

Code of Ethics & Conduct for Faculty at TMU & Affiliated Institutions

Formulated and approved by the University Assembly on May 31, 2023

Amended by document No. 1120009469 TMU Xiao Ren Tze on June 15, 2023 for 14 articles

Article I (Purpose)

To foster an organizational culture of excellence, safeguard the goodwill of TMU and affiliated institutions (hereinafter referred to as the “Institutions”), enforce core values of honesty and integrity, and fulfill the Institutions' commitments to sustainable development, TMU hereby establishes the Code of Ethics & Conduct for Faculty at TMU & Affiliated Institutions (hereinafter referred to as the “Code”).

Article II (Definition of affiliated institutions)

The affiliated institutions as referred to in the Code are hereby defined as any affiliated institutions established in compliance with the TMU Articles of Association or those listed as affiliated institutions in the TMU Articles of Association.

Article III (Legal compliance)

Faculty at TMU and affiliated institutions are required to fulfill their job responsibilities while maintaining a rigorous and conscientious work attitude. Faculty members shall adhere to laws, regulations, and the Institutions' regulations and fully demonstrate a spirit of compliance.

Faculty members shall fulfill their roles fairly and in compliance with related laws and regulations as well as the Institutions' regulations. Differential treatment shall not be given to any organizations or individuals.

Article IV (Ethics)

Faculty members shall possess professional ethics, uphold integrity in the performance of their duties, abide by standards of probity and ethical requirements, safeguard the confidential information, assets, personal data of the Institutions, ensure information security, and prevent unlawful infringements in the workplace.

Faculty members shall express their opinions through any compliant means of communication and avoid engaging in any conduct that could damage the

reputation of the Institutions. They shall also refrain from participating in any unethical or illegal activities.

Faculty members are required to comply with this Code. Management at all levels are responsible for fully implementing and ensuring that colleagues understand, accept, and adhere to it.

Article V (Integrity)

Faculty members are required to ensure the authenticity of documents related to their work experiences and educational background, such as certificates, recommendation letters, IDs, professional certificates, qualifications, service certificates, and any other documents that may impact employment, promotion, or career advancement decisions.

Faculty members are obligated to faithfully fulfill their duties. They must not engage in any misconduct, such as abuse of authority or falsification for personal gain; any acts of abuse, embezzlement, misappropriation, or theft; or any actions that could harm or infringe upon the assets or interests owned or managed by the Institutions.

Faculty members are required to prepare and maintain the documents and records of the Institutions in accordance with relevant laws and regulations and regulations from the Institutions. They must ensure that the contents of the documents and records are complete, fair, and accurate.

Faculty members shall provide honest reports regarding their assigned duties and shall not deceive or withhold information from their supervisors.

Article VI (Assurance of probity)

When performing their duties, faculty members shall comply with the TMU & Affiliated Hospitals' Guidelines on Recusal from Faculty Members to Avoid Conflicts of Interest and the TMU & Affiliated Institutions' Guidelines on Managing R&D Outcomes from Industry-Academia Collaboration and Avoiding Conflicts of Interest. Faculty members shall also make necessary disclosures according to the Institutions' regulations or census and survey requirements.

Faculty members shall not engage in any of the following acts:

1. Abuse their positions to demand, expect, bribe, or accept bribes from third parties or engage in any other illicit activities for personal gains.
2. Act against their duties to pursue gains for themselves or a third party, directly or indirectly.
3. Persuade or coerce another faculty member to violate their job duties for personal gains or the benefit of a third party

Article VII (Ethical requirements)

Faculty members are required to comply with academic ethics, medical ethics, research ethics, admissions ethics, professional ethics, and any other ethical codes applicable to their respective professions.

Faculty members should demonstrate respect and inclusivity towards diverse individuals. They shall not discriminate against others based on race, nationality, political affiliation, sex, marital status, age, religion, sexual orientation, background, or any other factors. They must also avoid interfering with others' rights to exercise their beliefs and customs.

