



## Code of Ethics

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**MORAVIAN BUSINESS COLLEGE OLOMOUC**

# CODE OF ETHICS


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Approved by: **RNDr. Josef Tesařík**, Director


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## 1. Background

- 1) This Code formulates principles that are based on shared values. Adherence to such principles constitutes a fundamental requirement of the management of Moravian Business College Olomouc (hereinafter referred to as “MVSO”) for all employees and partners.
- 2) The base of shared values is represented by the following:
  - a) The mission of MVSO as formulated by the founder in MVSO mission and vision
  - b) The value frameworks given by our cultural environment as well as multicultural friendliness
  - c) Tradition and dignity of the academic environment as well as innovative approaches
  - d) Flexibility and corporate social responsibility
  - e) Adhering to the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers
- 3) The basic principles of the Code of Ethics are the following:
  - a) **Students are our partners – let us keep fair relations.**
  - b) **Students’ success is our success.**
  - c) **R&D offers possibilities to create and invent.**
  - d) **Through our work, we fulfil MVSO mission and excellence.**
  - e) **We represent not only ourselves but also our department and MVSO as a whole.**
- 4) Enforcement of the principles of the Code of Ethics is fully in accordance with all legislative principles imposed on employers and employees by the applicable legislation (especially in the field of labour law and intellectual property rights protection), and with applicable internal regulations and other management documents.

## 2. The Ethics Committee

- 1) The Ethics Committee is an MVSO Rector's body that promotes and supervises compliance with the Code of Ethics in all activities of MVSO.
- 2) The Ethics Committee comprises of three members.
- 3) Members of the Ethics Committee and its Chairman are appointed and recalled by the Rector with the approval of the Academic Senate.
- 4) Members of the Ethics Committee may be academics, researchers, other MVSO staff or experts from other institutions. The position of the Director of Operations and HR by its very nature also constitutes a membership of the Ethics Committee. The Ethics Committee is chaired by a member elected from among its members.
- 5) The Ethics Committee discusses misdemeanours and unethical conduct of MVSO employees in the educational process, R&D, as well as in manifestations of discrimination, bullying, mobbing, and bossing. By means of a discussion, the Committee submits a proposal for a decision to the Rector who, in case of labour-law impacts, discusses it with the Director.
- 6) In specific (ethically sensitive) cases listed in Article 3 of this Code, the Ethics Committee assesses the research to be carried out on the basis of a request from academic staff or students and submits a proposal to the Rector for a decision on whether or not the proposed research can be carried out.
- 7) The term in office of the Ethics Committee is five years; a member can be elected repeatedly.
- 8) Each MVSO employee and student is entitled to initiate a review of violations of the Code of Ethics. The complaint shall be put forward orally or in writing to the Chairman of the Ethics Committee, who is responsible for dealing with the complaint within 30 days.
- 9) The Ethics Committee is obliged to inform the complaint initiator of the state of the proceedings, i.e. whether the complaint has been received, is pending or resolved, but not the outcome.

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- 10) The Chairman of the Ethics Committee or the Rector shall inform the person concerned of the outcome of the Committee proceedings and any sanctions (if imposed).
- 11) The minutes of the Ethics Committee are confidential and are made available to the Rector, the Director, the Human Resources Officer, and the members of the Committee. The record of hearing of the given misdemeanour or unethical conduct shall be kept in the personnel file of the staff member concerned.

### 3. Code of Ethics of an MVSO Employee

#### STUDENTS ARE OUR PARTNERS – LET US KEEP FAIR RELATIONS.

MVSO staff treats students in a responsive, fair and empathetic way. They communicate with students in a dispassionate and open manner, using fair arguments without humiliating or disrespecting the other persons' arguments or disparaging their activity. Any signs of discrimination and sexual harassment are impermissible. It is the duty of every higher education institution employee to respond adequately to the needs of students and their communications.

The mission of academic staff is to share their knowledge and skills willingly. It is the responsibility of each academic staff member to teach to the best of their ability and to be available to the students for consultation, to fairly assess students' work and never to appropriate it.

Academic staff members evaluate their students with full responsibility and impartiality and guarantee the results of their education with their professional honour.

#### STUDENTS' SUCCESS IS OUR SUCCESS.

We fully support our students. Students are approached individually with respect to their talents and preferences. Students are encouraged in independent and critical thinking, skills development, and professional growth. They are also supported to participate in competitions and stays abroad.

