



**UVA-WIDE FRAMEWORK FOR HOUSE RULES AND CODE OF CONDUCT IN
RELATION TO UVA BUILDINGS, FACILITIES AND SITES**

Adopted by decision no. 2015cb0317 of the Executive Board (CvB) of 30 September 2015.

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Every effort has been made to provide an accurate translation. However, the official text is in Dutch; any differences arising from the translation are not binding and have no legal effect.



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1. UvA-wide framework

The Executive Board places a high importance on creating a liveable and safe working and study environment. This also applies to the open city campuses in their role as meeting places for employees, students and third parties. The UvA-wide regulations provide a framework within which to create a liveable and safe environment.

The UvA-wide framework relates to:

- I. dealing respectfully with:
 - one another (employees, students and third parties), as described in the Code of Conduct;
 - property and data of the UvA and of people spending time at the UvA;
 - items belonging to third parties on loan to the UvA or items belonging to the UvA on loan to third parties;
- II. expressions of a cultural, political and/or religious nature or with commercial purposes;
- III. external or internal threats, including activities that pose/may pose a risk.

Annex 1 describes what sub-topics have been discussed under UvA-wide regulations I and II and what standards and values the UvA attaches to this. It also states the area of application and refers to the UvA policy and protocols¹ that further fulfil these regulations.

In addition to taking preventive organisational or physical measures, there is also a component relating to conduct. In light of this, everyone present in the UvA's buildings and facilities and on UvA sites will be expected to:

- act in accordance with UvA-wide regulations and the house rules and code of conduct derived from these and within legal and regulatory frameworks;
- do everything he/she can to prevent illicit practices, or the provocation thereof, without jeopardising his/her own safety;
- draw attention to and report any wrongdoing (in accordance with Incidents policy);
- offer assistance as far as he/she is able if another person's safety is under threat;
- call others to account regarding their undesirable behaviour.

2. Scope

This framework applies to all UvA buildings, facilities and sites and relates to everyone who makes use of these, and to all activities - outside of the regular education, research and support processes - that take place here.

Insofar as is relevant, this framework also applies when activities are being carried out elsewhere and/or at third-party sites by employees and students under the authority of the UvA.

Codes and/or rules of conduct focusing on fulfilling a role (as an employee or student)², or on academic integrity, ancillary activities, fraud, plagiarism etc., fall outside of the scope of this framework. (Please refer to the Integrity policy for this.)

¹ The aim is to draft or update the stated protocols in 2015/2016 and have them verified by the Executive Board.

² For example, The Netherlands Code of Conduct for Scientific Practice and the ALLEA Code of Conduct for Research Integrity.

3. Translation of UvA-wide framework into house rules and code of conduct

The UvA-wide framework need not apply to all the different areas/zones³ nor to all activities. This means that at various levels (described below) this framework needs to be translated into specific house rules and a code of conduct.

A risk analysis for each campus, building or specific area can provide insight into what rules apply where, and how (content and form) people are notified of this. For particular topics, these rules have been elaborated upon in further detail in policy or protocols (see annex 1).

The elaboration of house rules and a code of conduct based on the UvA-wide rules takes place according to the 'equal, unless' principle, at the level of:

- the open city campus: the main users of the open city campuses draft house rules and a code of conduct for their 'own' campus in mutual agreement. The area of applicability of the campus-specific house rules and code of conduct relates to topics that correlate with a comprehensive view of the co-occupation of the campus by everyone involved, such as opening hours, access policy, mobility policy, matters relating to the Company Emergency Response team, Risk Assessment and Evaluation sites, events, permits and campus-related incidents;
- the main user: insofar as this hasn't been arranged through the campus, for example, if it's an open city campus;
- the representative: code of conduct that maintains a relationship with the immediate physical working environment of employees and students (i.e. the offices and labs, lecture rooms and study spaces) are the responsibility of the dean or the secretary of the UvA and Amsterdam University of Applied Sciences (AUAS). This may include aspects such as 'hot-desking', 'clean desk policy', archive management, attendance and absence, and the use of equipment and facilities.

With regard to the aforementioned translation of the UvA-wide rules into house rules and a code of conduct, how these rules will be publicised and which official(s) are responsible for supervision (see under 4) will also be specified. The translation will take place in coordination with the management of the faculty/organisational unit, executive staff and/or service, in order to make the approach as uniform as possible.

The works council (FOR, GOR) and the student council (FSR) have the right of approval in the fulfilment and adoption of the house rules and code of conduct. If UvA-wide regulations are referred to, these are the COR and the CSR respectively. To adopt these rules at campus level, all individual councils will be required to give their consent.

