

FLEX<HYON

D1.2 FLEXHYON's Code
> of Conduct and <
Quality Management
Standards

D1.2 FLEXHYON's Code of Conduct and Quality Management Standards

Document Manager:	Paolo Chiariotti	BENEFICIARY	POLIMI
-------------------	------------------	-------------	--------

Project Title:	Flexible hybrid electrical systems for sustainable process intensification on-demand and where required
Project Acronym:	FLEXHYON
Contract Number:	101192990
Call:	HORIZON-CL5-2024-D4-01
Topic:	HORIZON-CL5-2024-D4-01-03 Alternative heating systems for efficient, flexible and electrified heat generation in industry
Project Coordinator:	Politecnico di Milano - POLIMI
WP Leader:	POLIMI

Document ID n°:	FLEXHYON_D1.2	Version:	FINAL
Deliverable:	D1.2 FLEXHYON's Code of Conduct and Quality Management Standards	Due Date:	30/06/2025
		Submission Date:	31/07/2025
Dissemination Level:	PU - PUBLIC	Lead Partner:	POLIMI
Deliverable short description	This document outlines the FLEXHYON Code of Conduct and Quality Management Standards. It details the ethical principles and standards that direct the actions of all participants in the FLEXHYON project, as well as the processes in place to maintain quality. This deliverable provides an account of the regulatory principles as established by the consortium during the project's initial six months.		

Approval Status	
Checked by: (WP Leader; Quality Team)	Beatriz Garcia Banos (UPV - Quality Team); Alfredo Cigada (POLIMI - Quality Team); Luis Saul Esteban Pascal (CIE - Quality Team)
Approved by: (Coordinator; Quality Team)	Paolo Chiariotti (POLIMI - Coordinator); Beatriz Garcia Banos (UPV - Quality Team); Alfredo Cigada (POLIMI - Quality Team); Luis Saul Esteban Pascal (CIE - Quality Team)

MAIN AUTHORS

Paolo Chiariotti, POLIMI

CONTRIBUTING PARTNERS

NAME	COMPANY/ORGANIZATION	ROLE/TITLE
Paolo Chiariotti	POLIMI	(COO), WP1, WP6, WP11 Leader
Emanuele Zappa	POLIMI	WP8 Leader, DMT
Łukasz Wilczyński	ASM	WP5, WP9, WP10, WP16, WP17 Leader, DMT
Gian Marco Revel	UNIVPM	WP4 Leader, DMT
Irene Mediavilla Ruiz	CIE	WP15 Leader, DMT
Luis Guaita	KER	WP2, WP12 Leader, DMT
Eduardo Brau	CEIN	WP7 Leader, DMT
Beatriz García Banos	UPV	WP3 Leader, DMT
Morgan Gohin	ROU	WP14 Leader, DMT
Pedro Pablo Pelin	JARPIL	WP13 Leader, DMT

REVISION AND HISTORY CHART

VERSION	DATE	EDITORS	COMMENT
0.0	02/06/2025	Paolo Chiariotti	First version with Table of Content
0.1	10/07/2025	Paolo Chiariotti	Version sent to QT for revision
0.2	31/07/2025	Paolo Chiariotti	Final Version

DISCLAIMER

The information in this document is subject to change without notice. Company or product names mentioned in this document may be trademarks or registered trademarks of their respective companies.

All rights reserved

The document is proprietary of the FLEXHYON consortium members (GA 101192990); HORIZON CL5-2024-D4-01-03. No copying or distributing, in any form or by any means, is allowed without the prior written agreement of the owner of the property rights.

This document reflects only the authors' view. The European Community is not liable for any use that may be made of the information contained herein. Responsibility for the information and views expressed in the therein lies entirely with the author(s)



Co-funded by
the European Union



TABLE OF CONTENTS



LIST OF TABLES:	ii
LIST OF FIGURES:	ii
1 INTRODUCTION	1
1.1 Objective and scope of the document	1
1.2 Structure of the deliverable	1
1.3 Interaction with other tasks	1
2 GENERAL BACKGROUND AND CONTEXT	3
3 CODE OF CONDUCT	4
3.1 Introduction	4
3.2 Core Values	4
3.3 Good research practice	4
3.4 Responsible use of Artificial Intelligence	5
3.5 Compliance and Enforcement	6
3.6 Practical Language	6
3.7 Practical Examples	7
4 QUALITY MANAGEMENT STANDARDS	9
4.1 Quality Team: Roles and Responsibilities	9
4.2 Quality Management System	10
4.2.1 Quality Assurance (QA)	10
4.2.2 Quality Control (QC)	10
4.2.3 Tracking and Documentation	12
5 CONCLUSIONS	14
REFERENCES	15
GLOSSARY	16

