

**Transport and Telecommunications Institute
ETHICAL CHARTER**

The Ethical Charter of the Transport and Telecommunications Institute (hereinafter referred to as - the Institute) shall determine the core principles of ethics and conduct of employees of the administrative and scientific staff (hereinafter referred to as - the Employee), creating a beneficial work environment, full of respect and responsibility in the Institute.

The Ethical Charter shall include core principles and standards of conduct to be complied with by students and employees in their attitude to the Institute, their work and in relations with their colleagues, clients and business partners.

1. GENERAL CORE ETHICAL PRINCIPLES

1.1. Principle of honesty and justice

- 1.1.1. Every student and employee of the Institution shall honestly and responsibly perform their duties and obligations, in accordance with their professional competence.
- 1.1.2. Employees shall act fairly, complying with the equality of persons.
- 1.1.3. Employees shall delimit themselves during the fulfilment of their obligations and decision-making from personal interests and external influence (of interests of other persons, political, religious or social groups).
- 1.1.4. Employees shall be aware of their official duties and conditions, as well as the contribution of their activities, and feel personally responsible for the quality of the performed work for the achievement of common targets of the company.
- 1.1.5. Every student and employee shall base their activity on mutual trust and consideration, avoiding partiality, misleading and conflicts of interest.

1.2. Principle of responsibility and loyalty

- 1.2.1. Students and employees shall take care to represent the image of the Institute, without permitting behaviour that may harm the reputation of students or employees thereof in public, and promote the visibility of the Institute not only in Latvia, but also on the international level.
- 1.2.2. Employees shall be loyal to the purposes of activity and core values of the company.
- 1.2.3. Students and employees of the Institute shall be loyal to the Latvian state and its Constitution.
- 1.2.4. Employees shall refuse to publicly show such opinion that is contrary to or inconsistent with the purposes of activity of the Institute. When showing a publicly different attitude on any issue, the personal opinion shall be strictly and clearly separated from the opinion of the Institute.

1.3. Principle of respect and good fellowship

- 1.3.1. Every student and employee of the Institute shall maintain a positive attitude, mutual respect and tolerance in their conduct. Discrimination due to race, nationality, religion, different culture and social status, political view, gender, age, health, property or family status shall not be permitted.
- 1.3.2. Students and employees of the Institute shall treat a variety of opinions, open exchange of views, fair competition, culture of discussions, constructive dialogue for settling conflict situations and type of behaviour and speech not offending other persons, as the standard of mutual relations.
- 1.3.3. Employees shall take care to ensure the successful inclusion of new colleagues into the team.

- 1.3.4. Employees shall cooperate with colleagues, providing and receiving the necessary support for the performance of professional duties and shall not misuse the trust of colleagues.

2. CORE ETHICAL REQUIREMENTS FOR STUDENTS AND EMPLOYEES

2.1. Core ethical principles for students

- 2.1.1. To honestly complete the selected programme, obtain theoretical and practice knowledge and skills.
- 2.1.2. Not to permit a discriminating attitude towards other students or employees, to comply with the principles of honest competition, creating constructive dialogue for the settlement of disputes and conflict situations, and to respect the opinion of other persons.
- 2.1.3. To comply with honesty in study work, not to permit plagiarism and other kinds of fraud.

2.2. Core ethical principles for employees

- 2.2.1. To honestly and responsibly perform their work duties.
- 2.2.2. To adhere to the respectful culture of mutual relations.
- 2.2.3. The academic staff shall serve as an example for adherence to moral norms.
- 2.2.4. Not to permit a discriminating attitude towards students and employees.
- 2.2.5. To assess the work of students in a timely manner, fairly and in a reasoned manner and to respect the opinion of students.
- 2.2.6. To admit errors and shortages made during the study process or assessment of students and to settle disputes by direct and open negotiations.
- 2.2.7. To avoid the imposition of personal likes or dislikes during the assessment of students works.
- 2.2.8. Employees of the academic staff shall take care to ensure academic and professional honesty, without creating conditions for the manifestation of academic dishonesty, to follow up the development process of students' papers, not to permit plagiarism, copying and other unfair use of intellectual property or fraud.
- 2.2.9. To respect the results of individual work of other colleagues and not to use them for personal purposes.

3. REVIEW OF A BREACH OF THE PROVISIONS OF THE ETHICAL CHARTER

- 3.1. The Ethical Commission shall be established on the basis of an order, which shall assess complaints regarding a failure to comply with the core principles of professional ethics and conduct.
- 3.2. Duties of the Ethical Commission shall be: to review the submitted complaints regarding the conduct of employees and students, and to provide an opinion regarding the fact of a breach of the provisions of the Ethical Charter.

4. INTRODUCTION OF THE ETHICAL CHARTER

- 4.1. Ethical Charter of the Institute shall be available to all students, employees of the Institute as well as the public. It shall be available on the website of the Institute.
- 4.2. Human Resources Department shall introduce employees to the Charter and an employee shall confirm becoming acquainted with the Charter with their signature.
- 4.3. Employees of the Study Department shall ensure the introduction of students to the Charter.
- 4.4. The content of the Charter shall be regularly reviewed and amendments shall be made in case of need.