



CODE OF CONDUCT

**of the Financial and Banking Administration Department
University of Piraeus**

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CODE OF CONDUCT

Approved by the Assembly of the Department of Financial and Banking Administration of the University of Piraeus on 20.12.2023

Having regard to the Charter of Fundamental Rights of the European Union,

Having regard to the Rules of Procedure of the Department of Financial and Banking Administration of the University of Piraeus,

Whereas all the staff of the above Department shall perform their duties completely independently, in the general interest of the Department, the University of Piraeus and, above all, of its students,

Whereas, without prejudice to the applicable provisions of the Rules of Procedure, certain obligations arising from those provisions should be specified in a Code of Conduct,

The Assembly of the Department of Financial and Banking Administration of the University of Piraeus decided to adopt the following Code of Conduct for its staff:

CHAPTER A – DEFINITIONS

Article 1 Definitions

- (a) *University:* The University of Piraeus
- (b) *Section:* The Department of Financial and Banking Administration of the University of Piraeus
- (c) *Staff:* Teaching and administrative staff of the Department of Financial and Banking Administration, regardless of the specific employment relationship (e.g. official, temporary agent, contract agent, temporary agent, temporary agent, seconded or trainee) and their contractual arrangements, including those employed under a work contract, independent services, paid mandate, persons employed through third party service providers, as well as persons undergoing training, including trainees and apprentices, volunteers, workers whose employment relationship has ended, as well as persons applying for work in the Department
- (D) *Member of:* Person belonging to the staff
- (e) *Students:* Students in the undergraduate, postgraduate and doctoral curricula of the Department of Financial and Banking Administration
- (f) *Band harassment:* Forms of conduct, acts, practices or threats thereof aimed at, leading to or likely to lead to a violation of the dignity of the person and to creating an intimidating, hostile, degrading, humiliating or offensive environment, regardless of whether they occur individually or

repeatedly and constitute a form of discrimination. Behaviours of violence and harassment include harassment on grounds of sex or on other grounds of discrimination.

- (g) *Bullying:* Behaviour by one person or group of more powerful individuals, which repeatedly and intentionally causes pain or harm (physical or psychological) to another person or group of people who feel unassisted in reacting
- (h) *Gender-based harassment:* Forms of conduct related to a person's sex which have the purpose or effect of violating the dignity of that person and of creating an intimidating, hostile, degrading, humiliating or offensive environment, including sexual harassment, as well as forms of conduct linked to the person's sexual orientation, expression, identity or sex characteristics
- (i) *Sexual harassment:* Conduct of sexual content, unwanted by the person to whom it is addressed and which has the purpose or effect of violating his or her dignity or creating an intimidating, hostile, offensive or disturbing environment. Sexual harassment shall be treated as discrimination based on gender.
- (j) *Heading:* Differential treatment of people resulting from prejudices or interests, any act which unjustifiably separates individuals on the basis of the groups, classes or other categories to which they belong or are deemed to belong (for example, discrimination based on sex, age, language, nationality, race or ethnicity, disability, religious belief or sexual orientation)
- (k) *Collusive behaviour:* Behaviour of violence and/or intimidation and/or harassment
- (m) *Reference persons:* The President and Vice-President of the Department and the Head of the Department's Secretariat, acting collectively.
- (n) *Code:* This Code of Conduct

Article 2 Purpose and scope

1. The purpose of this Code is to create and consolidate in a working and academic environment which respects, promotes and safeguards human dignity and the right of every person to a world of work and education guided by the basic principles of respect, transparency and accountability, and in which attitudes of discrimination, violence and harassment are not tolerated. The Department declares that it recognises, respects and protects the right of every member of the staff to an environment of mutual respect, free from violence, harassment and discrimination, and that it does not tolerate any such behaviour, in any form whatsoever by any person.

2. The Code of Conduct shall apply to staff and students in the Department. In particular, as regards the application of Chapter C of this Code, where the term 'person' is used, means both staff members and students.

