

Employee Code of Ethics at ITB

Preamble

The Czech Republic Act No. 111/1998 on Higher Education Institutions states in the introductory provision on the roles of higher education institutions:

As the highest link in the education system, higher education institutions are the highest centres of education, independent knowledge and creative activity and play a key role in the scientific, cultural, social and economic development of society.

ITB has included this Employee Code of Ethics in its academic standards for the purpose of providing an essential orientation for the choice of possible personal conduct, identification of unacceptable behaviour or the determination of appropriate solution in case of difficulties. It declares that it is necessary to preserve and develop ethical standards.

GENERAL PRINCIPLES

1.

An ITB employee maintains a high standard of respect for human moral and ethical principles in their work, fully respecting the principles of this Code. He/she requires the same from his/ her co-workers and students, actively impacts especially students in this respect and is always an example for them.

2.

An ITB employee does not advocate or cover unethical behaviour and conduct, even if such behaviour or conduct would be justified by utility, obedience, or loyalty.

3.

An ITB employee regards educational, research, artistic and other creative activities as an integral contribution to the development of human knowledge, culture, innovation and general utility and defends it against unfair doubting or abuse. He/ she carefully adheres to and spreads the principles of reliable and trustworthy educational, research, artistic and other creative activities to the public, among his/ her co-workers and especially among students.

4.

An ITB employee continuously develops his / her skills, expanding and deepening his / her knowledge and skills both in his / her professional focus and in general pedagogical work or study.

5.

An ITB employee remains critical to the results of his / her work, knowledge and conclusions, objectively, critically, but collectively, he / she approaches the results of his / her colleagues and students, and is open to discussions and arguments.

6.

An ITB employee treats all people at the ITB premises honestly and politely. He/she respects their views and does not interfere or restrict them in the performance of their work and activities at ITB. On the ITB premises, during internships, study visits and other professional and study activities outside the ITB premises, he/ she conducts his/her behaviour to the rules of social behaviour.

7.

An ITB employee uses the school's equipment carefully and in accordance with his/her mission and protects them from misuse or damage as far as possible. When working with computer technology he/she does not use illegal software and adheres to the rules for working in the school computer network.

8.

An ITB employee is committed to strengthening the reputation of ITB's goodwill and is trying to contribute to it through his/her actions and behaviour.

PRINCIPLES IN EDUCATIONAL ACTIVITIES

1.

An ITB academic employee always treats students on the basis of an objective, fair, demanding but sensitive assessment of their professional knowledge and skills, general competence, diligence and other characteristics, always applying collegial behaviour to students.

2.

An ITB academic employee communicates with students in an open and fair manner, never resorting to their underestimation, humiliation and any disrespect.

3.

An ITB academic employee always treats students fairly, does not require them to do activities that are part of his/her duties, and does not appropriate their work and the results they achieve. He/she does not allow students to gain unauthorized benefits while studying and verifying their learning outcomes; in his/her classification he/she acts impartially and objectively.

An ITB academic employee strives not only to provide quality teaching, but also a personal example at all times, carefully following the established rules of organization of teaching.

5.

An ITB academic employee fully and proactively cares about the collective teaching and education of students, facilitates the development of their independent and critical thinking, broadens their support for their qualifications and career development, creative and publishing activities, and helps them establish external contacts, including international contacts.

6.

An ITB academic employee draws reasonable consequences from potential failures and unethical students' behaviour.

PRINCIPLES IN SCIENTIFIC, ART AND OTHER CREATIVE WORK

1.

An ITB academic employee focuses his research, artistic or other creative activities especially on expanding the boundaries of human knowledge, developing artistic and cultural values, education, technical innovations. He always makes sure that his results serve the good.

2.

An ITB academic employee is aware of his/her responsibility for the objectivity, reliability and accuracy of his research and respects the limits of the methods used. He/ she does not duplicate research conducted elsewhere unless it is necessary to verify, supplement or compare the results.

3.

When publishing his / her findings and results, the ITB academic employee shall ensure their completeness, verifiability and objective interpretation. Upon publication of the results, he/ she shall keep the primary data and documentation for a period appropriate to the industry, unless other legitimate obligations or regulations prevent this. If he/she discovers a mistake in his/her publications, he/she will take all necessary steps to correct it and does not try to hide or conceal it.

4.

An ITB academic employee shall transmit his / her results to a scientific, professional or artistic public subject to legitimate confidentiality. He/she reasonably informs the general public about the acquired scientific knowledge after it has been verified and published in professional media.

5.

An ITB academic employee presents himself / herself as an author or co-author of the results only if he / she has achieved them or contributed to them in a significant creative way. He consistently renounces any form of plagiarism. In the publications he/she objectively acknowledges the contribution of others. When citing, he/she always gives a clear and precise reference to the source. He/she also cites essential works that are not consistent with his results and opinions.

6.

An ITB academic employee performs his / her assessment, review or other assessment activities personally, independently and carefully.

7.

