



Our Code of Conduct

ETH DEC and NADEL code of conduct

Last updated: March 2022

Ecological Code of Conduct

HEATING

- We keep windows closed during heating periods.
- We turn radiator valves down to a minimum when nobody is in the office.

ELECTRICITY

- We switch off the light when nobody is in the room.
- We switch off the light when daylight is sufficient.
- We shut down our computers when we leave work.

KITCHEN

- We don't waste food.
- We drink tap water, not bottled mineral water.
- We recycle PET, glass, and aluminium.
- We use reusable containers for takeaway meals (available in the kitchen).
- We offer only tap water at workshops we host.
- NADEL/DEC only offers vegetarian food at events.
- NADEL/DEC purchases bio-certified milk and sugar.
- NADEL/DEC purchases Fairtrade coffee and sugar.

PAPER

- We print double sided and in black/white.
- We print on recycled paper and recycle old documents.
- We minimize printing.
- We purchase eco-friendly office materials.

TRAVEL

- We take the train for journeys shorter than eight hours.
- We limit flights overseas. We only fly when there is no other way to do the task and we need to spend at least three nights abroad.
- NADEL/DEC pays for the emissions created by our flights.

OUR FOCUS

The focus of our research and teaching activities is to contribute to a better living standard worldwide. In this spirit, the NADEL – Center for Development and Cooperation and the Development Economics Group (DEC) follow a code of conduct in our daily work, with the objective to always act responsibly towards people and the environment.

WE ALSO ADHERE TO THE FOLLOWING ETH ZURICH CODES OF CONDUCT:

- [Guidelines on Scientific Integrity](#)
- [Code of Conduct for Scientific Cooperation](#)
- [Respect Code of Conduct](#)
- [Environmental Policy and Targets](#)

Social Code of Conduct

CORE PRINCIPLES

- We appreciate diversity and cooperation.
- We treat everybody with the utmost respect.
- We try to support each other and our students at all times, especially when we are asked for help.
- We go the extra mile.

OUR OPPORTUNITIES

- NADEL/DEC covers the cost of German courses for non-German speakers to ease integration into Zurich life.
- Children are always welcome in our building.
- We can always stay home to care for a sick family member.
- We can take one month unpaid leave per year WITHOUT a reason (but must be announced six months prior).
- We can always spend a semester at another university.

OUR COMMITMENT

- NADEL members take at least one didactics course per year to improve our teaching skills.
- For transparency, we try to make most final decisions (that concern more than one team member) at team meetings.
- We accommodate and support students with physical or psychological challenges.
- When a conflict arises, we address it immediately and directly with those involved.
- We respect each other's time and office space.
- We use inclusive language
- When we are sick, we stay home and rest (and notify the NADEL/DEC administration).
- We take our holidays.
- We all clean the kitchen and do not leave dirty dishes.

OUR ACTIVITIES

- We each organize a group social event every three years.
- We all go out for lunch individually with new team members within their first three months of work.

Research Code of Conduct

RESEARCH ETHICS

- For human subjects research, we obtain ethical approval from the ETH Ethics Commission as well as an ethical commission in the country where we are doing research.

PARTICIPANTS IN RESEARCH

- We follow the NADEL/DEC security and safety research code of conduct during research for our own safety.
- We ensure the people we work with are safe and secure.
- Data collectors/other research staff are always given a contract that clearly states the terms of employment.
- We are fully vaccinated for COVID-19 before conducting research that includes face-to-face interaction with people.

SHARING RESEARCH

- We share research results with study participants.
- We ensure that anyone can reproduce our published results. If there are no privacy barriers, anyone should be able to re-run our analyses and learn from them.
- We make data publicly available (barring privacy restrictions) once scientific papers have been published.
- We pay for open access publication.
- We share research results with the general public (e.g., blog posts, videos, policy briefs, media).

INTERNATIONAL COLLABORATIONS

- NADEL/DEC covers the cost of a professional security and safety course for research.
- When working abroad, we make every effort to involve researchers from the country from the start of the project.
- When traveling abroad, we make our own travel arrangements.
- If we are hosted abroad by a researcher, we invite our host or their student to Switzerland for an exchange.
- Papers based on collaborative work should include all researchers involved as co-authors, so long as they contribute to one major step of the research and the final manuscript.



ADDITIONAL REFERENCES

Swiss Commission for Research Partnerships with Developing Countries (KFPE). "A Guide for Transboundary Research Partnerships: 11 Principles." Swiss Academy of Science, 3rd Edition. [LINK](#).

European Institute for Gender Equality. 2022. "Gender-sensitive communication." [LINK](#).

Tilley, Elizabeth, and Marc Kalina. 2021. "My Flight Arrives at 5 Am, Can You Pick Me Up?: The Gatekeeping Burden of the African Academic." *Journal of African Cultural Studies* 33 (4): 538–48. <https://doi.org/10.1080/13696815.2021.1884972>.

Amarante, Verónica, Ronelle Burger, Grieve Chelwa, John Cockburn, Ana Kassouf, Andrew McKay, and Julieta Zurbrigg. 2021. "Underrepresentation of Developing Country Researchers in Development Research." *Applied Economics Letters* 00 (00): 1–6. [LINK](#).