



INTERNATIONAL SCHOOL FOR ADVANCED STUDIES

THE SISSA CODE OF CONDUCT

Art. 1 General Provisions

1. This Code of Conduct, hereinafter referred to as the "Code", defines the minimum duties of diligence, loyalty, impartiality and good conduct that a worker who carries out activities for the SISSA, as defined in Art. 2 of this regulation, is bound to observe pursuant to the Presidential Decree 16 April 2013, No. 62 "National Code of Conduct", and provides for the integration and specification of such expectations in the light of the context of the International School for Advanced Studies.

Art. 2 The Scope

1. This Code applies to:

- a) employees on an indefinite and definite basis, technical and administrative staff, and executives of the SISSA (hereinafter, the "School");
- b) the professors and researchers, both on an indefinite and definite basis;
- c) collaborators and consultants with any type of assignment or contract, research fellows referred to in Art. 22 of Law 240/2010, and holders of teaching positions referred to in Art. 23 of Law 240/2010 of the School, even if the aforementioned transactions are free of charge;
- d) parties, including those who are not employees of the School, members of monocratic or collegial bodies of the same (members of the Board of Directors and of the Academic Senate, members of the Board of Auditors, of the Evaluation Team, the Tender Committee, the Selection Board, etc.);
- e) any other worker who falls under the legislation through the application of this Code and related provisions;
- f) employees and collaborators, in any capacity, of the School's contractors.

2. For the types referred to in sub-paragraphs c) to f), and in the event of a breach of the obligations under this Code of Conduct as established by the competent Disciplinary Authority, a special termination or termination of office clause is inserted in contracts, or acts of entrustment or appointment, or even in special addendums.

3. This Regulation applies to all categories of personnel from a) to e), except for expressed exclusion provided for in the articles or incompatibility with other sources of higher rank or with the reference standard for each personnel category; in the latter case, the provisions of this Regulation, where compatible, are principles which must be followed, the violation of which constitutes a disciplinary offence in every case.

4. For the purposes of this Regulation, "worker" means all personnel from sub-paragraph a) to sub-paragraph e). This Code shall apply as far as it is compatible to the entities referred to in sub-paragraph f).

Art. 3 General Principles

1. The worker shall observe the Constitution, serving the nation with discipline and honour, and adapting his/her conduct to the principles of sound and impartial administration. The worker shall carry out his/her



INTERNATIONAL SCHOOL FOR ADVANCED STUDIES

duties within the law, by pursuing the public interest and without abusing the position or powers which he/she enjoys.

2. The worker shall also uphold the principles of integrity, correctness, good faith, proportionality, objectivity, transparency, fairness and reasonability and shall act through a position of independence and impartiality, abstaining in the event of conflicts of interest.

3. The worker shall not use information at his/her disposal through his/her office for private purposes, shall avoid situations and conduct that may impede the proper fulfilment of tasks or harm the interests or the image of the School. Prerogatives and public powers shall be exercised solely for the purposes of the general interest for which they were conferred.

4. The worker shall exercise his/her duties by applying the highest possible cost-effectiveness, efficiency and effectiveness to administrative action. The management of public resources for the purposes of the performance of administrative activities must follow a mind-set of cost containment, which does not compromise the quality of the results.

5. In relations with the recipients of the administrative action, the worker shall ensure full equality of treatment on equal terms, also abstaining from arbitrary actions that have adverse effects on recipients of administrative action or involving discrimination based on gender, nationality, ethnic origin, genetic characteristics, language, religion or creed, personal or political convictions, persons of a national minority, disability, social or health conditions, age and sexual orientation or any other various factors.

6. The worker shall demonstrate the highest level of availability and co-operation in relations with other public administrations, ensuring the exchange and transmission of information and data in any form, including electronically, in compliance with the existing legislation.

7. The worker, as part of the University community, shall contribute to the pursuit of institutional goals and the strategic objectives of the School according to the degree of responsibility provided for in the contract of employment and the functions attributed therein.

