

Approved
Order of the Rector of EHU
№ 01-90
From 19.07.2024

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, University) Community”, or “Members”, or “community members”:

- 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 provide outsourcing services to the University
- Individuals who perform services for the University as volunteers and assert an association with the University
- Students

EHU Code of conduct, together with the Code of Ethics, makes EHU ethical system that should be respected by all EHU community members.

1. INTRODUCTION, PURPOSE AND DEFINITIONS

1.1. Introduction —all members of the EHU community 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.

1.2. 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.

1.3. 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 responsible persons or bodies of the University. 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.

1.4. Questions — Direct any questions regarding the intent or applicability of this Code to the responsible person or body of the University.

1.5. **Close persons** – the spouse, cohabitant, partner of the Member, when the partnership is registered in accordance with the procedure established by law, as well as their parents (adoptive parents), children (adopted children), brothers (adopted children), brothers (brothers), sisters (adoptive parents), grandparents, grandchildren and their spouses, cohabitants or partners of them and the Member.

1.6. **A personal interest** – the moral debt, moral obligation, pecuniary or non-pecuniary benefit of the Member (or persons close to him) or other interest of a similar nature, participating in decision-making.

1.7. **The behavior of the Member in public life** – the behavior of the Member outside the University in society and his social activities.

1.8. **Gift** – any property or property right transferred free of charge, as well as any other benefit with a monetary value.

1.9. **A conflict of interest** – a situation where the Member, in the performance of his duties, is obliged or able to make a decision, participate in its adoption or perform other actions, in violation of the interest of the University for the benefit of him or his family members and close persons.

1.10. **Illegal remuneration** – money, gift certificates, as well as items (alcoholic beverages, food products, flowers, souvenirs, etc.) were brought to the University for the legal performance of duties or for the desired legal (illegal) performance of duties (non-performance) of duties or the desired legal (illegal) performance (non-performance) of duties.

1.11. **Private interests** – the personal interest of the Member, his family members and /or close persons, which may influence decisions in the course of duties.

2. STANDARDS OF INTEGRITY AND QUALITY

2.1. 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.

2.2. 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.

2.3. 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

3.1. 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.

3.2. If it is established that an employee or a student has knowingly disseminated 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.

4. CONFLICT OF INTEREST/CONFLICT OF COMMITMENT

4.1. Community members 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.

4.2. The Member must:

4.2.1. Behave in such a way that his family, social and other relations do not harm the work and do not interfere with the performance of direct duties;

4.2.2. Not to succumb to the illegal influence of government or management institutions, officials, media, the public and individuals, and immediately inform the immediate superior about it in writing or by e-mail. If such an influence is exerted by the immediate superior, immediately inform his immediate superior in writing or by e-mail;

4.2.3. Receive only the salary specified in the employment contract;

4.2.4. If there may be a conflict of the University and private interests, not to participate in economic and commercial activities using working position, not to use the information received during work to obtain personal gain;

4.2.5. Be objective, not have personal prejudice when making decisions;

4.2.6. to be fair when examining requests, complaints, statements, not to abuse the powers granted.

4.3. The Member and/or a person close to him/her shall be prohibited from providing, receiving gifts or services if it relates to the working position or working duties, unless the gifts or services are received in accordance with an international protocol.

4.4. The Member who receives an offer to accept or is provoked to accept an illegal remuneration must:

4.4.1. to politely, non-offensively and intelligibly explain that the acceptance of illegal remuneration is prohibited, for which disciplinary or criminal liability is provided. To show the interested party by his conduct that he does not tolerate any illegal remuneration;

4.4.2. refuse and not accept illegal remuneration;

4.4.3. not to touch or allow other persons to touch the illegal remuneration left behind;

4.4.4. if possible, to make (by warning) an audio and (or) video recording of the conversation, to take a picture of the illegal remuneration placed;

4.4.5. to explain to the interested person that these actions can be considered criminal and lead to criminal liability;

4.4.6. to warn the interested party that the Prosecutor's Office of the Republic of Lithuania, the Special Investigation Service of the Republic of Lithuania or another pre-trial investigation institution will be informed about the proposed or abandoned illegal remuneration. If the interested party does not renounce his intentions, if possible, not to allow this person to leave and promptly inform the immediate superior orally, by e-mail or telephone and, if the illegal remuneration has the characteristics of a criminal act of a corrupt nature (the remuneration is aimed at influencing the Member to act lawfully or illegally or not to act in the exercise of his/her powers), within the shortest possible time the law enforcement agency;

4.4.7. while waiting for the arriving officers of the law enforcement agency to maintain seriousness, temporarily not to serve other interested persons;

4.4.8. until the arrival of the officers of the law enforcement agency to act in accordance with their instructions.