LIST OF TABLES:

Table 1 - Example of scenarios for enforcing FLEXHYON's Code of Conduct Values	7
Table 2 - Example of scenarios not complying with FLEXHYON's Code of Conduct	8

LIST OF FIGURES:

Figure 1 - Relation of Tl.4 to other tasks.....	2
Figure 2 - FLEXHYON Document Quality Control process.....	11
Figure 3 - FLEXHYON Document Revision and History Chart	12
Figure 4 - FLEXHYON project Share Point	13
Figure 5 - FLEXHYON Deliverable tracking sheet	13

➤ 1 INTRODUCTION

1.1 OBJECTIVE AND SCOPE OF THE DOCUMENT

This document describes the FLEXHYON Code of Conduct and Quality Management Standards. It serves as a document regulating the ethical principles and standards that guide the behavior of all participants in the FLEXHYON project, as well as outlining the processes adopted in the project to ensure quality. The present deliverable represents the status of the regulatory principles, as established by the consortium during the first six months of the project. The Quality Team (QT) will conduct an internal revision of the document every six months to ensure the continued validity of its contents. Should major revisions be necessary, the document will be formally updated, even if such updates were not initially foreseen in the Grant Agreement [1].

1.2 STRUCTURE OF THE DELIVERABLE

This deliverable is structured into four sections:

- General background and context → Section 2;
- Code of Conduct → Section 3;
- Quality Management Standards → Section 4;
- Conclusions → Section 5.

Section 2 and Section 5 provide, respectively, the general context in which the document is operating and the main conclusions.

Section 3 describes the **Code of Conduct of the FLEXHYON project**. The Code of Conduct serves as a document establishing clear ethical standards for all project participants, promoting integrity, transparency, and respect. By defining expectations for behavior, it fosters a collaborative environment based on trust and accountability, ensuring the project's values and mission are upheld throughout its duration.

Section 4 reports the **FLEXHYON Quality Management Standards**, i.e., it describes the framework designed to ensure that all project activities and deliverables are executed to the highest quality standards.

1.3 INTERACTION WITH OTHER TASKS

The deliverable D1.2 refers to Taks T1.4. "Quality Management". The primary interaction with other tasks involves T6.4 for Phase II and T11.4 for Phase III of the project, respectively (Figure 1). The goal of these tasks is to ensure that the FLEXHYON project maintains high quality standards and that participants comply with the project code of conduct as outlined in this document. The QT will conduct an internal review of this document every six months until the completion of the project.

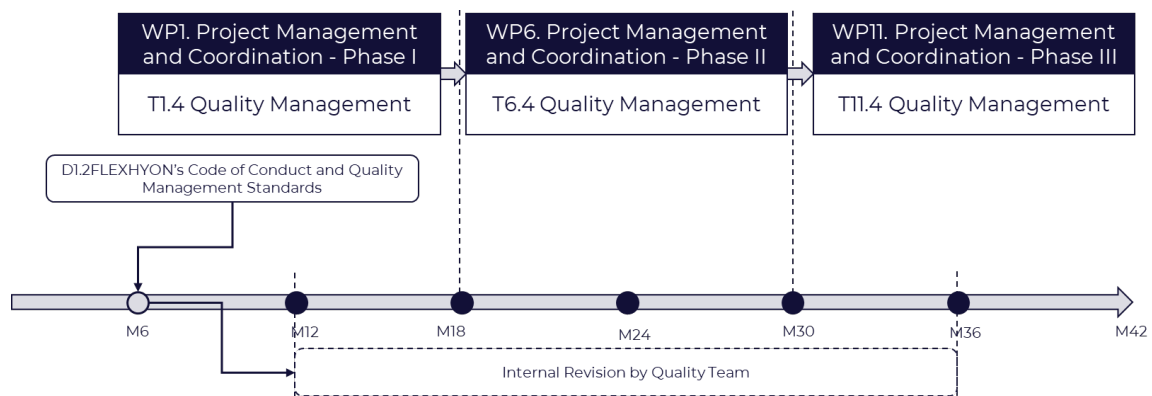


Figure 1 - Relation of T1.4 to other tasks

2 GENERAL BACKGROUND AND CONTEXT

FLEXHYON aims to enhance energy efficiency in industry and reduce carbon emissions by integrating fully electrified heating systems - microwave, heat pumps, and ultrasound - into three key industrial processes: ultrafast drying of compact material, drying of granular materials, and distillation/extraction of ground material.

The project will develop and demonstrate three optimized prototypes in ceramics, feed production, and biomass industries. Their environmental, technical, and economic impacts will be assessed through LCA (Life Cycle Analysis) and LCC (Life Cycle Costing), ensuring safety and performance validation. Market strategies will support scalability, transferability, and commercialization through tailored business models.