8. For the purposes of this Code of Conduct, "private purposes" include any purpose other than institutional and relevant to the relationship with the School.

Art. 4 Gifts, Compensation And Other Benefits

1. In the performance of their role, personnel referred to in sub-paragraph a) to sub-paragraph d) of Art. 2, shall not request nor solicit any gifts or other benefits for themselves or for third parties, not even through intermediaries.

2. Personnel referred to in sub-paragraph a) to sub-paragraph d) of Art. 2, shall not accept any gifts or other benefits for themselves or for third parties, not even through intermediaries, which are related to the performance of their role or to the activities of their office, save for those of modest value that are given occasionally in the context of normal courtesy and within the scope of international practice. In any case, regardless of whether the act constitutes a crime, personnel referred to in sub-paragraph a) to sub-paragraph d) of Art. 2, shall not request any gifts or other benefits even of modest value, for themselves or for third parties, by way of compensation for performing or for having performed an act of office from parties who may benefit from decisions or activities relating to the office, nor from parties who are called upon, or are about to be called upon, to undertake activities or exercise their powers of office.



INTERNATIONAL SCHOOL FOR ADVANCED STUDIES

3. Personnel referred to in sub-paragraph a) to sub-paragraph d) of Art. 2, shall not accept gifts or other benefits from their sub-ordinates for themselves or for third parties, whether directly or indirectly, save for those of modest value. Personnel referred to in sub-paragraph a) to sub-paragraph d) of Art. 2, shall not offer gifts or other benefits to their superior, directly or indirectly, save for those of modest value.
4. Gifts and other benefits which are still received outside of the cases allowed under this Article, by the same personnel in sub-paragraph a) to sub-paragraph d) of Art. 2, shall be immediately put at the disposal of the School for their restitution or to be used for institutional purposes or donated to charity.
5. For the purposes of this Article, gifts or other benefits of modest value mean those of a value not exceeding EUR150, to be understood as being the total value over the course of the year delivered by the same party, including discounts (the same party is to be understood as being the aggregate companies/businesses which form part of one and the same group, refer to the same temporary joint venture, operate within the SISSA and within the same procurement contract, or other legal forms of co-operation between comparable companies/businesses). Personnel referred to in sub-paragraph a) to sub-paragraph d) of Art. 2, shall not receive any gift in the form of cash or other means of payment in lieu of money (vouchers, top-ups, prepaid cards, telephone cards, tickets etc.) for themselves or for third parties.
6. Whoever accepts gifts or other benefits of modest value for themselves or for third parties, even through intermediaries, shall inform the School without undue delay, indicating the nature, the value and the name of the donor. The communication must be made by e-mail to the address codicecomportamento@sisssa.it within 15 days of receipt of the gift. Gifts or other benefits estimated to be of a value of less than EUR10 are not subject to the provisions of this paragraph. For the purposes of this paragraph, materials delivered following the participation in training courses and conferences or similar events, are not to be considered as gifts.
7. Failure to comply with the foregoing provisions shall result in disciplinary action in accordance with the type of employment contract, and in particular:
- a) The first omission or late communication shall result in a verbal warning; in the event of a recurrence of the omission or late communication, this shall result in the minimum penalty of a written warning;
 - b) In the event of acceptance of forbidden gifts, the minimum penalty of a written warning shall apply as well as their restitution to the School (if need be the equivalent financial value if these are no longer available or even if just partially used);
 - c) In the case of a recurrence of the acceptance of forbidden gifts, this shall result in a minimum penalty not less than a fine, as well as their restitution to the School (if need be the equivalent financial value if these are no longer available or even if just partially used).
8. The gifts and where possible, other benefits, received outside of permissible circumstances are to be handed in to the School by the party concerned within, and no later than, 5 days from receipt. An appropriate written record of the delivery shall be drawn up in duplicate originals, one for the School and one for the worker. Books, catalogues, video, or audio material are acquired as assets for the School Library. In all other cases, they are to be returned to the donor or acquired as assets for the School or donated to charity after giving notice to the donor. For the purposes of this Code, other benefits means all the advantages, whether direct or indirect, capable of economic assessment (e.g. services, work, transfer of rights, duties, benefits to family and kin up to a second degree level, etc.).
9. Personnel referred to in sub-paragraph a) of Art. 2 shall not accept co-operation assignments from private or public bodies that have, or have had in the previous two years, a significant financial interest in decisions or activities relating to the office/structure which they form part of. The provision of this



