

# Working under the banner of EUR Holding BV

*Employees of EUR Holding BV commit to contributing to achieving our main objectives, the distribution and application of scientific knowledge and insights. This is based on the conviction that only high quality will ensure the result and thus the continued existence of the organisation.*

*The Holding company comprises 20 subsidiaries which operate independently to a great extent.*

*The regulation of and within these subsidiary companies is based on the following principles:*

- *Providing direction: the main goals are determined,*
- *Granting space: trust is crucial,*
- *Setting rules: boundaries are set.*

## Common rules

While each subsidiary has its own 'company culture', we have a number of common rules. They apply to everyone involved with the Holding: the support personnel, lecturers, researchers and advisors, all managers, chairpersons and members of the Supervisory Board. All of us together create a pleasant working environment by complying with rules of normal behaviour, written and unwritten, that ensure decency, respect and equivalence. This applies to our contacts with each other and with external relations (students, clients, colleagues from elsewhere). On the one hand, this concerns everyday forms of behaviour; on the other, ten **Golden Rules of Behaviour** are given special emphasis. These rules refer to the three key values reflecting the striving for integrity of Erasmus University Rotterdam: professionalism, fair play and teamwork.

## Ten Golden Rules of Behaviour

### Teamwork and fair play

1. *We act according to generally accepted standards of decency.*
  - Respect and trust characterise the way in which we work (together) within and outside EUR Holding BV.
  - We respect differences in culture, belief, age, sexual orientation as well as ethnic origin, and take account of such differences in our actions.
  - We abstain from all forms of undesirable behaviour, including discrimination, bullying, sexual harassment, aggression and violence.
2. *We adhere to academic codes and regulations as well as to general legislation.*
  - We respect the privacy of our colleagues, students and business relations.
  - We do not tolerate inappropriate behaviour like corruption, fraud, theft and swindling.
  - We do not abuse our authority or position.

3. *We carefully handle finances, company equipment and information.*
  - We are committed to providing clear and correct information on our finances .
  - We use company information and property exclusively for business purposes.
  - We securely store documents containing confidential data and always guarantee confidence of any information subject to secrecy.
4. *We support colleagues as much as possible and certainly do not act against them.*
  - We share knowledge and experience with each other.
  - We pay attention to all individuals in our work environment, and we have compassion for others.
  - We do not promise each other and other people more than we can accomplish.
  - We address each other and are addressed about inappropriate behaviour.
5. *We never make (deliberate) false statements about colleagues, students and clients.*

### ***Professional conduct in education and research***

- *In our teaching and research, we conform to [Netherlands Code of Conduct for Research Integrity 2018e](#) We consider integrity to be the foundation of all scientific practice.*
  - *We therefore mean that scientific practice must always be based on 7 principles: honesty, precision, reliability, accountability, impartiality, independence and responsibility (as described in the Code of Conduct).*
6. *In our contract research and teaching, we follow the [Declaration of Scientific Independence of the Royal Academy of Science](#).*
    - We use this Declaration as a practical guide for setting up our contract activities.
    - We do not allow the design, execution, interpretation or publication of our research nor the content of our teaching to be improperly influenced by the client's interests.
  7. *The content of our contract teaching can be determined in consultation with our clients, but never exclusively by them.*
    - We are devoted to ensuring the independence and quality of our education.
  8. *We base our evaluation of the students' performance on explicit criteria known in advance.*
    - These evaluations are always the responsibility of the lecturers/course management and thus not of the clients.
  9. *We act independently and avoid even the appearance of improper influence or conflicts of interest.*
    - We only accept gifts and invitations if this does not endanger our independent position.
    - Ancillary activities can have a positive contribution to EUR Holding BV. They are permitted as long as the work does not suffer as a consequence and there is no conflict of interest.

## Personal and shared responsibility

We all accept our own responsibility to behave as expected within EUR Holding. This suits a professional organisation which allows space for new ideas and initiatives on the basis of trust. At the same time, there is a shared responsibility to maintain good results and a pleasant atmosphere. That is why we are all expected to address each other when the rules, written or unwritten, are infringed. Experience shows that this can clarify the rules and thus keep them 'alive'. And if sometimes we cannot find a proper solution, we can always fall back on the organisation's procedures.

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