



Swiss TPH Code of Conduct

Together, we make the world a healthier place

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Version 1.0

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MESSAGE FROM DIRECTOR AND PRESIDENT OF THE BOARD OF GOVERNORS OF SWISS TPH

Dear colleagues

As the Director and President of the Board of Governors of the Swiss Tropical and Public Health Institute (Swiss TPH), we are deeply committed to pursue the institute's mission and fostering a global public health environment that reflects our shared institutional values of passion, integrity, respect and courage.

We firmly believe that the success of Swiss TPH in achieving our strategic goals and maximize impact depends on all Swiss TPH staff and students. Yet, we know that we can only lead others to places where we ourselves are willing to go. On behalf of the entire Directorate and Board of Governors, we take this principle to heart and strive to lead by example.

Today, we are pleased to introduce this new **Code of Conduct**, which is designed to guide our actions and strengthen our mission to improve the health and well-being of people – locally, nationally and internationally – through excellence in research, education and services.

The **Code of Conduct** is rooted in our values and convictions, serving as the foundation for everything we do. It provides the ethical framework upon which we base our decisions. It serves as a guideline for the ethical behaviour expected of us all. It is meant to guide you on how to respond to situations you may encounter during your work with, within and on behalf of Swiss TPH.

This **Code of Conduct** and the policies that are referred to in it, represent the guideline for all members of Swiss TPH in their entire diversity, so that every individual can express themselves and work in an inclusive and respectful environment. The **Code of Conduct** reaffirms our dedication to ethical behaviour, inclusivity and the highest ethical standards in all that we do. While binding, the **Code of Conduct** is not exhaustive.

It serves as both a compass and a commitment – to one another, to our partners and to the global communities we serve. We ask you all to familiarize yourself with the principles outlined in this **Code of Conduct** and to embrace them as we work together to advance knowledge and promote health worldwide. Your engagement and adherence to these standards are essential to maintaining the trust, impact and sustainability of our institution.

Thank you for your continued dedication to making the world a healthier place!

Best regards,



Prof. Dr. Jürg Utzinger
Director Swiss TPH



Dr. Eva Herzog
President of the Board of Governors

1. TO WHOM THIS CODE OF CONDUCT APPLIES

The **Swiss TPH Code of Conduct** applies to all people working at and with, and studying at Swiss TPH. It is an integral part of the employment contract as well as the student agreement. Every member of Swiss TPH must know and respect the entirety of this Code, as well as to all of the more specific policies, guidelines and tools within our broader policy framework that are referred to in this document. All of our policies serve the values and principles of our institution. These policies and tools include, but are not limited to our Diversity, Equity and Inclusion (DEI) Policy, Safeguarding Policy, Tell-Us System Policy, Integrity Policy, Student Handbook and Employee Handbook.

2. A STAUNCH COMMITMENT TO OUR VALUES

The **Swiss TPH Code of Conduct** is a fundamental expression of our shared values. It defines our collective expectations, and guides the behaviour of all Swiss TPH employees and students. This Code is grounded in the values and associated principles of **passion, integrity, respect and courage**, underscoring our commitment to maintaining the highest standards of professionalism, ethical conduct, and collaboration.

2.1 It starts with Passion

‘Starting with passion at Swiss TPH means harnessing our enthusiasm to carry out our mission, and make a true impact. It also means that we channel our passion to ensuring our values of integrity, respect and courage are inherent in our mindset and visible in our actions.’

We are passionate about making a positive impact on global health through rigorous research, transformative education and effective services. This passion is evident not only in our work but is also cultivated through continuous learning, openness to organizational change, knowledge sharing and a supportive community that encourages the pursuit of excellence in our quest for a healthier world. Our passion also applies to, and is channelled by, this **Code of Conduct**.

2.2 Integrity at the Core

‘Integrity being at the core of Swiss TPH means doing what is right, even when it is hard.’

