

## OPERATIONAL REGULATIONS OF THE ETHICS COMMISSION

### 1. General provisions

- 1.1. All activities of the Ethics Commission (hereinafter – the Commission) are aimed at focusing the attention of the ISM University of Management and Economics community on the recognition, support and fostering of the key values of the University, including key academic values, as well as on promoting adherence to respective ethical norms among members of the University's community.
- 1.2. The operational regulations of the Ethics Commission shall be approved by the President of ISM University.
- 1.3. The composition of the Commission shall be approved by the President of ISM University and shall remain valid for two years.
- 1.4. The chairperson of the Commission shall be accountable for the operations of the Commission to the President of ISM University.
- 1.5. The Commission shall examine cases of ethical misconduct and breach of the Code of Ethics by members of the University's community.
- 1.6. Decisions of the Ethics Commission are final and cannot be appealed (see appeal regulations: decisions made by a committee).
- 1.7. The Ethics Commission shall examine cases of ethical misconduct and breach of the Code of Ethics of ISM University of Management and Economics where a written statement on a breach of the Code of Ethics is made by a member of the University's community.
- 1.8. All statements and information about their authors shall be held confidential. The Ethics Commission shall make sure that no information about the statement as such or about the person who made it is publicised.
- 1.9. All statements regarding unethical misconduct and breach of the Code of Ethics shall be examined within 30 days of receipt thereof.

### 2. Meetings of the Ethics Commission

- 2.1. The right to call a Commission meeting lies with the chairperson of the Commission, who shall call a meeting by sending an advance written notice of the agenda of the planned meeting to members of the Commission.
- 2.2. The Commission's meeting shall be legally valid if attended by no less than half of the Commission members.
- 2.3. The Commission shall decide by a majority vote.
- 2.4. Where votes are tied, the chairperson shall cast the deciding vote.
- 2.5. Other members of the ISM University community may be invited to attend the Commission's meetings; however, they will only have an advisory role.
- 2.6. If the subject of a statement about a breach of the Code of Ethics examined by the Commission is a member of the Commission, they shall be dismissed from their duties throughout the examination process of the statement.
- 2.7. If the subject of a statement about a breach of the Code of Ethics is the chairperson, the President of ISM University shall be notified about the breach of the Code of Ethics.
- 2.8. Minutes shall be taken of all meetings of the Commission. All minutes of the Commission's meetings shall be signed by the chairperson of the Commission.

### 3. Composition of the Commission

- 3.1. The Commission shall consist of six members of the ISM University community:
  - 3.1.1. two teacher representatives as elected by the academic staff of the University;
  - 3.1.2. two administration representatives as elected by the staff of the University's administration;
  - 3.1.3. two student representatives (one from Vilnius and one from Kaunas) as elected by the ISM Students' Association.
- 3.2. The chairperson of the Commission shall be elected by members of the newly elected Commission by secret ballot cast during their first meeting following the election. The chairperson of the Commission shall be elected for a two-year term.
- 3.3. At the end of their term, the chairperson of the previous Ethics Commission shall chair the first meeting of the newly elected Commission, hand over all the tasks and, if need be, attend meetings of the newly elected Commission for six subsequent months as an observer and/or advisor, but without the right to vote.
- 3.4. If any member of the Commission resigns before their two-year term expires, another member of the ISM community shall be elected to replace them on the Commission.
- 3.5. All the work within the framework of the Ethics Commission shall be accounted for and assessed as part of periodic performance assessment.
- 3.6. Any person who has breached the Code of Ethics of ISM University of Management and Economics shall not be entitled to become a member of the Commission within a period of 2 years.

### 4. Functions of the Commission

- 4.4. Promote and initiate ethical discussions.
- 4.5. Organise events aimed at cherishing the University's values and norms of ethical conduct.
- 4.6. Promote and maintain an ethical atmosphere at the University.
- 4.7. Initiate improvement-focused review of the Code of Ethics.
- 4.8. Examine cases of ethical misconduct and breach of the Code of Ethics by members of the University's community.