



LIEPĀJAS UNIVERSITĀTE

APPROVED
in the LiepU Senate Meeting on April 29, Minutes No10

Regulations about the Ethics Commission

Issued in compliance with the Liepaja University Constitution Paragraph 14.1.1

I. General Regulations

1. The Regulations about the Liepaja University Ethics Commission (hereafter- Regulations) determine the composition, responsibilities, activity rules of the Ethics Commission, as well as core values and ethical principles on which the mutual relationships of the staff are based.
2. The Ethics Commission is an institution elected by the Senate which considers ethical disputes among staff members.
3. The Ethics Commission consists of 5 members: 3 representatives of the academic staff, 1 representative of the general staff and 1 representative of students. They are elected by the Senate for 3 years; the student representative is delegated for the work in the Commission by the Students' Council. The members of the Ethics Commission can only be dismissed with the consent of the Senate at the employer's initiative.

II. Activity Tasks of the Ethics Commission

4. The Ethics Commission
 - 4.1. considers and assesses violation of the staff ethical values, basic principles and norms, submits recommendations to the Rector for decision-making;
 - 4.2. consults staff members on the ethical principles and observance of norms.

III. Core Values and Basic Principles of Ethics

5. The staff of Liepaja University observes the principle of equal treatment, political neutrality, principles of ethics, human rights and humanism, do not discredit the University of Liepaja and Latvia State. The staff and students shall observe every human being's individual peculiarities, linguistic and cultural differences, different possibilities and special needs.
6. The ethical core values and basic principles on which the mutual staff relationships are based:
 - 6.1. professionalisms – an ability and skill to collaborate based on the staff competence and orientation towards acquisition of new knowledge and skills for the common goal achievement of the university;

- 6.2. collegiality – an ability to share work experience, helping colleagues to clarify incomprehensible /unclear issues; an ability and responsibility to avoid unjustified and behavioural public criticism behind colleagues' backs, unless activities are criminal;
- 6.3. respect and self-esteem – an ability and skills to respect each other, be tactful, which cannot be compatible with arrogance and superiority display, ridicule, evil irony, hasty adverse decisions, tactless insults;
- 6.4. loyalty – and ability and responsibility to take care of Liepaja University and its staff's good reputation and image in the society; be proud of own workplace and colleagues;
- 6.5. honesty – and ability and responsibility to exclude deception and fraud, including presentation of others' achievements as your own or falsely report on what has been done;
- 6.6. politeness – kind attitude to a person who addresses a question to an employee; an ability to be careful, sympathetic, ready to help, be tactful and considerate in communication.

IV. Activities and Rights of the Ethics Commission

7. The Ethics Commission works independently. It elects the Head from its members, who convenes the meetings of the Commission, states its agenda and chairs these meetings.
8. Any member of the staff can submit applications about the violation of the ethical core values and basic principles to the Head of the Ethics Commission. The Commission considers it within one month, inviting the involved parties. The Commission may also meet with each of the parties separately.
9. The meetings are closed, the members of the Ethics Commission and persons invited observe the principle of confidentiality.
10. The meetings can be held if at least 3 out of the elected members of the Commission take part. The proceedings shall be recorded in the minutes; decisions shall be taken by vote; in cases when the votes are equal, the vote of the Head of the Commission is the casting vote.
11. Decisions of the Ethics Commission are based on independent and objective assessment of all conditions and action motives, taking into account the identified impact of the activity on the university performance and image.
The decisions can be the following:
 - 11.1. discussions with the persons mentioned in the application;
 - 11.2. a suggestion to the Rector to make a note or a reprimand to the employee about the failure to comply with *Rules of Working Regulations*;
 - 11.3. regarding students- a discussion or encourage the Rector to ex-matriculate the student from the University due to failure to comply with the *Internal Rules for Students*.
12. The Ethics Commission is entitled: within its competence limits to require and receive information from the members of the university staff; invite staff members to the meeting, in case of a necessity invite specialists in order to ask for opinions about the particular situation; encourage to improve/develop normative documents.

Head of the Senate

(signature)

Z.Gūtmane