

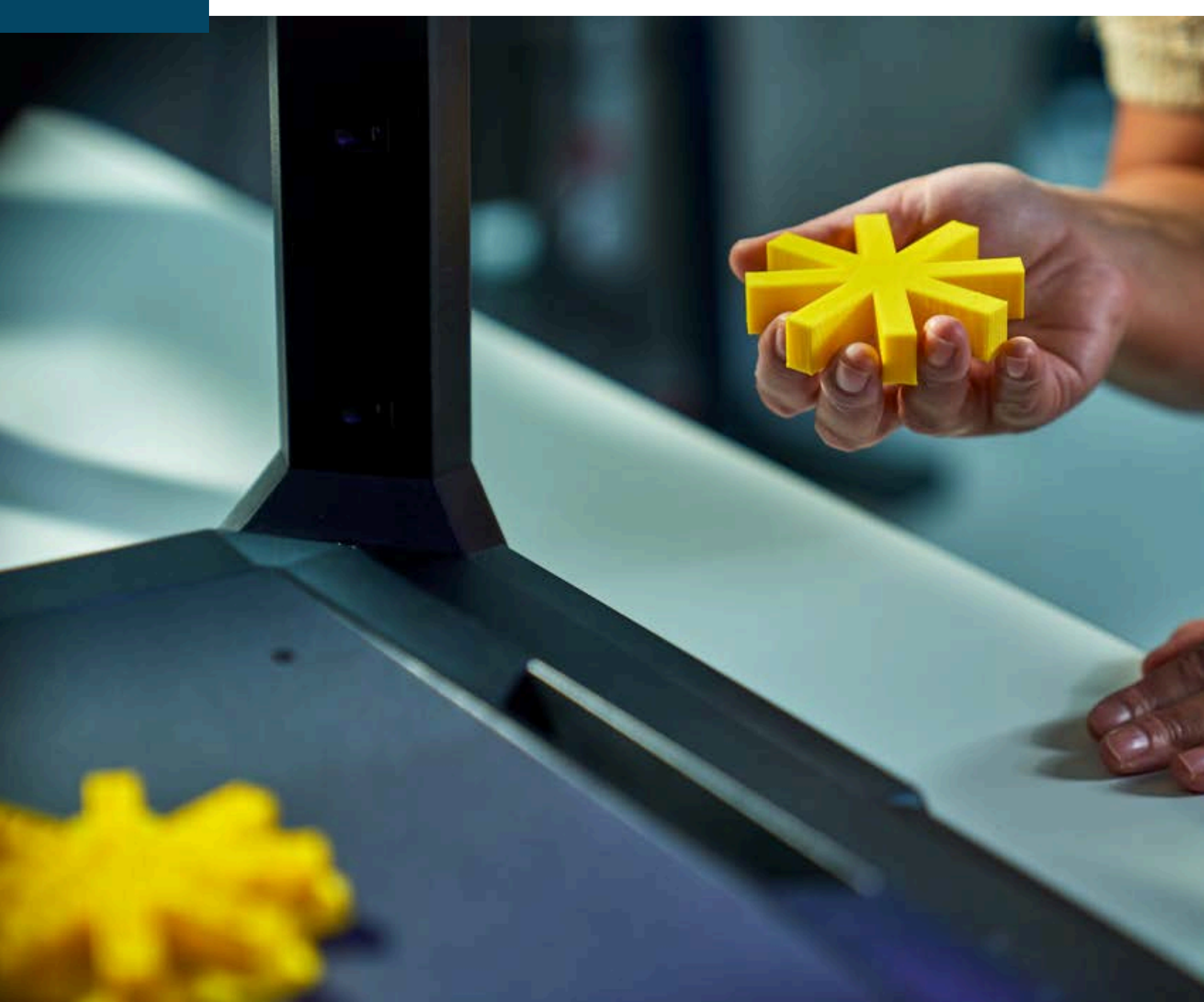


Code of Conduct

Ethical and responsible conduct at
Turku University of Applied Sciences



Contents

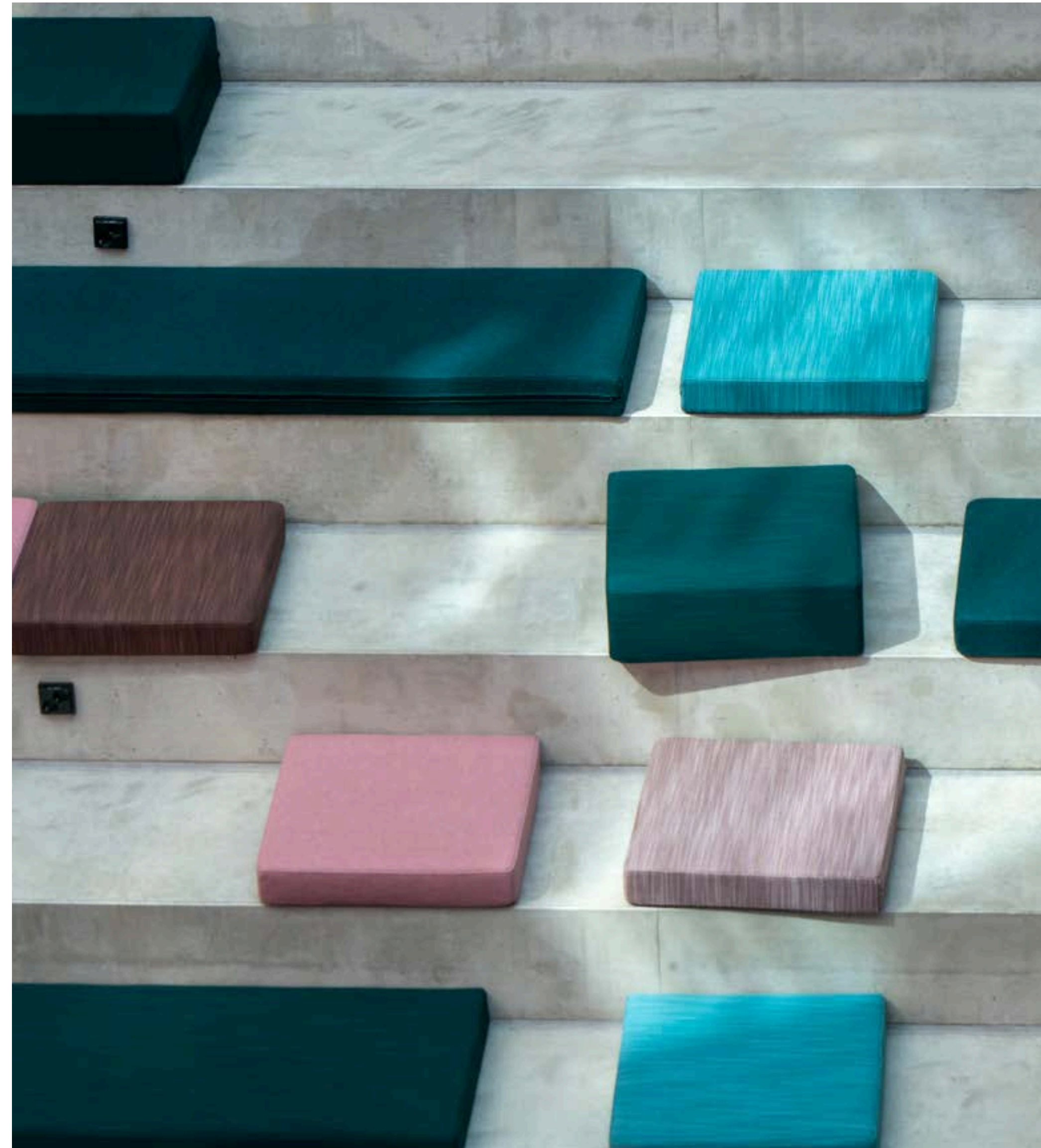


Introduction	3
Ethical principles	4
Responsibility in our community	5
Responsibility in our RDI activities	8
Responsibility in our operating environment	10
Procedures in case of problems	13
Monitoring and evaluation	15

Introduction

Turku University of Applied Sciences' Code of Conduct defines our practices for partners, funders and members of the higher education community. It is based