



Approved
on 14 January 2010, at the meeting of the Senate
of the Art Academy of Latvia;
Minutes No. 3

Art Academy of Latvia CODE OF ETHICS

Preamble

The Art Academy of Latvia (abbreviated as – AAL) is a derived public person, a cultural, educational and scientific institution that carries out extensive academic and research work.

The purpose of the Code of Ethics for AAL students and personnel is to encourage students and employees to be trustworthy and fair; perform their duties in good faith and responsibly, following ethical guidelines at work, in interpersonal communication and in personal behaviour.

The AAL Code of Ethics shall include the basic principles and norms of conduct to be complied with by students and employees in their attitude towards AAL, their work and in relations with the members of the AAL.

General Ethical Principles of the AAL

The employees, lecturers and students of the AAL shall comply with the following basic ethical principles:

1. The principle of honesty

- 1.1. Compliance with the principle requires each person to act in good faith and be open in accordance with their status in the study and research process or in its organisation, to fulfil their duties and responsibilities in accordance with professional competence.
- 1.2. Everyone bases their ethical behaviour on the obligation to faithfully fulfil promises, strive for honesty and tact in relationships.
- 1.3. The implementation of the principle of honesty promotes academic freedom, trust and equality.
- 1.4. In the name of versatility and integrity of art education at the AAL, the importance of a separate study subject, course or science direction is not emphasised.
- 1.5. A self-critical assessment of one's own competence and the rapid development of modern science require a continuous increase in the level of knowledge, regardless of the professional status of the person concerned.
- 1.6. The research work shall comply with the requirements set forth in the Law on Scientific Activity and shall be in accordance with the ethical principles of research work – one shall try to objectively assess its individual contribution, novelty and relevance, predict the consequences of the research activity.
- 1.7. Involvement in research is determined by the possible benefit to the relevant field of science or benefit to society, not by the researcher's self-interest or dependence on sponsors.

- 1.8. Every AAL representative refrains from combining positions, as well as side jobs that may raise suspicions of an apparent or real conflict of interest.

2. The principle of collegiality

- 2.1. The implementation of the principle is based on mutual respect and tolerance, justice and benevolence. It does not allow discrimination based on nationality, race, gender, age, sexual orientation, political, philosophical or religious beliefs, social origin, property, family or health status.
- 2.2. Collegial relations between lecturers, students, employees and the administration strengthen the feeling of belonging to the AAL for students and workers, and pride in their place of study or work.
- 2.3. The norm of mutual relations in the academic environment is diversity of opinions, open exchange of ideas, fair competition, which does not allow the use of disagreements in the interests of one's status or career.
- 2.4. The discussion culture characteristic of the academic environment requires both the correct defence of one's views and recognition of justified criticism.
- 2.5. The implementation of the principle of collegiality creates the need to rely on constructive cooperation in conflict situations, speech and behaviour that does not offend the self-respect of other people.

3. The principle of responsibility

- 3.1. Everyone is responsible for their actions and behaviour in mutual relations, and, when representing the Academy outside of it, shall not allow situations that do not meet generally accepted moral standards and may harm the reputation of the Academy or the professional prestige of the person concerned.
- 3.2. The students and employees of the AAL, with their moral attitude, confirm their belonging to the Art Academy and show their loyalty to its traditions and values.
- 3.3. Every representative of the Academy is responsible for treating material and spiritual values of the Academy with care.
- 3.4. The confidential nature of professional information and mutual relations requires a responsible attitude towards such information. The provider of information is responsible for its truthfulness according to the level of his/her competence.
- 3.5. Everyone is responsible for personal contribution to the development and quality of art education and research work.
- 3.6. The participation of students, academic and general personnel in promoting the overall image and international recognition of the AAL is to be supported and encouraged.

