

CODE OF CONDUCT

CIC nanoGUNE

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CODE OF CONDUCT

INTRODUCTION

This Code of Conduct (hereinafter, “the Code”) establishes the fundamental values and rules that guide the behavior of all members of the Cooperative Research Center in Nanoscience - CIC nanoGUNE (hereinafter, “nanoGUNE”).

While the Code does not attempt to cover every possible situation that may arise within the center, its purpose is to (i) promote a professional, respectful, ethical, and safe working environment, fostering scientific excellence, integrity, and regulatory compliance, and (ii) reflect nanoGUNE’s core values.

Any questions regarding its interpretation may be directed to the immediate supervisor or, where appropriate, the Conflict-Management Team.

CORE VALUES AND PRINCIPLES

At nanoGUNE, we are committed to the following values:

- **Respect for individuals:** equal, dignified, and respectful treatment of all persons, without discrimination based on gender, culture, nationality, religion, sexual orientation, disability, or any other personal condition.
- **Inclusive and collaborative environment:** we value diversity and promote teamwork in a constructive and safe setting. Commitment, reliability, and accountability are fundamental to maintaining a collaborative environment where trust and cooperation should thrive.
- **Scientific and professional integrity:** we act with responsibility, honesty, and transparency throughout all scientific and administrative processes.
- **Social responsibility:** we strive to ensure that our research has a positive impact on society and upholds fundamental ethical principles.
- **Excellence:** we work rigorously to achieve the highest scientific and technological standards.
- **Regulatory compliance:** we adhere to all applicable laws, regulations, and internal policies.

We are part of a multicultural and diverse environment. We expect everyone to show consideration and respect for different perspectives. Before jumping to conclusions or raising complaints, take the time to listen, ask questions, and discuss constructively. Dialogue often leads to understanding and strengthens our shared workplace culture.

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GOOD PRACTICES AT WORK

All nanoGUNE members are expected to follow these principles of good practice:

1. Greet and express thanks

Respect starts with everyday gestures. Start any interaction with a polite greeting and conclude, when appropriate, with a thank you. Adapt your tone to the context, the person's role, and your relationship, always treating everyone with courtesy. These simple habits reflect respect, attention, and appreciation for others' time and work, regardless of their role, nationality, gender, or background.

2. Listen

While listening, give others your full attention and let them express themselves without interruptions. Value diverse opinions, experiences, and culture.

3. Communicate

Express yourself honestly and respectfully. Be transparent and direct to avoid ambiguity and misunderstandings.

4. Practice self-control

Take a moment to pause and reflect before reacting. Avoid impulsive behavior. Aggressive or disrespectful behavior, including shouting, should always be avoided. Self-control also applies to work habits: when at work, focus on work. Avoid constant distractions, such as checking your phone or interrupting your tasks for non-work-related activities. Maintaining attention and discipline is key to personal performance and excellence.

5. Promote teamwork

Encourage a cooperative work environment. Be willing to offer and receive help, share knowledge, celebrate others' achievements, and support them in their challenges to create a cooperative and motivating work environment where everyone feels valued.

6. Meet commitments and follow rules

Punctuality and responsibility show respect for your own work and that of others. Everybody at nanoGUNE is expected to work actively and professionally during working hours. Schedule meetings during core hours (9:00 a.m. - 5:00 p.m.), unless otherwise agreed upon by all participants. Be on time, meet deadlines, and follow internal procedures.

7. Respect shared spaces

Keep labs, offices, and communal areas clean, organized, and accessible. If attending a social event, assist in both preparation and cleanup.

8. Give and receive feedback constructively

Maintain a positive attitude towards feedback as a tool for personal and professional growth. When giving feedback, be honest yet respectful, considerate, and empathetic. Choose the right time and tone. Thoughtful feedback builds trust, improves teamwork, and promotes a continuous learning.



9. Practice empathy

Try to understand other's emotions and perspectives, especially in stressful situations or when disagreements arise, showing particular care towards marginalized individuals. Empathy builds trust and makes our workplace more human and inclusive.

10. Reject harmful or discriminatory behavior

Actively support inclusion, diversity, and mutual respect. Rumors, harassment, malicious comments, or discriminatory behavior should never occur in the workplace.

SCOPE

The Code applies to all nanoGUNE members, regardless of their contractual relationship, seniority, or functional role. Directors and supervisors have a special responsibility to lead by example and promote the principles outlined in the Code.

The Code also applies to subcontracted companies and professionals providing services or activities on behalf of nanoGUNE, as well as to students, visitors, and external users.

ENTRY INTO FORCE

This Code must be followed by all nanoGUNE personnel. It must be read, accepted, and signed by all new members upon joining and by all current staff upon the Code's entry into force.

Training and communication initiatives, including publication on the Intranet, will be conducted to ensure awareness and understanding of the Code.

The Code will be reviewed periodically to ensure it remains up to date and aligned with internal principles and applicable regulations. Any updates will be communicated to all personnel.

BREACH OF THE CODE

The workplace must remain free from harassment, discrimination, and all forms of inappropriate behavior. The Code is therefore complemented by the Protocol for the Prevention and Response to Harassment, which outlines specific procedures to prevent, identify, report, and manage any breach of the Code.

Any violation of the values or good practices outlined in the Code must be reported through the designated channels or to the appropriate personnel. Each situation will be evaluated, and the necessary corrective measures will be taken.

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WHISTLEBLOWER CHANNEL

An anonymous reporting channel, accessible via the Intranet, is available for reporting any violation of the Code.

All individuals subject to the Code are expected to report serious breaches of its principles. A defined procedure –outlined at the Protocol for the Prevention and Response to Harassment– will be followed to ensure that all reports are handled fairly. This includes safeguards to protect the rights of both the person reporting and the person accused.

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