on Finnish legislation and Turku University of Applied Sciences' guidelines. The strategy guides our daily work, while the ethical principles concretise the practical implementation of responsible conduct.

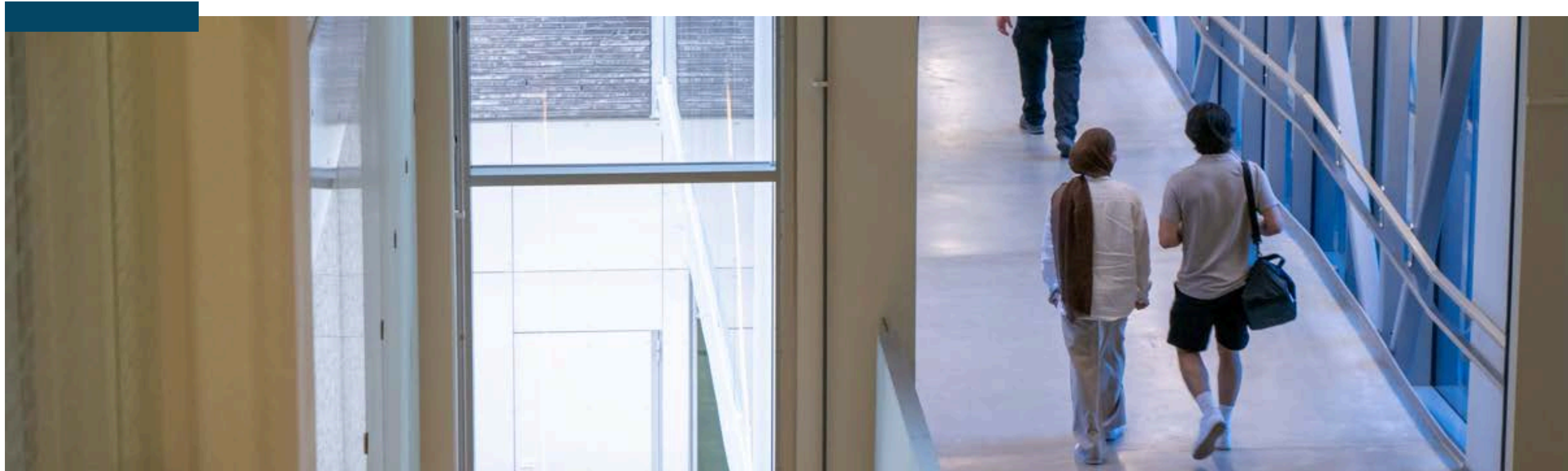
The ethical principles promote a safe working environment and help avoid conflict and inappropriate behaviour, and guide everyone to act in accordance with the values of the organisation. The principles are based on legislation, national and international regulations and agreements, human rights and fundamental labour rights.



