



Mitacs Globalink Research Internship Code of Conduct and Ethics

By accepting an internship with the Mitacs Globalink Research Internship program, it is important to remember that you will be representing Mitacs, as well as your home country and institution, while you are at your host academic institution in Canada.

In this document, “Globalink Research Intern” refers to you — the individual who was accepted to participate in the Mitacs Globalink Research Internship program.

The “Host Institution” refers to the academic institution in which you — the Globalink Research Intern — are doing your research internship. Mitacs Globalink will be referred to as the “Program”.

The policy below outlines or describes:

- The behaviours, attitudes, and general conduct expected by Mitacs
- The types of misconduct and breaches of laws and safety codes which are subject to investigation, discipline, and expulsion from the Mitacs Globalink program

The Mitacs Globalink Code of Conduct and Ethics applies to the entire duration of your internship. This includes conduct that occurs during your time on campus at your Host Institution, at Mitacs-sponsored events, as well as at virtual, off-campus and recreational events that have the potential to adversely affect Mitacs, Mitacs’s reputation, and/or the pursuit of Mitacs’s objectives.

At no time does this Code of Conduct and Ethics supersede or cancel out any code of conduct and ethics, in part or in full, authorized and required by your Host Institution. Wherever this agreement overlaps with the code of conduct and ethics of a Host Institution, the code of conduct and ethics of the Host Institution shall prevail.

Below is Mitacs’s Code of Conduct and Ethics, a set of rules and regulations each Globalink Research Intern is required to understand and agree to prior to conducting their research internship.

i. CODE OF CONDUCT AND ETHICS

1. You are expected to comply with the research schedule set out by your host professor. The typical schedule includes a 40-hour work week, five days a week (Monday to Friday).
 - a. The only reason for excusing yourself from a scheduled research day is if you are ill. You may not miss a research day without advising your host professor/research team. Keep in mind Mitacs may invite you to attend Training courses or industry events during work hours. While we try our best to schedule these outside work hours, sometimes this is not possible. You must

ask your host professor for permission to attend such events if they occur during regular working hours. Host professors are notified that this is a component of the Program.

- b. Any dishonesty towards your professor or fellow research team members as to why you are missing research days will not be tolerated.
2. As you have been selected for your assigned research project in a competitive process, you are expected to work to the best of your ability and to put forth your best effort. The Globalink Team will check in with your host professor regularly to ensure he/she is satisfied with your efforts.
3. You are expected to complete any and all assignments given to you by your host professor before finishing your internship and returning to your home country.
4. You are expected to follow the rules, safety procedures, and regulations of your Host Institution.
5. You are to treat your host professor, research team, Mitacs staff and contractors, industry liaisons, and Host Institution staff with professionalism, cooperation and respect.
6. We strongly encourage you to participate in all events that the Mitacs Globalink program makes available to you. This includes, and is not limited to, the Mitacs Training courses and webinars on professional development topics, social events, and other industry- and government-related tours and/or information sessions. However, please ask your host professor for permission if these events occur during your regular work hours. Any dishonesty regarding attending Mitacs-sponsored events and missing research work will not be tolerated. Host professors must agree to Globalink Research Interns missing work to participate in such events.
7. You are expected to report any concerns regarding your internship to Mitacs immediately.

ii. COMPLIANCE WITH APPLICABLE LAWS

You must comply with all applicable Canadian federal, provincial, territorial, and municipal laws, including, without limitation, statutes, regulations, by-laws, rules, ordinances, and decrees.

