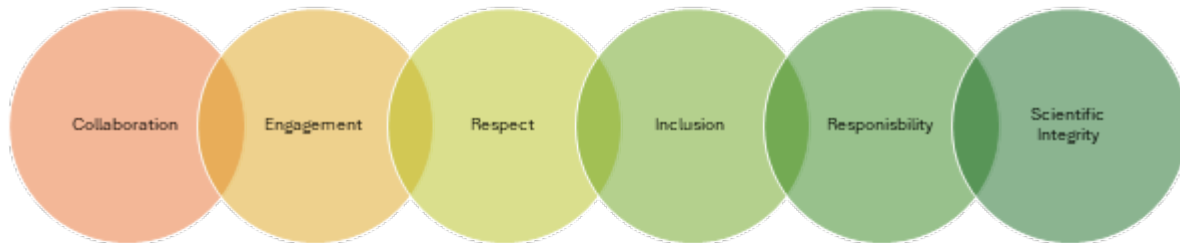


# Annex 16. Code of Conduct for ECDC Fellowship training activities



This Code of Conduct establishes the expectations for behaviour, interactions and responsibilities of everyone engaged in the ECDC Fellowship including fellows, coordinators, supervisors, facilitators and administrators. It builds on Fellowship core values, reflecting our commitment to collaboration, engagement, respect, inclusion, responsibility and scientific integrity. The core values guide our decision-making process and our interactions. They also represent the foundation on which the culture of the Fellowship is built. The core values also reflect ECDC's guiding principles of professionalism, efficiency, scientific quality, diversity and inclusion.

The Code of Conduct is not legal or prescriptive in nature and it should supplement the application of other relevant policies, regulations and laws, including those regulating training sites.

## Core values defined for the Fellowship

**Collaboration-** we work together to achieve common goals.

**Engagement-** we actively participate in all Fellowship activities, fostering a dynamic and collaborative environment.

**Respect -** we treat each other with respect and contribute to a working culture where people show one another mutual respect, consideration and understanding.

**Inclusion-** we respect diverse perspectives and are committed to creating an inclusive environment where everyone feels valued and heard.

**Responsibility-** we act responsibly to deliver a high-quality programme and to create a safe working environment for knowledge exchange.

**Scientific integrity-** we act with honesty and adhere to the highest ethical standards and practices in all our actions, including conducting and reporting scientific activities.

Throughout the fellowship, we are committed to contributing to a respectful, inclusive and supportive training environment where all participants feel respected and valued.

## General conduct/rules

### *Professionalism*

Professional behaviour is expected from all. This includes:

- punctuality, preparedness, and a positive attitude;
- honesty and ethical behaviour in all actions;
- open and inclusive communication, while avoiding imposing political views and opinions in workplace environments;
- respecting Fellowship and ECDC core values and guiding principles;
- recognising and respecting the roles of fellows and facilitators/coordinators/supervisors

### *Diversity and inclusion*

We foster a diverse and inclusive workplace where everyone should feel welcome. We encourage diverse perspectives and inclusive practices.

### *Communication*

- Open communication: open, honest, and respectful communication between all members, including fellows and facilitators is expected.
- Inclusive communication: use of an inclusive communication style that encourages teamwork and a supportive environment is expected. Avoid exclusive language and ensure everyone feels safe to express their views.
- Non-political communication: respectful discussion of political views is allowed. However, the use of Fellowship and workplace environments, such as offices, meetings, or professional events, as a platform to promote personal political opinions is discouraged in order to maintain a respectful and inclusive environment for everyone.

### *Confidentiality*

- Sharing of information: not all information is meant to be shared with everyone. Be mindful of sharing information that is personal and always check with the persons concerned if you are unsure. Think about how your statements affect the team and the participants of an organised module/activity.
- Confidentiality: do not share confidential or sensitive information without proper authorisation.

### *Building trust and teamwork*

- Supportive teamwork: promote supportive teamwork and build trust among members. Offer help and support to colleagues and be willing to collaborate.
- Common ground rules: establish common ground rules to ensure a cohesive and respectful environment. Adhere to agreed norms and practices.
- Feedback mechanism: ensure feedback reaches the appropriate person and is acted upon constructively. Provide feedback in a respectful and constructive manner.

### *Appropriate behaviour*

We have zero tolerance for inappropriate behaviour, harassment and discrimination of participants in any form e.g.:

- offensive comments and inappropriate use of language;
- discriminatory remarks based on race, gender, religion, sexual orientation etc.;
- any unwanted advances or comments of a sexual nature;

- engagement of facilitator/coordinator/supervisor in an intimate relationship with a fellow whilst in a supervisory role;
- any form of bullying or intimidation;
- gossip and slander, involving the spreading of rumours or false and damaging statements about others.

