

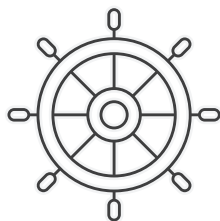
THE SGH ETHICS GUIDE

The SGH Ethics guide may be implemented, by all of the SGH employees, by virtue of the examples of ways of conduct and good practices arising from everyday work.

Proposals of examples of ways of acting and good practices may also be reported to the proponent of ethics personally (meeting/email) or anonymously (contact box).

The shortcuts used in the SGH Ethics guide stand for the groups of employees which are referred to in the particular examples of ways of conduct:

- (W)** all employees,
- (Z)** managers,
- (ND)** research and teaching staff,
- (A)** administrative and service staff.



PROFESSIONALISM

Examples of ways of conduct

(W) We use the opportunities of raising competences (trainings, exchanges, internships, library resources, computer programmes, etc.) offered by the university.

(W) We constantly get accustomed with the internal and external regulations as well as with professional press concerning work.

(W) We try to limit our behaviour at the university as well as outside of it to the standard of good customs.

(W) We report ideas of new solutions and improvements, and we search for opportunities to implement them.

(W) When we think that a given decision was made basing on non-substantive premises, we must boldly present a full and rational

argumentation for changing it.

(W) We are trying to present our mind clearly, precisely and capably.

(W) We do not undertake any actions colliding with professional duties and the quality of working at the university.

(W) We settle accounts with our work.

(W) The documentation connected with the tasks delivered (for example: reports, motions, settlements) is fulfilled carefully and in accordance with the truth, in a given deadline.

(W) We immediately answer the writings, e-mails, telephones connected with professional work at the SGH.

(W) We do not fray the trust which principals, the academic community and the society have in us.

(W) We are trying, performing our professional duties, not to be led by emotions, we keep distance, undertake proper decisions that are independent of the circumstances, professional role and work.

(Z) We obey the established rules concerning the assignment of tasks, taking care of their fair spacing.

(ND) We follow the rules of scientific honesty in conducting research.

(ND) We thoroughly prepare for classes, update teaching materials, keeping up with the newest research and publications.

(ND) We conduct the classes in accordance with the arrangements, obeying the dimension and deadlines of classes and consultations, as well as the established rules of passing the classes.

(ND) We do not accept graduation dissertations which do not comply with the standards of honest elaboration.

(A) We ensure efficient and complex administrative service,

including the projects delivered at the university.

(A) We ensure the actions in the highest quality in the range of service, contributing to the best possible functioning of the university.

Good practices

As supervisors, we draw professional consequences, towards the people, who do not perform their duties, and as employees we try to always: be competent, reliable and improve our qualifications.



COOPERATION

Examples of ways of conduct

(W) We deliver common projects with organisations and institutions.

(W) We care for our professional activity outside the university and the participation in various entire organisations to serve the good name of the SGH.

(W) By means of our statements, behaviour and actions, we proudly represent the university in the workplace and outside of it.

(W) If we do not present the stance of the SGH in our statements, then it should be emphasised.

(W) Working as a team, we discharge our part of the duties.

(W) When someone reaches us with a case that does not lay within the range of our competences and we are unable to help, we will

indicate a proper person.

(W) Before a planned absence, we always inform the colleagues about it and we negotiate a replacement, in order to complete the tasks started.

(W) While organising a meeting, we appoint such a term, so that it is suitable for everyone.

(Z) We consult any actions causing relevant changes in the university.

(Z) As the supervisors, we use a participatory, and not an authoritarian style of management.

(Z) We try to be open on the ideas and problems reported.

(Z) We support the censorious relations, which consist in sharing your experience with others in the aim of their personal and occupational development.

(Z) Within the extent of the unit, we meet regularly to discuss the ongoing matters and delivered tasks.

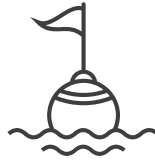
(ND) The teaching offer is prepared within the extent of a broad discussion within the units of the university and between them.

(ND) The results of the constitution research of the unit are the effect of work of the whole team and not of one employee.

(A) We support the research and teaching employees in performing the administrative duties.

Good practices

Anyone may ask the rector an anonymous question through the Informative Service of the SGH rector (<http://rektor.sgh.waw.pl>).



INTEGRITY

Examples of ways of conduct

(W) We do not deliver any external orders and tasks that are outside the range of a given position in the work hours, as well as with the use of devices and equipment belonging to the university.

(W) We reveal the family, friendly or other relations which may influence the decisions made by us and in such cases we should refrain from making any decisions.

(W) We do not present ideas and accomplishments, of other employees, as our own.

(W) We obey the verbal and telephone arrangements in the same way as the ones in writing.

(W) We avoid giving and receiving gifts, we only accept these

that are commonly accepted as not having a significant value.

(Z) During enrolment, shopping and choosing the suppliers, we are driven by the university's interest, making the choice based on the content premises.

