



Approved
Order of the Rector of EHU
№ 01-270
From 14.11.2013

EUROPEAN HUMANITIES UNIVERSITY CODE OF CONDUCT

Applicability The Code of Conduct applies to the following groups hereafter referred to as “members of the European Humanities University (EHU) Community.”

- Individuals who are paid by the European Humanities University when working for the University: this category includes faculty, staff, and student body
- Individuals or groups, serving as consultants, vendors, or contractors, who are required to sign contractual agreements when doing business with the University
- Individuals who perform services for the University as volunteers and assert an association with the University
- Students

Content This document defines the EHU’s Code of Conduct. Section headings:

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2. STANDARDS OF INTEGRITY AND QUALITY
3. CONFIDENTIALITY AND PRIVACY
4. CONFLICT OF INTEREST/CONFLICT OF COMMITMENT
5. HUMAN RESOURCES
6. FINANCIAL REPORTING
7. COMPLIANCE WITH LAWS
8. USE OF UNIVERSITY RESOURCES
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10. REPORTING SUSPECTED VIOLATIONS

1. INTRODUCTION AND PURPOSE

a. Introduction — As members of the EHU community, all faculty, staff, students, board members, and councilmembers are responsible for sustaining the highest ethical standards of this institution, and of the broader community in which we function. The University values academic freedom and leadership, integrity, honesty and fairness, and strives to integrate these values into its teaching, research, and business practices.

b. Purpose — In that spirit, this Code of Conduct (Code) is a shared statement of our commitment to upholding the ethical, professional, and legal standards we use as the basis for our daily and long-term decisions and actions. We all must be cognizant of and comply with the relevant policies, standards, laws, and regulations that guide our work. We are each individually



accountable for our own actions and, as members of the University community, are collectively accountable for upholding these standards of behavior and for compliance with all applicable laws and policies.

c. Violations — Adherence to this Code also makes us responsible for bringing suspected violations of applicable standards, policies, laws, or regulations to the attention of the appropriate cognizant office. Raising such concerns is a service to the University and does not jeopardize one’s position or employment. Confirmed violations will result in appropriate disciplinary action up to and including termination from employment or other relationships with the University. In some circumstances, civil and criminal charges and penalties may apply.

d. Questions — Direct any questions regarding the intent or applicability of this Code to the Head of Human Resources Unit, or the Lawyer of the University.

2. STANDARDS OF INTEGRITY AND QUALITY

EHU recognizes that it must earn and maintain a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. Even the appearance of misconduct or impropriety can be very damaging to the University. EHU must strive at all times to maintain the highest standards of quality and integrity.

Frequently, University’s business activities and other conduct of its community members have been governed by “Internal Rules of Procedure.” In order to commit oneself to the changing environment, the Code will provide rules of fairness, honesty, compliance with laws and regulations, and respect for the rights of others, and will govern our conduct at all times.

In addition, each individual is required to conduct University business transactions with the utmost honesty, accuracy, and fairness. Each situation needs to be examined in accordance with this standard. No unethical practice can be tolerated because it is “customary” outside of EHU or that it serves other worthy goals. Expediency should never compromise integrity.

3. CONFIDENTIALITY AND PRIVACY

Community members receive and generate on behalf of the University various types of confidential, proprietary, and private information. It is imperative that each community member complies with all state laws, agreements with third parties, and University statutes, policies, and principles pertaining to the use, protection, and disclosure of such information and such policies apply even after the community member’s relationship with EHU ends.

If it is established that an employee or a student has knowingly disseminated to external audiences false, defamatory, or otherwise unsubstantiated information about processes taking place at the University, the University may take all legal measures with regard to such an individual.

Information on the University’s “Privacy policy, security and processing of personal data” (*in Russian*) may be obtained from the EHU System: http://system.ehu.lt/privacy_policy.



Information on the Intellectual property of the University may be found in the “Internal Rules of Procedure” (*in Russian*) stored on:

https://docs.google.com/a/ehu.lt/file/d/0By7_zShzKB_1eE1HOHM5NkNNTjQ/edit.

4. CONFLICT OF INTEREST/CONFLICT OF COMMITMENT

Community members who are EHU faculty and staff owe their primary professional allegiance to the University and its mission to engage in the highest level of education, patient care, research, and scholarship. Outside professional activities, private financial interests, or the receipt of benefits from third parties can cause an actual or perceived divergence between the University mission and an individual’s private interests. In order to protect our primary mission, community members with other professional or financial interests shall disclose them in compliance with applicable conflict of interest/conflict of commitment policies. “Policy on Conflict of Commitment and Interest” is available at the website of the University: <http://www.ehu.lt/en/about/key-documents>.

5. HUMAN RESOURCES

EHU is an institution dedicated to the pursuit of excellence and the facilitation of an environment that fosters this goal. Central to that institutional commitment is the principle of treating each community member fairly and with respect. To encourage such behavior, the University prohibits discrimination and harassment and provides equal opportunities for all community members and applicants regardless of their race, color, religious creed, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age, sexual orientation, gender identity, veteran status, or any other characteristic protected by law. Where actions are found to have occurred that violate this standard, the University will take prompt action to cease the offending conduct, prevent its recurrence, and discipline those responsible. Find “General Personnel Policies” in support of this standard at the office of Human Resources and at the website of the University as specified above.

