APPROVED

Director of the Nature Research Centre

Order No V-196 of 31 October 2014

**STATE RESEARCH INSTITUTE NATURE RESEARCH CENTRE**

**RULES OF WORK ETHICS**

1. **GENERAL PROVISIONS**
2. The Rules of Ethics of the State Research Institute Nature Research Centre (hereinafter referred to as the "Centre") (hereinafter referred to as the "Rules") lay down the principles of the Centre's employees' activities and conduct, as well as the ethical standards of work and shall help to ensure compliance with them in the Centre's activities and in representing the Centre. The Rules are based on the Centre's values and help to promote awareness of them. The Rules define the conduct of staff members towards colleagues, clients, partners, members of the public and the environment, in accordance with the legislation of the Republic of Lithuania and the Centre's internal legal acts.
3. Objectives of the Rules:
   1. defining norms and rules of behaviour;
   2. educating staff on work ethics and conduct in the workplace, enabling them to perform their duties more effectively;
   3. protecting staff from unethical behaviour and conflict situations;
   4. enhancing the image of the Centre and promoting its credibility, integrity and transparency.
4. The provisions of the Rules shall apply to all staff of the Centre.
5. All decisions and measures taken by the Centre shall be implemented in accordance with the Rules. If the provisions of the Rules do not cover or do not cover with sufficient clarity certain cases, all decisions and measures must be taken in accordance with high moral and ethical principles.
6. **BASIC PRINCIPLES**
7. **The principle of respect for the State, the law, the individual and the Centre.** In accordance with this principle, the staff member must:
   1. respect human beings, their rights and freedoms, the state and its institutions, not to violate the Constitution of the Republic of Lithuania, laws, other legal acts and the requirements of the Centre's internal legal acts and in the event of violations of the law by other persons do everything possible to put an end to such violations.
   2. perform the functions and tasks assigned to them in a timely and proper manner, without prejudice to the requirements of laws and regulations, human rights and ethical principles.
   3. behave with courtesy, kindness and tolerance, regardless of your personal qualities, wealth, social status or views.
   4. not discriminate by language, actions or proposed decisions against individuals or groups on the grounds of sex, sexual orientation, race, nationality, language, origin, nationality and social status, religion, marital or family status, age, beliefs or opinions, political party or association affiliation.
8. **The principle of fairness, impartiality and objectivity.** In accordance with this principle, a staff member must:
   1. use only objective evaluation criteria in their decision-making, take into account the views of opponents and experts, and avoid personality and emotions.
   2. act objectively and impartially in conflict situations, listening to both sides and seeking the most objective solution.
   3. assess people on the basis of their competences, skills and achievements.
   4. Not take advantage of other people's mistakes and ignorance.
   5. value cooperation, openness, efficiency and initiative.
9. **Principle of fairness and selflessness.** In accordance with this principle, an employee must:
   1. behave honestly, with integrity and without demeaning oneself, co-workers, the Centre, clients, partners and other members of society.
   2. seek unity of word and action and keep given promises.
   3. use the Centre's working hours and assets only for the performance of their assigned tasks and functions.
   4. not use or make available any information relating to the Centre other than in accordance with the law and the Centre's internal regulations.
   5. not engage in fraud, deceit, illegal or dishonest activities, personal interest or gain for oneself, one's family, relatives or friends in the performance of one's duties at the Centre.
   6. not abuse their duties and powers.
10. **The principle of responsibility and accountability**. This principle requires the staff to:
    1. be personally responsible for their actions, decisions and performance and/or the consequences of their actions.
    2. understand the Centre's obligations to the Founder, the public, clients, staff, partners, and the importance of their responsibilities.
    3. be responsible for the proper use, confidentiality and protection of the information and documents used.
11. **The principle of exemplary behaviour.** This principle requires a staff member to:
    1. perform his/her duties in a timely, proper, accurate, efficient, honest, transparent, fair, diligent and professional manner and continuously improve his/her knowledge and skills.
    2. courteous, kind, helpful, tidy, punctual, observe generally accepted rules of behaviour, and set an example in appearance, speech and behaviour.
    3. act professionally and humanely in all situations, providing information in a professional and humane manner, not influencing a person's decisions and interests, being able to reject inappropriate, unacceptable and/or suspicious offers in a fair and tactful manner, and avoiding situations that could give rise to a conflict of interest.
    4. maintain the Centre's good image at all times.
12. **GENERAL ACTIVITIES**
13. **Service delivery.** The staff ensure that:
    1. all services provided by the Centre are of high quality and professionalism, in accordance with the highest standards of performance, in accordance with the principles of fairness, legality, impartiality, efficiency and objectivity, in a timely manner, in good faith, and in accordance with the methods, techniques and procedures established by the Centre and the institutions to which it is subordinate.
    2. transactions are entered into and carried out within the limits of their competence and powers.
    3. customer relations are based on mutual respect and tolerance, treating all customers equally, without favouring any and avoiding being categorical.
    4. partnership with customers for mutual benefit is maintained.
14. **Managing the Centre's financial and other documents.** The staff ensure that:
    1. all contracts of the Centre are properly, correctly, timely and accurately recorded in accounting and other records and supported by appropriate documentation issued in good faith by other parties.
    2. inaccuracies and/or errors in the documentation are reported to the responsible persons and/or managers.
    3. all documents are drawn up, kept, recorded and stored in accordance with the procedures laid down by the legislation of the Republic of Lithuania and the Centre's internal legal acts.
