



Code of Conduct Amsterdam UMC

We are Amsterdam UMC

Amsterdam UMC is made up of its doctors, nurses, researchers and all the other employees, patients and students together. And our mission is that we *together develop tomorrow's healthcare today*. But we cannot do that alone. This is something we can only do with our partners: the hospitals across the region, the other university medical centres, our two universities, other partners across the region and researchers from all across the world.

The entire northwest region of the Netherlands is our workplace, with Amsterdam at its centre. Amsterdam is a city of so many different groups, and we have much to learn from each other and to give back to the community. This is a pioneering city, where we break new ground. We want our expertise and experience to make a real contribution to improving the world's health. We do this by expanding the frontiers of our knowledge, applying that knowledge, disseminating it and making it available for other care providers and to society as a whole. This is how we can make the best possible contribution to promoting health, preventing disease and improving treatments.

This ambition is driven by our core characteristics (Teamwork, Uniqueness, Leadership, Innovation, People; TULIP) and our core values (Inquisitive, Caring, Enterprising; ICE). All of which are explained in more detail in our [identity document](#). The core values are our shared beliefs, and they determine how we conduct ourselves: inquisitive, caring and enterprising. They are rooted in our ideals, our history and our view of the world. They are the driving force behind what we do. This code of conduct therefore describes how we interact with each other on the basis of these core values: what kind of conduct Amsterdam UMC expects from employees and where the boundaries are. Of course, this applies not only to our interactions with each other, but also with students, patients and others within Amsterdam UMC. All employees, and in particular managers, have a crucial role to play in ensuring that the code is respected. They are the representatives of our culture within the organisation and must therefore demonstrate exemplary behaviour.

Reader's guide

The code of conduct expands on the core values of inquisitive, caring and enterprising by means of several important themes:

1. Working together;
2. A safe and pleasant place to work;
3. Social safety;
4. Personal leadership;
5. Addressing issues, complimenting others and leading by example;
6. Using and sharing data;
7. Diversity and inclusion;
8. Integrity;
9. Network and working for third parties.

This code is mandatory, not optional, and there are limits to the conduct that we can tolerate. You will find the behaviours that we strive for at Amsterdam UMC categorised according to theme, as well as advice, guidelines and dilemmas from real-life practice, and you can also read where the boundaries are. Based on the core values and themes, the code of conduct begins with a summary of the behaviour that is expected at Amsterdam UMC and behaviours that are not tolerated within our organisation.



Please note that some of the links we refer to in this document are in Dutch. Feel free to ask your Dutch-speaking colleagues for help.



Summary: our behaviour should demonstrate the following principles:

- We respect each other and each other's boundaries.
- We are aware of our own influence on other people's behaviour.
- We listen to each other and we call each other to account.
- We are open to feedback, we adapt our behaviour where necessary and we give feedback to others.
- We look critically at the working environment around us: we monitor whether the workplace is safe and pleasant for ourselves and other people, on a physical and psychological level.
- We work together: We trust each other while working and we contribute to other people's work.
- We work actively on our own personal development and we contribute to changes and developments in the organisation.
- We handle confidential (patient and organisational) information with care.
- We are ambassadors for Amsterdam UMC and we act as such. We always bear in mind the interests of Amsterdam UMC in our network and when engaging in work for third parties.
- We do not discriminate against or exclude anyone, we seek to find possible unconscious biases to avoid inadvertent discrimination and exclusion. We strive for a safe environment, in which everyone can take part and feels included.
- We take an interest in each other, respect each other's differences and try to learn from each other.
- We behave with integrity. We carry out our work and our research carefully, impartially and independently.

What happens if you violate the code of conduct?

