



LATVIJAS REPUBLIKAS IZGLĪTĪBAS UN ZINĀTNES MINISTRIJA
RĪGAS TEHNISKĀ KOLEDŽA

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CODE OF ETHICS

Rīga

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Issued in accordance with State Administration Structure Law,
Section 72, part one, paragraph 2,
Council of Europe Schools' Child Protection Document,
Law on the Protection of the Children's Rights,
International Convention on the Rights of the Child,
Administrative Violations Code

1. General conditions

- 1.1. The Code of Ethics (hereinafter - the Code) of Riga Technical College (hereinafter - the College) has been developed to promote a spirit of community among the students, teachers and employees of the College, to build a supportive, responsible and open-minded team. The Code is based on the principles of mutual respect, universal human values, moral norms and principles for all members of the College community, regardless of their status.
- 1.2. The purpose of the Code is to encourage all members of the College community to be fair, honest and trustworthy, to perform their immediate duties responsibly and in good conscience, and to follow basic ethical principles in their interactions and behavior.
- 1.3. All members of the College community are expected to abide by the basic principles of ethics:
 - 1.3.1. Loyalty.
 - 1.3.2. Integrity and fairness.
 - 1.3.3. Tolerance and collegiality.
 - 1.3.4. Objectivity, transparency and independence.
 - 1.3.5. Accountability for performance.
 - 1.3.6. Confidentiality.

2. Basic principles of professional ethics

- 2.1. **Loyalty** means that every learner, teacher and employee by his/her actions contributes to the College's recognition and authority in society, preserves traditions, conserves the College's resources, is co-responsible for their preservation, is reliable, respects the duties and instructions of the College's Director and immediate supervisor, complies with the internal normative documents of the College.
- 2.2. **Integrity and fairness** mean that every learner, teacher and employee is truthful, honest, conscientious and contributes to the public trust in the College by their actions. Teachers and staff members (hereinafter - staff members) shall conduct themselves with integrity, a high degree of legal awareness and professionalism, acting solely in accordance with legal documents, general principles of law and generally accepted norms of ethics and conduct. Staff members shall treat everyone equally and fairly and shall not show favoritism or undue privilege to any person. In

considering issues and making decisions, staff members shall take into account only objectively verified information. Staff members shall admit and correct their mistakes, apologize for unethical behavior and shall not take advantage of the ignorance or mistakes of colleagues or others.

- 2.3. **Tolerance and collegiality** mean that relationships between staff members are based on tolerance of others' views, respect, helpfulness, cooperation, trust, understanding and support. A staff member shall not belittle the work done by another staff member. Every staff member shall be aware that his/her behavior and actions contribute to the overall image of the College. A staff member shall not engage in any act or activity which may cast doubt on his integrity, impartiality or independence, or which may reflect adversely on the reputation of the College.
- 2.4. **Objectivity, transparency and independence** mean that, in making decisions, a staff member shall take into account only objective and verified information based on the facts and evidence obtained. A staff member shall hold views and act in a manner that is consistent with reality and free from bias and prejudice. A staff member shall be autonomous and independent in the performance of his/her duties, dissociating himself/herself from personal interests and external influences (interests of others, political, religious or social groups, exposure to public protests or fear of criticism). A staff member must not prevent disclosure of official information which can or must be disclosed and must not provide false or misleading information.
- 2.5. **Accountability for performance** means that staff members carry out their duties responsibly, using their knowledge, skills, abilities and experience to achieve the highest professional results. A staff member shall not overestimate his/her working abilities, knowledge and level of qualification or experience. A staff member shall inform the College's Director or the Ethics Committee of violations of this Code by other staff members. The Director shall be responsible for ensuring that no harm is caused to a staff member who reasonably and in good faith reports any misconduct. A staff member shall be aware of the consequences of his action or inaction. A staff member shall be responsible for the timely and quality performance of his/her duties. A staff member shall value professional, rigorous, creative work and shall strive to do it accurately and honestly, using best practice and experience and ensuring the efficiency and quality of the College's work. A staff member shall upgrade his/her qualifications in order to ensure the overall quality of the College's work.
- 2.6. **Confidentiality** means that a staff member shall respect the confidentiality of information coming into his possession in the performance of his duties. A staff member shall not unlawfully disclose or use information of which he becomes aware in the course of his duties or for purposes other than those connected with the performance of his duties or the performance of a specific task. A staff member shall be aware that the information in his/her possession is intended solely for the purpose of carrying out the work of the College and shall not disclose it or use it for any personal gain.