Our commitment to integrity is reflected in the ethical standards we uphold in our research, transparency in our governance and the responsible handling of confidential information. We recognize that acting with integrity builds trust in our organization and enhances our credibility in, but not limited to, the broader field of public health. The following are some examples of ways in which we can and must act with a strong ethical compass. More detailed information and regulations can be found in our Employee Handbook, Student Handbook, and the following publicly available documents:

- [Diversity, Equity and Inclusion Policy](#)
- [Safeguarding Policy: Sexual Exploitation, Abuse and Harassment \(SEAH\); Child Protection; and Anti-Human Trafficking](#)
- [Tell-Us System Policy](#)
- [Integrity Regulation](#)

2.2.1 Research Conduct

Ethical research conduct implies that we respect the internationally recognized norms in place based on the type of research in question. We are not only leading in the way that we conduct our own research, but we also have a responsibility to train the research community in the ethical conduct of research and clinical trials. All of our research undergoes ethical approvals based on [Swiss regulations](#) and the [Code of Conduct for scientific integrity](#) of the Swiss Academy of Medical Sciences (SAMS), as well as on the regulations of the respective countries where the research is being carried out.

2.2.2 Plagiarism and Cheating

Whether studying or working at Swiss TPH, we always remain mindful that plagiarism is unethical. If we have a doubt, we refer to the online tools available at Swiss TPH to check for plagiarism. When using artificial intelligence (AI) in our work, we refer to the current standard of practice. In case of doubt, we ask our supervisor how to manage this. As students and researchers, we know that the results of our exams, trials or research should be solely due to our own and collective efforts and we understand that cheating in any form could result in disciplinary action. Swiss TPH strives to be a supportive work and study environment, and if we are struggling, we reach out to our supervisors for support, rather than taking a shortcut.

What should I do if...

A partner with whom I am discussing a new project invites me to their home, and I tell them about my spouse. They offer me a piece of jewellery for my spouse and it looks like it is made of gold.

As you cannot be sure of the value of the object, you are not yet officially a partner, and the gift is clearly a personal one, you politely decline the gift, thank the potential partner for offering it, but refer to the policies of Swiss TPH that do not allow for such gifts. While there is a risk of the partner feeling rejected, it is better to play it safe and open dialogue about the Code of Conduct.

Even though you did not accept the gift, you tell your project manager or supervisor about the incidence.

2.2.3 Corruption, Bribery and Gifts

Corruption is an act that is illegal or unethical and involves a complicit exchange of private resources and the abuse of authority. Nepotism – showing favouritism or giving preferential treatment to family members or close relatives, such as in hiring, promotions or granting privileges, often at the expense of fairness or merit – and other forms of favouritism may also be considered as corruption. In short, corruption comprises behaviours that benefit a person or entity (that uses authority to influence decisions) at the expense of another.

Bribery is the act of offering, giving, receiving or soliciting something of value (such as money, gifts or favours) to influence the actions or decisions of an individual in a position of power or trust, often in violation of legal or ethical standards.

The acceptance or giving of small **gifts** should not exceed an indicative value of CHF 100. If and when we receive or give such gifts, we report this to our supervisor. It is important that we use good judgement and respectfully but systematically decline gifts that seem to be or are clearly over CHF 100.

If someone is a potential employee, a political official or family member, it is important that we do not accept any discounts, jobs or contracts from them. In the same vein, we do not offer any such advantages to potential employees, political officials, partner organizations or family members.

2.2.4 Avoiding and Disclosing Potential Conflicts of Interest

A **conflict of interest** refers to any situation in which someone has interests (e.g. financial, personal, political or otherwise) that could hinder the objective, independent and professional fulfilment of their contractual obligations or that may give the perception of such a hindrance.

We disclose any such potential or actual conflicts of interest to Swiss TPH as soon as we become aware of such a situation. Conflicts of interest will be resolved in a manner that is objectively verifiable and understandable for all parties involved. We keep professional and private matters separate.

Any decisions about contractual relationships with a person with whom we are closely connected or related must be communicated in advance to our supervisor, so that a factual decision can be made.

2.2.5 Fraud

Fraud refers to an act whereby an individual or an entity intentionally acts in an illegal, incorrect or unethical manner, and that harms the individual or entity against which the act is committed. It aims at unlawful gain or the denial of a victim's rights and is characterized by false representation or the concealment of a material fact to induce another to act upon it to their injury (whether an individual's or an entity's). There are several forms of fraud. In this code, we highlight the following broad types of fraud to be avoided and reported in good faith upon witnessing, or upon suspicion.

