



VEYRA INSTITUTE FOR APPLIED SCIENCES

Institutional Code of Conduct

Version 3.0 · Approved by the Board of Trustees, October 2025

Veyra Institute for Applied Sciences
Office of Research Integrity & Governance
integrity@veyra.example · +0 (200) 555-0140
Anonymous reporting: veyra.example/ethics-hotline
14 Aldermere Way, Arenfield AR-4400 · veyra.example · +0 (200) 555-0140



Preamble

The Veyra Institute for Applied Sciences exists to generate knowledge that is rigorous, reproducible, and genuinely useful. That purpose can be served only if every person associated with the Institute — researcher, student, staff, partner, or contractor — operates with integrity, honesty, and respect for others.

This Code of Conduct ('the Code') articulates the values that underpin life at Veyra, sets out specific expectations for research practice and interpersonal conduct, and describes the procedures through which potential breaches are reviewed and resolved. It applies to all persons engaged in activities at or on behalf of the Institute, regardless of employment status, seniority, or field.

The Code is reviewed biennially by the Board of Trustees. Questions or reports may be directed to the Office of Research Integrity & Governance at integrity@veyra.example, or anonymously via veyra.example/ethics-hotline.



1. Core Values

Integrity

We conduct all research, reporting, and professional interactions honestly. We do not fabricate, falsify, or selectively omit data or results. We acknowledge the contributions of others and do not misrepresent the state of knowledge or the significance of our own findings.

Excellence

We hold our work to the highest methodological standards and are our own most rigorous critics. We actively seek and engage with feedback, including negative results and replication failures. We treat scientific error as information, not failure.

Respect

We treat every person associated with the Institute with courtesy and dignity, regardless of role, background, nationality, gender, age, disability, or belief. We do not tolerate behaviour that demeans, excludes, or intimidates others.

Openness

We share our methods, data, and materials to the maximum extent permitted by ethics approvals, contractual obligations, and applicable law. We engage transparently with the public, media, and policymakers about what our research does and does not show.

Accountability

We accept responsibility for our actions and decisions. We report suspected misconduct, including our own errors, in good faith and without undue delay. We cooperate fully with any investigation conducted under this Code.



2. Research Integrity

The Institute adopts the principles of the Arenfield Framework for Research Integrity (AFRI 2021) and the Veyra Research Integrity Framework (VRIF-2025). The following practices constitute research misconduct and are prohibited:

- **Fabrication:** inventing data, results, images, or findings that were not obtained.
- **Falsification:** manipulating materials, equipment, processes, or data to produce a misleading result, including selective exclusion of data without justification.
- **Plagiarism:** presenting the words, ideas, data, or creative output of others as one's own without appropriate attribution.
- **Misrepresentation:** making false or misleading statements about qualifications, outputs, or the significance or state of the research.
- **Inappropriate authorship:** assigning authorship to persons who do not meet criteria, or withholding authorship from persons who do.
- **Undisclosed conflicts of interest:** failing to disclose relationships that might influence research design, conduct, or reporting.
- **Duplicate publication:** publishing the same dataset or results in more than one outlet without appropriate disclosure and cross-referencing.

Suspected research misconduct should be reported to the Research Integrity Officer (integrity@veyra.example). Complaints involving the Research Integrity Officer may be directed to the Office of the Director.

3. Authorship and Attribution

Authorship on Veyra-affiliated publications must be assigned according to the CRediT (Contributor Roles Taxonomy) framework. A person qualifies as an author if they meet all of the following (based on ICMJE guidelines, adapted):

1. Substantial contributions to conception, design, data acquisition, analysis, or interpretation of the work;
AND
2. Participation in drafting or critically revising the work for important intellectual content; AND
3. Final approval of the version submitted for publication, with accountability for the accuracy and integrity of the work.

All others who contributed should be acknowledged in the Acknowledgements section. Authorship may not be conferred as a gift, in exchange for funding, or as a result of seniority alone. Disputes should be referred to the Division Head and, if unresolved, to the Research Integrity Officer.



4. Research Data

All research data generated at or on behalf of the Institute must be managed in accordance with the Veyra Data Management Policy v3.1 and any applicable funder requirements. Key obligations:

- A Data Management Plan (DMP) must be prepared at the outset of every new project, using the Institute template at veyra.example/downloads.
- Primary research data must be stored in the Veyra Institutional Repository (VIR) within 90 days of collection. Raw data must not be deleted without written approval.
- Data supporting published findings must be retained for a minimum of 10 years after publication and made available to reviewers or investigators upon reasonable request.
- Personal data (human participant data) must be collected, stored, and processed in compliance with the Arenfield Data Protection Act (ADPA 2018). Ethics approval is mandatory before any collection of personal data.
- Open data sharing is encouraged and required by many funders. Publishable datasets should be assigned a VEYRA-DOI via the VIR portal before publication.

5. Dignity, Respect, and Harassment Policy

The Institute is committed to providing an environment free from harassment, bullying, discrimination, and victimisation. These behaviours are prohibited in all Institute contexts: on campus, at off-site events, in digital communications, at fieldwork sites, and at conferences attended in an Institute capacity.

Harassment includes: unwanted physical contact; unwanted verbal or written conduct of a sexual nature; conduct that demeans, intimidates, or humiliates a person based on a protected characteristic (including gender, ethnicity, nationality, disability, age, religion, or sexual orientation); and persistent unsolicited contact.

Bullying includes behaviour that persistently undermines, humiliates, or intimidates an individual, whether in person or digitally. Robust academic disagreement, constructive criticism delivered respectfully, and reasonable performance management are not bullying.

Persons who experience or witness harassment or bullying should report to the Dignity & Respect Officer (dignity@veyra.example) or anonymously via the Ethics Hotline. Retaliation against any person who makes a good-faith report is itself a serious breach of this Code.



6. Conflicts of Interest

A conflict of interest exists when personal, financial, or professional interests might — or might appear to — influence the objectivity of research, hiring decisions, peer review, or resource allocation.

All staff and students must disclose potential conflicts of interest to their Division Head and the Office of Research Integrity & Governance using the annual Disclosure Form at veyra.example/governance/coi. Disclosures are mandatory before: submitting a grant application, commencing a sponsored project, serving on a hiring panel, reviewing a manuscript or grant, and accepting paid consultancy or advisory roles.

Where a conflict is disclosed, the Director or nominee will determine the appropriate management action, which may include recusal from decisions, independent oversight, or withdrawal from the activity.

7. Enforcement and Procedures

A complaint or report triggers an initial review by the Research Integrity Officer within 10 working days to determine whether a formal investigation is warranted. If so, an Investigation Panel of three members (at least one external) is convened within 30 days.

The Panel will: gather relevant evidence; provide the respondent with a full statement of the allegations and the opportunity to respond; and produce a written report with findings and recommendations within 60 working days.

Outcomes may include: no case to answer; remedial action (training, supervision, procedural changes); formal reprimand; retraction of publications; referral to external bodies (funders, professional associations, regulators); or, in severe cases, termination of employment or enrolment.

Both complainant and respondent may appeal the Panel's findings to the Director within 20 working days of receipt of the report. The Director's decision is final within the Institute's procedures. Nothing in these procedures removes the right to seek redress through external legal or regulatory channels.

This Code was approved by the Board of Trustees, 14 October 2025, and supersedes all previous versions. Review date: October 2027. Contact: integrity@veyra.example