

## **ISM UNIVERSITY OF MANAGEMENT AND ECONOMICS CODE OF ETHICS**

### I. GENERAL PROVISIONS

1. The Code of Ethics of ISM University of Management and Economics (hereinafter referred to as the University) defines the main provisions of ethical conduct of the University faculty, students and staff (hereinafter referred to as the ISM Community Members) that are not directly regulated by the legal acts and laws of the Republic of Lithuania, labour contracts and the University's internal regulations.

2. The aims of the Code of Ethics are as follows:

- to define and implement the main ethical norms and principles of ISM Community Members' activities;
- to bring together ISM Community Members to acknowledge, follow and foster the University's values of expertise, entrepreneurship, social responsibility and partnership;
- to establish the main ethical principles of academic activities – seeking truth and academic freedom – and the responsible application of these principles;
- to encourage ISM Community Members to consider the ethical aspect in making fair judgments.

### II. ETHICAL NORMS AND PRINCIPLES

3. The norms and principles apply to situations which happen on campus, as well as to situations where individuals explicitly act as representatives of the ISM community. This includes situations where students or faculty work together on projects or tasks which are related to the University. ISM Community Members commit themselves to the following:

- to follow the University's Code of Ethics and to represent the University in an appropriate manner;
- to actively support academic integrity standards in teaching, learning and research;
- not to tolerate breaches of ISM intellectual property;
- not to tolerate corruption, cheating or attempts to make a negative impact on an ISM Community Member;
- not to use University affiliation in expressing personal, political, religious or any other views that could potentially damage the reputation of the University;
- to contribute to continuous improvement through constructive criticism and engagement;
- to avoid conflicts between private interest and University interest.

4. Interpersonal relations among ISM Community Members must be based on respect, goodwill, impartiality, freedom of speech, non-discrimination and academic solidarity and

they must be focused on the assurance of teaching, learning and research quality and a creative atmosphere.

5. ISM Community Members must ensure the safety of confidential information of the University and its stakeholders. Confidential University information, which is not made public, is information about the University's property and financial transactions and data on university shareholders, customers and ISM Community Members.
6. Any direct or indirect offer to accept or to give a gift for some expected or requested service or obligation that causes a conflict of personal and University interests is considered to be a bribe and is not acceptable.
7. ISM Community Member relations are based on the principles of collaboration and transparency. Binding non-academic and non-working commitments can provoke a conflict of interests; therefore, ambiguous relationships at the workplace must be avoided.

### III. ADOPTION AND IMPLEMENTATION OF THE CODE OF ETHICS

8. The mandatory provision for the adoption of this Code of Ethics is the public discussion of the Code of Ethics – the effectiveness of the Code lies in personal commitment rather than obligation. The adopted Code of Ethics is made public and available to every stakeholder of the University.
9. The ISM Committee on Ethics deals with violations of the Code of Ethics. The body is elected by the student association, administrative staff and faculty members and is approved by the President of the University. The Committee is set up for a two-year term.
10. Sanctions against ISM community members for ethical violations will be discussed and decided by the Committee on Ethics, taking into account the severity of the violation; the ethical punishment (e.g. note, warning, publicity of the resolution of the ISM Committee on Ethics, and the like) and others are imposed under the University Statute and internal regulations.
11. The Code of Ethics cannot foresee all cases of violations of ethical norms; therefore, the ISM Committee on Ethics has the right to make a decision on unforeseen cases of unethical conduct based on general norms of ethics and University values.
12. ISM Community Members are encouraged to inform the Chairman of the ISM Committee on Ethics about any violation of the Code of Ethics. Notifications are considered to be confidential information, and the Committee on Ethics must ensure that any information about a person who has given a notification is not made public (whistleblower protection status).
13. The Code of Ethics should not hinder any discussions on ethics. On the contrary, it is adopted as a community joint agreement on conduct provisions and should support ethical concerns as well as encourage discussions on ethical issues and their methods of resolution.
14. The Code of Ethics comes into effect on 17<sup>th</sup> October 2011. The provisions of the Code of Ethics can be reviewed and amended by the ISM Committee on Ethics or upon the proposal of the ISM Community Members. The President of the University approves the Code of Ethics.