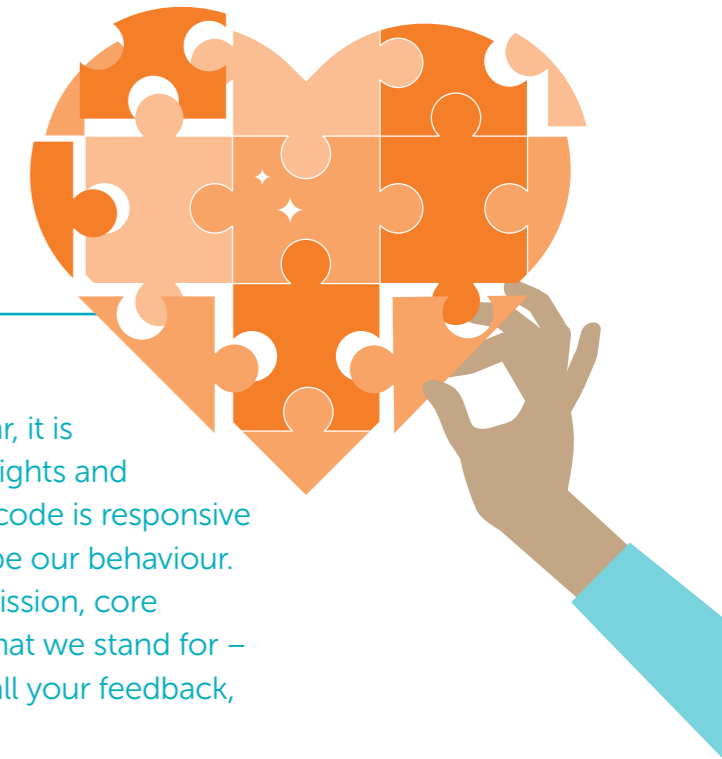
The code of conduct describes the behaviours that are associated with our core values. If you violate the code of conduct, this can have consequences. For example, disciplinary measures may be taken and in certain cases your employment may be terminated with immediate effect.

The following types of behaviour are in any case violations of the code of conduct and are unacceptable:

- Aggression (verbal, psychological or physical violence)
- Discrimination
- Exclusion
- Bullying
- Intimidation or sexual harassment
- Abuse of power
- Working while under the influence of addictive and/or narcotic substances
- Fraud
- Theft
- The falsification or fabrication of research results

Read more about unacceptable behaviour here:

[VUmc Policy on unacceptable behaviour](#) and [AMC Code of Conduct for Integrity](#). There you can read in more detail about what unacceptable behaviour is and where you can get support or ask questions. As soon as the harmonised Amsterdam UMC version is available, we will announce this on the intranet.



Your opinion counts!

The code of conduct is a 'living document'. Every year, it is evaluated, amended and supplemented with new insights and experiences contributed by all of us. This means the code is responsive to the latest developments while also helping to shape our behaviour. But its basic principles remain constant: our vision, mission, core characteristics and core values. Because these are what we stand for – what makes us Amsterdam UMC. As such, we value all your feedback, comments and suggestions.

Points for improvement, suggestions and additions are welcome via this [e-mail address](#).



CARING

Caring for others is an important motivator for all of us. It means that we interact with our patients and colleagues with enthusiasm and empathy. We care for patients who depend on us, giving them our knowledge, skills and attention. Employees also take care of each other and of themselves, and they think and act in the interests of the organisation. We also expect managers to connect with, encourage and support employees during times of change.

1. Working together

Working together is central to Amsterdam UMC's strategy. That applies both within Amsterdam UMC and in relations with external partners. Achieving our full potential means working together, because we can only achieve the best results together. Everyone has their own contribution to make on the basis of their particular area of expertise, and when we work together, we can share our knowledge. In principle, the interests of the team take precedence over those of the individual employee, and the interests of Amsterdam UMC take precedence over the interests of the team.

What does that mean in practice?

When it comes to working with others, it **is essential that we trust** each other. **Empathy** is of importance here: understanding that your behaviour affects other people, and vice versa. At Amsterdam UMC, we also believe it is important that you honour your commitments and take responsibility for your own behaviour. **That means that you are not abusing situations, roles or relationships.** And we also believe that colleagues should help and support each other where necessary, and celebrate successes together.



What if?

