

Institute of Transport and Telecommunications CODE OF ETHICS

1. General conditions

(in the edition of Decision No 01-7/2 of the TSI Senate of 15.10.2024)

- 1.1. The Code of Ethics of the Institute of Transport and Telecommunications (hereinafter referred to as TSI) sets out the basic principles of professional ethics and conduct of the academic and general staff (hereinafter referred to as the staff) and students of TSI, ensuring favourable and respectful mutual relations in the working and study environment of TSI.
- 1.2. The Code of Ethics includes the basic principles and norms of conduct that the staff and students of TSI shall observe in their academic and scientific work, in their mutual communication and in their communication with the society.
- 1.3. The Code of Ethics is based on the principle of academic freedom, which establishes the right of all employees and students of TSI to communicate openly and appropriately in the study and research process and in the non-study environment, to present their opinions respectfully and to respect the right of others to express themselves freely.

2. General ethical principles

- 2.1. Principles of fairness and integrity
 - 2.1.1. Every member of staff and student of TSI shall discharge his/her duties and responsibilities honestly and responsibly, in accordance with his/her professional competence.
 - 2.1.2. Employees shall act fairly, respecting the principle of equality of persons.
 - 2.1.3. Employees shall dissociate themselves from personal sympathies, interests and external influences (interests of other persons, political, religious or social groups) in the performance of their duties and decision-making.
 - 2.1.4. Staff members shall be aware of the duties and conditions of their position and the contribution of their activities, and shall feel personal responsibility for the quality of their work in achieving the common goals of the university.
 - 2.1.5. Each student and staff member shall base his/her actions on mutual respect, trust and tact, avoiding bias, deception and conflicts of interest.
 - 2.1.6. Any TSI student or employee who has reasonable grounds to suspect a possible violation of ethical standards or personal rights, including sexual harassment, has the right to raise an alarm in accordance with the procedures set out in this Code of Ethics or other laws and regulations of the university. *(in the edition of the TSI Senate Decision No 01-7/2 of 15.10.2024)*
- 2.2. The principle of responsibility and loyalty
 - 2.2.1. Students and employees shall take care of the image of TSI by their moral conduct, not allowing actions that are not in accordance with generally accepted moral norms and may undermine the reputation of the university or its students or employees in the society, promote the recognition of TSI not only in Latvia, but also at the international level. *(in the edition of the TSI Senate Decision No 01-7/2 of 15.10.2024)*
 - 2.2.2. Employees shall be committed to the objectives and core values of the company.
 - 2.2.3. Students and employees of TSI are loyal to the State of Latvia and its Constitution.

- 2.2.4. Employees shall refrain from publicly expressing opinions that are contrary to or incompatible with the TSI objectives. When publicly expressing a different position on an issue, the personal opinion shall be strictly and unequivocally distinguishable from that of the university.
- 2.3. The principles of respect and collegiality
- 2.3.1. Every student and staff member of TSI shall act in a manner that is compatible with good manners, mutual respect and tolerance, and the principles of general culture and etiquette. Rude language or the use of foul language shall not be tolerated in mutual communication. *(in the edition of the TSI Senate Decision No 01-7/2 of 15.10.2024)*
- 2.3.2. Discrimination on the grounds of race, nationality, religion, cultural difference, social status, political opinion, sex, age, state of health, property or marital status shall not be tolerated.
- 2.3.3. Every student and employee of TSI shall be aware of and sensitive to the differences between different cultures and genders, and shall promote diversity by creating an inclusive and safe working and learning environment. *(in the edition of the TSI Senate Decision No 01-7/2 of 15.10.2024)*
- 2.3.4. The norm of mutual relations between students and employees of TSI shall be diversity of opinions, open exchange of ideas with the aim to promote positive problem solving and mutual understanding, fair competition, culture of discussion, constructive dialogue in conflict resolution and non-offensive behaviour and speech of others.
- 2.3.5. Staff members shall show respect and support to new colleagues and ensure their successful integration into the team.
- 2.3.6. Staff members shall cooperate with colleagues in giving and receiving necessary assistance in the performance of their professional duties and shall not abuse the trust of colleagues.
- 2.3.7. TSI students and staff shall not exploit the hierarchical relationship that exists between academic and general staff and students for selfish purposes.
- 2.3.8. The dress and appearance of staff and students, when they are at the university should be appropriate to the situation, without casting doubt on the appropriateness of the person to the environment in which he or she is present. Clothing and accessories that may create a safety risk or disturb other people in the study or working environment should be avoided at the University. *(in the edition of the TSI Senate Decision No 01-7/2 of 15.10.2024)*

