



LAPPEENRANTA UNIVERSITY OF TECHNOLOGY CODE OF CONDUCT

1. Introduction

The Lappeenranta University of Technology (LUT) Code of Conduct describes the manner in which the University establishes ethical and responsible conduct in all decisions within its authority regarding the University or its employees. The term 'responsible conduct' is used to refer to the social, environmental, human resource and financial responsibilities of the University toward stakeholders and the surrounding society. The purpose of the LUT Code of Conduct is to assure that each member of the academic community is equally well-equipped to act in situations in which certain ethical expectations are directed at the University and its personnel.

The basis for the LUT Code of Conduct includes legislation, national and international rules and treaties, human rights, basic rights in the workplace, and high-level social and academic ethics. Moreover, the University has its own set of internal rules that we follow. We take into account that in addition to national legislation and international treaties, the University's Code of Conduct is regulated by highly developed and modern academic, social and business ethics. Practices of other times or actors do not factor into the Code of Conduct.

The University Senate is in charge of approving, updating and monitoring the Code of Ethics. The Senate approved this Code of Conduct on September 9, 2011.

The LUT Code of Conduct applies to the entire staff of the University and will be included in the orientation of each new University employee.

2. Code of Conduct

Ethical Practices and Compliance with Laws

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

Quality of Activities

In line with the institution's quality assurance policies and procedures, the work and leadership of the University are founded on ongoing assessment and continuous improvement processes. Achieving quality in all activities means that the University fulfills its mission in a trustworthy, ethical, efficient and high quality manner, all the while taking into account the needs of clients and other stakeholders. The institution carries out its responsibilities and work while promoting the well-being of employees and students.

Research Ethics

LUT requires all researchers to comply with good scientific practices when conducting or publishing research. These practices are described in the guidelines of the National Advisory Board on Research Ethics and in the University's guidelines on research ethics. We promptly address all suspected cases of violation or misconduct in a manner indicated by the Board.

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 the researchers' rights to their innovations.

Education

We produce, for the needs of the public and the private sectors, well educated, business-oriented graduate engineers that master their field of expertise; masters of business administration; doctors of business administration; doctors of technology; and doctors of philosophy. In our education we promote the adoption of the principles of this Code among the students for the purposes of their future employment.

Cooperating Partners and International Cooperation

We cooperate with the best partners in our strategic focus areas across geographic borders. We select our cooperating partners and work together with them in compliance with our Code of Conduct.

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

Conflicts of Interest and Competition

We inform the University of all our own and of our inner circle's affiliations that might call into question the neutrality of our decisions at the University. We recognize the positive influence that companies and our cooperation with companies contribute to our community and its members, but we do not, as individuals or through our companies, compete with our University.

Prevention of Corruption

We will neither directly nor indirectly offer to make illegal payments or to provide benefits exceeding reasonable courtesy to University 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 the University.

We will neither offer to nor accept from our business partners anything beyond reasonable courtesy and hospitality. We recognize that the ethics of the University are such that there should be doubt as to whether a conflict of interest even exists.

Social Responsibility and Environmental Practices

We promote principles of sustainable development, environmental responsibility, and workplace safety in all of our activities.

We require our cooperating partners to observe local legislation, including, but not limited to, local environmental, workplace, taxation and safety legislation. In addition, cooperating partners must comply with all national and international rules and treaties and respect human rights and basic rights in the workplace. We reject the use of child labor as well as any form of forced labor. We choose our cooperating partners from parties who follow the principles of the International Labor Organization, the principles of the United Nations Human Rights Declaration, and the principles of the United Nations Declaration of Child Rights.

Human Resources

We treat our employees fairly and equally. We will not tolerate any bullying, harassment, or discrimination towards or among the members of the University community. We want to guarantee safe and healthy working conditions for all our employees and we strive to prevent occupational accidents and health risks. From the employees of the University, we expect loyalty towards the employer.

We manage our research, education and support services in a fair and results-oriented manner. Recruitment is one of the key factors in creating a competitive edge for the university. In the recruitment of employees and postgraduate students, we apply methods that allow us to find the individuals who meet our needs in terms of knowledge, skills and attitude.

Financial Transactions

In managing the financial affairs of the University, we follow the financial rules of the University and the regulations of the financial guidelines which amend the financial rules. In addition, we adhere to the principles of internal auditing and risk management. In order to ensure transparency, we report financial activities properly and according to the practices of good accounting and tax legislation. We ensure that in both our internal and external accounting, business activities are transparently separated from other activities.

Openness

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