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**ERASMUS+ PROGRAMME, KEY ACTION 2
CAPACITY BUILDING IN HIGHER EDUCATION**

**Furthering International Relations Capacities and Intercultural Engagement to
Nurture Campus Diversity and to Support Internationalisation at Home
(FRIENDS)**

CODE OF CONDUCT

The Code of Conduct of the FRIENDS project consortium establishes the guiding principles to be applied by all partner institutions, their project teams and project beneficiaries when implementing the project and participating in its activities. The Code of Conduct provides guidance about the partners' activities and behavior and applies in particular to: the partner institutions project managers, researchers, teachers and trainers, technical and administrative staff members engaged in the project implementation, as well as to all students involved in the project activities.

The Code of Conduct illustrates the values and behaviors expected by the consortium members. It is underpinned by the following principles:

Integrity

Project partners should demonstrate honesty, fairness and sound ethical behavior in all project activities and personal integrity in all dealings with others.

Mutual trust and respect

Relationship between project partners should be based on trust, mutual respect and dignity.

Teamwork

Project partners should work together as a team for the collective success of the project.

Solidarity

Project partners should show solidarity with each other and support each other in all project implementation aspects.

Effective communication

Project partners should share information effectively with each other. The need to share information should be balanced with the need for confidentiality, where appropriate.

Excellence and commitment to quality

Project partners should ensure that the quality of their work is of high standards and sufficient for the purposes of the project. Project partners should improve their performance continually and always strive to achieve best possible results.

Conflict resolution

Project partners should avoid any conflicts within the consortium. If any conflict between project partners arises, it should be reported to the Steering Committee. Project partners should do all within their power to resolve the conflict in a spirit of mutual understanding and in an amicable manner.

Conflict of interests

Project partners should both be and appear to be free of any interest (financial or otherwise), which might be regarded as being in conflict or incompatible with their integrity and objectivity. Any possible conflict of interest should be reported to the project manager and the Steering Committee in a timely manner.

Compliance with the law and the Erasmus+ CBHE programme's rules and regulations

Project partners should exercise the responsibilities assigned to them in a consistent and fair manner acting in full compliance with the law on national and European levels and with the Erasmus+ CBHE programme rules and regulations in particular.

Competency and professionalism

Project partners should maintain high standards of professionalism and competence when performing the project activities.

Consistency

Project partners should execute the tasks assigned within the project in a consistent and accountable manner.

Transparency and accountability

Project partners should carry out all project activities in a transparent manner providing access to clear, accurate and up-to-date information.

Financial integrity and sound financial management

Project partners should make sure that their financial reports are correct, consistent, complete and accurate. Project partners commit themselves to the principles of sound financial management.

Sustainability and cost efficiency

Project partners should perform all project activities in a sustainable and cost efficient manner. Project partners should make sure that all costs incurred are in compliance with the Grant Agreement and the funding provided is properly spent.

Protection of Intellectual property

Project partners should respect and protect the intellectual property of each other and of others outside the consortium.

Non-discrimination and equal treatment

Project partners are committed to the principles of non-discrimination and equal treatment. There is zero-tolerance towards harassment or discrimination of any kind

based nationality, gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation.

Respect for diversity

Project partners should create within the consortium a tolerant environment where diversity is respected and considered one of the consortium's main assets.

Students' involvement

Partners should make sure that students are involved in the project always where planned and appropriate and in compliance with the project activities.

Partners' participation in the project meetings

Partners should ensure that they send to the partner meetings representatives who have followed the project's institutional implementation and are members of the project institutional team.