

Code of Ethics of ŠKODA AUTO University o.p.s.

Preamble

ŠKODA AUTO University (hereinafter referred to only as "SAU") provides equal opportunity to all its academic staff, employees and students and guarantees everyone just and equal treatment regardless of their gender, age, ethnicity, race, sexual orientation, religion or cultural identity. It gives them the space for complete development in studying, pedagogical and administrative work, including research and creative activity.

Teaching, research and creative activities at SAU as well as people's relations to each other, to society and to the natural environment should satisfy generally acknowledged moral standards, and the basis is the so-called golden rule of morality: "Treat others as you would like others to treat you."

Members of SAU's academic community and its employees accept, by virtue of their position at SAU, this Code of Ethics, accepting the stated values and attitudes in representation and fulfilment of the multifaceted mission of the University. They endeavour to contribute to the seriousness and spreading the good name of SAU and its founders, the joint-stock company ŠKODA AUTO.

PART 1 Common Principles

- 1.1. All members of the SAU academic community and other employees observe the laws, legislation and SAU's internal regulations through their activities. They strive for a high standard of ethical conduct and adhere to the rules of this code. They do not defend or conceal unethical behaviour.
- 1.2. They dedicate themselves to pedagogical, research and creative activities, study, administrative work or other assigned tasks with full commitment. They systematically deepen their knowledge and skills and communicate them throughout the academic community in a suitable, appropriate way and use them for commonly beneficial purposes.
- 1.3. They respect human rights and basic freedoms, including the right to life and health, the inviolability of the person and his or her privacy, the right to preserve human dignity, personal respect and good reputation, freedom of thought, conscience, religion and expression, and freedom of academic research. They endeavour to prevent the violation of these rights and freedom.
- 1.4. They respect freedom of speech and support critical thought, plurality and free exchange of opinions and information. They apply criticism and alternative opinion considerately and with respect.
- 1.5. They behave honestly and courteously towards all people on the campus and do not limit others in their work at SAU.
- 1.6. They do not use the campus for assert the interests of a political party or movement.
- 1.7. They are alerted to conflicts of interests, and in case such a situation will arise, announce it in the appropriate manner and immediately terminate the conduct on which the conflict of interest is based.

- 1.8. They reject discrimination on the grounds of race, ethnic origin, nationality, ideology, religion, worldview, age, gender, sexual orientation, physical handicap, language, social background or material circumstances. They treat people with respect, without regard to social-cultural differences. They follow the principle of equal access and equal opportunities. They oppose all expressions of abuse of positions and sexual harassment.
- 1.9. They support positive access to people with specific needs and improvement of conditions for their involvement in the academic community.
- 1.10. They will not record an individual's speech, actions or person using audio-video recording or photography, will not distribute such a recording or allow third parties to distribute it without the consent of the person concerned.
- 1.11. They are alerted to corrupt practices and will report them immediately to the school management when they meet with them.
- 1.12. In accordance with their position and the principles of environmental protection, they respectfully use the school's property and, to the best of their ability, protect it from damage. They do not misuse this property for private interests or for personal gain or for the benefit of a third party. When working with computer technology, they do not use illegal software and follow the rules for working in the school's computer network.

PART 2. Pedagogical Activities

- 2.1 **Academic staff** pay attention to the adequacy and tolerable level of their work or study obligations at SAU and outside it, which should not exceed 1.5 times full-time.
- 2.2 They are responsible for the quality of students' specific lessons in accordance with the current state of academic findings in a given field. They are dedicated to collective or individual teaching and education of students, help the development of their independent and critical thinking, comprehensively support their development, creative and publishing activities, and help them establish external contacts, including international contacts.
- 2.3 For the purposes of teaching, they also maintain a high quality of the study aids they provide, including their compliance with current results of academic findings.
- 2.4 They treat students fairly, communicate with them in an open and fair manner and do not resort to their underestimation, humiliation or contempt.
- 2.5 When evaluating students, they act transparently, objectively and impartially.