'I often have to work on my own, even though I don't have all the information I need. I find it difficult to ask for help, because I think that I should be able to find things out for myself.'

»» Asking for help is not a weakness, but a strength, because we can only achieve the best results together. Reach out and ask a colleague for the information you need, so that you can do your work properly. You can also actively share the information you have with other people.

'A colleague of mine is related to my manager. Sometimes that makes me feel like I'm not an 'equal' when I work with that colleague.'

»» Relationships between other colleagues should not affect your ability to do your job properly; nor should they lead anybody to feel they have a 'special' position. If you feel that a family relationship between colleagues (or any other type of relationship) is affecting your ability to work with them, you should mention that. That will give those colleagues the chance to take account of this, be more aware of their behaviour and make different choices.

You can find out more about collaboration on the HR pages on Leadership and Organisational Development:

- [Working together and team development](#) and [Leadership](#) (e.g. with tools)
- [GoodHabitz](#) modules on Teamwork.
- If you can't find a solution within your team or with your manager, you can also contact one of the [confidential advisers](#) or the [Ombudsman](#).

2. A safe and pleasant place to work

Amsterdam UMC strives to be a place where employees can work successfully. Everybody is entitled to a safe and pleasant place to work. A workplace that promotes the vitality and well-being of employees while they are at work, but also a place where you, your colleagues and managers are aware of unsafe situations. All these factors are part of ensuring that we can create a healthy and safe working and learning climate together.

What does that mean in practice?

All of us need to understand that we are all responsible for shaping our workplace together. A pleasant and safe workplace is the result of everybody's individual contribution. Together we can see more than we would alone, and so we ask you to **continue to be watchful when it comes to situations that arise in the workplace**. Be aware of how your work is affecting you psychologically. For example, keep an eye on your workload and make sure you can take a break when you need to. Remember that incidents at work can have a very real effect on you. Never underestimate this effect. Be aware of your physical safety too. **Check how safe your working environment is** regularly, and make sure you are following the latest protocols in your day-to-day work. Many common procedures (particularly those that involve risks to us or our patients) are subject to those protocols or guidelines. They are not

optional: all of us are expected to know them and to follow them. **Do not hesitate to speak** to colleagues and managers if you see that protocols or guidelines are not being followed. If protocols are unclear or difficult to find, then it is all the more important to get clear on them and **share them with colleagues**. Managers, in particular, are expected to play an active role in this and to encourage the sharing of important information.

We also believe it is very important for employees to raise concerns if they think something is not right – in the event of a dangerous situation, an incident or an accident at work. You can report your concerns either while the relevant situation is happening, or retrospectively. In this way, everybody at Amsterdam UMC can learn from incidents and prevent them from happening again.

Together, we can achieve a pleasant and safe workplace; together we can see more than we would alone. We therefore ask you to be watchful when it comes to situations that arise in the workplace.



What if?

'I recently had a very unpleasant experience with an aggressive patient, and since then I've been feeling uncomfortable alone with patients. I am very concerned about this because it is affecting my work. But I can't seem to get over it...'

»» It is important to take this kind of situation seriously. Being on the receiving end of aggressive behaviour can have a serious impact. Talk it over with somebody you know well, like a colleague or your manager. If you continue to feel this way, you can always seek short-term or longer-term professional support from the psychosocial support team.

'Even though I use the equipment available for lifting, I'm getting a lot of pain in my back and knees, and it's getting worse. What can I do about this?'

»» Your long-term health is important for you to be able to work in a healthy manner. You should talk to your manager about this and find a solution together. For example, you could have a workplace inspection carried out, additional equipment could be installed to help you, you could undergo training or treatment for your problems or you could look for another role that would suit you better.



You can read more about creating a safe and pleasant workplace here:

- There is a [range of support](#) with psychosocial issues available to employees
- Would you like to learn more about a physically and psychologically healthy lifestyle, or the best way to set up your workplace (including for those working at home)? You can read more about it [here](#).