By replacing fossil fuel-based heating, FLEXHYON solutions will improve energy efficiency, lower GHG emissions, and enhance production flexibility. The project brings together nine partners covering the entire technical value chain and includes dissemination efforts to promote alternative heating solutions and their industrial benefits.

A robust Code of Conduct and effective Quality Management Standards, as detailed in D1.2, are vital for maintaining research quality, ethics, and compliance with European regulations.

3 CODE OF CONDUCT

3.1 INTRODUCTION

The Code of Conduct outlines the ethical principles and standards that guide the behavior of all participants in the FLEXHYON project. It ensures that all activities are conducted with integrity, transparency, and respect by all the FLEXHYON beneficiaries, in full compliance with ARTICLE 14 — ETHICS AND VALUES of the FLEXHYON Grant Agreement [1].

The FLEXHYON project's Code of Conduct acts as the cornerstone for ethical, professional, and collaborative engagement among all partners and participants. It establishes a shared understanding of the principles, behavioral expectations, and values that guide actions throughout the project's lifecycle. By fostering a transparent, respectful, and accountable environment, the Code of Conduct seeks to build trust, ensure fair treatment, and promote a culture where issues are addressed constructively, and the project's mission is protected.

3.2 CORE VALUES

At the heart of FLEXHYON, and in full compliance with the articles of the project Grant Agreement [1], are the following **core values**, which inform decision-making, research practice, and collaboration:

- **Integrity:** Upholding honesty, fairness, and responsible conduct in all project activities. Members are expected to avoid conflicts of interest and to report any unethical behavior promptly.
- **Transparency:** Sharing information openly about processes, decisions, results, and setbacks. Transparency extends to data management and the rationale for research directions.
- **Respect:** Valuing diversity of expertise, opinions, and backgrounds. This includes a commitment to fairness, non-discrimination, and creating space for all voices to be heard in discussions and decisions.
- **Collaboration:** Encouraging teamwork and cross-disciplinary exchange. FLEXHYON fosters an environment where knowledge, responsibilities, and credit for achievements are shared openly among members.
- **Excellence:** Pursuing the highest standards in research, innovation, and project management. Members are encouraged to seek continuous improvement, welcoming constructive criticism, and benchmarking against best practices.

3.3 GOOD RESEARCH PRACTICE

The FLEXHYON Code of Conduct is explicitly harmonized with The European Code of Conduct for Research Integrity [2]. The principles and good research practices outlined in the European Code serve as a foundation for FLEXHYON's ethical and scientific

culture. Key guiding principles include:

- **Reliability:** Ensuring the quality of research, reflected in design, methodology, analysis, and use of resources.
- **Honesty:** Conducting and communicating research in a transparent, fair, full, and unbiased manner.
- **Respect:** Recognizing the rights and dignity of colleagues, research participants, society, ecosystems, and cultural heritage.
- **Accountability:** Assuming responsibility for the research from conception to publication, including management, supervision, and societal impact.

FLEXHYON's research practices will follow these principles, ensuring that all activities are legally compliant, ethically sound, and in line with both national and international standards.

To support integrity and quality, FLEXHYON embraces the good research practices described in the European Code:

- **Research Environment:** Promoting awareness and incentives for a culture of research integrity. Creating an environment of mutual respect and inclusivity, free from undue pressure.
- **Training, Supervision, and Mentoring:** Ensuring rigorous training in research design, methodology, and research integrity for all team members.
- **Research Procedures:** Designing, executing, and documenting research carefully, transparently, and ethically, with attention to diversity among participants.
- **Safeguards:** Complying with legal, ethical, and safety provisions for participants, communities, and the environment.
- **Data Practices and Management:** Stewarding, curating, and preserving research data and materials in line with FAIR principles and ensuring openness and transparency as appropriate.
- **Collaborative Working:** Establishing formal agreements on research integrity, goals, and communication with all partners.
- **Publication, Dissemination, and Authorship:** Agreeing on authorship based on significant contributions; transparently declaring conflicts of interest and sources of support; and ensuring accuracy and honesty in communications.
- **Reviewing and Assessment:** Reviewing research outputs, funding, and appointments transparently, with the disclosure of conflicts of interest and a commitment to fair assessment.

3.4 RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE

Artificial Intelligence (AI) tools may be used within the FLEXHYON project to support activities such as data analysis, writing assistance, or modeling. When AI is employed, its use must be transparent, properly documented, and subject to human oversight. All outputs generated with the assistance of AI must be critically reviewed and validated by project participants to ensure accuracy, integrity, and alignment with the project's ethical standards and this Code of Conduct.

