



HCISR Human Resources Policy Manual

HCISR Public Code of Conduct and Commitments

Hellenic Center of Interdisciplinary Studies and Research (HCISR)

This Public Code summarizes the fundamental commitments and standards of conduct expected of all staff, contractors, volunteers, and representatives engaged in the delivery of HCISR's programs and operations across all locations.

Our Vision and Foundational Values

The mission of HCISR is to advance interdisciplinary education and research through study abroad programs, academic collaborations, and cultural initiatives in Greece.

Our function and activities are built upon core principles: respect for equality, inclusivity, solidarity, and democratic values. We particularly support initiatives that promote global health, wellbeing, ethical research practices, and academic engagement.

All individuals representing HCISR must uphold these principles and act with impartiality, honesty, and professionalism.

1. Equality, Dignity, and Respect

HCISR is fundamentally committed to promoting equality and fairness, ensuring that individual differences are respected, and that all contributions are valued.

- **Non-Discrimination:** We are committed to ensuring that no employee, applicant, or stakeholder receives less favorable treatment based on age, disability, gender, race, religion or belief, sexual orientation, marital or parental status, or any other protected characteristic.
- **Zero Tolerance for Harassment:** HCISR enforces a strict zero-tolerance approach to bullying and harassment. All staff have the right to be treated with consideration, fairness, dignity, and respect. Harassment is defined as any unwanted conduct that causes humiliation or distress.
- **Inclusivity:** We value diversity and strive to foster a workplace where relationships are based on mutual respect. We will make reasonable adjustments to ensure equal opportunities and access for people with disabilities.

2. Integrity and Compliance

HCISR expects the highest standards of integrity, transparency, and accountability in all its operations.

- **Compliance with Law:** All staff must comply at all times with all applicable laws, regulations, and standards, including those of Greece and the European Union.
- **Standards of Conduct:** Staff must demonstrate honesty and professionalism in all matters related to HCISR. Acts such as theft, falsification of qualifications, misuse of sensitive information, and serious breaches of the Code of Ethics are considered gross misconduct.
- **Drug and Alcohol Abuse:** It is considered serious misconduct to attend work or carry out duties under the influence of alcohol or drugs, or to consume them while on duty (unless medically prescribed or formally approved).

3. Safety and Professional Environment

HCISR is dedicated to providing a working environment that is safe, supportive, and effective.

- **Workplace Health and Safety:** HCISR is committed to the health, safety, and welfare of staff and fully complies with all relevant regulations regarding risk prevention and occupational health. This includes ensuring safe and healthy working conditions, maintaining fire safety protocols, and ensuring proper food hygiene where applicable.
- **Ethical IT Use:** HCISR's IT facilities (internet and email) are provided to support work and must be used responsibly and ethically.
 - Users must not access, download, or distribute illegal or inappropriate material (e.g., pornography, hate speech, violence, terrorism).
 - Users must refrain from sending offensive, harassing, or discriminatory content via email.
 - Personal use of HCISR email is not permitted.

4. Accountability and Reporting

HCISR ensures that staff and associates feel confident and protected when raising legitimate concerns about wrongdoing.

- **Whistleblowing:** A clear process exists for reporting concerns regarding financial malpractice, failure to comply with legal obligations, dangers to health or safety, criminal activity, corruption, or violations of child protection standards.
- **Safeguards and Protection:** Disclosures must be made in good faith. The identity of the whistleblower will be protected wherever possible.
- **Non-Retaliation:** HCISR strictly prohibits retaliation or harassment against any person who, in good faith, reports a concern or participates in an

investigation. Conversely, malicious or deliberately false allegations may result in disciplinary action.

- **Disciplinary Action:** Any violation of this Code or HCISR policies may lead to disciplinary measures, ranging from counselling to written warnings, demotion, or dismissal.

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