CHAPTER B – FUNDAMENTAL PRINCIPLES OF ETHICS**Article 3 Fundamental Principles**

Members shall perform the duties assigned to them with independence, impartiality, integrity, transparency, dignity and respect for independence.

Article 4 Independence

The members shall perform the duties assigned to them in complete independence, in the general interest of the Department, the University of Piraeus and, above all, its students.

Article 5 Impartiality and conflicts of interest

1. Members shall perform the duties assigned to them impartially and with integrity, avoiding obtaining or seeking any direct or indirect benefit or reward, other than the remuneration expressly provided for in the relevant legislation for the provision of teaching and/or administrative work by staff.
2. Members shall avoid any situation liable to give rise to a conflict of interest. A conflict of interest exists where a member has a personal interest that could unduly influence the performance of his or her duties as a staff member.
3. Where a member considers that it is faced with a conflict of interest, it shall immediately take the necessary measures in accordance with the principles and provisions of this Code of Conduct. If it is unable to resolve the conflict of interest, he shall immediately report to the President and the Vice-President of the Department in writing.

Article 6 Integrity

1. Members shall perform the functions assigned to them with integrity without seeking, accepting or receiving any direct or indirect benefit or reward in lieu of any particular conduct in the course of their work. They shall consciously seek to avoid any situation which may involve bribery, corruption or undue influence.
2. Members shall be deemed to perform their duties as members of staff when attending meetings of the bodies of the Department or University, in events taking place on the University's premises, in events held outside them but sponsored by the Department or University or in events in which they represent the Department or University.
3. Members shall not accept, in the performance of their duties as staff members, gifts or similar benefits other than those the approximate value of which is less than EUR 50 and are donated as a courtesy gesture.
4. Members shall comply with the financial rules of the Department and the University, which concern them, in particular with regard to the reimbursement of travel expenses and the payment of flat-rate travel and conference allowances.

Article 7 Transparency and declaration of financial interests

1. In the performance of their duties, members shall behave transparently and facilitate a legitimate public review of their compliance with the principles set out in this Code of Conduct.
2. Where the obligation to submit a declaration of assets and financial interests is laid down in national law, the liable members shall undertake personally for the timely and correct submission of the relevant declarations.

Article 8 Dignity and respect for diversity

1. In the performance of their duties, members and students:
 - (a) behave in a professional manner and avoid any form of offensive language or behaviour, as well as language or conduct involving discrimination, in particular on grounds such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation;
 - (b) behave towards all employees within the University and its students with dignity, courtesy and respect, without prejudice or discrimination;
 - (c) refrain from inciting or encouraging, through their speech or actions, staff members or students to violate, circumvent or ignore the principles set out in this Code of Conduct or other applicable legislation or to tolerate such behaviour;
 - (D) ensure, to the extent permitted by their responsibility within the university and with appropriate discretion, that any dispute or conflict arising in the course of the operation of the Department or at its events is dealt with promptly, fairly and effectively, including an immediate response to any complaints about psychological or sexual harassment.

CHAPTER C – TREATMENT OF UNINTENTIONAL BEHAVIOURS

Article 9 Examples of unfair behaviour

1. Cases of violence and/or intimidation include, but are not limited to:
 - (a) threatened or actual physical violence (e.g. strikes, clothes, sprouts and damage to property),
 - (b) threats, verbal or gestures, or victimisation (for example, diminishing abusers, homophobic or racist comments and verbal abuse),
 - (c) covert intimidation, that is to say, conduct aimed at damaging someone's social reputation and/or humiliating them (for example, spreading false and information, acts aimed at humiliating and humiliating, corruidal imitations, encouraging others to exclude a person socially, undermining one's social reputation and acceptance);
 - (D) cyberbullying, i.e. visible or covert behaviour of intimidation using digital technologies, including computers and mobile phones, but also social media, web pages, etc., which may include offensive messages,

photos and videos, appropriate blocking of someone's online connection, imitating others or tapping their electronic account

the intended partial or total destruction of personal effects, vehicles or property;

- (e) interfering with or hindering the normal work, movement and physical integrity of the individual;
- (f) physical blockade or confinement and/or physical surveillance and/or pursuit,
- (g) the intended partial or total destruction of personal effects, vehicles or property.

