



AVICENNA
Batumi Medical University

*„Approved by“
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Avicenna - Batumi Medical University, LLC on
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The Staff Code of Ethics of Avicenna – Batumi Medical University

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Contents

Article 1. Scope of Regulation	1
Article 2. Ethical Values of the University Staff	1
Article 3. Ethical Values of Academic, Invited and Scientific Staff in the Implementation of the Educational Process	3
Article 4. Responding to Violations of Ethical Standards	4
Article 5. The Ethics Committee	4
Article 6. Definitions and Recommendations of the Ethics Committee	5
Article 7. Final Provisions	6

Article 1. Scope of Regulation

1.1. The present Code establishes the ethical values of the staff of the higher education institution "Avicenna - Batumi Medical University" LLC (hereinafter "Avicenna" or "University"), regulates the ethical issues of performance, communication and corporate image of the administrative, academic, invited and scientific staff employed in the relevant positions at the University, defines the cases of unethical conduct and sets up procedures for eliminating violations of ethical norms as well as responding to violations.

1.2. The purpose of the Code is to present the values of the University in the activities of the University staff, to establish high ethical standards of behavior, and to create and maintain a healthy working environment.

1.3. The provisions of the Code are derived from and correspond to the rules and principles of organization of activities established by the Internal Regulations of the University, and compliance with the norms of the Code is mandatory for the staff employed at the University.

1.4. Failure to comply with the requirements of the Code leads to disciplinary responsibility determined by this Code and the Internal Regulations of the University.

1.5. Ethical principles of conduct of the University students, rules for regulation of student ethics and procedures for responding to violations are determined by the Student Code of Ethics and Internal Regulations.

1.6. The issues related to scientific research ethics are regulated by the Code of Research Ethics.

Article 2. Ethical Values of the University Staff

2.1. The universal ethical values of the University staff are:

A) **Conscientiousness** – carrying out one's activities under the set organizational goals using appropriate time, resources, attention and care;

B) **Informativeness** - possessing, understanding, and objectively interpreting internal or external information necessary for the due performance of activities;

C) **Professionalism** - the meticulous fulfillment of the professional standard in one's work, or in the absence of it, positional responsibilities, and in case of impossibility - the ability to inform the supervisor about it.

D) **Teamwork** – skills of efficient communication with colleagues, superior and subordinate structural entities while performing tasks; effective communication, integrated endeavor, and coordination with superior and subordinate structural entities in the process of job performance.

- E) **Collegiality** - willingness and ability to share one's knowledge and experience and to listen, respect, and consider others' opinions, and in the case of disregarding - maintaining the form of professional correctness and inadmissibility of pressure by exerting influence.
- F) **Accountability** - providing information about the implemented activities and performed tasks within the scope of official subordination.
- G) **Respect for academic freedom** - recognition, support and respect of students, academic, invited and scientific staff's performance while teaching, learning and scientific research recognized by law, without interfering or exerting influence.
- H) **Recognition of public interests** - understanding the role and importance of the University as a public organization; acknowledging the role of social importance of the University in one's activities.
- I) **Neutrality** - abstaining from political propaganda, religious proselytism, and imposing individual philosophical beliefs upon others in the process of the University activities.
- J) **Recognition of students' rights and interests** - unwavering protection of students' rights and legal interests, recognition of the priority of students' interests in the evaluation and decision-making process of the issue, and taking possible solutions in the student's best interests.
- K) **Equal treatment of students** - inadmissibility of differentiating students according to any characteristics including academic performance, if the exclusion is not established by legal regulations corresponding to the legislation.
- L) **Respect for universal human rights and freedom** – performance according to the values established in a democratic society and acknowledgment of the universal rights of an individual in one's activities.
- M) **Inadmissibility of harassment** - unwanted conduct towards any colleague, student, or third person, which aims at or causes humiliation of their dignity, creation of an intimidating, hostile, humiliating, degrading, or insulting environment.
- N) **Respect for others' work** - inadmissibility of hindering colleagues in doing work, the obligation of providing possible assistance and support, the inadmissibility of presenting the results of other's work as one's own.
- O) **The principle of taking care of the organization's reputation**- Obligation to share the mission, vision and key values of the University, and to act following them, the inadmissibility of exerting reputational damage to the organization, to the person employed in it, or to its students by one's actions or expressed opinions.
- P) **Absence of conflict of interest** - exerting official position, information, or other means either to the detriment of the University, its employees, and students or without their consent – to one's own or another person's benefit.

- Q) **Respect and protection of confidential information** – inadmissibility of information disclosure or risk of information disclosure containing personal data, objects of intellectual property rights of other persons, or commercial secrets of the University to unauthorized persons, intentionally or negligently.
- R) **Respect for a safe and healthy work environment** - recognition and observance of the common labor safety rules and hygiene in the workplace.
- S) **Respect for the academic appearance and image** - compliance of an employee's dress, manner of communication, and other expressions with the standards adopted in the academic community.
- T) **Caring for the environment** – raising awareness of environmental issues as much as possible in one's activities, optimal use of resources, and striving to reduce harmful effects on the environment.

