

**LUT UNIVERSITY AND LAB UNIVERSITY OF APPLIED SCIENCES
CODE OF CONDUCT
Entry into force on 1 April 2022**

Section 1 Introduction

The code of conduct of the Lappeenranta–Lahti University of Technology LUT (hereinafter LUT University) and the LAB University of Applied Sciences describes the ethical and lawful courses of action that guide our activity and expectations of each other in all areas of our operation. The code of conduct also describes the manner in which the institutions ensure ethical and responsible conduct in their decision-making. The term 'responsible conduct' refers to the institutions' social, environmental, human resource and financial responsibilities toward stakeholders and the society.

The purpose of the code of conduct is to assure that each member of our higher education community is equally well-equipped to act in situations which involve certain ethical expectations of our institutions and their personnel. The code of conduct helps us make the right decisions based on our values.

The code of conduct is based on legislation, national and international rules and treaties, human rights, and basic rights in the workplace. We take into account that in addition to national legislation and international treaties, our code of conduct is regulated by highly developed and modern research, education, social and business ethics. Practices of the past or of other actors do not factor into the code of conduct. Moreover, our higher education institutions have their own sets of internal rules to follow.

The boards of directors of LUT University and the LAB University of Applied Sciences are responsible for approving, amending and controlling the implementation of the code of conduct. The code of conduct applies to all employees of both institutions and is included in the orientation of new employees.

Section 2 Code of conduct

Ethical practices and compliance with laws

We fully comply with all laws, regulations and national and international rules, treaties and terms of permits. All employees are required to know the rules and regulations applicable to their own work.

Sustainable development

We are committed to observing and promoting the UN's Sustainable Development Goals in our research, education and other operation. We assess our activity and release the results in our responsibility report.

Quality of activities

The work and management of the institutions are founded on continuous assessment and improvement processes. Achieving quality in all activities means that the institutions fulfil their mission in a trustworthy, ethical, efficient, impactful and high-quality manner, all the while taking into account the needs of students, clients and other stakeholders. The institutions fulfil their mission in ways that promote the well-being of their staff and students.

Research ethics

We require all of our employees and other parties operating in our name to comply with good scientific practices when conducting or publishing research. These practices are described in the guidelines of the Finnish National Board on Research Integrity and in our institutions' own guidelines on research ethics. We promptly address all suspected cases of violation or misconduct.

Ethics in education

We produce educated professionals who master their professional field and find careers in the public and industry sectors. In education, we promote the adoption of this code of conduct among students for the purposes of their future jobs. We recognise the ethical aspects related to teaching and treat students equally and indiscriminately in all situations.

Innovations and intellectual property

We aim to produce innovations useful to business or to society at large in a way that is satisfactory to all parties involved. We encourage our personnel to take notice of and recognize innovations; we also encourage personnel to make known useful innovations that have come to light in the course of research. We safeguard our researchers' rights to their innovations.

Cooperating partners and international cooperation

We cooperate with the best partners in our strategic focus areas across geographic borders, taking ethical and legal aspects carefully into consideration, including sanctions and export restrictions. We work together with our partners in compliance with our code of conduct.

We expect our partners to respect fundamental human rights and comply with the UN's Universal Declaration of Human Rights, the ILO Declaration on Fundamental Principles and Rights at Work and not to use forced or child labour in any form.

We follow the principles of free competition and market-based pricing in all the research, expert and educational services we provide for enterprises and society. We respect the trade secrets of our business partners.

Conflicts of interest and competition

We take statutes concerning disqualification into consideration in our activity. We inform our institutions of outside engagements of our own or of those close to us that would call into question the neutrality of decisions we make at LUT University or the LAB University of Applied Sciences.

We are aware of the positive impact of corporate collaboration and entrepreneurship on our community and its members, but we as private individuals or through our business enterprises will not compete with LUT Universities.

Prevention of corruption

We will neither directly nor indirectly offer to make illegal payments or to provide benefits exceeding reasonable courtesy to any stakeholder groups, as doing so could compromise their independent decision making.

We will neither directly nor indirectly request or accept any illegal payments or such benefits whereby the givers could draw the conclusion that their own position or their company's position could be advanced with respect to our institutions.

We will neither offer to nor accept from our business partners anything beyond reasonable courtesy and hospitality. We recognize that our ethics and that of our institutions should leave no doubt as to whether conflicts of interest even exist.

Human resources

We treat all employees equally and fairly and accept no discrimination, bullying or harassment in our higher education community. We value our employees and uphold respectful and equal treatment regardless of a person's gender, sexual orientation, age, nationality, ethnic origin, language, religion, political or trade union affiliation, opinions or equivalent personal reasons.

We want to ensure safe and healthy working conditions for our employees and aim to prevent occupational accidents and health hazards. From the employees of our institutions, we expect loyalty towards the employer.

We manage research, RDI, education and other activities in a fair and results-oriented manner. Recruitment is a key factor in creating a competitive edge for our institutions. In the recruitment of employees and postgraduate students, we apply methods that allow us to find the appropriate individuals to meet our needs in terms of knowledge, skills and mentality.

We observe legislation and collective agreements in force and internal guidelines on pay, working conditions and employee engagement based on them.

Privacy protection

In privacy protection issues, we observe legislation in force. We respect people's privacy.

Financial transactions

In the financial affairs of our institutions, we observe legislation in force and internal guidelines based on it. In addition, we adhere to the principles of internal auditing and risk management.

We report all financial transactions correctly and in accordance with good accounting practices and tax legislation. We ensure that in both our internal and our external accounting and reporting, business activities are transparently separated from other activities.

Openness

We promote openness, transparency and continuous dialogue with our stakeholders, including employees, students, partners and the media. We communicate our activities openly, impartially and honestly while still taking into account principles of confidentiality.

Section 3 Addressing misconduct

Employees are obligated to tell about situations where the code of conduct may have been violated. We encourage employees to bring such situations up with their supervisor and students to bring them up with teachers. Possible violations may also be taken up with labour protection liaisons, student union harassment liaisons and persons in charge of the activity concerned. Our institutions have their own feedback channel and notification channels for members within and outside our higher education community in accordance with prevailing legislation.

We will investigate alleged violations of our code of conduct carefully and fairly. If the investigation reveals a violation, we will take corrective and disciplinary measures. Disciplinary measures will be decided case by case in accordance with applicable laws and regulations.