- **False representation:** Dishonest representation with an intent to obtain an unjustified gain or cause a loss. This could occur, for example, if a researcher intentionally falsifies data or research results in order to secure funding, gain recognition or achieve personal or professional benefits.
- **Failing to disclose information:** Not declaring information that is legally required to be disclosed. This could occur in relation to research findings, financial disclosures or compliance with regulatory requirements, for example, if an adverse event occurs in a drug trial and the trial sponsor is not informed.
- **Abuse of position or power:** Using one's authority or influence to gain personal or professional advantages, or to manipulate outcomes in unethical ways. This could occur, for example, if a senior researcher uses his/her position to pressure junior researchers into falsifying data to make the research results appear more favourable than they actually are, with the intent to increase the chances of receiving additional funding or publishing in a high-profile journal.

What should I do if...

I am on a recruitment panel for a job in my team and one of my friends from outside of work has been selected for an interview.

You should immediately declare this conflict of interest and recuse yourself from the interview. If possible, it would be best to recuse yourself from the recruitment process altogether. In any case, if you speak about the potential candidates to colleagues, it is important to mention that you personally know the candidate.

Additionally, in your interactions with the candidate, it is important not to provide any information that other candidates would not be able to know, before the interviews.

What should I do if...

I noticed a difference between the reported number of healthcare workers trained for a project I am working on, and the actual number of signatures on the participants' lists. Additionally, there were expenses for training sessions on dates that did not seem to correspond to the agreed sessions. I asked about it, but I don't seem to get any satisfactory answers.

This could have several impacts, including the credibility of Swiss TPH, legal and scientific repercussions, as well as a potential impact on the health of beneficiaries. If the numbers do not add up, be sure to clearly ask for explanation and documentation. In addition, go immediately to your supervisor. This type of issue should be discussed and reported to the Internal Audit at Swiss TPH and/or the [Tell-Us-System](#).

Financial fraud refers to deliberate acts of deception or misrepresentation involving financial matters, typically with the aim of personal gain, institutional advantage or misuse of funds. This type of fraud can take several forms:

- **Misappropriation of funds:** For example, using research grants or funds for personal expenses or non-research-related activities.
- **Falsification of financial records:** For example, manipulating financial reports, receipts or expense claims to conceal misuse or inflate budgets.
- **Double charging:** For example, reporting the same expense to multiple grants or funding sources without authorization.
- **Inflated budgets or costs:** For example, exaggerating project costs or inflating salaries, procurement expenses or reimbursements for a project.
- **Diversion of resources:** For example, redirecting resources, such as equipment or funding, to unauthorized projects or personal use.
- **False reporting:** For example, submitting fabricated or inaccurate financial reports to Swiss TPH, donors or stakeholders.

Financial fraud undermines the integrity of research processes, jeopardizes funding relationships and can harm the intended beneficiaries of the research and services.

2.2.6 Protection of Personal Data

We protect personal data. We always adhere to legal requirements regarding the collection, processing and storage of personal data. The storage of personal data, regardless of storage type, is limited to the extent necessary and permitted for operational purposes. Incorrect personal data or data stored without consent must be avoided and corrected or deleted accordingly.

2.2.7 Protection of Swiss TPH Data

We protect Swiss TPH data. All data we generate, receive, process, utilize or use in the course of our employment at Swiss TPH is the property of Swiss TPH, a funder, a partner or a commissioning party. We are responsible for ensuring that these data are stored and secured correctly and are accessible to authorized persons, even after the end of our employment or other contractual relationship with Swiss TPH.

What should I do if...

I see that some pages are left at the copy machine and they contain what looks like sensitive data about human research subjects. I am not sure who the pages belong to...

Refer to our Data Protection policy in case of doubt and immediately contact the data protection officer (DPO) of Swiss TPH via e-mail: privacy@swisstph.ch

2.2.8 Protection of Swiss TPH Interests

We actively work to exclude reputational risks for Swiss TPH. Without prior consultation with the Communications Unit, we do not disclose matters or concerns of Swiss TPH to the media or in any public forum (social networks, internet, press, radio, television, etc.). We carefully evaluate new partnerships and consider, with our supervisor in connection with the relevant member of the Directorate, if a partner risk assessment is to be carried out. Any new funding sources whose products have significant negative impacts on health or society must be carefully evaluated under the light of the Swiss TPH Rules of Engagement (e.g. exclusion of tobacco or arms industry).