INTERNATIONAL SCHOOL FOR ADVANCED STUDIES

paragraph shall apply to personnel referred to in sub-paragraph b) and c) of Art. 2 who are involved in any capacity, even on consultative terms, in the establishment of passive financial relationships in respect of private and public entities. Personnel referred to in sub-paragraph d) who accept co-operation assignments from private or public bodies that have, or have had in the previous two years, a significant financial interest in decisions or activities of responsibility of the Board they form part of, shall promptly inform the Director of the school and in the first available meeting of the Board itself.

Justified exceptions to the provision of this paragraph for personnel referred to in sub-paragraphs a), b) and c) of Art. 2, may be granted by the Director of the School, who will subsequently inform the Board of Directors.

10. In order to preserve the prestige and the impartiality of the administration, the Head of Department shall ensure the correct implementation of this Article.

11. For the purposes of this Regulation, Head of Department means:

- a) the direct Line Manager for personnel referred to in sub-paragraph a) of Art. 2;
- b) the Area Co-ordinator for personnel referred to in sub-paragraph b) of Art. 2;
- c) the Area Co-ordinator for personnel referred to in sub-paragraph c) of Art. 2, for the area of expertise;
- d) the person responsible for ILAS personnel referred to in sub-paragraph c) of Article. 2, for active relationships in the laboratory;
- e) the person responsible for the organisational unit responsible for the verification of the correct execution of performance for personnel referred to in sub-paragraph c) of Art. 2, for central administration's active relationships and for the relationships referred to in sub-paragraph e) of Art. 2;
- f) the person identified by the Secretary General in the case of personnel referred to in sub-paragraph f) of Art. 2.

12. The person responsible for the prevention of corruption shall ensure the correct application of this Article, even by means of appointed employees.

Art. 5 Participation In Associations And Organisations

1. In accordance with the regulations in force regarding the right to membership, personnel referred to in sub-paragraphs a), b), c), d) and e) of Art. 2 shall promptly notify the Head of the department they belong to of their affiliation or membership in associations or organisations, irrespective of whether these are of a confidential nature, whose areas of interest may interfere with the performance of the department's activities. This sub-paragraph does not apply to affiliation with political parties or trade unions.

Notification shall be effected within 15 days:

- a) from affiliation, or
- b) from becoming aware of the potential conflict that can occur with the activities of the structure to which the worker is assigned, or
- c) in the event of a transfer, from the point of being informed of the re-assignment.



INTERNATIONAL SCHOOL FOR ADVANCED STUDIES

2. The notification is to be made in writing via e-mail addressing it to codicecomportamento@sissa.it and shall contain all information on the institution, its purpose, its bodies, nature of participation and the elements of potential conflict. In the first application, the notification referred to in this Article must be made within 60 days from the date of entry into force of this Code of Conduct. For personnel referred to in sub-paragraph f) of Art. 2, the notification shall be effected, always to the above email address, by the company responsible for the cumulative supply contract prior to the beginning of the service/supply and, in any case, before their staff are serving at the School, and within 2 days in the case of their staff joining while they are already in service through the contract.

3. Personnel referred to in sub-paragraphs a), b), c) and d) of Art. 2 shall not force other School personnel to join associations or organisations, nor exert pressure to this end by promising advantageous career benefits or indicating disadvantageous career prospects.