Use of illicit drugs is not allowed, and alcohol consumption should be moderate and responsible, especially during organised events and modules. Excessive drinking and any inappropriate behaviour related to alcohol use and drugs is unacceptable.

## Reporting complaints and consequences

A participant who feels they have experienced any form of inappropriate behaviour that violates the code of conduct may report the matter as follows:

- During a module or any other ECDC-arranged activity a complaint should be made to the module lead who can escalate to the Head of the Fellowship Programme if necessary. A complaint can also be made directly to the Head of the Fellowship Programme.
- Complaints related to events that have taken place during work at the training sites should be managed by the training site. The suggested reporting pathway will be defined by the training site, usually involving the fellow's supervisor and line-manager, as well as the human resources department at the site. Fellows can always approach the front-line coordinator and/or Head of the Fellowship Programme, if necessary.

### Non-retaliation

Threats, intimidation or any form of retaliation against a participant who has made a complaint or provided information to support the complaint in good faith are unacceptable.

### Consequences

- The module lead can take the appropriate steps to address a breach of the Code of Conduct. This can include a discussion to clarify the Code of Conduct.
- The module lead will inform the Head of the Fellowship Programme, who will decide on next steps, as necessary, and may also ask to hear from the parties involved. In serious cases, the consequences may include suspension or exclusion from the event (e.g. module, workshop).
- Everyone involved in the fellowship activities is bound by the rules and regulations of their employers and the laws of the country. A complaint can be conveyed to any responsible authority/person/human resources representative identified in the employer's rules. This can lead to disciplinary or other relevant action.

### Implementation and review

- For every Fellowship cohort there will be at least one session during which the Code of Conduct will be presented and discussed.
- Based on feedback and experience gained, the Code of Conduct will be revised on a regular basis.

## Acknowledgement the Code of Conduct

### Options to present to the fellows

- Website: include the Code of Conduct on the fellowship website and explain in the application process that by applying, fellows agree to follow it (planned for Q3-Q4 2025).
- Orientation: present the Code of Conduct during the first day(s) of the Introductory Course (planned for Cohort 2025).

### Acknowledgement options for fellows

- During the Introductory Course: circulate a template where everyone needs to confirm that they have read and understood the Code of Conduct (planned for Cohort 2025).
- Call for applications: the call for application will include a reference and link to the Code of Conduct (from Cohort 2026).
- Email confirmation: after the Specific Grant Agreement (EU-track fellows) has been signed by both the host site and ECDC, fellows are informed that they are able to start making logistical arrangements with the host site. At this time, ECDC will also share the Code of Conduct with the fellow and ask them to confirm, by replying to the email, that they have read and understood it before signing the contract with the training site (planned for Cohort 2026).
- For Member-State-Track fellows: once the Training Site Agreement has been signed by both the host site and ECDC, an email containing the Code of Conduct will be sent to the fellow asking them to confirm that they have read and understood it (planned for Cohort 2026).
- Administrative decision: the above procedure can be described in the administrative decision on the ECDC Fellowship Programme, linking to the latest version of the Code of Conduct (for Cohort 2026).

### Acknowledgement options for facilitators

- Expression of Interest (Eoi): include the Code of Conduct in the Eoi for module facilitation (planned for Q4 2025).
- Module leads: must contact facilitators that have not consented to the Code of Conduct through the Eoi, to confirm that they have read and understood it (refer them to the website).
- ECDC external coordinators: once the Specific Grant Agreement between the training site and ECDC has been signed, an email will be sent to the respective coordinator providing the Code of Conduct and asking them to confirm, by replying to the email, that they have 'read and understood' it.
- ECDC staff, including ECDC coordinators and administrators: follow up in the Staff Development Dialogue (SDD) (starting in Q1, 2026).
- EPIET Associated Programmes: the Programme Director is responsible for ensuring that supervisors and coordinators have read and understood the Code of Conduct.

## Glossary

**Psychological harassment** means any improper conduct that takes place over a period, is repetitive or systematic and involves physical behaviour, spoken or written language, gestures or other acts that are intentional and may undermine the personality, dignity, physical or psychological integrity of any person. Bullying is considered to be psychological harassment.

**Sexual harassment** means conduct relating to sex which is unwanted by the person to whom it is directed, and which has the purpose or effect of offending that person or creating an intimidating, hostile, offensive or disturbing environment. Sexual harassment may take different forms (physical, verbal, written or other), and involve persons of the same sex, or a different sex. Unlike psychological harassment, a single incident may constitute sexual harassment if it is serious enough.

**Discrimination** means any unfair treatment or arbitrary distinction based on a person's race, sex, gender, sexual orientation, gender identity, gender expression, religion, nationality, ethnic

origin, disability, age, language, social origin or other similar shared characteristics or traits. Discrimination may be an isolated event, affecting one person or a group of persons similarly situated, or may manifest itself through harassment or abuse of authority.