6. FINANCIAL REPORTING

All University accounts, financial reports, tax returns, expense reimbursements, time sheets and other documents, including those submitted to government agencies, must be accurate, clear, and complete. All entries in University books and records, including departmental accounts and individual expense reports, must accurately reflect each transaction. “Accounting Policy” may be obtained from the Department of Finance.

7. COMPLIANCE WITH LAWS

Members of the University community must transact University business in compliance with applicable laws, regulations, and University policy and procedure. Managers and supervisors are responsible for monitoring compliance. When questions arise pertaining to interpretation or applicability of policy, contact the Head of Human Resources Unit. Refer all unresolved questions and/or interpretation of laws and regulations to the Lawyer of the University.



a. Contractual Obligations — The acceptance of an agreement, including sponsored project funding, may create a legal obligation on the part of EHU to comply with the terms and conditions of the agreement and applicable laws and regulations. Therefore, only individuals who have authority delegated by an appropriate University official can enter into agreements on behalf of the University. Any agreements should be approved by the responsible University official and/or the Lawyer of the University.

b. Environmental Health and Safety, including Workplace Health and Safety — Members of the University community must be committed to protecting the health and safety of its members by providing safe workplaces. The University will provide information and training about health and safety hazards, and safeguards. Community members must adhere to good health and safety practices and comply with all environmental health and safety laws and regulations. The regulation of health and safety at work is governed by the following laws:

- Labour Code of the Republic of Lithuania:
http://www3.lrs.lt/pls/inter2/dokpaieska.showdoc_l?p_id=430517
- Law on occupational safety and health of the Republic of Lithuania:
http://www3.lrs.lt/pls/inter2/dokpaieska.showdoc_l?p_id=415039

In addition, occupational safety and health is governed by legislation and standards issued by the State Labour Inspectorate: http://www.vdi.lt/kontaktai/TA/TA_kategorijos.aspx

c. Non-University Professional Standards — Some professions and disciplines represented at the University are governed by standards and codes specific to their profession (such as attorneys, certified accountants, and safety specialists). Those professional standards generally advance the quality of the profession and/or discipline by developing professional responsibility and standards to guide their members. Those belonging to such organizations are expected to adhere to University policies and codes of conduct in addition to any professional standards. If a community member believes there is a conflict between a professional standard and University policy, he/she should contact the Lawyer of the University.

8. USE OF UNIVERSITY RESOURCES

University resources must be reserved for business purposes on behalf of the University. They may not be used for personal gain, and may not be used for personal use except in a manner that is incidental, and reasonable in light of the employee's duties. University resources include, but are not limited to, the use of University systems (e.g., telephone systems, data communication, and networking services) and the EHU domain for electronic communication forums; the use of University equipment (e.g., computers and peripherals, University vehicles); the use of purchasing cards and petty cash; and the time and effort of staff, students, and others at EHU.

See rules of booking and delivery of equipment; rules of using computers and Wi-Fi in the "Manual for EHU personnel" (*in Russian*):

https://docs.google.com/a/ehu.lt/document/d/1xGUmhzMmRUQei662CmDCeV4BcyRK8mfFMH1vB_50qeU/edit#.



Additionally, EHU provides living places at the hotel of the University “Ecotel Vilnius.” For booking and living regulations, see “Manual for EHU Personnel” (above).

9. STAFF HONOR AND DIGNITY INSULTS

Staff and student relationships with each other and social networks (email, Moodle, etc.) are based on collegiality, friendship, honesty, tolerance, and solidarity, directed at higher education quality assurance and a positive academic atmosphere.

The staff member or student must

- respect the opinions of others, correctly express comments and opinions, and be tolerant towards other university employees’ personal characteristics in face-to-face activities and in social networks; and
- not diminish a teacher's or student's name at the University or beyond by unethical behavior, disrespect for staff honor, and insults to dignity. Staff members or students who do not comply with the ethical requirements can be disciplined according to the statute and the University's internal rules of procedure.

10. REPORTING SUSPECTED VIOLATIONS

a. Reporting to Management — Members of the EHU community should report suspected violations of applicable laws, regulations, government contract and grant requirements, or this Code. This reporting should normally be made initially through standard management channels, beginning with the immediate supervisor. If for any reason it is not appropriate to report suspected violations to the immediate supervisor (e.g., the suspected violator may be the supervisor), individuals may go to a higher level of management within their school or department.

b. Other Reporting — All violations of laws or regulations should be reported internally to the Office of the Lawyer.

c. Confidentiality — Such reports may be made confidentially, and even anonymously, although the more information given, the easier it is to investigate the reports. Raising such concerns is a service to the University and does not in itself jeopardize employment.

d. Cooperation — All employees are expected to cooperate fully in the investigation of any misconduct.