

**Internal Regulations**

**Ethics Code**

Riga

27.11.2024., No 1.1.-1/16

*Issued in accordance with the*

*Law on the State Administration System*

*Section 72 (1) (2)*

1. **General Provisions**
   1. The Riga Technical College (hereinafter – the College Ethics Code (hereinafter – the Code) has been developed to foster a sense of community among students, teachers, and staff, creating a favourable, responsible, and open environment.
   2. The Code is based on the principles of mutual respect, universal human values, moral norms, and principles applicable to the entire College community – teachers, staff, and students (including pupils and higher education students).
   3. The purpose of the Code is to promote and strengthen the sense of unity within the College community, create a positive, responsible, and open atmosphere, and encourage respect towards one another and the College.
   4. The foundation of the Code is built on universal human values, moral norms, and ethical principles.
2. **Fundamental Principles of Professional Ethics**
   1. **Loyalty**: Every student, teacher, and staff member enhances the College's recognition and authority in society, upholds traditions, responsibly manages the College’s resources, maintains trust, and complies with the directives and tasks assigned by the College Director and immediate supervisor, following internal regulatory documents.
   2. **Integrity and Fairness**: Every student, teacher, and staff member must act honestly, ethically, and conscientiously. Teachers and staff members must fulfil their professional duties with integrity, treat everyone equally and fairly, and avoid granting undue privileges to specific individuals. Errors should be acknowledged and corrected, unethical actions should be apologised for, and colleagues’ or others’ mistakes should not be exploited maliciously.
   3. **Tolerance and Collegiality**: Respect, cooperation, trust, tolerance, and mutual support should be at the foundation of relationships between staff members and students. Every individual must recognise that their behaviour and actions contribute to the overall image of the educational institution.
   4. **Objectivity, Transparency, and Independence**: Decision-making must be based on objectively verified information, relying on factual evidence. Staff members must remain independent in performing their duties, avoiding personal interests or external influences (such as political, religious, or social group interests). There is a duty to ensure transparency and disclose official information when appropriate while refraining from spreading false or misleading information.
   5. **Responsibility towards Duties**: Staff and students must carry out their responsibilities diligently, using their knowledge, skills, and experience to achieve the highest results. They are obligated to report violations of the Code to the College Director or the Ethics Commission. Actions and inactions should be assessed responsibly. Staff must continuously enhance their qualifications to maintain high educational standards.
   6. **Confidentiality**: Staff and students must respect confidentiality regarding information acquired while performing their duties. Such information should not be disclosed or used for purposes unrelated to their professional responsibilities or academic tasks. Individuals must ensure that confidential information is not misused for personal gain.
3. **Ethical Principles for Students**
   1. Students must respect all members of the College community, their ideas, and opinions while maintaining professional relationships, ensuring equality, and avoiding arrogance, discrimination, or violence (including sexual or other forms of harassment).
   2. Students share responsibility for the implementation and quality of the study process, actively engaging in learning and practical activities.
   3. Students commit to upholding the College’s reputation both in Latvia and abroad.
   4. Students must refrain from actions that undermine their own honour and reputation.
   5. Students should openly oppose behaviours that weaken collegial relationships within the College and should not criticise peers, teachers, or staff behind their backs.
   6. Students must respect the work of their fellow students, teachers, and staff.
   7. Academic integrity must be maintained – plagiarism is prohibited, and proper citations must be used in research work.
   8. When evaluating the behaviour of teachers or fellow students in public, conflicts should be avoided, and constructive solutions should be sought.
   9. Profanity and inappropriate language must be avoided; students should cultivate proper language and dialogue skills.
   10. Students must respect Latvian culture and traditions, strengthen the status of the Latvian language, comply with the State Language Law, and promote the use of Latvian in communication outside the educational process.
   11. Students must immediately report any verbal, non-verbal, or physical harassment or actions aimed at violating personal dignity, especially those creating an intimidating, hostile, degrading, humiliating, or offensive environment.