- Learn how to deal with aggression from patients or visitors by undergoing aggression training (more information via agressietraining@amsterdamumc.nl)
- What were those safety rules again? The latest protocols and documents on working safely can be found on [K2](#).

3. Social safety

At Amsterdam UMC, we see social safety as a basic requirement for a workplace where employees take care of one another. In other words, you can only take care of colleagues and perform at your best in an environment where everyone feels safe and welcome, where everyone feels able to speak out, where everyone respects their colleagues and each other's boundaries and where compliments and feedback can be given. We also expect managers to lead by example in this respect.

What does that mean in practice?

You can contribute to social safety in the workplace and a learning environment by **adopting** an open and respectful attitude towards your colleagues.

That means being open to **feedback from others, and receiving that feedback** with respect. **Bullying, exclusion and abuse of power** are incompatible with social safety, and therefore unacceptable.



Everybody shares responsibility for social safety, and that means that you too have a role to play. If you witness unacceptable behaviour, say something

about it. Speak out, talk to people about their behaviour, support people who are being affected and report any abuses. Stand up for one another.

You can also let other people know what is important to you when it comes to feeling safe at work. Do not automatically assume that everybody else will be aware of this. If you are unable to resolve the situation, you can discuss the situation with your manager. They can look at the situation more objectively, from a different perspective, and help you find a constructive solution.

You can contribute to social safety in the workplace and a learning environment by adopting an open and respectful attitude towards your colleagues. Be open to feedback from others and receiving that feedback with respect.

What if?

'I often get the impression that my colleague is not happy, but I don't want to interfere.'

»» At Amsterdam UMC we like to take good care of our patients, but also of each other. Look out for other people, so that we are also aware of each other's well-being. Say what is on your mind, and ask your colleague whether your impression is right.

'I sometimes feel very intimidated by my PhD supervisor. But I don't want to say anything about it because I'm fearful about what could happen. After all, what if they don't believe what I say? My supervisor brings in a lot of money, so they would never do anything to undermine him. I've had to work so hard to get this PhD position and I don't want to lose it – but my supervisor's behaviour is really unacceptable.'

»» Your (social) safety always comes first, and any conduct that undermines it is unacceptable. It is understandable that you are concerned about the possible consequences of speaking out, but there are many options between doing nothing and losing everything. Do something: start by talking to your supervisor or manager, for example. It is also possible to seek help from someone you trust, such as a confidential advisor or the Ombudsman. They are easy to approach: everything you say will remain confidential if you wish, and you are not committed to any further steps. There are confidential counsellors for inappropriate behaviour / integrity, for AIOS/ ANIOS, academic integrity and also a confidential advisor especially for PhD students. There are also PhD advisors at the Doctoral School whom PhD students can always speak to.



You can find more information about social safety here:

- You can find all information [on this topic](#) on the theme page social safety, including where to go to for help or reporting issues.
- [VUmc's policy on unacceptable behaviour](#) and the [AMC Code of Conduct for Integrity](#), which describes what unacceptable behaviour is and where you can get support or ask questions.

- Training courses are available through [GoodHabit](#) and at location VUmc, [the VUmc Academy](#) can help you to start difficult conversations (for example, the GoodHabit module 'Zeggen waar het op staat').
- If you can't find a solution within your team, you can also contact one of the [PhD advisors at the Doctoral School](#), a confidential advisor or the Ombudsman.



ENTERPRISING

Enterprising means recognising the need for action and then taking action. With respect to the things we are doing well today, but will do even better tomorrow. With respect to what we don't know today but will find out tomorrow. With respect to responsibility, courage and the joy of forging new paths towards better healthcare.

4. Personal leadership

Amsterdam UMC works hard to provide a safe and pleasant environment in which to learn and work, where employees continuously take the initiative in their own professional development and continue to grow in relation to their environment. We call this 'personal leadership'.

What does that mean in practice?

