



## Code of Ethics

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**MORAVIAN BUSINESS COLLEGE OLOMOUC**

# CODE OF ETHICS


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Process guarantor: Rector

Process owner: Chairman of the Ethics Committee

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

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## 1. Background

- 1) This Code formulates principles that are based on shared values and respect of which is a fundamental requirement of the management of Moravian Business College Olomouc (hereinafter referred to as “MVSO”) towards 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’s 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) signing up to the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.
- 3) The corporate culture principles we share are formulated as:
  - a) **First you contribute to the company, then the company provides for you.**
  - b) **Every man is the architect of his own fortune.**
  - c) **Cooperation creates success and development.**
- 4) The basic principles of the Code of Ethics are the following:
  - a) **Students are our partners – let us maintain fair relations.**
  - b) **Students’ success is our success.**
  - c) **R&D serves as a space for author’s creative invention.**
  - d) **Through our activities, we fulfil MVSO’s mission and excellence.**
  - e) **What we always represent is not only ourselves but also our department and MVSO as a whole.**
- 5) 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), and with applicable internal regulations and other management documents.

## 2. The Ethics Committee

- 1) The Ethics Committee is a MVSO Rector’s body that promotes and supervises compliance with the Code of Ethics in all MVSO’s activities.
- 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 Operations Director is a member 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 field of educational process, R&D, as well as manifestations of discrimination, bullying, mobbing or 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) The term of office of the Ethics Committee is five years; the function of a member can be held repeatedly.



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- 7) Each MVSU employee and student is entitled to initiate a review of violations of the Code of Ethics. The motion shall be submitted orally or in writing to the Chairman of the Ethics Committee, who shall be responsible for dealing with the motion within 30 days.
- 8) The Ethics Committee is obliged to inform the motion initiator about the state of the proceedings, i.e. whether the motion has been accepted, is in solution or resolved, but not the result.
- 9) The Chairman of the Ethics Committee or the Rector shall inform the person concerned of the results of the proceedings of the Committee and of any sanctions (if imposed).
- 10) The minutes of the Ethics Committee meetings 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 is stored in the personal file of the worker concerned.

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

#### **STUDENTS ARE OUR PARTNES – LET US KEEP FAIR RELATIONS.**

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

The mission of academic staff is to pass on his / her knowledge and skills willingly. It is the responsibility of each academic staff to ensure that teaching is as good as possible and to be available to the students for consultation, to fairly assess the results of students' work and never to possess them.

Academic staff 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 provided with support in competitions and stays abroad.

We are proud of the achievements of our students.

#### **R&D SERVES AS A SPACE FOR AUTHOR'S CREATIVE INVENTION.**

MVSU's approach to all academic staff reflects respect and appreciation for their profession and achievements, no matter what stage of their career they are in. Academics are open to teamwork and professional discourse. Whenever possible, they involve students in scientific research and always state their share in the overall outcome, especially in the publication outputs.

All academic staff and authors of creative output, when publishing the results of their work, accept responsibility for the objective interpretation, completeness and verifiability of the results and for the adequacy, accuracy and objectivity of the methods used. After publishing the results, they retain primary data and documentation. Unless it is subject to confidentiality, academics present the acquired scientific knowledge to the general public only after its examination and publication in professional media. Based on proven R&D results, they also innovate their teaching and study materials. They adhere to the principles of protection of intellectual property, both in their own work and when dealing with the work of others. They never misappropriate the results of someone else's work. They do not plagiarise, they are responsible for granting copyright to all co-authors, they do not publish their work unethically, i.e. via



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dubious publication platforms. They present only what they have achieved, they avow data obtained from the application sphere. When citing, they always provide reference to the relevant source.

### **THROUGH OUR ACTIVITIES, WE FULFIL MVSO'S MISSION AND EXCELLENCE.**

Academics conduct research in relation to defined excellence of MVSO, 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 serve the benefit of society and widen the boundaries of human knowledge. In their creative activities, they respect other scientific opinions.

They always ensure that their activities do not endanger their co-workers, the college, society, the environment, 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.

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

Members of academic staff 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 engaged, representative, 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 Personnel Administration**

- 1) MVSO's personnel administration policy does not admit any signs of unethical behaviour, manifestations of discrimination, bullying, mobbing or bossing.
- 2) Regular training of employees in the field of academic ethics and responsibility is included in the annual System of Internal Education of Academic Staff.
- 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 particular specialization.