4. Compliance, surveillance, enforcement, measures and corrective measures

Powers in relation to compliance and violation

Within the UvA, conditions are placed on who has what power in relation to:

- compliance with and violation of house rules and code of conduct;
- infringement of access or residence conditions that apply to the public zone;
- committing a criminal offence.

³ For the zone classification, please refer to the policy memorandum *Integrated security aspects when using and managing the open city campus* (to be finalised by the Executive Board at the same time as this policy document).

To whom a power is granted depends on:

- the severity of the violation;
- the place (zone) where the violation takes place;
- the nature of the measure/corrective measure.

Certain powers can only be granted to roles which are described in further detail, and for which training and necessary competences form a part.

For each campus, the main user in charge compiles a security team, partly based on the results of a risk analysis. If there is no campus and different occupants are accommodated in a building, the main user of the building will compile the team.

The named main user:

- works with the security team to determine who within the organisation (from line management, in specific positions or from the FS support role) has a supervisory role in what division, within the frameworks of existing protocols. Depending on the severity of the violation and the nature of the corrective measures, the responsibility may lie outside of the security team;
- has the final say as to whether someone is suitable to exert a particular power within the framework specified in this memorandum;
- ensures that employees of the security organisation do not, in principle, work on the same campus (or in the same building) for longer than four years;
- The Corporate Risk and Insurance Manager examines whether any risks are linked to the granting of powers.

Annex 2 provides an overview of the positions to whom specific competences have been awarded when monitoring and enforcing the house rules and code of conduct. This is without prejudice to the right of every citizen, UvA employee or student, to intervene in the event of violations of the integrity of him/herself, bystanders or UvA property. For specific situations, the conduct and/or nature of measures/corrective measures is elaborated upon in further detail in policy, protocols etc. (see also annex 1).

Resources

To enable monitoring or enforcement of house rules and the code of conduct, the following resources are available:

- information

Written information and images can be used to make house rules, the code of conduct and monitoring and enforcement measures known.

- obligation to produce identification

On the sites and in publicly accessible zone 0b, anyone can be asked to produce identification. It is not permitted to take possession of such identification.

From zone 1 onwards, everyone must be in possession of a valid staff or student ID card or visitor's pass.

- surveillance cameras

Surveillance cameras can be used on the basis of a risk analysis. Separate regulations apply to the use of the cameras and reading out and storage of the images.

Reporting of wrongdoing

Wrongdoing is reported in accordance with the Incidents policy.

Measures/corrective measures or sanctions

Depending on the nature of the violation of house rules and code of conduct, corrective measures or sanctions may be imposed in accordance with pre-existing regulations, protocols and codes of conduct and in line with the Collective Labour Agreement Dutch Universities (CAO-NU) and the (Dutch) Higher Education and Research Act (WHW) art. 7.57h.

The Standard Operational Management Mandate stipulates that the following aspects are relevant in this context:

- the lodging of a complaint by the representative with the investigating authorities about the conduct of UvA employees and students (art. 4). To lodge a complaint, a consultation must always first take place with the Executive Board.
- the imposition of the disciplinary measure of dismissal (as referred to in art. 8.4 paragraph Sa van de CAO-NU, and in section 11 of the Notes on the Collective Labour Agreement), as adopted by the Executive Board on 8 February 2011.

5. Liability and insurances

The UvA is not liable for any damage to and/or theft of personal possessions of users or visitors. In the event of personal injury, the Incidents policy will be adhered to.

In the event of unauthorised alterations, destruction and/or damage in relation to what has been specified in this framework, the damage shall at all times be recovered from the person responsible.

Annex 1. Description of sub-topics in the UvA-wide framework

Framework	Sub-topic	UvA standards and values	(also) applies to/in:	Relevant UvA policy and other regulations
dealing respectfully with: * colleagues, students and third parties (including neighbours)	Anti-social or other behaviour that jeopardises security or privacy	all activities are such that they do not cause any nuisance to others or form a breach of privacy	anti-social behaviour encountered within and around the campus/the building use of mobile phones, photos/video recordings	Denying access to university building and/or site protocol / WHW art. 7.57h Events policy BVLC plan
	social security	everyone conducts him/herself in accordance with public order, public morals and prevailing standards of decency		Regulations concerning the Confidential Adviser at the UvA & Code of Conduct Integrity policy aggression and violence protocol WHW art. 7.57h.
	use of tobacco, alcohol and drugs	use of and dealing in tobacco, alcohol and drugs is not permitted. An exception can be made in relation to the use of tobacco and alcohol in designated areas and for certain activities (in accordance with policy)		Alcohol and drugs policy Smoke policy Tobacco Act