Personal leadership occurs at the individual level, but also within your team and together with other teams, both inside and outside Amsterdam UMC. Every employee is expected to **take control of their own personal development and career**. You will also be supported by your manager, who will coach, encourage and challenge you. You can expect your manager to consult you regarding the changes **that are taking place** at Amsterdam UMC or in your field. And of course, managers also undergo development themselves and receive support for this. A vision and a leadership programme have been developed for this purpose. In short, personal leadership is about constant development ('lifelong learning'). But it also means **suggesting improvements** with respect to procedures that are sub-optimal, **devising new ways of working** and being open to the changes happening around you. In a world that is constantly changing, we need to change along with it.

You can find more information about personal leadership here:

- Want to learn new skills? Take a look at the online training courses from [GoodHabitz](#) or visit the learning portal to see what is available on location: [AMC](#) or [VUmc](#).
- The [career development team](#) is there to support you in your career choices.
- Specific career paths are being developed for nurses: [Nursing](#).
- The [Vision for Leadership](#) has been developed to help managers with their key responsibilities in this area.

What if?

'I would like to become a senior nurse. How do I go about this?'

»» Let people know. You can talk about your professional goals and ambitions at the annual review meeting (or at any other time). Ask for proper guidance and feedback. Other people may not be aware of which direction you want to develop in, so make this clear and agree on your development and career steps.

'I would like to discuss my professional development, but my manager never takes the first step by arranging an annual review meeting.'

»» Your development is important, so make it a priority. You can take the initiative yourself by planning an annual review meeting or asking your manager directly to do this. You can also gather feedback on your progress from other colleagues you have worked with.

'I encounter the same problems every day. It's very frustrating but we've been doing it this way for years.'

»» Enterprising at Amsterdam UMC includes taking responsibility for your own working methods. If you see the same problems happening time after time, or if you see opportunities for improvement, suggest these to your manager or whichever colleague is responsible for them.

5. Addressing issues, complimenting others and leading by example

To provide an environment in which everyone is able to learn and develop, it is essential that employees, especially managers, demonstrate exemplary behaviour and address acceptable and unacceptable forms of behaviour when they see it. For example, you can compliment colleagues when you think they have done a good job. Or address someone on not working while under the influence of addictive or narcotic substances, on fraud, unsafe behaviour, inappropriate behaviour or other issues.

What does that mean in practice?

Speak out when you see behaviour that is worthy of praise or that is unacceptable. Explain what behaviour you see as positive, and also communicate about behaviour that is not acceptable to you or which violates rules or procedures. Be **open to feedback**

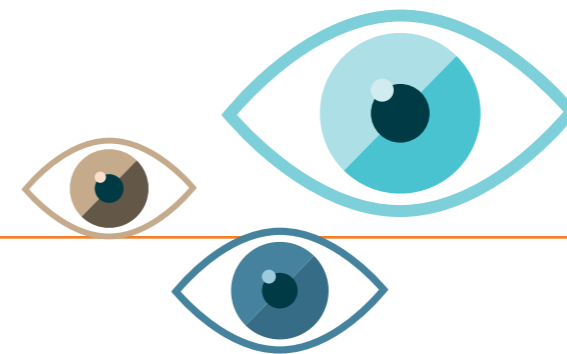
yourself and modify your behaviour if necessary. Be aware that your behaviour has an effect on other people, both positively and negatively. Good examples provide a great way forward. So don't forget to **praise positive behaviour too**.

Speak out when you see behaviour that is worthy of praise, or unacceptable behaviour. Explain what behaviour you see as positive, and also communicate about behaviour that is not acceptable to you or which violates rules or procedures.

What if?

'I think my colleague sometimes arrives at work drunk. I'm too scared to talk to him about it and I certainly wouldn't want to get him in trouble with our manager. But then again, I'm not sure if he can do his work properly if he's been drinking. What should I do?'

»» The most important thing is that we are expected to perform our work in a safe manner. Part of that means taking responsibility for arriving at work in a fit state for work at the start of our shift. **It is unacceptable to be under the influence of alcohol at work, and there is a zero tolerance policy regarding this.** You could talk about this with your colleague yourself, to find out if anything is wrong. You can also inform the relevant manager if you think it is necessary, or speak to a confidential advisor or the Ombudsman. In the end, this is important to the care we deliver and also in the interest of your colleague and his well-being.