4.5. If an illegal remuneration has been offered or promised in writing, by e-mail, telephone or other means of communication (on social media accounts), the Member must immediately take measures to preserve evidence, not to delete an e-mail, SMS or multi-format message (MMS), to take a photo of a computer monitor with visible text and to save it, if possible, with the person offering an illegal remuneration make audio recordings of conversations. Inform the immediate supervisor about this orally, by telephone or electronically.

4.6. If the illegal remuneration was sent anonymously, by mail or by courier, the Member is obliged to take photographs of the packaging of the parcel and its contents.

5. HUMAN RESOURCES

5.1. 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.

6. FINANCIAL REPORTING

6.1. 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 the University books and records, including departmental accounts and individual expense reports, must accurately reflect each transaction.

7. COMPLIANCE WITH LAWS

7.1. 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 responsible person or body of the University.

7.2. **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.

7.3. **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:

7.4. **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 the University policies and codes of conduct in addition to any professional standards.

8. USE OF UNIVERSITY RESOURCES

8.1. 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, or specifically described in employee contract. 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.

9. HONOR AND DIGNITY INSULTS, OTHER BEHAVIORAL REQUIREMENTS

9.1. The Members 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.

9.2. The Member must:

9.2.1. 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;

9.2.2. 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;

9.2.3. Not to violate human rights and freedoms, to refrain from commenting and the expression of public attitudes if this may lead to negative consequences, and not to exert an unlawful influence on other persons in the performance of their duties in the expression of their political, religious, racial, sexual orientation, social status and other beliefs;

9.2.4. When preparing and submitting draft documents, to delve into the essence of the issue, to avoid haste and superficiality, to check whether they comply with the requirements of current laws and regulations;

9.2.5. Be self-critical, not shy away from personal responsibility for the mistakes made, admit your mistakes and try to correct them as soon as possible;

9.2.6. Avoid malicious utterances or other deceptions that do not correspond to reality, do not use offensive words or gestures;

9.2.7. Be an example of a civic position through one's conduct, decisions and actions;

9.2.8. Improve his professional qualifications not only by accumulating personal experience, but also by taking an interest in special literature, participating in seminars, courses, constantly improving;

9.2.9. Cooperate in good faith and tactfully with other institutions, companies, organizations of the Republic of Lithuania;

9.2.10. When communicating with other persons or entities, coordinating or performing any activity, must not influence other Members in connection with the activity they perform in the University, unless this is provided for by law or regulation;

9.2.11. By his behavior and appearance in the University and in public life not to discredit the name of the University, to set an example to others, to adhere to generally accepted norms of morality;

9.2.12. Act objectively and impartially in conflict circumstances, listen to the arguments of both sides and look for the most objective solution;

9.2.13. To provide individuals with information about their rights, obligations, opportunities and possible consequences, without affecting the self-determination of the individual;

9.2.14. To ensure the transparency of the decisions and actions taken and, where appropriate, to provide the reasons for its decisions;

9.2.15. Compliance with the rules for document management, preparation of documents;

9.2.16. Be polite, helpful and tidy;

9.2.17. Be tolerant, unconditionally respect all persons, regardless of their nationality or origin, gender, social status, political, religious, philosophical or other beliefs;

9.2.18. Not to abuse alcohol, not to use narcotic and other psychoactive substances for non-therapeutic purposes, in case of a reasonable suspicion of possible intoxication, not to shy away from checking for sobriety;

9.2.19. Honestly, decently, impeccably and responsibly use his/her rights and perform his/her duties, as determined by the laws of the Republic of Lithuania, other legal acts, the orders of the University Rector, the job description and other acts of the University;

9.2.20. In performing his/her duties, follow the laws of the Republic of Lithuania, other legal acts, the orders of the University Rector, the job description and other acts of the University, the immediate superior assignments, tasks and obligations;

9.2.21. To conserve the property of the University, not to use it for personal purposes, not to waste or damage it;

9.2.22. Not to take advantage of the mistakes or ignorance of others;

9.2.23. Not to abuse the position held, not to use documents confirming the position held and the powers granted, in order to influence non-subordinates to make a decision in his/her favor.

10. REPORTING SUSPECTED VIOLATIONS

10.1. 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 or administrative unit. Reporting about highly sensible issues shall be address directly to the Rector of EHU. High sensitivity of the issue shall be determined on a case - by - case basis.

10.2. 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.

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