

Pursuant to Article 1 Paragraph 4 Code of Ethics of the University of Zagreb, and Article 44 Statute of the University of Zagreb Faculty of Agriculture (hereinafter University), the Faculty Council (hereinafter: the Council) at a meeting held on March 9th 2010 yields

Rules of Ethics

University of Zagreb Faculty of Agriculture

I. General principles

Article 1.

Rules of ethics at the University of Zagreb Faculty of Agriculture (hereinafter: Rules) in Title II, III, IV, V and VII contain moral principles and the principles of professional ethics, which in professional public activity should equate Faculty employees and persons who are not employees, but participate in teaching or research work at the Faculty (hereinafter: Faculty).

Students and faculty members are required to act according to the principles set out in Title VII and VIII of the Rules.

Article 2.

Faculty employees, aware of their social role, have an honorable obligation to comply with these rules in carrying out their calling.

II. Work relations

Article 3.

Faculty employees are required to do their job conscientiously and responsibly.

For their job, teachers and heads of departments are responsible to the Council, and other employees in the Department are responsible to the Head of the Department and the Dean.

Other employees at the Faculty are responsible for their work to the Dean or Head of Department, or head of the Section.

Article 4.

Faculty employees are required to report about their jobs or their improvement to directly responsible coworkers.

Article 5.

Faculty employees are expected to responsibly, conscientiously, professionally and ethically fulfill all of the obligations to students and Faculty. In their work, employees must follow the principles of objectivity, impartiality, prudence, fairness, dialogue and tolerance.

Article 6.

Managers are required to treat employees objectively, not making a difference with respect to religion, ethnic or national origin, race, gender, sexual orientation, lifestyle, wealth, background, family and marital status, pregnancy, family responsibilities, age, disability, physical appearance, political affiliation, and health status.

All members of the Faculty are required to treat all persons with whom they come into relations regarding the work performance at the Faculty by the principle of respect for the integrity and dignity of the person, the principles of equality and justice and the principle of respect for the law and legal procedures.

Article 7.

Teachers are required to conscientiously and responsibly perform their teaching duties, participate in the work of the Faculty and give it priority over activities outside the Faculty. The scope of work of teachers outside the Faculty cannot endanger the excellence of teaching and research.

Article 8.

While doing their jobs, teachers and other employees are required to undergo professional training by reading literature, conferences and exchange of scientific and expert opinions.

Article 9.

Research which can result in imprudent risk or physical and psychological harm people, animals or the environment injuries that can be avoided is not allowed, as well as supporting, encouraging or secretion of such activities carried out by members of the academic community.

Article 10.

It is unacceptable to use texts or ideas of other authors, including students, without citing sources.

Article 11.

Faculty members are required to:

- Maintain a tidy workplace,
- Come to work on time and to appointments on a preannounced schedule of writing,
- Dress appropriately and neatly,
- Do not interfere employees and students.

III. Relation with Faculty members

Article 12.

In scientific work, public activities and their relations, teachers are obliged to cultivate tolerance and culture of argumentative dialogue.

Teachers are obliged to respect the personal and professional dignity of younger employees and take care of their educational and scientific development and promote their advancement and independence. Younger employees (research assistants, teaching assistants) are required to take into account the opinions and meet the demands of older teachers.

Article 13.

Faculty employees are required to:

- Mutual respect personal and professional dignity,
- To treat each other decently, which includes introductions, polite forms of address with expressions of respect,
- Avoid mutual conflicts and to apologize for inappropriate expressions.

IV. Relations with the students

Article 14.

Teachers are required to show respect to students.

The sole criterion for assessing students must be knowledge, understanding and commitment.

Teachers should not condition the fulfillment of the obligations of teaching students and exams extortion and threats.

Article 15.

Teachers must provide students with evaluation and assessment that is measurable, objective, transparent, timely and verifiable.

V. Relations with the public

Article 16.

Faculty employees are required to protect the interests and reputation of the Faculty and to avoid personal aspirations that are contrary to the interests of the Faculty, and are obliged to protect the reputation of the Faculty and the facts which are confidential.

Article 17.

Faculty employees shall endeavor to resolve issues concerning the interpretation and application of the principle rules within the Faculty or the competent authorities of the University of Zagreb. Addressing the authorities out of the University of Zagreb should be restricted to cases where it is appropriate or necessary for compliance or the interests of the Faculty.

VI. Inappropriate behaviors

Article 18.

Inappropriate behaviors:

- Receiving or giving money, gifts or services without legal basis in exchange for a deed, the absence of the same or other favors, or promise thereof,
- Theft of property or assets of the Faculty, students and employees of the Faculty, and the cover-up or failure thereof,
- Conflict of interest (which can cause family relationships, close friendships, intimate relationships, antagonisms, etc.)
- Physical assault, harassment and the like,
- Threats,
- Swearing, rude or insulting expression,
- Drinking on the job and coming to work drunk,
- The use of opiates.

VII. Attitude towards property

Article 19.

Faculty employees and students are required to scrupulously apply to the assets of the Faculty and use it with due care. Looting and destruction of Faculty's property is not allowed.

Article 20.

All items and resources that are owned by the Faculty may be used only for the account and the interest of the Faculty. Using the property of the Faculty for private purposes is not permitted.

VIII. Student conduct

Article 21.

Students are required to relate with respect to employees of the Faculty. Students are not allowed to insult, humiliate and physically or verbally threaten Faculty employees or students under any circumstances.

Article 22.

Students are required to attend at the scheduled time to classes and exams. During the exam, students are not permitted to avoid any form of specified behavior.

Article 23.

Students are not allowed to put books on the website without permission.

Article 24.

In case of violation of the principles of this Code and inappropriate behavior, employees are required to notify the immediate supervisor in writing or submit an application to initiate disciplinary proceedings.

Initiation of the disciplinary proceedings shall be submitted to the Dean who, within 30 days of receipt of the application checks the state of the same, and if the Dean finds that there is reasonable suspicion of violation of the principles of rules and regulations concerning the duties of an employment application submitted to the Commission on Ethics and also informs the applicant.

The Ethics committee is mandatory within 90 days of receipt of the application to submit its opinion to the Dean, the Ethics Council, the Council, the applicant and the person against whom the application is filed and also published on the website of the Faculty (the latter without the data from which would be clearly against whom the procedure was conducted).

IX. Final provisions

Article 25.

To start the legal proceedings against the employees of the Faculty it is necessary that the opinion about the necessity of starting the process is given by the Ethics committee (before initiating disciplinary proceedings) and the Commission for the implementation of disciplinary action (if it finds that the statements in the application to be valid and may lead ultimately to the termination of employment).

Article 26.

Before signing the Employment Contract, every prospective employee will be given these Rules whose provisions they are required to abide by. These rules will be permanently available on the message board, bulletin boards and on the website of the Faculty.

Article 27.

Rules are adopted by the Council by majority of the votes of the members of the Council.

Article 28.

Rules come into force eight (8) days after the publication on the Notice Board of the Faculty.

Dean

prof. dr.sc. Davor Romić

The Rules were published on the notice board of the Faculty on the 9th of March 2010