Article 3. Ethical Values of Academic, Invited and Scientific Staff in the Implementation of the Educational Process

3.1. In addition to the values provided in Article 2 of this Code, academic, invited and scientific staff of the University, should recognize the following additional values during the implementation of the educational process:

- A) **Academic relevance** - relevance of the presented ideas, views and theories to the existing context of the development of science, and in the case of an abundance of theories concerning the issue - their thorough presentation, without demonstrating the priority given to one's viewpoint.
- B) **Recognition of the principle of pluralism of ideas** - the obligation to respect the student's reasoned refusal to share ideas provided by academic/invited staff.
- C) **Inadmissibility of favoritism** - inadmissibility of distinguishing students according to any signs including their involvement in the educational process, academic performance, conduct, expressions, etc. with the student himself, group, colleagues, or any member of the University community.
- D) **Respect for the organization** – inadmissibility of positive or negative comparison of the University, its staff and students with students, colleagues, members of the University community, other persons, or members of other higher education institutions and vice versa.
- E) **Maintaining a professional scope of communication** - communication with students in a suitable format for supervisor/subordinate, collegial, academic environment.
- F) **Maintaining objectivity** - excluding any factor that may affect the objective assessment of student achievement.

G) **Adherence to universal rules of research honesty** - use of appropriate rules of authorship recognition, citation rules, appropriate research methods, data processing and information presentation in one's research activities.

H) **Protection of the patient's rights and best interests** – firm adherence to the principles regarding the protection of patients' rights set out by legislation including their informed consent, security and personal data by academic and invited staff being in contact with the patient within the framework of the educational process, observation of the above obligations by students in the patients' best interests.

Article 4. Responding to Violations of Ethical Standards

4.1. The initiator of the response to the alleged violation of the Code of Ethics is the structural unit under the Deputy Rector for Administrative and Financial Affairs.

4.2. The issue of violation of the Code of Ethics is studied:

a) based on the available information, by Human Resource Management Service and Chancellery and/or Legal Service

b) based on an application submitted to Rector;

4.3. Any person has the right to submit an application envisaged in subparagraph "b" of paragraph 2 of this article.

4.4. After the initial assessment of potential violation in compliance with the norms of this Code, the Deputy Rector for Administrative and Financial Affairs requests the Rector of the University to initiate disciplinary proceedings to respond to the violation.

4.5. Measures of responsibility for the violation of ethical values defined by the present Code of Ethics are determined by the Internal Regulations of the University.

4.6. The Rector of the University is authorized to make a decision regarding the response to the misconduct himself, or depending on the complexity of the issue, to transfer the study of the issue to the Ethics Committee.

Article 5. The Ethics Committee

5.1. The ethics committee is formed by the order of the Rector of the University, to study the issue of violation of the ethical values defined by this Code and to select the disciplinary measure to be imposed on the violator.

5.2. In cases where the misconduct affects the educational and research process, the Rector of the University has the right to apply to the Academic Council of the University with a petition for the selection of committee members.

5.3. The committee must consist of at least three members, who must have the competence of multi-faceted assessment of the relevant issue.

5.4. The members of the committee are obliged to exclude the conflict of interest concerning both the person subject to disciplinary proceedings and the person against whom the norm of ethical conduct was violated.

5.5. A conflict of interest is defined as a relative, social or economic affinity between the persons involved in the study of the issue, as well as any other circumstance that can affect the impartiality of the committee member positively or negatively.

5.6. The Ethics Committee is authorized:

- a) to listen to both sides;
- b) to evaluate the available evidence;
- c) to obtain and request additional information;
- d) with the consent of the party affected by the violation of ethical norms, to listen to the explanations of other persons (witnesses).

5.7. A person against whom disciplinary proceedings are being conducted has the right to defend his interests personally or through a representative chosen by him.

5.8. The Committee's decision on the violation of the code of conduct established by the Code of Ethics and the appropriateness of imposing a disciplinary measure must be based on reliable and valid evidence.

5.9. The decision of the Committee on the violation of the code of conduct established by the Code of Ethics and the appropriateness of imposing a disciplinary measure must be taken unanimously.

5.10. The decision of the Committee will be submitted to the Rector of the University.

5.11. A person has the right to appeal the imposed disciplinary fine under the legislation.

Article 6. Definitions and Recommendations of the Ethics Committee

6.1. The Ethics Committee, along with the assessment of the issue, is authorized to develop a definition of ethical obligation defined by this Code, which thoroughly defines the scope of ethical and unethical conduct concerning specific ethical values, as well as recommendations on examples of conduct based on the ethical values established by this Code.

6.2. Definitions and recommendations of the Ethics Committee, in a generalized form (without identifying data of the violator, participant, or affected persons) can be communicated to other members of the University community. The decision on publicizing

definitions and recommendations of the Ethics Commission is made by the Rector of the University.

6.3. The Committee's definitions and recommendations will be attached to this Code of Ethics.

Article 7. Final Provisions

7.1. By the Regulation of the University, the first edition of the Code was adopted and approved by the Meeting of Partners of the University.

7.2. The Code enters into force upon its approval by the Meeting of Partners.

7.3. The approval of the modified edition of the Code, changes, and additions to it is provided by the Rector of the University.

7.4. Amendments and additions to the Code shall enter into force immediately upon its approval by the Rector of the University unless another date of entry into force of the amendment is established by the Order of the Rector.