3. Basic ethical requirements for students and staff

- 3.1. Basic ethical principles for students
- 3.1.1. To study the chosen programme in good faith, acquiring theoretical and practical knowledge and skills.
- 3.1.2. Not to discriminate against other students or employees, to observe the principles of fair competition, to engage in constructive dialogue in resolving disputes and conflict situations and to respect the opinion of others.
- 3.1.3. To observe honesty in the study work, to avoid plagiarism and other forms of cheating.
- 3.2. Basic ethical principles for staff
- 3.2.1. To perform their duties with integrity and responsibility.
- 3.2.2. Maintain a culture of respectful interpersonal relationships.
- 3.2.3. Academic staff shall be a role model of moral standards.
- 3.2.4. To observe the principles of equality, openness and transparency, eliminating opportunities for corruption and unfair lobbying, and avoiding discriminatory treatment of students and other staff. *(in the edition of the TSI Senate Decision No 01-7/2 of 15.10.2024)*

- 3.2.5. To evaluate students' work in a timely, fair and reasoned manner, to respect students' opinions.
- 3.2.6. To acknowledge mistakes and shortcomings in the study process or in the assessment of students, and to resolve problematic situations through direct and open exchange of ideas, showing tolerance and respect.
- 3.2.7. Avoid the influence of personal likes and dislikes in the assessment of students' work.
- 3.2.8. Academic staff members to uphold academic and professional integrity, not to create conditions for academic dishonesty, plagiarism, write-offs and other dishonest use or fraud of intellectual property. Only scientists who have participated in the implementation of the scientific research in question, in accordance with internationally accepted authorship criteria, shall be identified as authors of scientific research and publications. Publication of the results of a scientific study carried out collectively shall be agreed with all co-authors. *(in the edition of the TSI Senate Decision No 01-7/2 of 15.10.2024)*
- 3.2.9. During classes and consultations, not to agitate for political, religious or other views, not to judge students according to the conformity of their views with their own political or other views. *((in the edition of the TSI Senate Decision No 01-7/2 of 15.10.2024)*
- 3.2.10. Academic staff members are guided by the requirements of the Latvian Code of Ethics for Scientists when carrying out scientific work. *(in the edition of the TSI Senate Decision No 01-7/2 of 15.10.2024)*
- 3.2.11. Academic staff members shall respect the results of individual work of other colleagues and not use them for personal purposes.

4. Procedure for dealing with breaches of the Code of Ethics

(in the edition of the TSI Senate Decision No 01-7/2 of 15.10.2024)

- 4.1. The TSI Ethics Committee (hereinafter referred to as the Ethics Committee) is an independent and collegial body whose task is to promote the implementation of the Code of Ethics of the Institute of Transport and Communications.
- 4.2. The Ethics Committee reviews suspected violations of the provisions of the Code of Ethics by TSI employees or students. The functions of the Ethics Committee are as follows: to examine complaints submitted about the conduct of employees or students and to issue opinions on the fact of a possible violation of the provisions of the Code of Ethics.
- 4.3. The Ethics Committee is composed of 2 (two) representatives of academic staff, 1 (one) representative of general staff and 2 (two) representatives of students. The Ethics Committee is elected for a 3-year term:
- 4.3.1. TSI Senate – representatives of the academic and general staff;
 - 4.3.2. The Student Self-Government of TSI – students' representatives.
- After the election of the members of the Ethics Committee, the TSI Rector approves the overall composition of the Committee by his/her order.
- 4.4. The Rector or the President of the Senate nominates candidates for membership of the Ethics Committee from the academic and general staff. A candidate for membership of the Ethics Committee shall not be a person who has an interest, direct or indirect, in the outcome of the application/complaint. The candidate for membership of the Ethics Committee from among the academic and general staff shall be well-known within the university and shall be free from breaches of discipline and academic ethics. Student members of the Ethics Committee must have good academic results and be free from breaches of discipline and ethics. The Ethics Committee cannot be composed of representatives of TSI management (Rector, Vice-Rectors).
- 4.5. If an elected member of the Ethics Committee terminates his/her employment or study relationship with TSI or for other reasons is unable to continue to perform his/her duties, then his/her mandate on the Ethics Committee expires and in his/her place the Senate, upon the

