectives.
 - Ensure that the human, financial and material resources entrusted to them are used optimally for the benefit of LifeWatch ERIC.
 - Record all transactions and prepare accurate and complete records, in accordance with established procedures.
 - Provide advice and guidance to colleagues, where appropriate, and exercise adequate supervision and control over tasks they delegate.
- 2.2. LifeWatch personnel must ask for permission from their supervisor as appropriate when speaking to the media on subjects within their area of responsibility and expertise.

3. Independence and impartiality

- 3.1. LifeWatch personnel must disclose promptly and fully any conflict of interest or potential situation of conflict of interest through a form of declaration of interest or by seeking advice with their supervisor on a confidential basis concerning the appropriate action, including possible recusal.
- 3.2. Refrain from seeking or obtaining, under any circumstance, instructions or undue assistance from any government official or from any other authority external to the organization.
- 3.3. Exercise discretion at all times in their personal political activities and in expressing their personal opinions and beliefs.
- 3.4. Decline gifts whose value is in excess of 50€ unless it would cause embarrassment to refuse, in which case they must declare them to the Executive Board.
- 3.5. Seek authorization from the CEO before accepting any decoration or honour.
- 3.6. Resign prior to initiating a political campaign or a nomination process.

4. Transparency

- 4.1. LifeWatch ERIC's goal is to be transparent, open and proactive in its communications with all of its stakeholders and to provide factual and consistent information about its activities, while complying with applicable legal requirements on personal data or sensitive information.

5. Confidentiality

- 5.1. LifeWatch personnel shall be responsible for protecting confidential or personal information relating to LifeWatch ERIC or to LifeWatch personnel.
- 5.2. LifeWatch ERIC recognises and protects the privacy rights of LifeWatch personnel with respect to personal information, in compliance with the General Data Protection Regulation (GDPR).
- 5.3. LifeWatch personnel that have access to confidential information owned by LifeWatch ERIC or by related third parties have a duty to protect that confidential information, even if the relevant LifeWatch personnel leaves LifeWatch ERIC, he or she is still obliged to maintain the confidentiality of such information. Confidential information includes technical or financial information which is not publicly known and any other type of information that by its nature is confidential.

6. Protection of LifeWatch ERIC's assets

- 6.1. LifeWatch ERIC has a wide range of assets, including physical assets and intellectual property. These must be used in an ethical and responsible manner.
- 6.2. No LifeWatch personnel shall make improper use of LifeWatch ERIC's resources or assets or permit others to do so.
- 6.3. LifeWatch ERIC's communications system and infrastructure may only be used for legitimate purposes in accordance with LifeWatch ERIC's mission or as authorised by management.

7. Sustainability

- 7.1. LifeWatch ERIC is committed to acting in a socially responsible way and to making a positive social contribution to the community where it operates.
- 7.2. In line with its mission, LifeWatch ERIC should act in an environmentally, socially and economically responsible and sustainable manner. It shall act and make decisions with a long-term perspective taking into account the full life cycle of its activities with a responsible use of natural, human and monetary resources.

8. Human rights

- 8.1. LifeWatch ERIC is committed to respecting international human rights standards in accordance with the UN Guiding Principle on Business and Human Rights.¹ It shall avoid directly causing or contributing to adverse human rights impacts and, where possible, seek to prevent or mitigate adverse human rights impacts linked to LifeWatch ERIC through its activities.

9. Travel

- 9.1. LifeWatch personnel should consider how to travel as efficiently as possible with regards to the environment, the cost and the welfare and safety of travelling. LifeWatch personnel should in particular consider virtual collaboration whenever it is possible. During business travel all LifeWatch personnel represent LifeWatch ERIC and have the responsibility to exercise sound judgment for safe conduct and not to engage in activities that may harm the reputation of LifeWatch ERIC.

10. Implementation

- 10.1. LifeWatch ERIC encourages a culture of openness where LifeWatch personnel should feel free to engage in a discussion about the Code of Conduct.
- 10.2. You may contact the CEO in the event of violations of this Code of Conduct including any health and safety issues. Equally, if you are unsure about any aspect of the Code of Conduct or have proposals for improvements, please discuss this with the CEO.
- 10.3. This Code of Conduct is not intended to substitute or contradict applicable law. In case of any conflict between the Code of Conduct and applicable law, the law shall always take precedence and nothing in this Code of Conduct should be understood as an instruction to break the law.
- 10.4. This policy shall be complemented by the European Charter for Researchers and applicable national law.
- 10.5. Changes or amendments to this Code of Conduct may be proposed by the CEO or by the Executive Board at any time.
- 10.6. This Code of Conduct shall come into effect on April 30, 2021.

¹ https://www.ohchr.org/documents/publications/guidingprinciplesbusinesshr_en.pdf