The ITB academic employee respects and protects the intellectual property of the authors of the manuscripts under consideration, the project or report proposals, the works of art, does not use the data contained in the evaluated materials for any purpose other than the relevant review and does not disclose them to third parties. He/she does not intentionally extend the evaluation period in order to achieve its own or third party benefits.

8.

An ITB academic employee refuses to draw scientific, professional or artistic opinions if their conclusions could be influenced by his / her personal interest, or clearly draws attention to this fact. He/she renounces any conscious conflicts of interest.

9.

An ITB academic employee ensures the efficient and effective use of the provided financial and material resources.

10.

An ITB academic employee publishes the results of his / her research and creative work on field-relevant and serious publication platforms. He/she avoids publishing within platforms registered in lists of so-called "predatory" publishing houses and magazines.

PRINCIPLES IN THE FIELD OF SEXUAL HARASSMENT AT ITB PREMISES

1.

Sexual harassment is generally understood to be uninvited, inappropriate behaviour with a sexual subtext. Often it does not have to include physical contact, such as compulsion for sexual activity for reward or under threat, unwanted bodily contact and physical assault; also various forms of psychological blackmail can be included under the term sexual har-

assment. Specifically, it also includes unwelcome attention, ie inappropriate or offending behaviour of a verbal and non-verbal nature directed towards a specific individual, attention in the form of harassing e-mails and unwanted sexual suggestions, and gender harassment involving gender-based treatment, insults, body and appearance comments, embarrassing comments, inappropriate gestures, use of erotic materials, and more.

All of the above may result in an uncomfortable learning environment and atmosphere between the persons concerned, ie the student and the teacher, or between the students. Sexual harassment can take place not only during teaching time but also during tutorials, professional practice or various field trips outside the school premises. In most cases abuse by power unequal status (ie teacher-student) is expected, but the opposite situation may also occur. In all cases, the situation needs to be addressed, although it is often a very sensitive issue.

2.

The individual concerned has the opportunity to initiate an investigation to investigate whether unethical conduct has taken place. The complaint is submitted through the IS system -> Document office -> Rector's Office -> Initiative to be discussed. An employee of the Rector's office will register the complaint and then hand it over to the Ethics Committee of ITB.

ETHICAL COMMITTEE OF ITB

1.

In order to deal with complaints concerning unethical conduct, the Ethical Committee of ITB (hereinafter referred to as "the Committee") is established. The Committee supervises the observance of ethical standards set by the Code of Ethics of the ITB employee and the Code of Ethics of the ITB student. As part of its work, the Committee addresses complaints from ITB employees and students concerning alleged violations of ethical standards at ITB.

2.

The Committee consists of a total of four permanent members, namely the President of the Committee and three full members. The Rector appoints the President of the Committee from among ITB employees. The term of office of the President of the Committee shall be four years. Full members are appointed by the Rector after approval by the Academic Senate of ITB. The term of office of a Member of the Committee shall be four years. An employee or student of ITB may become a member of the Committee. Apart from the office of the President of the Committee, the membership in the Committee is incompatible with the membership in the management of ITB and in the management of its sections. Members shall attend meetings of the Committee to which they have been invited. A Member of the Committee shall, on taking up his duties, sign a declaration of confidentiality of the facts which he becomes aware of when dealing with the Committee's issues. A member of the Committee may resign at any time.

Membership of the Committee expires upon the expiry of the term of office. Membership in the Committee is also terminated if the member ceases to be an employee or student of ITB. The Rector shall remove a Member of the Committee from his office if he is reasonably suspected of unlawful or unethical conduct.

Administrative matters relating to the proceedings of the Committee shall be provided by the Secretary.

Once a year, the Committee will draw up an activity report, which it will submit for discussion to the Academic Senate of ITB and for information to the Rector.

3.

The complaint is submitted through the IS system -> Document office -> Rector's Office -> Initiative to be discussed. An employee of the Rector's office will register the complaint and then hand it over to the Committee.

4.

The Committee will discuss and investigate a complaint regarding alleged unethical behaviour. When discussing and investigating alleged unethical behaviour, the Committee shall proceed without delay; the President of the Committee shall convene a meeting. The proceedings of the Committee shall be conducted in such a way that the Committee adopts a proposal within 1 month of its first meeting. The Committee shall deal with all the complaints submitted and shall deal with the matter in such a way as to make it clear, without reasonable doubt, whether the academic employee or another employee has breached the Code of Ethics.

The meetings of the Committee shall be chaired by the President. The Committee has a quorum if all members are present. The resolution is adopted if the majority of the members present speak for it. The President shall make minutes of the meeting of the Committee; a protocol shall be drawn up on the voting of the Committee.

5.

.If the Committee finds out that unethical behaviour has occurred on the part of the academic employee or another employee, The Committee shall hand over the report on the identified unethical behaviour to the Rector to initiate further steps according to the severity of the unethical conduct in accordance with the internal standard - Directive No. 10/2013 ITB Working Regulations. If the Committee finds that unethical conduct has not occurred, this fact shall be recorded in the protocol and notify the complainant.