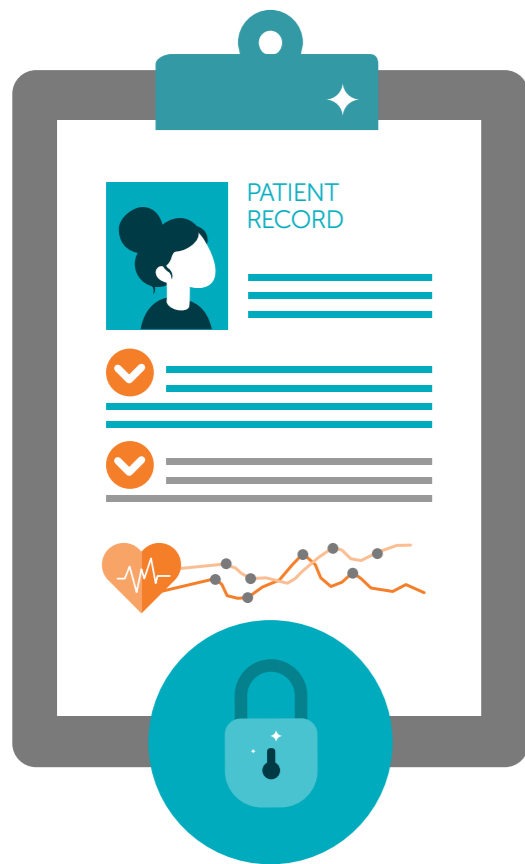
You can find more information addressing issues, and exemplary behaviour here:

- Follow the feedback training modules in [GoodHabitz](#).
- You can find information about problems with addiction [here](#)
- If you can't find a solution within your team or with your manager, remember that you can also contact one of the [confidential advisors](#) or the [Ombudsman](#).



6. Using and sharing data

At Amsterdam UMC, we want our expertise and experience to make a real contribution to improving the world's health. To achieve this goal, we need to use and share data. After all, we can only find out whether an intervention is effective by recording and evaluating the results. Handling data carefully means holding our employees to high standards: people's confidence in Amsterdam UMC is an enormous asset for us, and it is vital that we retain it.



What does that mean in practice?

Handle confidential information with **the utmost care**. This includes patient data, **research data**, staff data, and internal documents. Confidential information must remain confidential. We must all act in accordance with our **duty of professional confidentiality**. If something goes wrong, report it to your manager and the Data Protection Officer as soon as possible.



Confidential information must remain confidential. We must all act in accordance with our duty of professional confidentiality.

What if?

'I'm going to do some shopping. Can I leave my bag with my work laptop and telephone in the boot of my car for 15 minutes? Or should I take it with me?'

»» Never leave laptops, telephones, USB sticks or anything else that contains organisational data unattended. Make sure that nobody else can access them. As an employee of Amsterdam UMC, you are required to report any security incident or data breach to your manager, and to the Data

Protection Officer, immediately. By security incident we mean: an error or security lapse involving confidential data. This includes a lost or stolen USB stick, laptop or telephone, a hacking incident, malware on your device, a document left accidentally in a printer or a letter or e-mail that has been sent incorrectly. Protecting confidential data, including patient data, must always come first.



You can read more about using and sharing data here:

- Follow the mandatory e-learning module on [Privacy Protection and Data Security](#)
- All rules and guidelines regarding Privacy and Data Security, and also the contact details of the Data Protection Officer, can be found here: [AMC](#) or [VUmc](#)
- Policy, advice and support for the responsible handling of research data from [Research Support](#)



INQUISITIVE

Knowledge underlies all of our care, research and education activities. We want to find out what the problem is, and what we can do to help the patient. But being inquisitive means more than that. We also want to know who people are, how they live their lives, and how nature works. Because this will enable us to make more discoveries for tomorrow's healthcare.