2.2.9 Confidentiality

We maintain our Duty of Confidentiality at all times. This means that we keep strict confidentiality about commercial processes or issues, in particular patient data, computer passwords and insider knowledge (e.g. contracts, rates with clients, proposals, etc.), of which we become aware during our work at Swiss TPH, regardless of how we obtained the information. This provision remains valid even after the termination of our contractual engagement with Swiss TPH.

2.2.10 Compliance with Laws, Regulations and Ethical Guidelines

We adhere to all applicable laws, regulations and ethical guidelines at all times. We respect the legislation and the ethical values of the place where we live and work. We use good judgment and common sense in all situations where the requirements of the law or good business practices may appear unclear. In such situations, we seek advice and guidance from our supervisor and/or report the issue to the Swiss TPH [Tell-Us-System](#).

2.2.11 Contribution to a Safety Culture

We contribute to the continuous improvement of a safety culture focused on the principles of awareness, accident prevention, information and risk reduction. We act responsibly and avoid risks that compromise our own safety and health or the safety and health of others (e.g. colleagues, project partners and family members). When travelling, we familiarize ourselves with the [Swiss TPH Generic Security Manual](#) and adhere to all of its terms and principles.

2.3 Embodying Respect

‘Embodying respect at Swiss TPH means valuing others, recognizing their rights and embracing differences.’

The value of respect is woven into the very fabric of all our interactions. We appreciate the diversity of backgrounds and disciplines among our team members and foster an environment where everyone is valued and heard. In our global engagements, we approach local communities with a rights-based approach, acknowledging their knowledge and perspectives, and building truly equitable partnerships.

2.3.1 Safeguarding: Prevention of Sexual Exploitation, Abuse and Harassment; Child Protection; and Anti-Human Trafficking

What should I do if...

During a visit to a research site, I noticed the principal investigator (PI) often alone with children in the office and driving them home. When invited to dinner at the PI's place, I noticed some of the same children leaving the home. I am not sure what to do.

In this situation, it is important to report suspicion right away. Make sure you are safe and speak to your supervisor immediately. You should also report this via the [Tell-Us-System](#).

Swiss TPH does not tolerate any form of sexual misconduct in the work and study environment. For definitions of sexual exploitation, abuse and harassment, please consult our [Safeguarding Policy](#). We also respect child rights, and realizing that we work in low-resource contexts, where populations including children may be particularly vulnerable. We hold ourselves to the highest standards of conduct and to upholding national laws and international norms and guidelines. This also applies to any form of worker exploitation, child labour and human trafficking. Because the behaviours in these documents are generally criminal offences, we also provide contacts for local resources for such issues for projects in countries outside of Switzerland. Investigations will be conducted according to the criteria laid out in our [Swiss TPH Tell-Us System Policy](#).

2.3.2 Psychological Harassment

Psychological harassment, including notions of bullying or mobbing, includes any form of abuse of power, hostile or intimidating remarks or acts that may or may not be repeated over time. Psychological harassment can also take place in virtual work or study contexts.

What should I do if...

I have the feeling that I am being harassed, but I am confused and think it could be my fault.

If you are experiencing any of the behaviours listed here under psychological harassment, you can either directly speak or write to the source of the behaviours, contact Human Resources (HR) or a Swiss TPH Person of Trust for support, or report to your line manager (if possible), or report by using the [Tell-Us-System](#). If the behaviours began when a conflict started, you can ask for mediation, especially if this is done early enough in the escalation of a conflict.

Examples of this type of harassment include, but are not limited to:

- publishing online any rumours, misinformation, negative remarks or threats
- constant interruptions, shouting, refusing contact and not greeting a person
- spreading rumours, mockery, humiliation
- insults, assigning tasks that are either far below or far above the job description
- enforcing excessive workload, threatening or carrying out physical violence, doxing and online threats
- discriminatory remarks.

These acts, not tolerated at Swiss TPH, are ill-intended and aim to destabilize, marginalize, or dominate someone from the work, research or study activities at hand.

2.3.3 Diversity, Equity and Inclusion

At Swiss TPH, our vision for **Diversity, Equity and Inclusion (DEI)** is ‘a work and study environment where difference is necessary; where equity is tangible; and where inclusion is intentional.’ Fully aware of the Swiss TPH DEI Policy, we continually seek to learn more about ourselves and others to ensure that our unconscious and conscious biases and behaviours align with Swiss TPH values. Be sure to read and understand the [Swiss TPH DEI Policy](#). To support this process, in addition to the DEI Policy, in Annex 2 of this document are a few indicative examples of good practices.

