# Thomas More Ethical Compass

## 1. The ethical compass: acting with Integrity

Thomas More is a higher education institution that dares to inspire, with a clear vision and great trust in its students and staff. This is stated in our mission. We aim to reflect this in an ethical compass that encourages our employees and students to act with integrity within our culture of courage, enthusiasm, focus and trust.

### COURAGE | We are reliable and take responsibility.

We embrace the courage to do things differently, to make less obvious choices, and to push boundaries. Our staff and students take initiative and demonstrate entrepreneurship. This courage assumes reliability and responsibility within our autonomy.

- We deal responsibly with the autonomy and freedom we are given and always put the interests of Thomas More first.
- We act honestly and sincerely. We avoid any form and appearance of conflict of interest and act impartially.
- We take into account everyone's rights and interests and are willing to defend them.

### ENTHOUSIASM | We act with engagement and loyalty.

We reap the benefits of the passion, drive and entrepreneurial spirit of our staff and students. That enthusiasm presupposes commitment.

- In everything we do, we embody the Thomas More values of courage, enthusiasm, focus and trust. We are ambassadors of our organisation.
- We take ownership with genuine commitment.
- When we speak and act on behalf of Thomas More, we do so in a loyal and constructive manner.

### FOCUS | We act carefully and thoughtfully.

Focus - on the desired outcomes, long-term goals, clear choices, defined priorities, and feasible objectives - is essential. This focus requires a thoughtful and careful approach.

- We make thoughtful choices and well-founded decisions.
- We consider the societal role we fulfil as a higher education institution.
- We critically reflect on ourselves, on the choices we make, and on the outcomes we achieve.
- We are diligent in our professional conduct while fulfilling our roles or studies.

**TRUST | We act respectfully and transparently.**

At Thomas More, trust is not something you have to earn, it is something you receive. This requires respect and transparency.

- We believe in each other and start from an appreciative attitude. We give trust to colleagues and students.
- We offer each other the necessary support to function in a challenging, rapidly changing environment.
- Together we contribute to a safe and caring community.
- We are transparent in every decision we make: we make clear agreements.
- We offer constructive feedback and engage in sincere, meaningful dialogues with one another.
- We respect each other's boundaries while also communicating our own. We approach everyone with respect, honesty, tolerance, and inclusivity.
- We share information while upholding confidentiality.

## 2. Guiding principles

***As an employee, this may involve the following for you:***

- You make well-considered choices and reasoned decisions.
- You take into account the societal role we fulfill as a university of applied sciences.
- You avoid engaging in activities that are incompatible with your role.
- You work professionally, meticulously and with an eye to quality, using the knowledge and competencies that you continuously acquire. You adhere to all agreements made.
- You deal with information appropriately, consistently respecting GDPR legislation and never manipulating facts or data.
- You respect other people's boundaries and refrain from any form of inappropriate behaviour. Inappropriate behaviour includes all forms of unwanted conduct that may occur on campus, in the workplace, or within the study environment. This may involve verbal or physical aggression, bullying, sexual harassment, intimidation, racism, or discrimination. Furthermore, you stand up against any form of such behaviour. If you observe that boundaries are not respected, you take action.
- You provide others with the opportunity and space to think, speak, and participate openly. When this is not possible, we address it and take appropriate action. Differences of opinion are open for discussion and are seen as opportunities for growth. Active listening is an essential skill for you to foster this environment.
- When sharing information, you respect GDPR regulations, your duty of discretion or professional confidentiality
- You adhere to the ALLEA Code for research assignments.

***As a student, this may involve the following for you:***

- You will disclose things when your personal interests may impact your studies and when this could compromise your ability to work impartially and objectively.
- You work professionally, meticulously and with an eye to quality, using the knowledge and competencies that you continuously acquire. You adhere to all agreements made.
- You deal with information appropriately, consistently respecting GDPR legislation and never manipulating facts or data.
- You respect other people's boundaries and refrain from any form of inappropriate behaviour. Inappropriate behaviour includes all forms of unwanted conduct that may occur on campus, in the workplace, or within the study environment. This may involve verbal or physical aggression, bullying, sexual harassment, intimidation, racism, or discrimination. Furthermore, you stand up against any form of such behaviour. If you observe that boundaries are not respected, you take action.
- You provide others with the opportunity and space to think, speak, and participate openly. When this is not possible, we address it and take appropriate action. Differences of opinion are open for discussion and are seen as opportunities for growth. Active listening is an essential skill for you to foster this environment.