Art. 6 Communication of financial interests and conflicts of interest

1. Without prejudice to the obligations of transparency provided by laws or regulations, personnel referred to in sub-paragraph a) of Art. 2 shall, at the point of assignment to office, inform the Head of Department in writing of all the collaborative relationships that they have, or they have had with private entities in the past three years, whether direct or indirect, and in whichever way they are remunerated, specifying:

a) whether personally, their relatives or kin up to a second degree level, their spouse or cohabiting partner still have financial relationships with the party with whom they had the aforementioned collaborative relationships;

b) whether such relationships have elapsed or still exist with parties who hold an interest in activities or decisions related to the office, limited to the practices assigned to them.

2. All personnel referred to in sub-paragraphs a) to f) of Art. 2 shall refrain from taking any decisions or carrying out activities related to their duties at the School in situations which present, even if potentially, a personal conflict of interest, or their spouse's, their cohabiting partner's, their relatives and any kin up to a second degree level. The conflict may involve interests of any kind, even if not related to property, such as those arising from intent to respond to political pressures, trade unions or immediate superiors.

Art. 7 Obligation to abstain

1. The worker shall refrain from participating in decisions or activities which may implicate his/her own interests, or those of his/her relatives, kin up to a second degree level, his/her spouse or cohabiting partner, or persons with whom there is regular association, or of parties or organisations with which he/she or his/her spouse has a pending case or deep enmity or credit relationships or significant debt, or of parties or organisations of which he/she is the guardian, trustee, attorney or agent, or of entities, associations including those that are not recognised, committees, companies or establishments of which he/she is a director or manager or executive. The person concerned shall abstain in all other cases where there are strong interests of expediency. The matter of abstention shall be decided by the Head of the department to which the employee belongs, as defined in paragraph 8 of Art. 4.

Art. 8 Prevention of corruption

1. The worker shall comply with the measures necessary for the prevention of irregularities in the administration. In particular, he/she shall comply with the requirements contained in the plan for the prevention of corruption, shall co-operate with the person responsible for the prevention of corruption and, without prejudice to the obligation of a complaint to the judicial authority, shall report any situations



INTERNATIONAL SCHOOL FOR ADVANCED STUDIES

of administrative abuse which come to his/her knowledge to his/her Head of Department, as defined by Art. 4, paragraph 8.

2. In order to protect personnel confidentiality, reporting shall be done directly to the person responsible for the prevention of corruption, by providing all necessary information and any relevant documentation. In the event that the report relates to the latter person, it should be made to the Chairman of the Core Evaluation Team, which carries out the function of Independent Assessment Board.

3. A summary of information is to be acquired by the person responsible for the prevention of corruption:

a) if it considers the report worthy of investigation, shall transmit the documents to the competent Disciplinary Authority within five days and shall take any other measures necessary to also protect the worker filing the report;

b) if it does not consider the report worthy of investigation, to notify the worker filing the report.

4 The Disciplinary Authority shall take appropriate measures. The period for the commencement and conclusion of any disciplinary proceedings shall commence on the receipt of documents referred to in subparagraph a) of the preceding paragraph.

Art. 9 Transparency and traceability

1. The worker shall ensure the fulfilment of transparency obligations as expected from Heads of public authorities in compliance with the provisions of the legislation in force, co-operating fully in the preparation, retrieval, and transmission of data which are subject to the obligations of publication on the institutional website.

2. Traceability in decision-making processes adopted by employees must be, in all cases, guaranteed through adequate supporting documentation which allows for replicability at any moment.

Art. 10 Conduct within private relationships

1. In private relationships, including relations outside of work with public officials in the exercise of their duties, the worker shall not exploit, nor mention the position held within the administration in order to obtain benefits that do not pertain to him/her and shall not behave in any way that may damage the image of the administration. To this end, the worker shall use the name, trademark and logo of the School only in activities related to the task carried out at the same place and in accordance with the manner provided for by internal regulations.

Art. 11 Conduct in the service

1. Without prejudice to the fulfilment of the terms of administrative procedure, the worker shall not, without good reason, delay or behave in such a way as to cause the completion of activities or the taking of decisions that are his/her responsibility to fall onto other workers.