2.3.4 Human Rights, the UN Compact

Swiss TPH has signed up to and adheres to [The Ten Principles | UN Global Compact Network Switzerland & Liechtenstein](#). This means that we put human rights at the core of our work at Swiss TPH, and educate ourselves about human and labour rights, as well as environmental issues and corruption and bribery issues both here in this Code and also those cited in the Compact before entering into projects, partnerships and services.

2.3.5 Sustainability Action Plan

In addition to the above, Swiss TPH is committed to reducing our greenhouse gas emissions by 30% in our infrastructure and operations by 2030. This means that we are mindful of, measure and monitor the environmental impacts of our travel and work environment. Our [Decarb Policy](#) lays out how we can think and act sustainably and offset CO₂ emissions where we are unable to avoid them. We also encourage the mindset that goes along with sustainability.

2.4 Choosing Courage

‘Choosing courage means daring to be bold and take chances. It also means standing up to what is not right while keeping ourselves, others and the Institute safe.’

Courage guides us in addressing the challenges we face in public health. We embrace innovative solutions, make bold decisions that prioritize the greater good and advocate for positive change. Our commitment to sustainability and environmental responsibility reflects our courage to adopt practices aligned with our values, even when confronted with difficulties.

What should I do if...

I see a professor making a student uncomfortable by touching the student in what I consider an inappropriate manner. The student looks stressed...

In this situation (or any other type of misconduct) you can do several things by examining the 5 D's of bystander intervention:

Distract: For example, you simply say something about having to go for a meeting and that you need to talk to the student right away. This can help the student to get out of the situation and have time to regroup.

Direct: If you feel you have enough relative power or the right personality, you can directly confront the professor by calling out the behaviour.

Delegate: You may want to ask someone else to reach out and check on the student to encourage the student to report or to the professor to stop the behaviour.

Delay: You don't have to act right away unless the student is in serious danger. After the situation, you can always go to the student or the professor to address the situation.

Document: You can note down what you see and hear, time date, witnesses, what was said and done. This can always be helpful down the line, especially if the student decides to report.

Swiss TPH is committed to a 'speak-up' culture characterized by open and trusting dialogue with employees and students at all levels, as well as with our collaborators and partners. All employees and students are encouraged to express their views openly, stand up for their opinions, and report unacceptable behaviour—particularly when it contradicts this Code of Conduct or any of our policies.

2.4.1 Bystander Intervention

It is not always easy to step up when unethical behaviours occur. We have all been in situations where we knew something was not right but did not know how to respond, or felt afraid or intimidated. At Swiss TPH, we encourage everyone to speak up when unethical, unprofessional or discriminatory behaviours are experienced, witnessed or suspected. We also understand that there are many barriers to stepping up. This is why we have anonymous and non-anonymous ways to report. But in some situations, intervening – directly or indirectly – to make someone aware of the impact of their behaviours before these behaviours escalate can put an end to the behaviours, make someone aware of their acts, and help the person or people targeted by misconduct. No matter our personality or position at Swiss TPH, we encourage everyone to act ethically, step up, support each other, document and report. In short, we expect everyone to do their utmost to do the right thing.

2.4.2 Reporting and Whistleblowing

Any issues related to this Code of Conduct or any related Swiss TPH policies should be reported to our supervisor, or via the Swiss TPH [Tell-Us-System](#) (which can also be anonymous).

For violations that should be reported via the Swiss TPH Tell-Us-System, this can be done

through the following six topics, each with a reporting line to a dedicated Case Manager:

- Human Resources
- Finance
- Health, Safety, Security & Environment
- Research Ethics & Scientific Integrity
- Information Security & Data Protection
- Travel Safety & Security.

The responsible Case Manager will ensure a thorough investigation and prepare a report describing the investigation carried out, its conclusions, and recommendations for remedial actions, if necessary.

A report that is proven to be of malicious intent will be considered a serious offence and subject to sanctions, up to and including dismissal.

2.4.3 Handling Retaliation

Retaliation can take many forms, both direct and indirect, such as harassment, exclusion from meetings, unjustified disciplinary actions, dismissal or other discriminatory measures, particularly regarding grades on exams or projects, final thesis results, recommendation letters, job classification, performance evaluation, promotion, training, contract renewal, etc. If you feel you are under pressure due to your report, please contact a Person of Trust or Human Resources (HR), or report the retaliation via the [Tell-Us-System](#).