7. Diversity and Inclusion

Wanting to know more about other people is part of who we are, and part of our city. Amsterdam is a highly diverse place – in terms of gender, age, religion, ethnicity, sexual orientation, culture, social background, literacy and socio-economic status. The same applies to Amsterdam UMC.

What does that mean in practice?

Diversity is about welcoming people and making sure they feel welcome, regardless of the differences between them. Amsterdam UMC wants to learn about all these differences, to include everybody, to eradicate discrimination and to ensure that its workforce is a good reflection of Amsterdam. Diversity in talents and backgrounds is the starting point. The first priority is: **never discriminate against or exclude anybody**, seek to find possible unconscious biases to avoid inadvertent discrimination and exclusion. We must all work hard to achieve a safe environment, in which everyone can take part and feels included. This is crucial to creating a safe environment and providing equal opportunities. We expect you to **speak out against unacceptable behaviour**, to try to resolve any **conflicts** and, if necessary, to try to **resolve** any problems with a manager or confidential adviser. An essential aspect of this is an **eagerness to learn about differences** and a willingness to **learn from others**. Because our differences make us so much stronger.



You can find more information about diversity and inclusion here:

- Amsterdam UMC has a Diversity & Inclusion team; you can see all initiatives they are working on here: [Diversity and Inclusion](#)
- You can also contact one of the [confidential advisers](#) or the [Ombudsman](#) for support.

What if?

'My colleague often makes jokes about women. I don't like that, but how do I know if it's just a joke or if he actually means what he says?'

»» It does not matter what he means: if he is making somebody else feel uncomfortable (whether it is you or another colleague), it is important to let him know that. Tell your colleague what effect these jokes are having, and ask him to take account of this. If the problem persists or you cannot find a solution together, your manager can help you.

'There are certain things that I see as discrimination, but that my colleague does not think are discrimination at all. How do I know what discrimination is?'

»» **Discrimination** is prohibited **by law** if it is based on religion, belief, political opinion, race, gender, nationality, sexual orientation, marital status, disability or chronic illness, age, working hours or type of employment contract. But not every distinction that is made between people is discrimination, under the law. For example, it is not discrimination if you are rejected for a nursing position because you do not have the required professional credentials (e.g. 'BIG' registration); however, it could be discrimination if you are rejected on the grounds of your sexual orientation, religion or country of origin. It is important that we all treat each other with respect and are open to other people's opinions. Other people may take a different view of discrimination to you, and they are entitled to do so. You should try to tolerate perspectives that are different from your own, but you can also apply the following rule of thumb: if somebody feels uncomfortable, they should be able to talk about that and start a conversation.



8. Integrity

At Amsterdam UMC, integrity is essential: we expect our people to act honestly, fairly and independently. That is important not only for us as individuals, but also for our work. Trust is vital for our activities in care, education and research.

What does that mean in practice?

Handle **confidential data** (including patient data) with integrity and only use it when you need to do so for your work. Do you think the rules are inadequate or unclear? Raise your concerns with your manager, a confidential adviser, or the Ombudsman. Many different interests need to be considered in each position.

Integrity **includes handling resources and materials responsibly and sustainably**. Amsterdam UMC aims to carry out its work in a way that minimises the impact on the environment. Be aware of this in your work: avoid waste and make suggestions for improvements to your manager.

When you **work on scientific research, you** should always remember that this involves specific requirements regarding integrity and due diligence. For example, it requires impartiality and independence, and a sense of responsibility for future generations of scientists. Another requirement is taking account of the conflicts of interest that may arise when working with commercial and other parties.

Fraud, theft, and the falsification or fabrication of data are unacceptable and will not be tolerated within Amsterdam UMC. If you have concerns about integrity issues, raise these with your manager, a confidential adviser for scientific integrity, or the Ombudsman. You can also **report the situation** through the official channels.



You should follow the rules as closely as possible and discuss any doubts with your manager. If you have concerns about integrity issues, raise these with your manager, a confidential adviser, or the Ombudsman.