2. The worker shall use the permissions for absence from work, however described, in compliance with the conditions provided for by law, regulations, and collective agreements (national and supplementary).

3. The worker shall use material or equipment at his/her disposal for reasons of office and electronic and telephone services of the office within the constraints imposed by the administration. The worker shall use the administration's methods of transport at his/her disposal only for the performance of the duties of office, refraining from carrying third parties, if not for reasons of office.



INTERNATIONAL SCHOOL FOR ADVANCED STUDIES

4. The worker who makes use of instrumentation, machinery or other equipment is bound to observe the specific legislation, indications for use, and take every caution to prevent and avoid risks to his/her health or to that of third parties (Legislative Decree No. 81/2008).

5 The worker who, for reasons of service, uses goods of the School or of other entities with which the School has a contract or agreement, shall assume the obligations of custody and protection as provided for by applicable law. The worker shall not give the aforementioned goods to third parties, even temporarily, except in cases as provided for by law.

Art. 12 Relations with the public

1. The worker who is in contact with the public is to be identifiable through the wearing of a visible badge or other forms of identification made available by the administration, save for other conditions of service, and shall also consider workers' safety, shall work with a service-minded attitude, with integrity, courtesy and availability and, when replying to correspondence, telephone calls and e-mail messages, shall work as comprehensively and accurately as possible. If he/she is not competent for the specific job or matter at hand, he/she shall direct the person concerned to the competent official or office of the same administration. The worker, subject to professional secrecy rules, shall provide explanations to requests regarding his/her own conduct and that of other workers of the office who are in a position of responsibility. In the process of carrying out operations and when dealing with practices, the worker shall respect the chronological order, save for different exigencies of service or different orders of priority established by the administration, and shall not turn down services which are retained for general reasons. The worker shall keep appointments with citizens and shall respond to their complaints without delay.

2. The worker shall refrain from making public statements which are offensive to the administration.

3. A worker who performs his/her work in an administration which provides services to the public shall maintain the standards of quality and quantity as established by the administration even in the relevant service charters. The worker shall work in order to ensure continuity of service, allowing users the choice between different providers and to provide them with information on service performance and quality levels.

4. The worker shall not assume liabilities nor anticipate the outcome of decisions or their actions or of others connected to the office, outside of permissible circumstances. He/she shall provide information and feedback relating to deeds or administrative operations, which are ongoing or concluded, in cases provided for by legal provisions and regulations in terms of access, always informing interested parties of the possibility of also making use of the Public Relations Office. He/she shall issue copies and extracts of records or documents according to his/her competence, in the manner established by the rules in matters of access and regulations of their own administration. As a general rule, unless otherwise indicated, the issue of copies and extracts of documents not intended for the performance of internal processes, is the responsibility of the Secretary-General, upon instruction of the office and/or competent person.

5. The worker shall observe professional secrecy rules and the legislation on the protection and processing of personal data and, where required orally to provide information, records, and non-accessible documents protected by professional secrecy rules or by the provisions of data protection, shall inform the applicant of the reasons for refusing the request. If he/she is not competent to act upon the request he/she shall ensure, on the basis of internal provisions that this is forwarded to the relevant office of the School.