FLEXHYON is committed to complying with the European Code of Conduct for Research Integrity [2] and relevant regulations, including the General Data Protection Regulation (GDPR) [3] and the EU Regulation 2024/1689 on Artificial Intelligence (AI

Act) adopted by the European Parliament and the Council of the European Union on June 13 2024, and published in the Official Journal of the European Union on July 12 2024 [4].

The use of AI tools must not compromise data protection, scientific rigor, or authorship integrity. Furthermore, AI-generated content should be clearly identified and must never replace human accountability in decision-making or scientific evaluation.

3.5 COMPLIANCE AND ENFORCEMENT

Compliance with the Code of Conduct and all relevant legal and regulatory frameworks is mandatory. This includes:

- Adhering to the main principles of ISO 9001:2015 [5] for the Quality Management System (QMS);
- Meeting the requirements of The European Code of Conduct for Research Integrity [2] and EU relevant regulations (e.g., GDPR [3] and AI Act [4]);
- Respecting national/international data protection, safety, and environmental policies;
- Participation in audits, internal reviews, and compliance trainings;
- Immediate reporting of any actual or suspected breaches.

Regular training sessions, updates on regulatory changes, and access to guidance documents help ensure everyone understands and fulfills their obligations.

The Quality Team (QT) and Steering Committee (SC) are jointly responsible for enforcing the Code of Conduct. Their duties include:

- Receiving and investigating confidential reports of possible violations;
- Ensuring impartial and thorough investigations, protecting the rights and privacy of all parties;
- Implementing corrective actions, such as remedial training, formal warnings, or, in serious cases, removal from the project;
- Providing fair channels for appeal and feedback and following up to prevent recurrence.

Enforcement procedures are regularly reviewed for fairness, effectiveness, and alignment with evolving best practices.

FLEXHYON strictly prohibits research misconduct, including but not limited to fabrication, falsification, and plagiarism, as defined by the European Code. Other unacceptable practices, such as manipulating authorship, withholding data without justification, or misusing seniority to encourage violations, are also forbidden. Processes for reporting, investigating, and addressing misconduct are confidential, fair, and consistent, following the guidance set by both FLEXHYON policy and the European Code.

3.6 PRACTICAL LANGUAGE

The Code of Conduct is drafted in clear, accessible language and is supplemented with examples, definitions, and scenario-based guidance. Training is provided after issuing this document and refresher sessions are scheduled as needed. Multilingual materials

are available, upon request, to ensure better accessibility for all consortium members.

3.7 PRACTICAL EXAMPLES

The scenarios reported in Table 1 illustrate how the principles and expectations outlined in the FLEXHYON project's Code of Conduct can be applied in real-world situations to ensure ethical and responsible conduct.

Table 1 - Example of scenarios for enforcing FLEXHYON's Code of Conduct Values

<i>Value</i>	<i>Description</i>	<i>Example Scenario</i>
Integrity	Upholding honesty, fairness, and responsible conduct in all project activities. Members are expected to avoid conflicts of interest and report any unethical behavior promptly	A researcher discovers an error in their data analysis that could affect the project's results. Instead of ignoring it, they promptly report the error to their team and work together to correct it, ensuring the integrity of the research process
Transparency	Sharing information openly about processes, decisions, results, and setbacks. This includes transparency in data management, financial reporting, and the rationale for research directions	During a project meeting, a team member openly shares the challenges they are facing with a particular research method. They provide detailed information about the issues and seek input from colleagues, fostering a transparent and collaborative environment
Respect	Valuing diversity of expertise, opinions, and backgrounds. This includes a commitment to fairness, non-discrimination, and creating space for all voices to be heard in discussions and decisions	A team member from a different cultural background shares her/his perspective on a research problem. The team listens attentively, values their input, and incorporates their suggestions into the project plan, demonstrating respect for diversity and inclusion
Collaboration	Encouraging teamwork and cross-disciplinary exchange. FLEXHYON fosters an environment where knowledge, responsibilities, and credit for achievements are shared openly among members	A team member from a different cultural background shares her/his perspective on a research problem. The team listens attentively, values their input, and incorporates their suggestions into the project plan, demonstrating respect for diversity and inclusion
Excellence	Pursuing the highest standards in research, innovation, and project management. Members are encouraged to seek continuous improvement, welcoming constructive criticism and benchmarking against best practices	A researcher receives constructive feedback on their draft report. Instead of feeling defensive, they appreciate the feedback, make the necessary improvements, and strive to produce a high-quality final report

Table 2 reports potential scenarios describing misconduct and non-compliance with the FLEXHYON's Code of Conduct.

