



Code of Conduct for Teaching and Professional Staff and Students of Faculty of Public Policy and Public administration

Art. I.

Common principles

In accordance with Section 5(3) of Act No.138/2019 Coll., the employer may develop the Code of Conduct with the focus of the school or school establishment. The aim of the Code of Conduct of the Faculty of Public Policy and Public Administration DC is to outline the basic framework for the actions of a pedagogical employee or a professional employee and a student within the framework of the basic moral principles that a pedagogical employee or a professional employee and a student should observe in relation to themselves and to other employees of the school and students. The Code of Conduct applies to the teaching and professional staff of the College and to the students of the Faculty of Public Policy and Public Administration DC.

The text of the Code of Conduct of the Faculty of Public Policy and Public Administration DC presents the basic ethical requirements for the conduct and behaviour of male and female students, academic teaching staff as well as non-teaching staff.

The Code of Conduct for DC employees' places ethical behaviour and the awareness of the importance of such behaviour at the centre of their activities. At the same time, the research and teaching programs of the Faculty of Public Policy and Public Administration DC assume the questioning of non-compliance with Conduct and ethical standards in all faculty interactions.

In this regard, the Faculty of Public Policy and Public Administration are guided by the fundamental human rights legislation in force and strive in particular to do what is articulated in the last sentence of the preamble of the United Nations Declaration of Human Rights: to promote these rights and freedoms through teaching and learning.

In line with this statement, the Faculty of Public Policy and the Public Administration DC promote equal rights and mutual understanding of cultures and peoples in all its activities. As an academic institution, it further seeks to promote academic values:

- *honesty and mutual respect in research,*
- *honesty and mutual respect in the teaching process*

as fundamental principles of academic freedom.

Principles for teaching and non-teaching staff

The following points of the Code of Conduct will apply to the standards of conduct of teaching and non-teaching staff of the Faculty of Public Policy and Public Administration of DC.

1. All teaching and non-teaching staff of Faculty of Public Policy and Public Administration of DC in whatever capacity should conduct themselves ethically and with integrity and at all times represent the institution and its core values and principles in this way.
2. As educators, faculty members of the PP and PA DC have a special responsibility to promote ethical behavior through their interactions with students both in and out of the classroom. Faculty of Public Policy and Public Administration employees must adhere to the guidelines and statutes that govern the institution.
3. Faculty of Public Policy and Public Administration employees will abide by all obligations outlined in their employment contracts as well as commitments made in connection with the school's accreditation. All employees and individuals representing the faculty should strive to avoid conflicts of interest that could affect the integrity of their conduct and objectivity.
4. Harassment on the basis of race, gender, religion, ethnicity, sexual orientation, or any disability is not tolerated at Faculty of Public Policy and Public Administration. The Faculty declares that its teaching and research programs are conducive to thoroughly challenging behavior that is potentially offensive to its employees.
- 5 Faculty and students should demonstrate tolerance and respect for each other.
6. Records, data, and information in the possession of faculty will be maintained in accordance with applicable regulations and will not be misused.
7. Confidential information regarding student, faculty, and financial matters shall be protected and shared only with those who have a right to that information within the governance structure of the institution. Any questions regarding the disclosure of confidential information must be directed to the appropriate responsible employee.
8. Lobbying and Political Activity. Faculty and students are often politically active; such activity is welcomed by the institution. However, political activities are to be conducted on an individual basis and not on behalf of the institution. Faculty of Public Policy and Public Administration strive to create an environment in which the diversity of political views remains protected: freedom of research is a core value of the institution.
9. Faculty of Public Policy and Public Administration will maintain a robust system of internal controls to preserve the integrity of the institution and to prevent any violation of the elements of this Code of Conduct.
10. Faculty of Public Policy and Public Administration property shall not be used for personal gain. These assets include intellectual and physical property, funds or information.
11. Serious violations of the Code of Conduct by EGS employees may result in disciplinary consequences, including termination of employment. All faculty members are motivated and encouraged to help uphold the ethical standards of the EGS and EGS.

12. The above policies and procedures apply to all areas of Faculty of Public Policy and Public Administration activities

13. Faculty will strive to promote a healthy learning atmosphere and community spirit that supports the core values of the faculty. They will not conduct themselves in such a way as to disrupt the functioning of a seminar, public lecture, or any other faculty activity.

14. Employees will not engage in any behavior that may be perceived as threatening or harassing toward students or other members of the Faculty of Public Policy and Public Administration. This guideline applies to personal relationships as well as other means of communication.

15. Any theft or damage to property or harm to any member of Faculty of Public Policy and Public Administration will face the disciplinary process. Any violation of the Code of Conduct and Conduct may be grounds for disciplinary action. Complaints regarding possible violations will first be referred to the Disciplinary Committee.

16. Every teaching or professional staff member is to be a moral and professional authority, as well as a helper and guide to students in optimizing personal development. The moral qualities of a teaching or professional staff member are a fundamental prerequisite for the fulfilment of this objective, as they constitute one of the key attributes for the successful performance of the teaching profession. The purpose of the Code of Conduct is to promote positive work motivation of the teaching or professional staff member to educate and train students so that positive role models are one way of influencing the basic orientation of the student in the context of study and later in the labor market

17. The Code of Conduct commits to educate morally mature beings possessing ethical standards and values with which they are intrinsically identified and apply in their study and work activities.

18. The Code of Conduct obliges every teaching or professional staff member to uphold the dignity of his/her actions and behaviour in the context of social norms

Art. 2 Students

Every Faculty of Public Policy and Public Administration student during their studies:

(a) acts honestly and responsibly towards others, respects the rights of others

(b) refuses to be discriminated against on the grounds of sex, religion or belief, race, membership of a nationality or ethnic group, disability, age, sexual orientation, marital or family status, color, language, political or other opinion, national or social origin, property, birth, gender identity and gender expression; or

(b) is aware of his/her rights to quality vocational education, uses the period of study for personal and professional development (based on the relevant legislation).

(c) does not commit personal humiliation and coercion, intimidation and ridicule, psychological and physical violence, sexual harassment,

(d) he/she achieves his/her learning outcomes only in an honest manner at all times, does not cheat and does not use dishonest practices during any verification of his/her learning and knowledge, (e) he/she does not commit plagiarism, does not pass off someone else's work as his/her own,

e) treats the staff of the Faculty of Public Policy and the Public Administration of DC with dignity and respect,

f) does not tolerate disrespect and other unethical treatment of people, refuses indifference and tolerance to ethical misconduct of others, h) freely expresses his/her opinions, respects freedom of speech and critical thinking, i) does not disparage the work of other students or teachers,

(g) does not disrupt the orderly conduct of teaching by arriving late for class or for assessments in theoretical and professional subjects, meets the deadlines for the submission of theoretical work and

practical assignments, meets the deadlines set by the Study Department

Final provisions

The Disciplinary Board is responsible for considering complaints. This Code of Conduct was approved by the as Faculty of Public Policy and Public Administration on 23.2.2021

Prof. PhDr. Monika Čambáliková, CSc.

Chairwoman of the Academic Senate of the Faculty of Public Policy and Public Administration of DC

in Sládkovičovo 23.3. 2021