Swiss TPH provides protection to reporters to ensure that they are not be treated unfairly for having raised a concern in good faith.

2.4.4 Get Support

In some cases, when people are targeted by inappropriate behaviours, psychosocial suffering can occur. Feeling afraid or confused, feeling anxiety, decrease in concentration or performance or other health impacts are common for people being targeted by misconduct. If we are not ready to report, but need to get support or clarity, Swiss TPH has a trained Person of Trust service, which is confidential. Anyone wanting to get support for a work- or study-related issue, please contact your [HR Partner](#) or one of the [Persons of Trust](#) (both links are only available on Swiss TPH Intranet).

2.4.5 Zero Tolerance

In abidance with all Swiss national laws, we do not accept misconduct and apply a zero tolerance policy towards specific behaviours laid out in this Code and particularly cited in our various policies. For more information on zero tolerance, disciplinary measures, rules of conduct and other related issues, please consult the suite of Swiss TPH Policies available to you:

- [Diversity, Equity and Inclusion Policy](#)
- [Safeguarding Policy: Sexual Exploitation, Abuse and Harassment \(SEAH\); Child Protection; and Anti-Human Trafficking](#)
- [Tell-Us System Policy](#)
- [Integrity Regulation](#)
- [Employee Handbook](#) (only available on Intranet)
- [Student Handbook](#)

ANNEX 1: THIS IS WHO I AM, THIS IS WHO WE ARE

– A SWISS TPH ETHICAL COMPASS

If you recognize yourself in the following lines, you are likely in line with the tenets of this Code of Conduct. If you are unsure, reach out to someone and discuss it, getting some good feedback to guide you on a learning journey.

As a member of Swiss TPH research, study, work, and clinical environment:

- I am open and transparent, and I build relationships with colleagues, students, supervisors, employees, partners, and clients based on mutual trust, fairness, and reliability.
- I provide constructive criticism in an appropriate and culturally sensitive manner.
- I treat people and their cultures with respect and dignity. This includes adjusting my behaviour, clothing, and language to respect local cultures and customs in the context where I work.
- I am driven by curiosity and enthusiasm to explore new ideas, seek answers to urgent questions, and contribute to the advancement of knowledge.
- I am loyal to Swiss TPH as my employer, and protect its values, data, resources, and reputation.
- I support Swiss TPH to develop as an organization.
- In my work, I integrate different perspectives whenever possible, requiring multifaceted approaches to tackle complex problems. By leveraging collective expertise, new connections can be explored and utilized.
- As a student, I embody the values of Swiss TPH and respect my fellow students.

As a leader and teacher:

- I lead by example and demonstrate social and environmental responsibility. I play an active and positive role in supporting a successful and sustainable society and reject unethical or illegal business practices under all circumstances.
- As a passionate educator, mentor, or leader, I eagerly share my knowledge, guide students, and help them achieve their academic and personal goals.
- My commitment is to the growth, development, and mentorship of younger colleagues.
- I commit to an exemplary, ethical, and inclusive leadership style.
- My leadership is based on respect, trust, and transparency.
- I offer recognition and promote the professional and personal development of the employees and students entrusted to me.
- I respect work-life and study-life balance through the following actions:
 - I respect, nurture, and acknowledge that individuals have family, community, and personal responsibilities.
 - I foster the institutional culture of a positive "life balance" by recognizing my employees, colleagues, students, and business partners as people who balance their professional duties with family responsibilities, community engagement, leisure, and personal development.
 - I create a work environment that enables all individuals to reconcile work and family/personal obligations.
 - I encourage healthy habits and a healthy work-life balance.
- I avoid any actions that may involve the abuse of privileges, power, hierarchy, financial or social position, or may be perceived as such.
- I check my decisions, ensuring they are as transparent and impartial as possible.
- I do not engage in favouritism, nepotism, asset misappropriation, or bribery.
- As a leader at Swiss TPH, I am aware of the importance of enthusiasm, passion, and commitment in motivating employees and students, as well as achieving our goals.
- As a leader, I confront uncomfortable topics immediately and transparently. I actively address conflicts within my team and seek constructive solutions with my colleagues.
- If I am concerned about a conversation, I do not avoid it but seek support from Human Resources.