Art. 13 Special provisions for executives



INTERNATIONAL SCHOOL FOR ADVANCED STUDIES

1. Without prejudice to the application of other provisions of the Code, the provisions of this Article shall apply to executives, including the holders of office pursuant to Article 19, paragraph 6, of Legislative Decree No. 165 of 2001 and Article 110 of Legislative Decree 18 August 2000, No. 267, to persons who perform functions equivalent to executives working in direct collaboration offices of political authorities, as well as the officials in charge in the absence of executives.
2. The executive shall perform his/her duties with diligence on the basis of the position of trust that he/she holds, shall pursue assigned objectives and shall adopt an organised attitude appropriate for the discharge of duties.
3. The executive, prior to assuming his/her duties, shall notify the administration of shareholdings and other financial interests which could place him/her in a conflict of interest with the public function that he/she performs and shall declare whether he/she has relatives and kin up to a second degree level, spouse or cohabiting partner who exercise political, professional or economic activities which place them in frequent contact with the office that he/she will lead or that they are involved in decisions or activities related to the office. The executive shall provide information on his/her financial position and on annual income declarations subject to income tax for individuals as provided for by law.
4. The executive shall assume fair and transparent attitudes and shall adopt an exemplary and impartial attitude in dealings with colleagues, collaborators and the recipients of the administrative action. The executive shall also ensure that the resources allocated to his/her office are to be used exclusively for institutional purposes and, under no circumstances, are to be used for personal needs.
5. The executive shall, consistent with available resources, ensure organisational well-being in the structure for which he/she is responsible, favouring the establishment of cordial and respectful relations between employees, and shall take initiatives for the circulation of information, training and updating of personnel, with the inclusion and appreciation of the differences in gender, age and personal circumstances.
6. The executive shall assign the workload on the basis of fair distribution, taking into account the capability, attitudes and professionalism of the staff at his/her disposal. The executive shall entrust additional assignments on the basis of professionalism and, as far as possible, according to rotational criteria.
7. The executive shall carry out the evaluation of personnel assigned to the structure for which he/she is responsible, with impartiality and following procedure and prescribed time.
8. The executive shall, in a timely manner, take necessary steps where he/she becomes aware of an offence, and shall commence and conclude, if competent, the disciplinary procedure, or shall immediately alert the Disciplinary Authority of the offence, co-operating as required, and shall file a timely report to the criminal judicial authority or shall report it to the Court of Auditors for their respective powers. In the event that notification of an offence on the part of an employee is received, he/she shall take every precaution at law to ensure that the reporting person is safeguarded and his/her identity is not unduly revealed during the disciplinary proceedings, pursuant to Article 54-*bis* of Legislative Decree No. 165 of 2001.
9. The executive, to the extent deemed possible, shall prevent news that does not hold any truth in relation to the organisation, activities and public service employees from spreading. He/she shall promote the dissemination of good practice and exemplary behaviour in order to strengthen the sense of trust in the administration.



INTERNATIONAL SCHOOL FOR ADVANCED STUDIES

10. Pursuant to Art. 17 of Law 165, the provisions of this Article shall also apply to those who are designated to managerial positions, within the limits of this same designation.

Art. 14 Contracts and other negotiating agreements

1. In the conclusion of agreements and negotiations, and in the signing of contracts on behalf of the administration, including the execution phase, the worker shall not resort to third party mediation, nor correspond or promise any brokerage benefit, nor facilitate or have facilitated the conclusion or the execution of the contract. This paragraph does not apply to cases where the administration has decided to resort to professional brokerage services.

2. The worker shall not issue instructions and shall not conclude, on behalf of the administration, contracts of procurement, supply, service, financing or insurance with companies with whom it has entered into contracts in a private capacity or with whom it has received other benefits in the previous two years, with the exception of those concluded pursuant to Article 1342 of the Civil Code. In the event that the administration concludes contracts of procurement, supply, service, financing or insurance with companies with whom the worker has concluded contracts in a private capacity or received any other benefit in the previous two years, these shall refrain from participating in decision-making processes and activities relating to the execution of the contract, and shall draw up a written report of this abstention to be kept in the office on file. In any case, for organisational reasons the Secretary General may, after having considered the grounds, assign the above tasks to personnel who shall be liable under the provisions of this paragraph.

3. The worker who concludes or negotiates contracts, in a private capacity, with individuals or private legal entities with whom he/she has concluded contracts of procurement, supply, service, financing and insurance in the previous two years on behalf of the administration, with the exception of those concluded pursuant to Article 1342 of the Civil Code, shall inform the Head of Department in writing via e-mail, sending this communication for information to the address codicecompartmento@sissa.it.

4. If in the situations referred to in paragraphs 2 and 3 this is the director, he/she shall inform the Secretary General in writing. If it is the Director of the School or the Secretary General who find themselves in such circumstances, they shall inform the Board of Directors in advance prior to the signing of the contract.