Table 2 - Example of scenarios not complying with FLEXHYON's Code of Conduct

<i>Value</i>	<i>Description</i>	<i>Example</i>
Fabrication	Making up data or results and recording them as if they were real	A researcher invents data for an experiment that was never conducted and includes it in their report to make their results appear more significant
Falsification	Manipulating research materials, equipment, images, or processes, or changing, omitting, or suppressing data or results without justification	A team member manipulates images from their experiments to make the results look more favorable, without disclosing the alterations
Plagiarism	Using other people's work or ideas without giving proper credit to the original source	A researcher copies sections of text from another scientist's published paper and includes it in their own report without proper attribution
Manipulating Authorship	Denigrating the role of other researchers in publications or manipulating authorship	A senior researcher insists on being listed as the first author on a paper, despite having made minimal contributions, thereby manipulating the authorship credit
Withholding Data	Withholding research data or results without justification	A researcher withholds critical data from their team because they believe it might undermine their own findings, preventing a comprehensive analysis of the project
Misusing Seniority	Encouraging violations of research integrity or advancing one's own career by misusing seniority	A senior team member pressures junior researchers to overlook ethical guidelines to expedite the project, using their authority to encourage misconduct

4 QUALITY MANAGEMENT STANDARDS

4.1 QUALITY TEAM: ROLES AND RESPONSIBILITIES

The FLEXHYON's quality control procedures focus on the continuous assessment of work conducted within the project, the early detection of potential issues, and the implementation of corrective actions to enhance overall results.

The Coordinator is supported in this action by the **Quality Team** (QT), a team identified during the kick-off meeting of the project (February,05-06 2025) to specifically manage the FLEXHYON **Quality Management System** (QMS).

The FLEXHYON QT is composed of representatives from academia (UPV + POLIMI) and research centers (CIE). Two members, external to the FLEXHYON consortium, and constituting the FLEXHYON **External Advisory Board**, will be included in the QT.

The QT monitors the compliance of the work carried out within the project to the QMS as set out in this document.

The QT also closely cooperates with:

- the FLEXHYON's **Risk and Quality Manager** (RQM) (CEIN), as risk monitoring and management is a key feature of the FLEXHYON QMS;
- the FLEXHYON's **Data Management Team** (DMT), which is composed of one representative for each consortium partner and is responsible for data management, as well as for the development and implementation of the Data Management Plan (DMP - for the initial DMP version, refer to [6]).

Should the COO and QT identify issues regarding compliance with the FLEXHYON's QMS, mitigation and corrective actions will be undertaken. The following procedure will be followed:

1. Initial identification of the issues by the QT and the COO.
2. Reporting the issue to the **Executive Board** (EB, also addressed as Steering Committee – SC in the Description of the Action – Part A of the Grant Agreement). If the issue can be mitigated without reporting to the **General Assembly** (GA), it will not escalate to the decision-making body of the Consortium.
3. If the issue cannot be resolved without notification to the GA, the Consortium will proceed to a formal resolution within the GA, involving discussions and formal voting (in compliance with the rules set out in the Consortium Agreement - CA [7] and specified in FLEXHYON's D1.1 [8]).

This role-based issue resolution process is considered essential to guarantee high-quality standards throughout the whole project duration.

4.2 QUALITY MANAGEMENT SYSTEM

FLEXHYON's Quality Management System (QMS) is a structured framework designed to ensure that all project activities and deliverables are executed to the highest quality standards in compliance with the ISO 9001:2015 directives. Key features include:

- **Process Mapping:** Every process within the FLEXHYON project is mapped and described in standard operating procedures (SOPs), including research activities, document management, communication, procurement, and risk assessment.
- **Document Control:** All documents are version-controlled, with defined approval workflows and archiving policies to ensure accuracy and traceability. Naming of all documents, data and codes, follows progressive versioning, as outlined in D1.3 [6]
- **Roles and Responsibilities:** Each team member's duties are clearly described in FLEXHYON D1.1 [8]. Lines of accountability and escalation protocols for problem resolution, are discussed in Section 4.1 as well as in D1.1 [8] and the CA [7].
- **Risk Management:** Ongoing identification, assessment, and mitigation of risks related to technical, ethical, financial, and logistical aspects of the project. Risk registers are updated regularly and reviewed in QMS meetings by involving the RQM. A preliminary analysis of risks is reported in D1.4 [9].
- **Continuous Improvement:** Regular internal audits, feedback mechanisms, and performance metrics drive the ongoing refinement of project processes and outputs.

The QMS is reviewed and updated annually or as needed to reflect changes in project evolution or unforeseen issues.