2. Harassment behaviour includes, but is not limited to:

- (a) underestimation or rivalry of an individual or of his or her abilities, either in private or in front of third parties
- (b) hybrid, malicious, degrading, intuitive or humiliating comments and their dissemination;
- (c) sexist or racist behaviour and/or use of offensive language,
- (D) sexual gestures, oral sexual harassment or suggestions and/or suggesting that one's (usually lower) sexual gifts can promote his career or continuity of education, or that a refusal to enter into a sexual relationship may adversely affect his professional or educational path in the Department;
- (e) provision of benefits (e.g. promotion or salary increase, help with successful examination of courses) in exchange for sexual gifts and/or the creation of an environment that promotes "sexual intercourse" as a means of professional development in the workplace;
- (f) retaliation or threat of retaliation following rejection of sexual propositions;
- (g) persistent and offensive questions about age, marital status, personal life, sexual orientation, as well as similar questions on race or nationality, including the person's cultural identity and religion;
- (h) visual forms of harassment (e.g. posters, cartoons, cartoons, photographs or drawings that are degrading to the characteristics protected by law),
- (I) physical unwanted contact, such as sexual angles and gestures, strikes, grabs, spindles as well as natural violence of any kind;
- (j) breach of privacy.

3. The description and categorisation of unlawful conduct referred to in paragraphs 1 and 2 above is indicative and not absolute, in the sense that unlawful conduct may constitute, in the circumstances in which it took place, as much violence/intimidation and harassment.

Article 10 Information on the rights of affected persons

1. The Department states that if a person is affected by an incident of violence/intimidation and harassment he/she has: (I) the right to judicial protection, (ii) a complaint to the Ombudsman, within the framework of his legal powers, (iii) the right to appeal and/or lodge a complaint with the competent bodies of the University, and (iv) a complaint within the Department in accordance with this Code (see below).

2. The individual procedures for submission, management and internal investigation of reports by the Department include the detailed steps to be taken by any reporting person, as well as the responsibilities of the

Department's bodies and the steps to be taken to ensure the effective management of relevant incidents. In any event, when such conduct is reported or reported within the Department, the affected person shall retain all his or her right to appeal to any competent authority. Any person who is subjected to domestic violence which also affects the workplace may report this fact orally or in writing to the Chamber so that the latter can take appropriate and necessary measures.

3. The Department shall, within the limits of its powers, take all appropriate measures and make all reasonable adjustments to working and study conditions in order to prevent the development of unfair behaviour. The Department shall also take all necessary measures to inform and raise awareness among staff and students of the fight against intimidation, violence and harassment, ensuring that everyone is aware of this Code and the procedures applied by the Department in the event of unfair behaviour. Finally, the Department educates staff and students in all appropriate ways and means to recognise discrimination, violence and harassment and encourages them to report immediately if they have diagnosed that such unfair behaviour is taking place.

Article 11 Procedure for submitting and handling complaints to the Department ('internal complaints')

1. Any person against whom any unlawful conduct has occurred may submit an oral or written complaint to the Reporting Persons. The complaint may be submitted in person or by email to the Referral Persons' e-mail address. If the complaint concerns one or more of the reporting persons, the complaint shall be submitted only to the other reporting persons.

2. The complaint must be a surname and must indicate the details of the person complained of, i.e. the person who engaged in one form of unlawful conduct, as well as a specific incident (s) justifying it.

3. The reporting persons record the report and characterise the content of the alleged conduct (harassment, violence/intimidation, etc.). The Reporting Persons then contact the complainant in order to acknowledge receipt of the complaint and investigate how the complainant wishes to initiate the incident management process, assuring him/her of the utmost confidentiality and confidentiality and the incident management options. The management options, depending on the severity and obsolescence of the reported incident, are:

(a) *Mediation and conciliation through discussion:* The parties involved shall be invited to the Reporting Persons in order to resolve the incident that led to the complaint in good faith by providing the necessary clarifications and explanations. The Department was then informed of the incident and its development by means of a written report. Given the particular moral value objectively attributed to unfair behaviour, reporting persons should recognise that this method of handling the complaint may be, for the most part, the least appropriate method of handling and, to that end, they must also inform the complainant. If the reported incident is not resolved through mediation or the

mediation method is not selected or deemed inappropriate for dealing with the complaint, the investigation procedure shall be followed by the reporting persons.

