

Code of Ethics for Employees of the Institute of Physics of the Czech Academy of Sciences

Preamble

The Code of Ethics for Employees of the Institute of Physics of the Czech Academy of Sciences, v. v. i. (hereinafter referred to as the “FZU”) summarises basic ethical requirements regarding employees’ conduct related to their activities both at the institute and outside the institute. The requirements regarding ethical conduct are based on generally respected moral principles of the developed democratic society with regards to the specifics of work in fundamental and applied research and in training and support of researchers and experts. Setting basic ethical standards of conduct aims to form the FZU as an attractive employer offering its employees open, transparent, non-discriminating and friendly working environment encouraging creative work and enabling long-term professional development.

The Code presented is based on and is in compliance with:

- the European Charter for Researchers recommended by the European Commission on 11 March 2005;
- effective Code of Ethics for Researchers of the Czech Academy of Sciences.

The Code of Ethics refers to the FZU Ethics Committee which serves as an advisory body of the FZU Director. The Ethics Committee has been established to deal with cases of the breach of general ethical and moral principles of employees’ conduct related to their professional activities in accordance with the rules of this Code which could not have been solved within the organizational structure of the FZU. The chair and members of the Committee are appointed by the FZU Director. If need be, the Ethics Committee can invite other experts ad hoc if the objective assessment of exceptional ethical dilemmas requires so. The Ethics Committee follows its Rules of Procedure which are approved by the FZU Director.

I. General Requirements of Ethical Conduct

All employees should

- a) follow basic moral principles and principles mentioned in this Code in their work;
- b) refrain from racist, discriminating, religious, nationalistic and political points of view in science and other supporting activities of the institute;
- c) abide by the principles of the absence of bias and the principles of independence of ideological and political pressures and of lobbyist group interests;
- d) prevent the conflict of interests arising from their positions at the FZU, activities related to them and their private interests;
- e) avoid the abuse of their position for their own benefit, for the benefit of third parties or for discrimination of any kind;

- f) respect equal rights to professional and personal development, rights to access information and they should respect the freedom of thought, expression and opinion;
- g) demonstrate unbiased collegiality, reject any manifestation of discrimination or duress based on senior position and they should not tolerate breach of general moral principles;
- h) consider their work at the scientific and research institution as the integral part of culture;
- i) fully focus on their work and the sum of their employment contracts should not exceed 1.5 FTE;
- j) expand and deepen their knowledge and strive to develop their professional and other abilities and skills;
- k) not allow anything in their conduct that could harm the good reputation of the FZU;
- l) look after the FZU property and use it duly; prevent damage to this property; they should not misuse the property for their own interests or for their own profit and for the profit of third parties; they should not accept gifts and other benefits if this would mean unethical conduct;
- m) not defend and should not cover conduct which is in contradiction with the principles stated in this Code, and this not even in the form of pointing to the necessity of obedience or loyalty;
- n) not hesitate to report offences against the ethical conduct to the respective authorities if they learn about them;
- o) defend the interests of the FZU in the case of personal dispute with another institution (e.g. with media); if need be, they can invite a third party to the discussion which will be able to provide unbiased assessment of the discussed claim; such an institution is the Ethics Committee of the FZU or the FZU management, or the management of the Czech Academy of Sciences.

II. General principles of conduct in research and publicizing

All employees should:

- a) maintain critical approach to their own knowledge and results as well as to the results of their co-workers and they should be open to discussion and factual arguments;
- b) adopt approaches corresponding to good scientific practice;
- c) respect and themselves should disseminate principles of reliable, trustworthy scientific work;
- d) avoid plagiarism in results publicizing and they should acknowledge all the authors contributing to the result in a creative way;
- e) pay heed to correctness and openness in mutual communication;
- f) if they manage a team,
 - refrain from autocratic methods of management;
 - recruit co-workers on the basis of the objective assessment of their intellectual, professional and personal characteristics;
 - support qualification growth of their junior co-workers, their research, publication and educational activities and they should help to develop international contacts;

- assess the people they manage solely on the basis of their work performance and the quality of their work;
- draw consequences from potential unethical conduct of their co-workers.

III. Principles of recruitment of new employees and of their personal and career development support

The FZU applies the principle of equal opportunities in the recruitment and selection of new employees and it observes open, effective, transparent and internationally comparable recruitment procedures adequately adapted to the specifics of the respective job title.

For the purpose of the career support of its employees, the institute supports:

- a) the improvement and strengthening of the life-long perspective of its employees in the European Union and the establishment of an open labour market;
- b) the development and maintenance of favourable working environment and working culture where both individuals and research groups are supported, and as the circumstances allow, are equipped with tangible and non-tangible means inevitable for achieving their objectives and tasks;
- c) the provision of appropriate working conditions for persons with special needs;
- d) the provision of working conditions which allow to combine family and work, children and career development. Special attention is paid to a suitable possibility of flexible working time, part-time work and long-term leave.

IV. Procedure in solving cases of the breach of the FZU Code of Ethics principles

The breach of ethical conduct principles in the institute is dealt with in the following way:

- a) directly at the FZU within its organizational structure; if need be, it is possible to use the FZU Ethics Committee to help with the solution at any time;
- b) in cooperation with all the participating parties while the highest possible protection of the privacy of the persons concerned and the confidentiality of information is maintained;
- c) if it is found out that an employee breached ethical conduct, the conclusions need to be announced to all the participating parties and they have to include remedial measures; in justified cases the provision of Article 65 of the Statutes of the Czech Academy of Sciences or of the Labour Code can be applied;
- d) cases of the FZU Code of Ethics breach can be, with regards to their character, assessed as the breach of work duties arising from legal regulations related to the work performed by the respective employee which can be understood as the failure to meet the requirements for the due performance of work and this can be accompanied by the exercise of legal consequences.