4. The basic principle of openness in lobbying

- 4.1. The employee complies with the restrictions and prohibitions set forth in the Additional Law "On Prevention of Conflict of Interest in Activities of Public Officials" and other regulatory acts, observes the rules of ethical behaviour in communication with lobbyists set forth in this chapter.
- 4.2. A lobbyist is a natural person or a legal entity under private law, who, guided by his/her own or other private persons' interests, carries out lobbying with or without

remuneration – knowingly and systematically communicates with public authorities in order to influence the decision-making process for the realisation of the interests of certain private persons.

- 4.3. The employee is obliged to make the information about the lobbyist with whom consultations have taken place or from whom information has been received that relates to the issue for which the employee was responsible when preparing or making a decision, publicly available, as well as to disclose the content of the proposal upon request. The employee shall make the information public by posting it on the website of the AAL and indicating it in the annotation (explanatory article) of the draft act in accordance with the regulatory enactments that regulate the development and submission of documents to the Cabinet of Ministers, providing the following data about the lobbyist:
 - 4.3.1. name, surname, name of the legal entity represented by the lobbyist;
 - 4.3.2. the process of preparing a specific decision in connection with which the lobbying has taken place (if not specified, the employee shall indicate the area on which the proposal has been directed);
 - 4.3.3. in what way the communication with the lobbyist took place (meeting, correspondence, advisory council, working group or other way).
- 4.4. If in the course of decision-making it is revealed that the decision may affect the economic interests of the employee or his/her family members, the employee shall publish this information in a written report, asking a higher-ranking official or institution within the scope of competence to remove himself/herself from further participation in decision-making.
- 4.5. Employees shall ensure that all lobbyists who are interested in decision-making process regarding a particular issue are given equal opportunities to meet with decision-makers and preparers and receive the necessary information.
- 4.6. The employee shall evaluate every invitation or offer of hospitality received while performing its duties, taking into account the benefit to the AAL from accepting such invitations and whether it is related to the interest of obtaining some favour for the offerer in the decision-making process.
- 4.7. When making a decision, the employee shall take into account all public interests, not only those defended by the lobbyist.
- 4.8. It is forbidden for an employee, without observing the principle of equality, to provide special advantages to one of the lobbyists, unless this is specifically provided for by a legal act or contract, compared to other interested parties, including specially informing one of the lobbyists about the range of issues of interest to them, providing access to decision-makers or other benefits.
- 4.9. An employee is prohibited from accepting gifts, hospitality or other benefits from a lobbyist or an organisation that hires a lobbyist for himself/herself or his/her family members or for an organisation with which he/she is linked. Other benefits also include payment for transport, accommodation, catering services and drinks or any other type of material benefit.
- 4.10. An employee is prohibited from using the benefits of his/her position and personal contacts to provide any of the lobbyists with access to high-ranking officials who are responsible for decision-making in the interests of the lobbyist.
- 4.11. An employee is prohibited from misleading a lobbyist by giving the impression that the employee can provide the lobbyist with access to members of the government or senior officials, or influence their decision.

- 4.12. An employee is prohibited from asking lobbyists or organisations that employ a lobbyist to materially support events organised by the AAL.
- 4.13. An employee is prohibited from representing an individual, merchant or organisation as a lobbyist in a state or local government institution, with or without remuneration.

5. Basic principles of behaviour of AAL employees

5.1. Ethics of academic personnel

Academic personnel (assistant, lecturer, docent, associate professor, professor) are invited to:

- 5.1.1. hold a teaching position in honour and respect;
- 5.1.2. observe the principles of didactics and education;
- 5.1.3. improve their teaching skills;
- 5.1.4. learn from those who they teach;
- 5.1.5. selflessly transfer knowledge and skills to students and less experienced colleagues;
- 5.1.6. when conducting scientific research work, be guided by the Scientist's Code of Ethics;
- 5.1.7. objectively evaluate students' knowledge, skills and abilities;
- 5.1.8. use every opportunity of pedagogical work in the development of students' moral culture;
- 5.1.9. not to allow a derogatory attitude towards other study courses and the lecturers of these courses;
- 5.1.10. not to accept gifts from students or any material or other type of benefit defined by law.