    4. information provided to founders and other Centre's governing bodies is comprehensive and accurate.
15. **Staff relations with the Centre and colleagues.** The Centre shall respect the fundamental rights and freedoms of its staff, treat them fairly, honestly, lawfully and respectfully, provide appropriate and safe working conditions in accordance with the requirements of the legislation of the Republic of Lithuania, encourage the use and development of the best skills of its staff members, provide all staff members with equal opportunities for professional development, and guarantee fair remuneration for work.
16. Employees commit to:
    1. maintain a safe, transparent and fair working environment with co-workers, subordinates and supervisors, where people are respected, feel comfortable and comfortable, their rights are not violated, and mutual trust is developed.
    2. be polite, helpful and tidy.
    3. Heads of Units must communicate respectfully with their subordinates, give correct, clear and comprehensible instructions, and objectively assess their subordinates' qualities and achievements.
17. **Purchases.** Procurement of goods and services shall be carried out in accordance with the legislation in force in the Republic of Lithuania and the Centre's internal legislation, in a fair and transparent manner, in accordance with the principles of economy, efficiency, rationality, etc., with a view to obtaining and securing, in a competitive process, the best quality and the best price.
18. **Fair competition**. The Centre shall:
    1. support free business and competition and not try to prevent others from competing freely.
    2. seek to compete fairly, in accordance with the laws of the Republic of Lithuania and the principles of business ethics, providing accurate, truthful and unambiguous information;
    3. seek to win in the competition by making management more efficient, reducing costs and improving productivity.
19. **Conflicts of interest.** Staff members shall avoid actions and situations in which their personal, family or financial interests could conflict with the interests of the Centre and adversely affect the objectivity and impartiality of their work.
20. **Benefits and advantages of unfair practices.** Gifts, hospitality and hospitality must always be related to the objectives of fair dealing. They must not be intended to, or give the appearance of being intended to, influence decisions, their implementation or the Centre's own activities. Employees undertake:
    1. not to take advantage of his/her position for personal gain, not to accept undue remuneration for his/her work, not to do anything that would interfere with the professional and objective performance of his/her work, and not to give or promise to give any reward to other persons for decisions in their favour.
    2. can only accept or offer symbolic tokens of attention and respect - small souvenirs, items related to the promotion of the activity, flowers and other gifts that cannot influence the decisions of the recipient.
21. **Use and conservation of the Centre's assets.** Employees undertake to:
    1. use the Centre's equipment, resources of all kinds, other materials and working time only for the legitimate interests of the Centre.
    2. use the Centre's assets, funds and resources efficiently, effectively, fairly, safely and economically.
    3. safeguard all property of the Centre necessary for the performance of its work and take the necessary steps to prevent its misuse, damage or theft.
22. **Confidentiality.** While openness and transparency are the core values of the Centre, certain information must be kept confidential in order to protect the rights of partners, clients, employees or the Centre's own operational interests. Employees undertake to:
    1. know what information is confidential and has the status of a trade secret, and ensure the security and confidentiality of that information.
    2. not disclose the information to other persons who are not entitled to receive this information, except in the cases provided for by the legislation of the Republic of Lithuania and the Centre's internal legal acts.
    3. not use confidential information for illegal purposes and/or private interests.
    4. take all reasonable steps to protect confidential and commercially sensitive information against theft or other loss, unauthorised use or alteration.
    5. protect confidential and commercially sensitive information provided by clients, even after the end of the contractual relationship with them.
    6. after termination of his/her employment with the Centre, continue to protect and not to disclose information of a confidential or commercially sensitive nature which has come to his/her knowledge in the course of his/her employment.
23. The Centre shall ensure that information about employees, their personal and other data is stored and processed fairly, carefully, properly and lawfully, in accordance with the requirements of the legislation of the Republic of Lithuania.
24. **Environment.** The Centre shall ensure compliance with public health, safety and environmental requirements.
25. **ACCOUNTABILITY**
26. Employees must:
    1. behave in a manner consistent with the Centre's operating principles and Rules.
    2. comply with the requirements of the Republic of Lithuania and the Centre's internal legal acts when acting on behalf of the Centre.
    3. understand the Centre's obligations to its founders, clients, staff, partners and society.
    4. behave as responsible members of society, respecting standards of personal safety, health and the environment, and respecting human rights.
    5. foster a constructive and harmonious working atmosphere in accordance with the Centre's operating principles and Rules.
27. **FINAL PROVISIONS**
28. The Rules are drafted with the understanding that personal ethical integrity cannot be built on the basis of written rules alone. Compliance with the provisions of the Rules shall be based primarily on the self-awareness and conscience of managers and employees.
29. The Centre shall give full support to staff members who comply in good faith with the provisions of the Rules.
30. If staff members become aware of irregularities or suspect that the provisions of the Rules are not being complied with, they may contact the Heads of Unit or the Director of the Centre. The staff member may also consult the Centre's legal counsel(s), particularly where the involvement of the line manager is not desirable. Heads of Units must not only insist that subordinates comply with the Rules, but must themselves strictly comply with the provisions of the Rules.
31. Violations of the provisions of the Rules may be subject to penalties provided for in the Labour Code of the Republic of Lithuania.

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