meaning of
policy colours:
adopted draft
to be developed

Framework	Sub-topic	UvA standards and values	(also) applies to/in:	Relevant UvA policy and other regulations
* property and data of the UvA and of people residing at the UvA * objects on loan at the UvA	use of rooms, facilities and sites	everyone acts in the manner of a responsible user; rooms, facilities and sites are only used for their designated purpose and are left clean and undamaged afterwards	use of BBQ, swimming, sports and games, pets (incl. letting them outside)#, camping/sleeping, roller skating/blading, etc. Only park vehicles (cars, motorbikes, bicycles, mopeds, folding bicycles) in designated facilities # with the exception of assistance dogs	Room Usage Regulations Events policy Staffing and blockades protocol mobility policy PDC's FS (including security and surveillance, bicycle management)
	eating and drinking	eating and drinking behaviour must not be a cause for anti-social behaviour		Prevention of nuisance by vermin policy
	unlawfully using or taking property with you	everyone acts within legislation and regulations	* UvA's digital resources: e.g. hacking, pornography/child pornography* theft, burglary* art/non-integrated art* use of emergency doors, fire alarms, fire extinguishers and telephones in lifts is only permitted in emergency situations	ICT Information security policy (including ICT code of conduct)
	installation of electronic equipment	non-work-related, electric appliances, incl. household appliances, are not permitted unless installed by the UvA and/or permitted by or on behalf of the representative	electric water heaters, coffee machines, microwaves, toasted sandwich makers, deep-fat fryers, refrigerators, junction boxes, heating units, fans etc.	Incidents policy Company Emergency Response policy; RI&E (NEN 3140)

Framework	Sub-topic	UvA standards and values	(also) applies to/in:	Relevant UvA policy and other regulations
	escape routes and emergency exits	<p>escape routes and emergency exits must be kept clear at all times.</p> <p>Furniture, cabinets etc. may be installed in circulation areas if there is no objection on the basis of a tested Company Emergency Response Risk Assessment & Evaluation</p>	general circulation areas such as corridors, stairways, halls, entrances, escape routes and in front of emergency exits	
	making alterations in/to buildings or on sites	it is not permitted to make alterations to, or in, buildings or on sites yourself	drilling, painting, sticking things on doors, walls and/or windows, carrying out repairs	Room Usage Regulation Asbestos protocol
	items found	items found are sent to the site reception desk and stored for three months		
expressions of a cultural, political and/or religious nature or with commercial purposes	distribution of information (written and verbal)	distribution of information in whatever form is only permitted during a debate, on designated signs/screens or following written consent (provided it doesn't serve commercial purposes and cannot reasonably be considered offensive, insulting or indecent to others)	affixing of posters, flyers, putting documents in pigeon holes, putting down of magazines, stands	Events policy

* Image and sound recordings for educational or research purposes fall outside of the scope of this memorandum

Annex 2. Specific powers in the context of compliance with, and violation of, house rules and code of conduct, infringements and criminal offences

Powers within opening hours ⁴	Applies to			Zones 1 to 3 ⁵	Zone 0b	site (zone 0a)
	House rules and code of conduct	Violation of access and residence conditions for the public zone	Committing of a criminal offence			
* signalling, de-escalation	X	x	x	building manager security guard bookmark5	building manager security manager receptionist	building manager Pantar employee
* calling someone to account for their behaviour	X			building manager, security guard	<i>everyone</i>	<i>everyone</i>
* asking: - whether someone belongs there - for identification	- -	x -	N/A -	all employees security guard	security guard receptionist ⁶	security guard security guard
* refusing access ⁷	X	x	x	director of operational management ⁸ (representative)	director of operational management main user	director of operational management in campus management role
* apprehending and handing over to the police without delay	-	x	x	security guard	security guard	Security guard
* surveillance with dogs (outside of opening hours)	-	x	x	-	-	Licensed security guard
* other	X	-	-	In accordance with existing policy, protocols etc.		

⁴ Outside of opening hours, only the surveillance guard's powers apply.

⁵ Separate agreements are made in the security team in relation to zone 4 and zone T

⁶ Only if the receptionist has the authority to issue visitor passes

⁷ In accordance with the protocol 'Refusal of access to university building and/or site'

⁸ For the services/other units: head of the unit



Annex 3. Overview of relevant adopted UvA documents

- Regulations concerning the Confidential Adviser (23 February 2012) & Code of Conduct
- UvA Space Utilisation Regulations (revised 12 January 2015)
- Crisis and incident indicator:
 - Asbestos protocol;
 - Staffing and blockades protocol
 - Refusal of access to university building and/or site protocol
- Risk inventory and evaluation policy memorandum, adopted 7 May 2012