Failure to follow these rules may result in consequences such as Mitacs contacting a Globalink Research Intern's home institution and/or referring professors, and the possibility of the Globalink Research Intern being expelled from the Program and being asked to return to the country of departure at the Globalink Research Intern's expense, at any point during the internship.

iii. MISCONDUCT SUBJECT TO DISCIPLINARY ACTIONS

General misconduct

1. Any Globalink Research Intern found to have committed, or to have attempted to commit, the following types of misconduct is subject to the disciplinary actions outlined in this and all other Mitacs policies. Acts of dishonesty, including but not limited to:
 - a. Providing false information to any Mitacs employee, or the employees, faculty members, and officials of the host institution

- b. Forgery, alteration, or misuse of any document, record, or instrument of identification
 - c. Misrepresentation or falsification of identity
- 2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings or other Mitacs activities, including functions on and off the campus of the host institution.
- 3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health, security, or safety of any other person.
- 4. Attempted or actual theft and/or damage to property of Mitacs and/or the property of the Host Institution or affiliated organization(s), including but not limited to accommodations, research space, public space and communal areas.
- 5. Attempted or actual theft and/or damage to property belonging to another Mitacs-sponsored Globalink Research Intern and/or a student of the Host Institution.
- 6. Violation of any federal, provincial, or municipal laws or statutes.
- 7. Unauthorized possession, duplication or use of keys to any premise belonging to Mitacs or the host institution.
- 8. Use, possession, manufacturing or distribution of all drugs including but not limited to marijuana, heroin or other controlled substances except as expressly permitted by law.
- 9. Use or possession of open alcoholic beverages, manufacturing or distribution of alcoholic beverages, or public intoxication. Alcoholic beverages may not, in any circumstances, be used by, possessed by, or distributed to any person who has not reached the legal age for such activity in the province of your Host Institution.
- 10. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals.
- 11. Participation in a disorderly on-campus or off-campus demonstration, or riot.
- 12. Conduct that is disorderly, lewd, or indecent; conduct that violates the privacy of other persons; breach of the peace; or aiding, abetting or procuring another person to breach the peace.
- 13. At no time may any Globalink Research Intern participating in the Program leave the country of Canada without first contacting and receiving the approval of Mitacs.

iv. VIOLATIONS OF LAWS OR CODES

Violation of this Code of Conduct and Ethics may result in the following disciplinary proceedings or any deemed appropriate by Mitacs or your Host Institution:

- 1. Investigation into the alleged violation
- 2. Removal from Mitacs premises and/or the premises of the Host Institution
- 3. Exclusion from Mitacs events
- 4. Upon charges of theft or damage to the assets of Mitacs, the Host Institution and/or any affiliated organization, the withholding of funds as necessary to replace or restore the asset to the state known prior to the violation

5. Immediate expulsion from the Program and subsequent return to the country of departure, at the Globalink Research Intern's expense
6. Criminal charges as set out in the Criminal Code of Canada

When a Globalink Research Intern is charged with conduct that potentially violates any of the following:

1. The Criminal Code of Canada
2. Mitacs Inc.'s Code of Conduct
3. The Host Institution's code of conduct and ethics

Mitacs Inc.'s disciplinary proceedings may be instituted against the Globalink Research Intern without regard to the timing or outcome of civil or criminal litigation in court, criminal arrest, and prosecution.

v. BREACHES OF SAFETY STANDARDS OR CODES

At all times, participants in the Mitacs Globalink program are subject to any and all safety standards and procedures adopted by their Host Institution.

Globalink Research Interns are responsible for their own safety, and for the safety of others who may be affected by their behaviour. Disciplinary actions may proceed against a Globalink Research Intern charged with violating safety codes, or with other unsafe conduct that could harm or potentially harm the Globalink Research Intern, other persons, or the facilities and equipment of the Host Institution.

I have also read the Terms and Conditions of the Globalink Research Internship program here: <https://www.mitacs.ca/en/mitacs-programs-terms-and-conditions>.

I hereby swear that I have read the above Code of Conduct and Terms and Conditions and agree to abide by the rules, regulations, and policies as set out in this document and acknowledge that I am subject to all disciplinary procedures as noted above and as set out in the Criminal Code of Canada.

By reading this agreement and clicking the "Yes" and "Confirm Decision" buttons, I acknowledge and agree to all of the terms and conditions set out in the above agreement with Mitacs Inc.