5. A worker who receives oral or written representations on the operations of the office or that of its employees from individuals or legal entities participating in negotiation procedures and who form part of the administration, shall immediately inform their own Head of Department, as a general rule, in writing.

Art. 15 Supervision, monitoring, and training activities

1. Pursuant to Article 54, paragraph 6, of Legislative Decree of 30 March 2001, No. 165, the executives responsible for each structure, the structures for internal control, and the offices of ethics and discipline, shall supervise the implementation of this Code and Codes of Conduct adopted by the individual administrations.

2. For the purposes of supervision and monitoring provided for in this Article, the administrations shall make use of the disciplinary procedures established pursuant to the Regulations in force, depending on the type of the nature of the employment relationship.

3. Pursuant to this Article, the activities carried out by the Office for Disciplinary Proceedings shall comply with any provisions contained in the plans for the prevention of corruption adopted by the departments pursuant to Article 1, paragraph 2, of Law 6 November 2012, No. 190. The offices responsible for overseeing disciplinary proceedings shall update the administration's Code of Conduct, examine the reports



INTERNATIONAL SCHOOL FOR ADVANCED STUDIES

of violation of the Codes of Conduct, and collate incidents of illegal conduct which have been confirmed and sanctioned. The person responsible for the prevention of corruption shall ensure the dissemination of the Codes of Conduct within the administration, the annual monitoring of their implementation pursuant to Article 54, paragraph 7, of Legislative Decree No. 165 of 2001, its publication on the institutional website and communication of the monitoring results to the National Anti-corruption Authority referred to in Article 1, paragraph 2, of Law 6 November 2012, No. 190. For the purposes of carrying out the activities provided for in this Article, the Office for Disciplinary Proceedings shall operate in conjunction with the Head of Prevention referred to in Article 1, paragraph 7, of Law No. 190 of 2012.

4. For the purposes of activation of disciplinary proceedings for the violation of the Codes of Conduct, the Office for Disciplinary Proceedings may request optional advice from the National Anti-corruption Authority in accordance with Article 1, paragraph 2, letter d), of Law No. 190 of 2012.

Art. 16 Liability resulting from the violation of the duties within the Code

1. The violation of obligations provided for in the present Code integrates behaviour which is contrary to the duties of office. Without prejudice to circumstances where the violation of the provisions of this Code, as well as the duties and obligations under the plan for the prevention of corruption also gives rise to criminal, civil, administrative or accounting liability of the public service employee, it is a source of disciplinary liability ascertained by the outcome of disciplinary proceedings in accordance with principles of pre-established procedures and proportionate penalties.

2. For the purposes of determining the type and extent of the disciplinary penalty applicable in practice, the violation is assessed in each individual case with regard to the seriousness of the conduct and the extent, including morally, of the demeanour affecting the decorum or the prestige of the administration to which it pertains. Applicable penalties are those provided for by law, regulations, and collective agreements, including those of dismissal which can only be applied in cases assessed in relation to the seriousness of the violation of the provisions of Articles 4, in the event that they are concurrent with the unspecified value of the gift or the other benefits and the immediate occurrence of the latter with the fulfilment of a deed or activity typical of office.

3. The threat of dismissal is final and without notice for cases already provided for by law and collective agreements.

4. Without prejudice to additional obligations and the resultant accountability of disciplinary responsibility for public service employees provided for by law, regulation or collective agreements.

Art. 17 Final provisions and repeals

1. This Code of Conduct shall be interpreted and shall be applied in accordance with the legislation in force at the time.

2. Pursuant to Art. 2, paragraph 4 of Law 240/2010, if the same conduct shall result in disciplinary violation and the violation of the Code of Ethics, only the disciplinary route shall prevail.

3. This code is published in the official register and on the School's website and intranet. It is also sent via e-mail to all workers.

4. The "National Code of Conduct" referred to in the Presidential Decree 16 April 2013, No. 62, in the Annex, constitutes an integral part of this Regulation.