PART 3 Research and Creative Activities

- 3.1 **Academic staff** focus their research and creative activities on broadening the boundaries of human knowledge, developing education and innovation.
- 3.2 In their scientific and creative work, they reflect the latest developments in their field, are responsible for the adequacy, accuracy and objectivity of the methods used and careful not to

distort them. They take care of the data, their exact description and standard ways of their protection and archiving. They make sure that the procedures and results of research and creative work are reviewable.

- 3.3 They observe the principles of intellectual property protection, both in their own work and in dealing with the work of others and ensure that the correct affiliation of the results of research and creative activities is stated. If they create a work as part of their labour law obligations, they apply the employee work regime to it.
- 3.4 They present themselves as authors or co-authors of results only if they have achieved them themselves or contributed to them creatively; any form of plagiarism is conscientiously avoided.
- 3.5 They use the funds entrusted for research purposefully and effectively. They are aware of their responsibility to society, employer and providers who funds them.

PART 4 Administration

- 4.1 **Administrative staff** follow the principles of collegial behaviour towards co-workers, other SAU employees, consisting in respecting their personality, the right to express an independent opinion and the right to freely choose their own access to academic activities, unless it is contrary to SAU's internal and other regulations and that this choice is in accordance with industry standards and this code.
- 4.2 They treat all school partners and visitors with respect and willingness.
- 4.3 Principles of moral conduct include collegial behaviour towards students, based on respect for students' personality, the principle of freedom of access to education, the status of students as full and equal members of the academic community, and last but not least the creative work of students by recognising their equal position as authors or co-authors in applying and publishing research and development results.
- 4.4 They reject expressions of discrimination or expressions of coercion based on functional status. They do not adopt the attitude of false collegiality, consisting in tolerance of cases of violation of the general moral principles and rules of this code.

PART 5 Study

- 5.1 In the intentions of the matriculation promise, **students** constantly expand and deepen their knowledge and develop their skills in order to prepare for the performance of a profession in their field.
- 5.2 They treat everyone and under all circumstances honestly, openly, with respect, without prejudice and as equals among equals.
- 5.3 They are aware of their rights arising from the student's position, which they use properly, and at the same time they are bound by the obligations grounded in active participation in compulsory education and following instructions delivered during their studies by SAU academic and

administrative staff in accordance with generally binding legal requirements, regulations and internal regulations of the University.

- 5.4 They reject behaviour that is contrary to ethical principles. They do not act in a humiliating or coercive manner.
- 5.5 They avoid all forms of dishonesty in accordance with *The Rules of Proper Student Conduct during all Evaluations Procedures at SAU*, as amended, which are attached to this code of ethics.
- 5.6 Disciplinary offences of students, including in particular:
 - a) any form of deception, copying or unauthorised cooperation in the performance of study duties, as well as other forms of breach of academic honesty,
 - b) aggressive or other inappropriate behaviour towards members of the academic community or university staff,
 - c) undermining the credibility and reputation of the University

are under the responsibility of the SAU Disciplinary Commission in accordance with the SAU *Disciplinary Rules* as amended.

- 5.7 On important occasions in connection with the study (matriculation, state final exams, graduation, etc.), they are aware of the importance of these events and approach them appropriately in their behaviour and dress.

PART 6 Ethical Commission

- 6.1 SAU's Ethics Commission is established to assess complaints regarding compliance with SAU's Code of Ethics by SAU's academic staff and employees. SAU's Disciplinary Committee is responsible for assessing complaints by SAU's students regarding compliance with SAU's Code of Ethics.
- 6.2 Details concerning the provisions, composition and activities of SAU's Ethics Committee are regulated by the Statute and Rules of Procedure of SAU's Ethics Committee.

PART 7 Final Provisions

- 7.1 All SAU academic staff, employees and students are obliged to become acquainted with this Code of Ethics, and they are binding on them. The document is available in SAU's information system.
- 7.2 An e-mail address is being set up for advice or consultations on matters of the Code of Ethics: eticky.kodex@savs.cz.