



Employees Code of Ethics of the Medical University of Warsaw

Preamble

The Medical University of Warsaw is one of the oldest medical Universities in Poland and the oldest academic University in Warsaw. For over 200 years it has been educating the best specialists in medical, pharmaceutical and health sciences. Employees, holding specific work positions/performing specific functions, should build the common good inside and outside the walls of the University. Students, PhD students and employees of the Medical University of Warsaw participate in the activities of the University on an equal footing, regardless of race and origin, religion, gender, sexual orientation and political views. The activities of our Alma Mater are based on university traditions and universal values, in particular, respect for human rights, the pursuit of truth, respect for knowledge, skills and integrity. In research, the University follows ethical principles and adheres to the relevant principles of good practice. The academic community is obliged to adhere to general ethical standards as models of conduct with respect for the dignity of every human being.

The reason for the creation of the Code is concern for the highest standards of conduct in teaching, scientific and organizational work, as well as work in the University's administration. The expression of this concern is the formulation of the recommendations in the Code as to the values and principles of conduct that should be followed when dealing with difficult and complex ethical issues. Respect for the values and principles of conduct described in the Code should contribute to the formation of appropriate attitudes in interpersonal relations conducive to building community of the academic community as well as social sensitivity and work culture.

1. Basic values

1.1. INTEGRITY,

1.2. JUSTICE,

1.3. GOODNESS.

2. Principles of conduct

2.1 Rule of law

Employees are obliged to act in accordance with acts of common law, Orders of the Rector, the following Code and other internal documents of the University. Employees shall use the information obtained as a result of their activities exclusively for official purposes.

2.2 Reliability

Employees should perform their duties diligently, devoting the necessary time to do so (when conducting scientific research, preparing for teaching, and performing managerial, administrative, supportive and other functions) and avoid situations that most often cause a violation of this principle. The performance of duties should be carried out appropriately in accordance with the instructions of the supervisor at the particular job position.

2.3 Impartiality

Personal situation and one's own beliefs, especially political and religious beliefs, should not exert influence on the way employees perform their duties. It is forbidden to use the authority to gain property/personal benefits or to grant them to relatives/acquaintances, and to exert pressure on other employees to grant someone upon their decisions such benefits. The handling of conflicts of interest is determined by the principle of transparency. Employees should act in a way compliant with good manners in the performance of their duties, whereby personal situation and one's own beliefs should not exert an influence on the way they fulfil their duties. Employees should not express their own moral judgments or impose them on others, and should not discuss personal matters, for example, during teaching, as well as avoid displaying their political sympathies and religious beliefs. At the same time, employees have the right to have their own beliefs and to be protected from discrimination based on their beliefs. In case of error or negligence, or violation of ethics, employees should report the fact to their supervisor. Employees of the University are obliged to respect intellectual property rights, in particular the rights of copyright. When using someone else's research, scholarly output, publication or work, employees shall always indicate/cite the author and the source from which the information came from. Employees of the University should adhere to the principles of scientific integrity and not lead to falsification of scientific works and results, unreliability in their dissemination or in conducting and reviewing scientific research.

2.4 Openness

Employees should express readiness to receive with kindness or gratitude comments and suggestions from, for example, students, PhD students, co-workers and supervisors. Comments and suggestions should be treated as an opportunity for improvement and personal development. The described rules of conduct are essential for ensuring the highest quality of education and conducting scientific research.

2.5 Transparency

Employees should give the true reasons for certain decisions and honestly/reliably report their results. Employees should strive to avoid conflict of interest. However, when such a conflict does arise, the employee should notify his/her supervisor with the possibility of receiving support/advice in resolving the conflict of interest. Employees should report conflicts in the scope of their scientific research. Withholding information about conflict of interest in scientific publications negatively affects the quality of the presentation of scientific research results.

2.6 Shared responsibility

Employees should act in a responsible manner (i.e., consider the consequences of a conduct/decision before making it). One should act appropriately / with dignity / in a manner consistent with good manners. Employees should not avoid/delay making decisions and should accept the consequences of those decisions. They should behave with dignity in and out of the workplace, and by their attitude should not cause a lowering of the authority and credibility of the University. Employees performing managerial positions at the University are obliged to present a model of behaviour for other employees, students and PhD students as well as people outside the University. It is recommended that employees of the University who are members of the University's collegiate body or serve on the University's single-member body, should not serve on collegiate or single-member bodies at other universities.

2.7 Equal treatment

When handling cases and making decisions, the principle of equal treatment must be observed. Individuals in this situation shall be treated comparably. Employees should refrain from any unjustified and unequal treatment of individuals on the basis of their nationality, gender, sexual orientation, language, religion or creed, political or other beliefs, membership of a national minority, owned property, ancestry, disabilities, values and political sympathies. Employees should strive to develop tolerance for different values, attitudes and beliefs.