proposal of the Rector, elects another representative of the academic or general staff, respectively, and a student representative is elected by the Students' Self-Government.

4.6. The Ethics Committee elects a Chairperson and a Secretary from among its members.

4.7. The Chairperson of the Ethics Committee organises the work of the Ethics Committee, appoint and chair the meetings of the Ethics Committee. The meetings of the Ethics Committee are closed.

4.8. The Ethics Committee has a quorum if at least three members of the Ethics Committee are present at its meeting.

4.9. The Chairperson of the Ethics Committee invites the applicant, the parties involved and, where appropriate, experts and witnesses to the meeting to provide the necessary explanations. The Ethics Committee may request the necessary documents from any TSI member of staff or student. Failure to attend a meeting of the Ethics Committee without a valid reason is not a ground for postponing the consideration of the matter and for not taking a decision.

4.10. In the event of a conflict of interest, a member of the Ethics Committee is obliged to withdraw from the consideration of a particular matter. In the event that an application concerning an ethical violation has been made by one member of the TSI staff on behalf of another member of staff, the student representatives may be excluded from the consideration of that application.

4.11. The persons invited to the meeting referred to in Article 4.9 of the Code of Ethics have the right to make representations and express their views.

4.12. The Ethics Committee considers applications submitted no later than 6 months from the time of the suspected breach of ethics.

4.13. A complaint of ethical misconduct states:

4.13.1. the persons involved in the suspected ethical violation, the nature and circumstances of the violation;

4.13.2. the evidence supporting the stated breach and the circumstances.

4.14. Submissions addressed to the Ethics Commission and the materials attached thereto shall be submitted in person to the Chairperson of the Ethics Commission or to the Secretary of the Commission.

4.15. The Ethics Committee have the right not to consider anonymous applications.

4.16. The Ethics Committee considers an application within 30 days from the receipt of the application during the academic year, or within 30 days from the beginning of the autumn semester if the application is received during the summer holidays.

4.17. The Ethics Committee takes its decision by a simple majority or by mutual agreement of the members of the Committee. The decision of the Ethics Committee is recorded in the minutes and signed by all members of the Committee who are present at the meeting. Decisions of the Ethics Committee are of a recommendatory nature.

4.18. The Ethics Committee, within 10 days of its decision, circulates its decision to the interested parties, the Board, the TSI Rector or the President of the Senate

4.19. Upon receipt of the Ethics Committee decision, the Board, the TSI Rector or the President of the Senate evaluate it and decide on possible further action in case of violation of the norms set out in the Code of Ethics and other internal normative acts of the university

4.20. The decisions of the Ethics Committee and other documentation are stored in accordance with the TSI file nomenclature, observing confidentiality.

5. Implementation of the Code of Ethics

5.1. The TSI Code of Ethics is available to all TSI students, employees and the public. The Code of Ethics is available on the website of the university. (*in the wording of the Resolution of the VRS Senate No 01-7/2 of 15.10.2024*)

- 5.2. The Staff Development Department makes the Code of Ethics available to staff. The staff member acknowledges by signature that he/she has read the Code.
- 5.3. The staff of the Study Department ensures that students are familiarised with the Code of Ethics.
- 5.4. The content of the Code is reviewed regularly and, when it is necessary, supplemented or amended.