What if?

'At Christmas, I was given a gift voucher and a bottle of wine by a commercial organisation which we may work with in the future. Should I have accepted it?'

»» All employees of Amsterdam UMC are expected to exercise restraint with respect to accepting gifts and gratuities. You should only accept these if the gift will not affect your independence and impartiality. If you are unsure, discuss the situation with your manager. If you do accept a gift or gratuity, you are expected to notify your manager of this.

'A friend phoned me to see if I could look at her patient records for her. She had forgotten exactly what the doctor said at their last consultation.'

»» This is not allowed under any circumstances. Unless you are treating a patient, or access to her file is necessary as part of your work, you cannot view any patient's file. Your friend will need to contact her doctor to ask for the information she wants.

'It would be a lot of fun to go to a fancy dress party dressed up as a doctor. Can my colleagues and I wear doctor's coats from Amsterdam UMC?'

»» No, company property (uniforms, materials, medicines, etc.) can only be used for work purposes and must be handled appropriately. This is to prevent damage or misuse.



Integrity is essential at Amsterdam UMC.

Activities such as fraud and theft are therefore unacceptable and will result in disciplinary action or dismissal. Rules regarding these subjects are important to ensure that we act with integrity at work. Below you will find a number of the rules that apply at Amsterdam UMC:

- The [Research Code](#) which provides information on matters such as the falsification / fabrication of data or research results and the rules on gifts from commercial partners
- ['Towards good value'](#) on valorisation: guidelines on how knowledge and expertise are made available
- Report a situation: [AMC](#) or [VUmc](#)

- Theft: [AMC](#) or [VUmc](#)
- Policy on whistle-blowers [AMC](#) or [VUmc](#)
- [Confidential advisor for Academic Integrity](#)
- [Sustainability: green healthcare community](#)

9. Network and working for third parties

Being inquisitive also involves being curious about others and different ways of working. And about collaborating with other people and finding ways to achieve better results. That does not stop at the door of Amsterdam UMC. Our employees are also enterprising when it comes to expanding their network, both inside and outside Amsterdam UMC. This can mean that employees work for third parties alongside their work for us.

What does that mean in practice?

It is important that employees always keep the interests of Amsterdam UMC in mind, regardless of the context. As an employee, you are always – consciously or unconsciously – an ‘ambassador’ for Amsterdam UMC. We therefore ask you to be **mindful of this**. The same applies when you post something on social media, such as Facebook, Instagram or

LinkedIn, or if you are attending a conference or other occasion as an Amsterdam UMC employee. It is also important to declare your work for third parties, as described in the relevant regulations. This way, we can all help uphold standards of professionalism at Amsterdam UMC.



You are always – consciously or unconsciously – an ‘ambassador’ of Amsterdam UMC. The same applies if you are posting something on social media, such as Facebook, Instagram or LinkedIn, or if you are attending a conference or other occasion as an Amsterdam UMC employee.

What if?

‘I’ve been asked to work as a consultant at a pharmaceutical company a few hours a week. How should I declare this?’

»» The basic principle is that you should always discuss this kind of work with your manager in advance. This helps to avoid any conflicts of interest. If the work could affect the interests of Amsterdam UMC and/or the way you do your job, you also need to obtain explicit permission to do it. You can find out more about this in the collective labour agreement for UMCs and the Regulations on Working for Third Parties.



You can find out more about Network and Working for third parties here:

- Information on how to handle working for third parties can be found in the [Regulations on Working for third parties](#) under Article 9.3 of the [Collective labour agreement for UMCs](#) and in the [Research Code](#) (section 11: Conflicts of Interest).
- [GoodHabitz](#) on networking (for example the module ‘LinkedIn for professionals’ and ‘The elevator pitch’)
- [Guidelines](#) for social media



Amsterdam UMC
Universitair Medische Centra

Amsterdam UMC

This is who we are.

This is what we want to do for our city and society.

This is what we want to be.