



IGFAE
Instituto Galego de Física de Altas Enerxías



**XUNTA
DE GALICIA**

Code of conduct

IGFAE

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EXCELENCIA
MARÍA
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Instituto Galego de Física de Altas Enerxías (IGFAE)

igfae.usc.es

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BACKGROUND

The Galician Institute of High Energy Physics (IGFAE) is a joint research institute created in 1999 by the Universidade de Santiago de Compostela (USC) and Xunta the Galicia. Its mission is the achievement of scientific and technological excellence, with the final goal of answering the most fundamental questions about the physical nature of the Universe at the deepest level. Its vision is that only scientific activity ruled by the highest international standards, with international cooperation, talent attraction and management and training as central points, will be adequate to fulfill this mission and IGFAE's social engagement to contribute to the progress and welfare of its social and geographical environment. Its values are thus scientific excellence, international cooperation promoting a position of leadership, equal opportunities, and the compromise to contribute to the progress and welfare of society.

To fulfill its vision, mission, and values, and in order to avoid a lack of credibility in the eyes of third parties, IGFAE promotes the establishment of this code of conduct and the development of its procedures to deal, if needed, with delicate situations that may arise when scientific integrity in IGFAE is called into question or internal conflicts arise.

IGFAE's code of conduct, in line with the European Code of Conduct for Research Integrity recognised by European institutions, must be approved by its governing body and accepted by the director and the administration manager and all staff. The Director of the institute must report to its Governing Board on the application of the code of conduct.

The application of this Code does not supersede the application of the general rules, at national and regional level, applicable to public sector personnel, nor the correspondent rules by USC. Specifically, IGFAE's members must comply with the Institutional Ethic Code by Xunta de Galicia (published in D.O.G. 179, September 19th 2014, p. 41608), the USC Statutes (published in D.O.G. nº 29, February 12th 2014, p. 5770), Ethic Code (approved by Claustro Universitario of the USC on May 31st 2007) and Code for Good Practices in Research (approved by Consello de Goberno on September 28th 2018) within the HSR4R recognized by the European Union through EURAXESS-Research in Motion, and the [USC Strategic Plan for Gender Equality](#). Besides, IGFAE as a public centre is subject to the consultations required in accordance with the legislation on transparency established in Law 19/2014, of 29 December, on transparency, access to public information and good governance.

SCOPE OF APPLICATION

THE PRINCIPLES OF THE CODE OF CONDUCT

1. Integrity and honesty:

- IGFAE members must engage in a culture of scientific integrity. They must commit to always act in good faith and in compliance with current legislation.
- IGFAE members will ensure that they exercise their duties without conflicts of interest, with special attention in assessments of scientific or professional merits. Matters related to the professional activities must always be developed aside from other personal activities related to, sexual orientation, political or religious beliefs. They may not accept personal gifts or preferential treatment linked to the exercise of their duties in IGFAE.

2. Transparency:

- Scientific results achieved by the institute must be public and accessible in scientific publications, the institute's website or its own publications¹. IGFAE members must manage scientific data in accordance with the [FAIR principles](#) (findable, accessible, interoperable

¹ Provided this does not contravene the basic rules on confidentiality established in current legislation, such as laws on the privacy of personal data or industrial secrecy.

and reusable) and follow IGFAE Open Access regulations as well as those from the university, when available.

- All material² that may be necessary to ensure results are traceable and reproducible must be securely organised and stored so they can be recovered or consulted within a set period, with a recommended minimum of 10 years from the publication date of the results or from the date the industrial property was licensed.³
- IGFAE staff will provide information to the public and their political representatives when requested, ensuring scientific content is rigorous, objective, and clear.