We are proud of our students' achievements.


#### R&D OFFERS POSSIBILITIES TO CREATE AND INVENT.

The MVSO approach to all academic staff members reflects respect and appreciation for their profession and achievements, regardless of what stage of their career they are at. Academics are open to teamwork and professional discourse. They involve students in scientific research wherever possible and always acknowledge their contribution to the overall outcome, especially in publications.

All academic staff and authors of creative outputs, accept responsibility for the objective interpretation, completeness, and verifiability of the results and for the adequacy, accuracy and objectivity of the methods used when publishing the results of their work. They shall retain primary data and documentation after publication of results. They shall make the scientific findings obtained, unless they are subject to confidentiality, available to the general public only after they have been verified and published in the professional media. They innovate teaching and student materials based on proven R&D results. They adhere to the principles of intellectual property protection, both in their own work and in the treatment of the work of others. They never misappropriate the results of someone else's work. They consistently refrain from plagiarism, ensure that all co-authors are credited, do not publish in an ethically questionable manner, present only what they have achieved, acknowledge data from applications, objectively acknowledge the contributions of others in publications, and always cite the relevant source when quoting.

In the following specific (ethically sensitive) cases, an academic staff member or a student is obliged to ask the Ethics Committee for consent to the research:

- a) if such conduct is stipulated by law or a binding international agreement,
- b) if the approval of the Ethics Committee is required by the provider of the grant or other support,
- c) if the approval of the Ethics Committee is required by the journal in which the research is published,

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- d) for research conducted on vulnerable individuals or groups,
- e) for research involving the processing of personal data of identified or identifiable persons (data concerning racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic or biometric data, health, sex life or sexual orientation of the natural person, data concerning criminal convictions and offences or related security measures.

### **THROUGH OUR WORK, WE FULFIL MVSO MISSION AND EXCELLENCE.**

Academic staff members conduct research in relation to defined MVSO excellence, using the freedom of thought and expression and the freedom to identify methods used to solve problems in accordance with ethical principles and practices. They adhere to the specific rules of professional ethics of the field.

When focusing their work and research, they consider the fact that the results should benefit the society and widen the boundaries of human knowledge. In their creative activities, they respect other scientific views.

They always ensure that their activities do not endanger their co-workers, the institution (MVSO), society, environment as well as cultural and ethical values. Their approach is active, loyal and responsible. They pay attention to the efficient and purposeful use of material and financial resources.

### **WE REPRESENT NOT ONLY OURSELVES BUT ALSO OUR DEPARTMENT AND MVSO AS A WHOLE.**

Academic staff members are always associated not only with their name, but also with the activities of their department and the activities of the whole MVSO. Therefore, they pay attention not only to the focus of their work and research, but also to the correct forms of their presentation. They are committed, presentable, and loyal. In presenting their views, they shall ensure that they do not harm the good name of the college or misuse the information towards its detriment.

Participation of academic staff in decision-making and advisory bodies is a standard practice at MVSO. Academic staff are members of academic bodies and hold managerial and leading positions. Employees who are not involved in decision-making bodies also have adequate tools to engage themselves in internal discussion and internal decision-making processes. In the internal discussion they are proactive and correct.

#### **4. Ethics of HR Administration**

- 1) The MVSO HR policy does not accept any signs of unethical behaviour, discrimination, bullying, mobbing, or bossing.
- 2) Regular training of employees in the field of academic ethics and responsibility is included in the annual Academic Staff Internal Education System.
- 3) The recruitment and selection of staff respects the applicants' personal rights and equal approach to all. The main criterion for the selection of candidates is expertise. Gender equality and balance are strictly respected. Any discrimination, bullying, mobbing, or bossing is prohibited, whether on grounds of sex, age, nationality, political or religious affiliation, sexual orientation, disability, social or economic conditions. All legislation, including GDPR, is respected.
- 4) Job advertisements for the recruitment of academic staff are sufficiently detailed, not listing any narrow specialization(s).

**Record on updates**

Page (Annex)	Subject of change	Updated by	Date
2-5	Modification in accordance with the HR Award principles	Vitoslavská	17.03.2020
2-3	Modification of certain points of the background part, changing the position of Director of Economics and Operations to Director of Operations and HR, completing the Code with ethical issues in research.	Burian, Vítová	12.01.2022