4. **Work and Behavioural Ethics**
   1. Staff must use working hours effectively, demonstrating diligence, creativity, initiative, and enthusiasm.
   2. Staff should freely express their views and suggestions for improving the College while addressing errors personally without involving third parties.
   3. Staff must interact with students, colleagues, government and municipal institutions, and private individuals politely and respectfully.
   4. Discussions should be based on openness, mutual understanding, and collegiality, with arguments presented respectfully, considering others' opinions.
   5. The status of the Latvian language should be strengthened, with adherence to the State Language Law promoted within and beyond the educational process.
   6. Teachers should respect both Latvian and minority cultural traditions, ensuring equal access to quality education for all students while fostering a sense of belonging to Latvia.
   7. Staff must not exploit trust maliciously and should maintain a positive approach when conveying information, making statements, and providing advice.
   8. Staff should support the integration of new colleagues by sharing professional knowledge, experience, and practices.
   9. Staff must avoid intrigues, gossip, defamation, and hypocrisy while ensuring that colleagues’ dignity is not violated.
   10. Outside working hours, staff should maintain behaviour that does not compromise their or the College’s reputation and credibility.
   11. Any form of verbal, non-verbal, or physical harassment must be reported immediately to College administration.
   12. Staff must actively participate in safeguarding students from emotional or physical violence, sexual harassment, and psychological manipulation.
5. **Conflict of Interest**
   1. Staff must not misuse their position or College resources for private interests, personal gain, or the benefit of others.
   2. Employees must not engage in tasks or decision-making processes that involve their personal, familial, business, or political interests. Such situations must be reported to the College Director.
   3. Gifts, financial benefits, services, or favours related to work duties must not be accepted. Donations from social partners or other individuals, unless of a symbolic nature, are considered College property.
   4. Staff must be aware of legal requirements concerning conflicts of interest and act in accordance with the Law on Prevention of Conflicts of Interest in Public Service.
6. **Implementation of the Ethics Code**
   1. Learners, upon commencing their studies and training at the College, as well as employees, upon commencing their employment, shall acknowledge by signature that they have read the Code.
   2. An Ethics Committee shall be established at the College by order of the Director. The Committee shall consider complaints and applications concerning the observance of the basic principles of professional ethics and conduct and shall provide advice on matters of ethical conduct.
   3. In the event of a breach of the Code, the learner and his/her legal representatives shall have the right to submit a complaint to the relevant group tutor or Head of Department or Head of Student Services. If the matter cannot be resolved by the student services manager alone, the student services manager shall apply to the principal of the college with a request to refer the matter to the Ethics Committee.
   4. 6.4 In the event of a breach of the provisions of the Code, the employee has the right to complain to his/her line manager. If the matter cannot be resolved through negotiation, the Head of Department shall approach the Principal of the College with a request to refer the matter to the Ethics Committee. The Ethics Committee shall be composed of:
      * Deputy Directors;
      * a representative of the Personnel Unit;
      * a representative of the student council;
      * a representative of the college's professional organisation.
   5. The Ethics Committee has the right to request and receive information from the College departments and employees, as well as to invite a social pedagogue or other experts to its work.
   6. The Ethics Committee shall inform the Principal of the College of the cases it has examined.
   7. If the actions of a student or an employee contravene the provisions of the Code, the Deputy Director of the College in the field of education and cultural education may, on the basis of the decision of the Ethics Committee, issue an order for disciplinary sanctions.
   8. Disciplinary sanctions may be appealed against to the Principal of the College.
7. **Final Provisions**
   1. The College Code of Conduct is available to learners, their legal representatives and employees. The Code is published on the College's website www.rtk.lv.
   2. The content of the Code is regularly reviewed by the Ethics Committee and, where necessary, proposals for amendments to the Code are made to the Principal of the College.
   3. Internal Regulation No 1.1.-2/29 of 07.12.2023 "Code of Ethics" shall be invalid.

Director R.Gintaute-Marihina

D.Bērziņa

E.Bārdiņš