4.2.1 Quality Assurance (QA)

QA ensures that planned processes are implemented as intended and that outcomes consistently meet established standards. In FLEXHYON, QA involves:

- **Collaborative Oversight:** The QT and SC jointly oversee QA activities. The General Code of Conduct (Section 3) and project management plans [8] discuss requirements to ensure QA.
- **Code of Conduct Integration:** The FLEXHYON's Code of Conduct (Section 3) forms the basis for identifying, assessing, and managing the regulatory foundations for fostering ethical, professional, and collaborative engagement among all partners and participants.
- **Alignment with Regulations:** QA processes are benchmarked against national and international standards, ensuring legal and ethical compliance at every stage.
- **Review and Evaluation:** Regular review meetings among the QT and the SC are held to monitor progress, evaluate process effectiveness, and identify areas for improvement. External experts will be consulted as needed for independent evaluation.

4.2.2 Quality Control (QC)

QC is the inspection and verification stage, ensuring that project outputs meet all defined requirements before delivery. The process includes:

- **Submission Protocols:** All deliverables are submitted to the QT well in advance of their due dates, allowing sufficient time for thorough review.

- **Detailed Review:** The QT examines each deliverable for completeness, accuracy, and consistency with project standards and objectives. Feedback is provided promptly, and revisions are required where necessary.
- **Final Approval:** No deliverable is released without QT's final sign-off, ensuring that only fully compliant and high-quality outputs represent the project.
- **Corrective Action Tracking:** Identified issues are documented, and actions to address them are tracked until resolution. Lessons learned are integrated into future QC processes.

Figure 2 shows how Quality Control is undertaken in FLEXHYON with respect to deliverables and documents to be uploaded in the SyGMA portal for continuous process monitoring. With reference to Figure 2 and to deliverable submission, the following actions are performed:

- 1 The WP Leader oversees the first phase (Operational Level), identifying effective strategies for deliverable preparation among beneficiaries.
- 2 The WP Leader reviews the first complete deliverable six weeks before the official deadline.
- 3 The document version selected for submission to the QT and Coordinator (COO) is sent to them four weeks before the official deadline.
- 4 The COO submits the deliverable to the portal by the official deadline.

Any time during the review process until the sealing with the “final” version mark, the deliverable undergoes modifications and updates by iterating in closed loop arrangements between steps 1 and 2 (Operational Level) and between steps 3 and 2 (Steering Level vs. Operational Level).

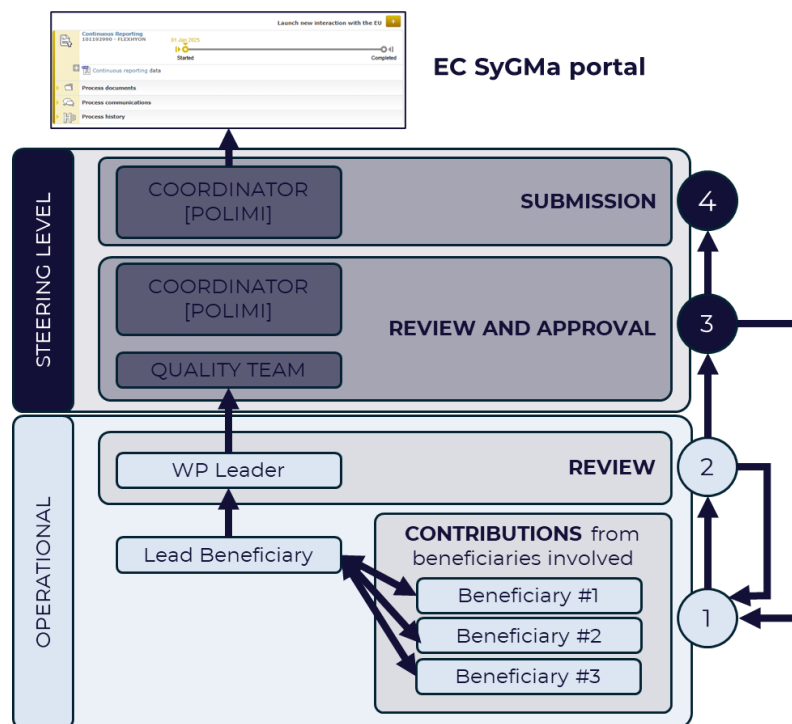


Figure 2 - FLEXHYON Document Quality Control process

4.2.3 Tracking and Documentation

Effective tracking and documentation underpin FLEXHYON's quality system. Key mechanisms include:

