

## Code of Conduct for Gifts

Occasionally, employees receive remuneration, reimbursements or gifts for work that they perform on the basis of their employment contract with UM. In such cases, the provisions of Article 1.15 of the Collective Labour Agreement of Dutch Universities (CAO-NU) apply:

*"In his capacity, the employee is not allowed to claim or request reimbursements, remuneration, donations or promises from third parties. In his capacity, the employee is not allowed to accept reimbursements, remuneration or gifts, unless the employer grants its permission."*

Further to the provisions of the CAO-NU, the following rules apply at UM:

1. Employees are prohibited from accepting remuneration, reimbursements or gifts if the provider appears to have the intention of influencing a specific decision or course of action. In such cases, the employee is required to refuse the remuneration, reimbursement or gift.
2. If an employee has been/will be offered a remuneration, reimbursement or gift, the employee reports this to his/her manager along with (if possible) the reason why it is being offered.
3. If the remuneration, reimbursement or gift has a value of less than €50 and is offered on an incidental basis, the manager shall generally permit the employee to accept and personally keep it.
4. If the value exceeds €50 or if the remuneration, reimbursement or gift is offered more frequently than on an incidental basis, the employee is required to hand it over to the manager unless the manager agrees that the employee may accept it. The manager is obliged to allocate the remuneration, reimbursement or gift as appropriate, or to raffle it off among the employees of the relevant department.
5. In the event of violation of this code of conduct, the employer will take appropriate measures.

These regulations have been amended in connection with the entry into force of the Act on the Standardisation of the Legal Status of Civil Servants (WNRA) and adopted by the Executive Board in accordance with the Local Consultative Body on 19 December 2019. The regulations came into effect on 31 December 2019, replacing the previous Code of Conduct for Gifts adopted by the Executive Board with reference number 14.10.1190 (07.1139).