



Our Code of Conduct

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.

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.

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

- [Guidelines on Scientific Integrity](#)
- [Code of Conduct for Scientific Cooperation](#)
- [Respect Code of Conduct](#)
- [Energy Efficiency Guidelines](#)

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](#).

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.

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