5.2. Ethics of general personnel

Every employee of the AAL:

- 5.2.1. highly values the opportunity to work at the AAL, is aware that the joint performance and success of the Academy depends on his/her work;
- 5.2.2. is aware that ethical behaviour depends not on management orders, but on personal attitude towards one's duties and ethical norms;
- 5.2.3. all AAL structural units and those working in them are treated equally, ensuring that resources, services and opportunities are available to all for whom they are intended;
- 5.2.4. does not allow gossiping and denunciation of colleagues;
- 5.2.5. is polite, kind, helpful. Treats representatives of all professions with respect, respecting their work, rights and obligations;
- 5.2.6. is competent in his/her speciality. Constantly supplements and improves his/her knowledge and skills;
- 5.2.7. observes work discipline. At work, fulfilling the duties of the position is considered primary. The work is performed carefully and conscientiously, taking personal responsibility for one's actions and their consequences;
- 5.2.8. do not shy away from making decisions within their competence;
- 5.2.9. defending free access to information, observes the restrictions on receiving and transferring information set by laws and regulations.

5.3. Ethics of the manager

In the sense of the Code, the circle of AAL managers includes heads of the AAL institutions

(Chairman of the Constitutional Assembly, Chairman of the Senate, Chairman of the Academic Arbitration Court, Chairman of the Audit Commission, Chairman of the Promotion Council, Chairman of the Professors' Council, Chairman of the Academic Council), AAL rector, vice-rectors, heads of structural units, as well as the deputy heads mentioned therein.

The Code encourages every manager to:

- 5.3.1. be aware of one's place and special role in the AAL, to be a role model in observing moral norms;
- 5.3.2. use delegated authority to serve others;
- 5.3.3. when performing the functions of a direct or higher superior, act in accordance with the legal and moral norms, provided for in the job description;
- 5.3.4. orientate towards progressive development, connect the vision of work goals with the needs of subordinates;
- 5.3.5. improve personnel management, communication, cooperation and other types of knowledge and skills;
- 5.3.6. listen, evaluate and take into account the criticism addressed to the manager;
- 5.3.7. be open in the development, adoption and execution of decisions, inform the personnel of the AAL institution or structural unit about tasks and development perspectives;
- 5.3.8. not assign tasks to students, lecturers and employees that are in conflict with legal acts, moral norms and this Code;
- 5.3.9. prevent a discriminatory attitude towards students and employees;
- 5.3.10. prevent intrigue, rumours and inappropriate behaviour;
- 5.3.11. motivate, support and promote the professional development of personnel;
- 5.3.12. be the guardian of his/her subordinates.

5.4. Ethics of students

The Code encourages every student to:

- 5.4.1. learn the chosen study programme in good faith, acquire theoretical and practical knowledge and skills;
- 5.4.2. attend study classes and undergo practice in the prescribed manner and time;
- 5.4.3. not allow plagiarism and not pass off other people's works or fragments of these works;
- 5.4.4. respect the culture of discussion and polemic;
- 5.4.5. take tests, exams, state and other tests personally;
- 5.4.6. use only authorised means (materials, technical devices, etc.) during tests;
- 5.4.7. be objective, fair and honest when representing students in AAL student self-government and other institutions;
- 5.4.8. respect the work of other students, academic and general personnel;
- 5.4.9. refrain from providing gifts or any material or other benefit (service) to AAL officials and educators.

6. Enforcement of the Code of Ethics

The AAL Code of Ethics shall be available to all students, employees of the AAL and the public. It can be found in the AAL library and on the AAL website.

Every member of the AAL, as well as all those who start studies at AAL or enter into employment relations with the Academy, are introduced to the code.

The implementation of the AAL Code of Ethics is monitored by the Ethics Commission approved by the Rector of the AAL, which, based on the Code of Ethics and the Regulations of the Ethics Commission, provides advice and examines cases of non-compliance with the Code of Ethics and makes decisions that do not contradict the legislative norms of the Republic of Latvia.