(Z) Employing and promoting the employees, we are driven by the competences of the given person only.

(Z) We use uniform promotion criteria and procedures for particular groups of employees.

(Z) As supervisors, we do not sign under the report of our employee.

(ND) Any form of plagiarism is not acceptable.

(ND) In an article prepared as a team, we clearly state what the input of each author is.

(ND) We obey the rules of registering for the classes by the students.

(ND) We do not give positive assessment to the students who have not achieved expected educational outcomes.

(ND) We do not accept using unacceptable form of help during mid-term or final exams.

(ND) We do not use the materials prepared for the needs of the SGH in other workplaces.

Good practices

We indicate the possibility of better solutions, especially when they contribute to saving the financial resources of the university.



RESPECT

Examples of ways of conduct

(W) We approach everyone politely and kindly, despite of the owned title, scientific degree or the position in the hierarchy.

(W) Opinions, requests and orders shall be expressed in a way free from words and actions that are daunting, hurtful, aggressive, enfranchising or inappropriate in any other way.

(W) We do not treat other people like objects or instruments.

(W) We do not reveal or use the information passed in confidence.

(W) We treat the information and data responsibly - we use them while keeping the means of proper carefulness and accordingly to the law regulations in force.

(W) We adequately protect the equipment, entrusted to us, from

deterioration and stealing and we care for its good state.

(W) We leave the devices and places used commonly in the same state, as we ourselves would like to find them.

(W) We use the solutions from the range of the green office, for instance: we only print reversibly the necessary materials documents, switch off the unused devices and light, segregate waste.

(W) We care for neatness in the work place.

(Z) We do not favour anyone. We fight nepotism.

(Z) We order the duties among the employees proportionally.

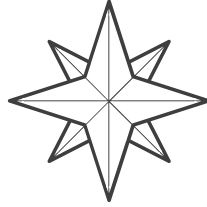
(Z) Except for unusual situations, we do not demand our employees to work overtime or during the days that are free from work.

(Z) We do not gossip and point out such a situation to others.

(ND) We educate students and employees in the subject of sustainable development and the social responsibility of the organisation.

Good practices

Creating the schedule, we include the terms of religious holidays. We smile to each other.



TRUTH

Examples of ways of conduct

(W) We bravely oppose the views that are incompatible with the scientific knowledge and that have a nature of propaganda or are characterised by prejudice.

(W) In our statements, we shall clearly separate the objective facts from subjective judgements, unjustified guesses or unverified assumptions.

(W) We admit to ignorance, filling it in later.

(W) We admit to mistakes and neglects and fix them.

(W) We suffer the consequences of our actions.

(W) We perform in the protection of people and labour groups that need help.

(Z) We do not criticise each other in public or in wrong intentions.

(ND) We share the information on the scientific achievements to the society in an honest way.

(ND) We write factual reviews, instead of "polite" ones.

Good practices

We contradict untrue information, especially when they concern the university and negatively affect its good name.

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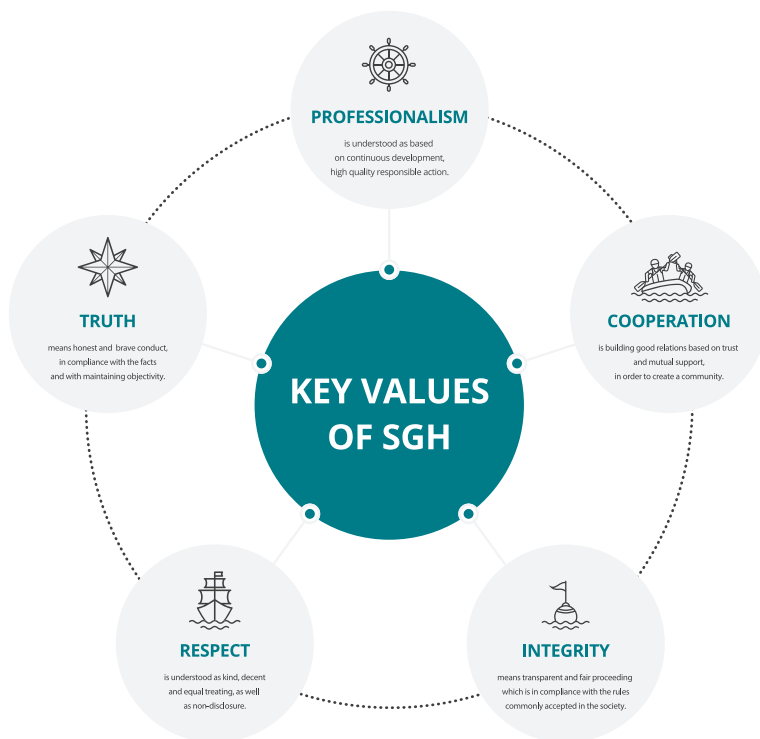
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