3. Commitment:

- IGFAE members agree to comply with good scientific practice and commit to striving for excellence in their scientific or management work, helping to advance knowledge in their discipline and, if applicable, facilitating the transfer of technology and the efficient management of resources.
- All IGFAE researchers must comply with the applicable standards on scientific integrity in line with usual practice in each discipline⁴.
- Communications policies and publications authored by IGFAE members related with work made at the institute, must make reference to the institute's affiliation.
- Members of IGFAE must ensure that its technologies are measured at fair value, taking into account basic market criteria in each measurement, negotiation or transaction involving these assets and, where applicable, the criteria governing assets established by the USC and by Xunta de Galicia.

² Raw data, records relating to substances (biological, chemical or any other type), informed consent forms, questionnaires, research results, documentation on technological activities, and laboratory notebooks or other storage media to record their own original experimentation work in order to support their published results and the licensing of intellectual property in disciplines where this is a key practice. These notebooks or documents must be available when required and are the property of IGFAE.

³ The application of this principle does not contradict the duty of confidentiality affecting data or information subject to contractual secrecy or in accordance with the Spanish Data Protection Law (LOPD) or other current legislation or regulations.

⁴ [The European Code of Conduct for Research Integrity](#) must be respected by default, i.e. researchers must not engage in scientific falsification, they must acknowledge the real authors of original results and must participate in and oversee any publications or results they author. When required by the scientific journals, articles must include a statement of responsibility specifying the contribution of each author that, in any case, must be identified on request.

4. Diversity:

- IGFAE's members must respect and value differences, and fulfill the [IGFAE Strategy on Equality and Diversity](#), when available, and [the USC Strategic Plan for Gender Equality](#).
- IGFAE members must treat others with tact, courtesy and respect, abstain from and actively discourage discrimination in all forms, avoid offending others by exercising restraint and refrain from unpleasant or disparaging remarks or actions⁵. They must not exert and actively fight harassment in any form, following the procedures dictated by the USC⁶.

5. Responsibility:

- IGFAE members must be aware of and comply with current legislation applicable to their work. They must comply with the USC HSR4R recognized by the European Union through EURAXESS-Research in Motion. This includes a commitment to effective progress towards respect for diversity and gender balance.
- IGFAE members must make responsible and optimal use of resources, equipment, and installations. This includes computing equipment and IT, following the [Rules for use of ITs at the USC](#) and the own IGFAE rules for shared equipment and the use of its common premises and infrastructures when applicable.
- In the case of research projects with major social implications, IGFAE's governing body must be informed about the content of the research before the work starts.
- Internal decisions and documents, as well as discussions in committees and other IGFAE fora, must be treated as confidential information and, therefore, not been disseminated without permission of the Direction.
- Conflicts among members of IGFAE related with scientific activities, including authorship, use of installations and equipment..., or any other

⁵ In particular on the basis of sex, age, religion, beliefs, nationality, culture, ethnicity, race, sexual orientation, professional status, disability, or family situation.

⁶ On [psychological](#) and [sexual and gender-related](#) harassment.

subject related with a possible breaking of the points contained in this Code of Conduct, must be communicated to the Direction which will take the appropriate measurements for its solution and report the Governing Board if required for their resolution.

PROCEDURE FOR IMPLEMENTING THE CODE

1. This Code must initially be approved by the Governing Board of the IGFAE.
2. IGFAE's members must formally accept the Code, as set out in Annex 1, on appointment or, alternatively, within 60 days of the approval of this Code of Conduct.
3. Any changes to the provisions contained in current legislation are understood to be automatically applicable within the framework of this Code of Conduct.
4. All members of IGFAE have the duty to comply with this code in their activities related with IGFAE, and to inform the management of any lack of compliance. In case of violation, the Governing Board will be in charge of taking the adequate measurements.

ANNEX 1

Acceptance of the IGFAE Code of Conduct by IGFAE's members

I, the undersigned,, holder of the post of
..... at [date], as appointed by
..... on [date] and in accordance with the
employment contract signed on [date]

Hereby declare,

That I am aware of and fully accept the content of IGFAE Code of Conduct and
accept responsibility for ensuring its fulfillment and implementation in my activities
and, in general, in all activities at the institute.

Signed in witness thereof, in [place] on [date]

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"Unha maneira de facer Europa"