- **Comprehensive Tracking Sheet:** For each document issued (e.g., deliverable, meeting minutes, internal technical report, etc.), a tracking sheet records all versions, changes, responsible authors, review dates, feedback received, and action taken. This is always included in the first part of each document issued (Figure 3). A naming procedure is also set in order to ensure the traceability of documents (and their different versions) once the review process starts. This procedure applies for deliverables, reports (such as progress report, risk monitoring reports, etc.) and documents related to events. Versioning conventions are reported in the FLEXHYON's D1.1 [8] and D1.3 [6].
- **Change Management:** All modifications are logged with justifications, ensuring a clear audit trail and transparency among partners. The review process is always carried out in "Track Changes" mode, to better highlight modifications and trigger discussion among the different actors contributing to the document.
- **Centralized Document Repository:** Controlled access is provided to all consortium members, safeguarding document integrity and enabling efficient collaboration. The Microsoft SharePoint tool within the "DMEC-FLEXHYON Team" (Figure 4), which was set up within the Coordinator IT services infrastructure to ease collaborative management of documentation and data sharing at the beginning of the project, is used by the Consortium as document sharing and file archiving of data, particularly the sensitive ones.
- **Status Reporting:** Routine status reports summarize progress, highlight upcoming deadlines, and flag issues for resolution at management meetings. For instance, the "FLEXHYON Deliverable tracking sheet" (Figure 5), which was set-up by the COO at the beginning of the project, serves to timely track the status of the deliverables. The sheet makes it possible to alert the partners when getting too close to the deliverable submission deadline, so prompt actions can be taken by the coordinator and the WP leader of the WP the deliverable relates to. This is to guarantee a submission of the deliverables in compliance with the deadlines foreseen.

Implementing this thorough tracking and documentation process is vital for ensuring accountability, facilitating knowledge transfer, capturing lessons learned, and maintaining effective management of project outcomes.

REVISION AND HISTORY CHART

VERSION	DATE	EDITORS	COMMENT
0.0	20/02/2025	Name Surname	First version with Table of Content

