

## **EIMF CODE OF CONDUCT**

### **Ethical Conduct and Integrity**

Ethical conduct is a fundamental expectation for every member of EIMF. EIMF staff should act with integrity and avoid conflicts of interest or other action that may influence in some way their impartiality and professionalism. In doing so, EIMF members are expected to:

- Act according to the highest ethical and professional standards of conduct
- Be personally accountable for individual actions
- Develop trustworthiness by acting in a reliable and dependable manner
- Communicate ethical standards of conduct through instruction and example
- Be objective and impartial in making decisions on behalf of the EIMF
- Not create suspicion of any conflict between their official duty and their private interest. In case such a conflict may arise it must be disclosed and the individual must act in line with the instructions of EIMF management to eliminate such a conflict
- Ensure personal relationships do not interfere with objective judgment in decisions affecting employment at EIMF or the academic progress of an EIMF member
- Reject any benefit (e.g. a gift or hospitality) offered with the aim of showing favour or disfavour to any person or organisation, and nor should they give the impression (to any member of the public, or to any organisation with whom they deal, or to their colleagues) that they have been (or may have been) influenced by a benefit offered or received to show favour or disfavour to any person or organisation
- Not induce or reward someone to perform a role or function improperly
- Prevent, detect and report bribery and other forms of corruption and improper conduct
- Secure confidentiality by protecting the integrity and security of university information such as student records, employee files, patient records, and contract negotiation documents

## **Fairness and Respect**

EIMF is committed to tolerance, diversity, and respect for differences. When dealing with others, EIMF community members are expected to:

- Be respectful and courteous, and act towards others as they would want them to act towards them.
- Be fair and promote even-handedness by treating others with impartiality
- Avoid all forms of harassment, illegal discrimination, threats, or violence;
- Show respect by treating others with civility and decency;
- Provide equal access to programs, facilities, and employment; and
- Promote conflict resolution.

## **Responsible Management**

EIMF entrusts its members who supervise or instruct employees or students with significant responsibility. Managers, supervisors, instructors, and advisors are expected to:

- Ensure access to and delivery of proper training and guidance on applicable workplace and educational rules, policies, and procedures, including this Code of Conduct;
- Ensure compliance with applicable laws, policies, and workplace rules. EIMF is committed to meeting legal requirements and to fostering a culture of ethics and compliance.
- Review performance conscientiously and impartially;
- Foster intellectual growth and professional development; and
- Promote a healthy, innovative, and productive atmosphere that encourages dialogue and is responsive to concerns.

## Stewardship

Stewardship embodies the responsible planning and management of resources. This is done by exercising custodial responsibility for EIMF property and resources. In securing responsible stewardship, EIMF members are expected to:

- Utilise the premises, equipment, finances, materials, electronic and other systems, and other resources only for legitimate purposes related with EIMF operations;
- Prevent waste and abuse;
- Promote efficient operations;
- Follow sound financial practices, including accurate financial reporting, processes to protect assets, and responsible fiscal management and internal controls; and

## Academic Freedom and Responsibilities

Academic freedom is essential to achieving the Institution's mission. EIMF academic staff are expected to:

- Promote academic freedom, including the freedom to discuss all relevant matters in the classroom, to explore all avenues of scholarship, research, and creative expression, and to speak or write as a public citizen without institutional restraint or discipline; and
- Meet academic responsibilities: to seek and state the truth as they see it; to develop and maintain their intellectual aptitude; to foster and defend academic honesty, and freedom of inquiry and instruction; to respect alternative views; to submit their research output to peer review; to work together to foster the education of students; and to acknowledge when they are not speaking for the institution.

## **Ethically Conduct Teaching and Research**

EIMF researchers have an ethical obligation to the Institute and to the wider community as they seek to create knowledge and enable awareness. EIMF academic staff are expected to:

- Propose, conduct and report research with integrity and honesty;
- Protect people involved in research or teaching;
- Learn, follow, and demonstrate accountability for meeting the requirements of sponsors, regulatory bodies, and other applicable entities;
- Honestly disseminate research findings;
- Respect individual rights and the intellectual property of EIMF;
- Ensure originality of work, provide credit for the ideas of others upon which their work is built, acknowledge contributions in their research work by other individuals and be responsible for the accuracy and fairness of information published