(b) *Investigation by the Reference Persons:* Reporting persons may talk to the reporting person and the person concerned, examine witnesses, and request the production of any documents that they may be subjected to proving that any incident of intimidation, violence and harassment has taken place or has not taken place. Once the Referral Persons have completed their investigation, they shall submit a written report to the Department, to the Quaestor of the Faculty to which the Department belongs and to the Rector, stating the result of the investigations. The results of the investigation shall be communicated at the same time to the complainant and to the person concerned, so that they can take note of them. The completion of the investigation and the submission and communication of the findings of the persons Reference should take place as soon as possible and in any event no later than 4 weeks from the date of submission of the complaint by the complainant. At any stage of the investigation, the Reporters may forward the complaint for investigation and/or request the assistance of the Legal Service, the Advisory Centre of the University, the Quaestor or the Rector of the University.

4. In the event of a failure to act, the Department shall, where appropriate, take all necessary, appropriate and proportionate measures against the person complained of. Such measures may include, but are not limited to, (i) recommending compliance, (ii) changing the position, working hours, place and mode of work of the complainant, if this falls within the remit of the Department or, failing that, submitting a relevant recommendation/reference to the decision-making body within the University, (iii) submitting a report to the Quaestor of the Faculty to which the Department belongs and to the Rector of the University.

5. Complaints that are proven to be manifestly malicious will be considered inadmissible and will be further investigated at the discretion of the Department, both in terms of motivation and of the parties involved, in order to restore order by any lawful means and means.

6. Complaints and investigations shall remain strictly confidential to the greatest extent possible, taking into account the sensitivity of the case and the confidentiality of all involved.

7. The reporting persons must act objectively and impartially during the procedure for investigating complaints. In addition, they must behave with respect for all parties involved and in a confidential and honest manner. The disclosure or disclosure to non-involved parties of information relating to the complaint under consideration shall be totally prohibited. The above obligations shall apply to all persons who become members of the complaint (see paragraph 3 above) and all persons who will participate in the final stage of taking measures and decisions.

Article 12 Prohibition against victimisation of the complainant

Retaliation and victimisation shall be prohibited for a reporting person who, as an affected person, has asserted his or her rights and made a written report on an instance of unlawful conduct. Retaliation and victimisation of

the reporting person constitute a serious breach of this Code and entail consequences for the person acting in this way. If any person who considers that he or she has been subjected to retaliatory behaviour as a result of the lodging of a complaint or assistance in the procedure for investigating instances of wrongful conduct, he or she must follow the above procedure for reporting the incident of retaliation.

Article 13 Cooperation with administrative and judicial authorities

The staff of the Department shall cooperate with any competent public, administrative or judicial authority which, either on its own initiative or at the request of an affected person, within the scope of its competence, requests data or information and undertakes to provide assistance and access to data. To this end, any data collected in any form shall be kept in a file in compliance with the provisions of Law 4624/2019 (Government Gazette, Series I, No 137).

CHAPTER D – MANAGEMENT OF COMPLAINTS AND COMPLAINTS BY STUDENTS

Article 14 Scope of Chapter D

The provisions of this Chapter are addressed to students and are intended to resolve any problem they may have in academic and/or administrative matters, with the exception, therefore, of the conduct described as unfair under Chapter C.

By way of illustration, this Chapter applies and applies in cases where an action or decision of a member of the Department's staff or collegiate body is incompatible with: (i) the Rules of Studies and Learning, (ii) policies relating to the teaching, research, assessment and guidance of students, (iii) principles and policies relating to how to communicate and provide feedback to staff, (iv) principles and rules relating to intellectual property and copyright, (v) any other authority/policy/regulation/rule and/or circular governing the operation of the Department which falls within the scope of teaching and education.