Article VIII (Confidential information)

Faculty members shall maintain the confidentiality of any information deemed confidential acquired through the performance of their job responsibilities, including the confidential information of third parties acquired through TMU activities. They are required to implement necessary confidentiality measures and adhere to the standards agreed upon in confidentiality agreements between the Institutions and third parties to ensure the secrecy of such information.

Except for uses relating to their job responsibilities, faculty members shall not disclose, convey, deliver, or transfer any confidential information of the Institutions to any third party, directly or indirectly, without prior written consent from the Institutions. This restriction applies both during and after employment. Faculty members are prohibited from attempting to access or obtain any confidential information that is not necessary for their job responsibilities. This includes, but is not limited to, attempting to decrypt or bypass security measures or passwords.

Faculty members shall report any potential leaks of confidential information or suspicious person to their management or responsible unit and take preventive measures as required by the Institutions.

Faculty members may, with the Institutions' approval, use the Institutions' instruments and equipment or other resources such as reports, audiovisual information, digital data, and other forms of records as required for fulfilling their job duties. The Institutions are still the owner of any lawful reproductions, copies, photocopies, transcriptions, excerpts, or translations of the aforementioned resources. Confidentiality obligations apply where confidential information is involved. Upon termination of employment, faculty members shall return any of such resources or their copies that were previously held or managed by the faculty members to the Institutions or an individual designated by the Institutions, or dispose of them in accordance with the Institutions' instructions.

In order to protect and respect the intellectual property rights of their former employers, faculty members shall not, while performing their duties, disclose or use any trade secrets obtained from their former employers.

Faculty members shall not publish any statements related to their job responsibilities under the Institutions' name without prior written authorization. Nor shall they participate in any activities outside the scope of their job responsibilities on behalf of the Institutions.

Article IX (Protection of assets)

Faculty members are obligated to protect the tangible and intangible assets of the Institutions and ensure their reasonable use.

Any work completed during their employment shall not infringe upon the intellectual property rights of others, through plagiarism, imitation, infringement, or reproduction. If any infringement of third-party intellectual property rights is discovered subsequently, implicated faculty members shall assist the Institutions in responding to the litigation and seeking alternative resolutions.

Within the scope of their job duties, faculty members may utilize the Institutions' intellectual property rights but may not grant authorization for any of the Institutions' intellectual property rights to any third party. In addition, faculty members may not disclose them to the public without permission. During or after their employment, faculty and staff members shall, upon the request of the Institutions, sign all necessary written documents and provide necessary assistance to enable the Institutions or designated persons to acquire patent rights, copyrights, or other statutory or contractual rights in any country. They shall provide relevant assistance as required by the Institutions in any litigation involving intellectual property rights related to their work.

Article X (Protection of personal information)

While performing their duties, faculty members shall acquire, handle, and use others' personal information as directed by the Institutions and only for the legal purposes specified by the Institutions.

Article XI (Maintaining information security)

Faculty members shall utilize information tools such as computers, equipment, or accounts provided by the Institutions to perform their duties but shall also comply with the following while using the aforementioned information tools:

1. Do not disclose the Institutions' confidential information or other information requiring confidentiality, when saving, receiving, sending, or producing any emails or other electronic documents.
2. Do not use the information tools to disseminate any statements that may damage the Institutions' reputations, share obscene messages, or serve other inappropriate purposes.
3. Attend information security training regularly to increase information security awareness and skills.

Article XII (Prevention of workplace misconduct)

Faculty members shall not engage in any unlawful activities in the workplace. They shall actively participate in education and training related to preventing workplace misconduct, including but not limited to sexual harassment, bullying, discrimination, and workplace violence. They shall also actively

promote education and awareness related to averting workplace misconduct.

Article XIII (Disciplinary measures)

Faculty members and researchers who violate this Code shall be subject to disciplinary proceedings by the College Teacher Review Committee. Other staff members shall be subject to the disciplinary measures specified by their respective institutions, in accordance with the rules and regulations on commendations and disciplinary measures.

Article XVI (Authorization)

The Code and its amendments shall become effective upon promulgation after being approved at the University Assembly.