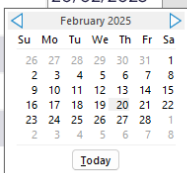


Figure 3 - FLEXHYON Document Revision and History Chart

D1.2 FLEXHYON's Code of Conduct and Quality Management Standards

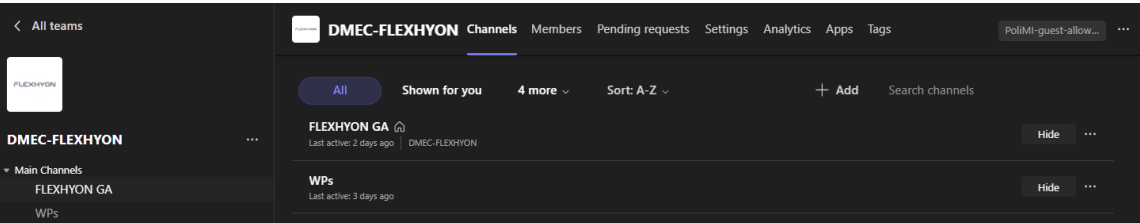


Figure 4 - FLEXHYON project Share Point

FLEXHYON										NOW M 2	
Deliverable List										Total	Submitted
DISSEMINATION LEVEL										58	0
PU: Public — fully open (automatically posted online)											
SEN: Sensitive — limited under the conditions of the Grant Agreement											
EU classified — RESTRICTED/UE/EU-RESTRICTED, CONFIDENTIAL/UE/EU-CONFIDENTIAL, SECRET/UE/EU-SECRET under Decision 2015/444											
TYPE											
D: Report											
DMP: Data Management Plan											
D: Demo											
No	Relative Number in WP	Name	Lead Beneficiary	Type	Dissemination Level	Due Date (M)	Due Date (Date)	Time to delivery	Action	Submitted	
D1	D1.1	Project Management Plan - Initial Version	POLIMI	R	SEN	2	Feb-25	0	SEND TO QT!!		
D2	D1.2	FLEXHYON's Code of Conduct and Quality Management Standards	POLIMI	R	PU	6	Jun-25	4	TO BE COMPLETED		
D3	D1.3	Data Management Plan - Initial Version	POLIMI	DMP	SEN	6	Jun-25	4	TO BE COMPLETED		
D4	D1.4	Risk Management Plan - Initial Version	ASM	R	SEN	6	Jun-25	4	TO BE COMPLETED		
D5	D1.5	Project Management Plan - Update M16	POLIMI	R	SEN	16	Apr-26	14	TO BE COMPLETED		
D6	D1.6	Data Management Plan - Update M16	POLIMI	DMP	SEN	18	Jun-26	16	TO BE COMPLETED		
D7	D1.7	Risk Management Plan - Update M16	ASM	R	SEN	18	Jun-26	16	TO BE COMPLETED		
D8	D2.1	Technology baseline analysis and KPI definition for demonstration site	VER	R	SEN	3	Mar-25	1	SEND TO QT!!		
D9	D2.2	Regulatory & safety assessment for alternative eco-heating systems	CEIN	R	SEN	9	Sep-25	7	TO BE COMPLETED		
D10	D2.3	Baseline LCA / LCC and flow mass of the demonstration pilots	CIE	R	SEN	9	Sep-25	7	TO BE COMPLETED		
D11	D3.1	Electromagnetic characterization of materials	UPV	R	SEN	12	Dec-25	10	TO BE COMPLETED		
D12	D3.2	Microwave applicators - EM study of optimization variables and designs upgrading	UPV	R	SEN	18	Jun-26	16	TO BE COMPLETED		
D13	D3.3	Prototypes manufacturing, setup and intermediate validation (PART A)	UPV	R	SEN	18	Jun-26	16	TO BE COMPLETED		
D14	D4.1	Optimisation of process variables for microwave distillation and ultrasound assisted extraction at lab scale	CIE	R	SEN	18	Jun-26	16	TO BE COMPLETED		
D15	D4.2	Functional design of the monitoring system of the FLEXHYON alternative eco-heating systems	UNIVPM	R	SEN	18	Jun-26	16	TO BE COMPLETED		
D16	D4.3	Functional design of the control system of the FLEXHYON alternative eco-heating systems	CEIN	R	SEN	18	Jun-26	16	TO BE COMPLETED		
D17	D5.1	Dissemination and communication activities report - Initial Version	ASM	R	PU	6	Jun-25	4	TO BE COMPLETED		
D18	D5.2	Dissemination and communication activities report - Update M16	ASM	R	PU	6	Jun-25	4	TO BE COMPLETED		
D19	D5.3	Dissemination and communication activities report - Update M16	ASM	R	PU	18	Jun-26	16	TO BE COMPLETED		
D20	D5.4	Report on context analysis and stakeholders mapping	ASM	R	PU	18	Jun-26	16	TO BE COMPLETED		
D21	D5.5	Exploitation strategy	ASM	R	SEN	18	Jun-26	16	TO BE COMPLETED		
D22	D6.1	Project Management Plan - Final Version	POLIMI	R	SEN	28	Apr-27	26	TO BE COMPLETED		
D23	D6.2	Data Management Plan - Update M30	POLIMI	DMP	SEN	30	Jun-27	28	TO BE COMPLETED		
D24	D6.3	Risk Management Plan - Update M30	ASM	R	SEN	30	Jun-27	28	TO BE COMPLETED		
D25	D7.1	Prototypes manufacturing, setup and intermediate validation (PART B)	UPV	R	SEN	24	Dec-26	22	TO BE COMPLETED		
D26	D7.2	Development of auxiliary microwave equipment for the prototypes	UPV	R	SEN	24	Dec-26	22	TO BE COMPLETED		
D27	D7.3	Engineering of Ceramic, Biomass and Feed pilots	CEIN	R	SEN	30	Jun-27	28	TO BE COMPLETED		
D28	D7.4	Proving of Ceramic, Biomass and Feed	CEIN	DEM	SEN	30	Jun-27	28	TO BE COMPLETED		

Figure 5 - FLEXHYON Deliverable tracking sheet

> 5 CONCLUSIONS

The detailed Code of Conduct and enriched Quality Management Standards set forth in this document are critical for the attainment of FLEXHYON's objectives. By embedding robust ethical principles, comprehensive documentation, and systematic quality controls, FLEXHYON not only guarantees the integrity and excellence of its research but also ensures its positive impact and long-term value. Ongoing evaluation and a commitment to improvement keep these standards effective and adaptable as the project progresses.

REFERENCES

- [1] FLEXHYON Grant Agreement
- [2] https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/guidance/european-code-of-conduct-for-research-integrity_horizon_en.pdf (last accessed 31.07.2025)
- [3] <https://eur-lex.europa.eu/eli/reg/2016/679/oj/eng> (last accessed 31.07.2025)
- [4] <https://eur-lex.europa.eu/eli/reg/2024/1689/oj> (last accessed 31.07.2025)
- [5] ISO 9001:2015 Quality management systems - Requirements
- [6] D1.3 Data Management Plan - Initial Version
- [7] FLEXHYON Consortium Agreement
- [8] D1.1 Project Management Plan - Initial Version
- [9] D1.4 Risk Management Plan - Initial Version

> GLOSSARY

ACRONYM	FULL NAME
CA	Consortium Agreement
COO	Coordinator
DMT	Data Management Team
EB	Executive Board
GA	General Assembly
GDPR	General Data Protection Regulation
M	Month
PUB	Public — fully open (automatically posted online)
QA	Quality Assurance
QMS	Quality Management System
QT	Quality Team
SC	Steering Committee
SEN	Sensitive — limited under the conditions of the Grant Agreement
SOPs	Standard Operating Procedures
RQM	Risk and Quality Manager
WP	Work Package

FLEXHYON