Article 15 Procedure for reporting and resolving student complaints

1. For academic and/or administrative matters/problems/complaints under this Chapter, students shall address their studies adviser. After examining the student's complaint, together with any supplementary material, the advisors of professors/study counsellors shall take appropriate action, informing, as appropriate and if they deem it necessary, the Head of the Department and/or the Assembly of the Department, and/or the Quaestor of the School to which the Department and/or the Student Ombudsman under Law 4009/2011 belongs (Article 55).

2. If the above procedure fails to resolve the problem, students may download the complaint and objection form set out at the end of this Code of Conduct (Annex I) and submit it to the Department Secretariat in paper or electronic form. In this form, they are asked to record, as clearly, truthfully and objectively as possible, the problem they face. The Secretariat then forwards it to the President and Vice-President of the Department and to the Director of the Master's degree (if the subject/problem/complaint is submitted by a postgraduate student). If the Head and Vice-President of the Department and the Director of the Master's degree cannot solve the

problem due to its complexity, he/she shall forward it to the Chamber Assembly. If the Assembly cannot solve the problem, the assistance of senior administrative bodies shall be sought, as may be the case by the Quaestor of the Faculty to which the Department, the Printan Council or the University's Legal Service belongs. At the same time, the assistance of the Student Ombudsman under Law 4009/2011 (Article 55) may also be sought.

3. The student shall be informed of the outcome of the management of his/her application and, if the proposed solution does not satisfy him/her, he/she may re-submit a request to consider the matter. The Chamber Assembly decides whether to accept the new request for review.

4. In particular, if a student objects to repeated failure in a course (more than three times), a review shall be set by a three-member committee, as provided for in Article 65 of Law 4957/2022, as in force.

CHAPTER E – FINAL PROVISIONS

Article 14 Implementation of the Code of Conduct

1. The fundamental ethical principles of Chapter B govern staff members both in the context of their work or duties within the Department and wider members of the university community.

2. The principles and arrangements of Chapter C concern, first and foremost, members of staff and students of the Department. If the reporting persons become aware of unlawful conduct concerning students or staff of another branch of the University, such reporting persons must immediately and in full confidence inform the competent bodies of the department in question and the authorities of the department in question.

3. All staff members and students of the Department shall ensure that this Code is complied with and applied on the basis of the principles of good faith and the principle of proportionality.

Article 14 Entry into force

This Code of Conduct shall enter into force on [...].

ANNEX

Form for submission of complaints/objections under Chapter D

<p>Surname:</p> <p>Name:</p> <p>Father's name:</p> <p>Registration No:</p> <p>Mobile phone:</p> <p>e-mail:</p> <p><input type="checkbox"/> I declare my explicit consent and unconditionally in the processing of my personal data on purpose of the management of this Decision my protest.</p>	<p style="text-align: center;">Towards</p> <p style="text-align: center;">the Department Secretariat Financial and Banking Administration of the University of Piraeus</p> <p style="text-align: center;">Please write briefly and clarity of the problem you encountered or your proxy about services offered (educational, administrative, etc.).</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p style="text-align: center;">Piraeus,.....</p> <p style="text-align: center;">The Applicant</p> <p style="text-align: center;">(name and surname and signature)</p>
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Personal data submitted shall be collected and processed in accordance with the provisions of Law N.4624/19 and Regulation (EU) 2016/2019. The Department and the University of Piraeus collect and process personal data exclusively for the purpose of this procedure. For as long as personal data will remain at the disposal of the Department and/or the University of Piraeus, the subject may exercise his or her rights under the terms of the General Data Protection Regulation 2016/679 (EU) and Articles 34 and 35 of Law 4624/2019. For questions about the protection of personal data, you can send an email to dpo@unipi.gr (Mr Vartanian Minas, Data Protection Officer of the University of Piraeus), which will be answered as soon as possible and no later than one month.