3. Ethics of work and conduct

- 3.1. A staff member shall use working time intensively and efficiently, work conscientiously, creatively, with purpose and show initiative and enthusiasm.
- 3.2. A staff member shall not be afraid to freely express his/her views and suggestions for improving the work of the College.
- 3.3. A staff member shall point out errors in the work process personally, without third parties.
- 3.4. A staff member shall behave courteously, respecting mutual rights and obligations, when interacting with learners, their legal representatives, other staff members, social partners, representatives of the media and visitors.
- 3.5. In discussions, a staff member shall be based on the principles of openness, mutual understanding and collegiality, shall argue his/her point of view, shall not be arrogant or authoritarian towards colleagues, shall take into account the views of others and shall evaluate them in a professional manner.
- 3.6. A staff member shall be polite, tolerant and shall not abuse trust, and shall be positive in providing information, making statements and giving advice.

- 3.7. A staff member shall facilitate the integration of new colleagues into the team by sharing with them his/her professional knowledge, experience and practice.
- 3.8. A staff member shall avoid intrigue, influence of mood, gossip, slander and hypocrisy, and shall not tolerate injury to the honor or dignity of colleagues.
- 3.9. A staff member shall avoid smoking and other bad habits.
- 3.10. A staff member shall observe a business style of dress in the performance of his/her duties.
- 3.11. Outside working hours, a staff member shall choose a style of behavior that does not undermine his/her own authority, dignity and trust in the College.
- 3.12. Dissemination of inappropriate, false or misleading information about the College's activities, employees or the employer among staff members or outside the workplace constitutes unethical behavior.

4. Conflict of interests

- 4.1. A staff member shall make decisions solely in the public interest, subject to the provisions of the Code. A staff member shall not use his/her position and the resources of the College for private interests, personal gain or the self-interest of others.
- 4.2. A staff member shall refrain from performing duties and taking decisions which are related to his personal or pecuniary interests, those of his family and other relatives, business or political associates.
- 4.3. A staff member shall not accept any direct or indirect gifts, offers of entertainment, favors or expressions of gratitude which amount to a gift in connection with the performance of his duties. Gifts from social partners and other persons, unless they are souvenirs, are the property of the College.
- 4.4. In the event of a situation in which a staff member, in the performance of his/her duties, is required to make or participate in a decision or to take other action related to his/her position which may affect (or appear to affect) the personal or financial interests of the staff member, his/her relatives, business partners, the staff member shall inform the Director of the College or take an appropriate decision independently to prevent such a situation.
- 4.5. A staff member shall be aware of the requirements of the statutory regulations on conflicts of interest, familiar with the potential risk areas where such conflicts may arise and shall act in accordance with the provisions of the Law "On Prevention of Conflict of Interest in Activities of Public Officials" and the provisions of the Code.

5. Implementation of the Code of Ethics

- 5.1. Learners, upon commencing their studies at the College, and employees, upon commencing their employment, shall acknowledge by signature that they have read and understood the Code.
- 5.2. The College shall establish an Ethics Committee by order of the Director. The Commission shall examine complaints and applications concerning compliance with the fundamental principles of professional ethics and conduct and shall advise on matters of ethical conduct.
- 5.3. In the event of a violation of the provisions of the Code, a student and his/her legal representatives have the right to submit a complaint to the head of the relevant group or, with appropriate justification, to the head of the relevant department or the Head of the Study Department. If the matter cannot be resolved by the Head of the Study Department alone, the Head of the Study Department shall request the Director of the College to refer the matter to the Ethics Committee.
- 5.4. In the event of a breach of the provisions of the Code, a staff member shall have the right to complain to his/her immediate supervisor. If the matter cannot be resolved by the head of the structural unit alone, the head of the structural unit shall request the Director of the College to refer the matter to the Ethics Committee.
- 5.5. In the event that a breach of the Code is resolved by the head of the structural unit alone, the head of the structural unit shall inform the Director of the College of the outcome of the matter.

- 5.6.The Ethics Committee shall inform the Director of the College of the cases dealt with in accordance with the procedure established by the Ethics Committee.
- 5.7.If the conduct of a student or staff member contravenes the provisions of the Code, the Director of the College may issue an order for disciplinary action.
- 5.8.Failure to have a case heard by the Ethics Committee cannot be grounds for not imposing a disciplinary sanction.

6. Closing provisions

- 6.1.The College's Code of Ethics shall be available to all learners, their legal representatives and staff members. The Code is published on the College's website: www.rtk.lv
- 6.2.The Ethics Committee shall regularly review the content of the Code and, where necessary, make proposals to the College's Director for amendments to the Code.
- 6.3.The Code shall enter into force upon signature.

Agreed on _____. with director p.i. K. Rutinu _____

Head of the Study Department I.Klotiņa _____

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