As a researcher and partner:

- In my research work in various regions, I respect local communities and foster positive, equal relationships.
- I strive for sustainable partnerships and promote equitable knowledge exchange on equal footing. We conduct research and work professionally, adhering to the highest ethical standards.
- I protect the health and safety of myself, my colleagues, and my environment.
- I adhere to high ethical standards, act with integrity, and handle the resources entrusted to me with the utmost care.
- I carry out all tasks assigned to me conscientiously and to the best of my knowledge and belief. I am aware that I am responsible for any damage caused by intentional misconduct or gross negligence.
- I am committed to making all reasonable efforts to prevent the misappropriation of funds and assets.
- I adhere to processes and controls and immediately report any observed irregularities.
- I am committed to sustainable resource management and environmental protection.
- I ensure a frugal, emissions-reducing approach to using natural resources in my work and avoid unnecessary flights.
- When acquiring equipment and planning infrastructure, I prioritize energy- and resource-saving solutions, and conduct my work with modern, efficient tools for communication and coordination processes whenever possible.

Ethical Compass for decision making

If I am unsure in a specific case whether my behaviour aligns with the principles of our Code of Conduct, I can consider the following questions:

- Have I considered all relevant factors in my decision or action and weighed them appropriately?
- Does my decision or action comply with legal and internal requirements?
- Would I stand by my decision or action if my supervisor became aware of it?
- Would I advocate for the same decision or action to be applied institute-wide in comparable cases?
- Would I still believe my decision or action was correct if Swiss TPH had to publicly justify it?
- Would I accept my own decision or action if this decision was being made about me by someone else?
- If the person concerned by my decision worked across the hallway from me, would my decision be the same?
- If I consider the impact of my decision on others over time, would my decision be the same?

If I answer questions with yes, my behaviour is likely in line with our principles and this Code of Conduct. If questions or doubts remain, I will turn to one of the following points of contact:

- My direct supervisor
- My HR Partner ([link](#))
- A Swiss TPH Person of Trust ([link](#))
- Head of Human Resources

ANNEX 2: DIVERSITY, EQUITY AND INCLUSION

INDICATIVE GUIDANCE FOR BEHAVIOURS

While Diversity, Equity and Inclusion (DEI) can seem complex in day to day interactions and is an evolving field, we propose some basic guidance for reflexion on what to aim for and what to steer away from, in some examples here below. This list is non exhaustive and aims to serve as a guidepost for awareness.

Do this ...	instead of...
Seek advice on how to incorporate DEI into all aspects of work including in curricula, research, people management, consulting services, and partnerships.	Considering DEI as 'nice to have' addition rather than a fundamental aspect of our work.
Ask if we pronounce a person's name correctly, what the preferred name is to be used, and what the preferred pronouns are.	Assuming our pronunciation is correct, using a nickname without permission, or choosing pronouns based solely on appearance or name.
Embrace diverse cultures and perspectives, and encouraging valuing different traditions.	Lacking acceptance of diverse culture and perspectives, and missing support for the celebration of different traditions.
Foster different spaces for dialogue and opportunities to gather diverse perspectives on team issues, projects, or complex matters.	Holding only open discussions without considering power dynamics and making top-down decisions without incorporating diverse inputs.
Commit to thinking of diversity aspects when hiring.	Hiring solely on 'gut feeling' or perceived 'good fit' based on similarities to oneself, without considering DEI aspects.
Highlight DEI considerations to organizers of conferences, symposia, and events where most speakers share the same attributes as you.	Turning a blind eye to the lack of DEI among speakers at conferences, symposia, and events.
Remain curious and look into research and publications on DEI in the field in which we work or study.	Considering DEI as only relevant to the DEI Network or Human Resources, or a niche interest.
Strive to address and challenge discrimination and microaggressions when they occur.	Ignoring or dismissing subtle forms of discrimination or microaggressions.
Ask about barriers someone might be facing and provide support if needed.	Believing that treating everyone the same is always sufficient to overcome barriers.
Address the disadvantages some people have due to systemic inequalities.	Overlooking the role that systemic inequalities can play in opportunities and outcomes.
Allow for mistakes to be made within DEI and encourage learning from them.	Assuming bad intentions behind a mistake within DEI.