INCREASING COMPETENCE

is a value we share and it is reflected in everything we do.

Ethical principles



Responsibility in our community

Turku University of Applied Sciences is committed to promoting equality, non-discrimination and responsibility in all its activities. This is strongly reflected in the Equality and Non-discrimination Plan, the Principles for Excellent Work and our pedagogical strategy.

Our whole community aims to promote ecologically, socially and economically sustainable development.

Responsibility in our RDI activities

For us, responsibility in RDI activities means continuous development and commitment to ethical and scientific principles. This is how we ensure that our activities add value to both the scientific community and our partners.

Responsibility in our operating environment

We are committed to high standards of quality, cooperation and data protection. We will always act in accordance with applicable legislation and strive to continuously improve our practices in order to provide a safe, high quality and internationally competitive environment for all members of our community.



Responsibility in our community



Equality and non-discrimination

Our university community values diversity and treats all people equally, regardless of their background. All students and staff are offered equal opportunities and equal treatment.

Promoting equality and equal opportunities is the responsibility of the whole community, and we operate in accordance with Turku University of Applied Sciences' Equality and Non-discrimination Plan.

A thriving and developing work community

Turku University of Applied Sciences' Principles for Excellent Work support our strategy and values. Well-being at work is everyone's responsibility – every day, in the everyday work.

Our goal is the wellbeing of our community members and active action towards common goals. We create continuous opportunities for our community members to develop their skills.

Pedagogical strategy

The pedagogical strategy of Turku University of Applied Sciences is based on creation of innovations through experimentation, knowledge sharing and combining different perspectives.

Teaching is student-centred and competence-based. We combine learning with research, development and innovation based on the needs of the world of work. Our pedagogical solutions support the development of students' skills for the world of work.

Safety and appropriate treatment

Safety is an integral part of our daily operations and quality assurance. We protect staff, students and visitors, our core business, information, reputation, physical property and other assets. We comply with industry-specific and, as a minimum, legal security requirements. We provide a safe, high quality and comfortable environment for all to work in without fear.

Turku University of Applied Sciences has a zero-tolerance policy for harassment and inappropriate treatment, and any grievances should be reported immediately to the employer or a manager.

Occupational safety and health

Occupational safety and health are everyone's responsibility. Employees must follow the instructions of the manager, the workplace safety rules and report any shortcomings. At Turku University of Applied Sciences, occupational safety is continuously developed and hazards are identified through an action plan for occupational safety and health, workplace surveys and workplace visits in cooperation with occupational health care.



Sustainable development and environmental responsibility



Smaller footprint, bigger handprint

At Turku University of Applied Sciences, we are committed to promoting ecologically, socially and economically sustainable development. This means that we both reduce our footprint and increase our handprint by promoting sustainable development through education, research, development and innovation, and the organisation's own activities.

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Our vision is to have a smaller footprint and a bigger handprint.

Responsibility in our RDI activities

Research ethics and good scientific practice

We act in an ethically sustainable way and follow good scientific practice. Research ethics is an essential part of teaching and RDI activities, and a basic skill for researchers and developers. At the national level, research ethics is governed by the Finnish National Board on Research Integrity TENK, whose guidelines we are committed to follow.

The Research Ethics Committee of Human Science at Turku University of Applied Sciences is responsible for the prior assessment of research ethics in non-medical RDI projects in the human sciences.

Responsible evaluation of research and the researcher

Turku University of Applied Sciences joined the European CoARA agreement, which reforms the way research and researchers are assessed. Of the ten commitments of the agreement, four key ones emphasise research diversity, qualitative assessment, rejecting inappropriate use of journal- and publication-based metrics and avoiding rankings of research organisations.

The pact guides evaluation reform and includes principles such as transparency, accountability, dialogue, collaboration and trust, while respecting the autonomy of organisations.

Principles of open science and research

We are committed to promoting the principles of open science, covering culture, publishing, materials and learning. Openness is part of our approach and supports the visibility and impact of our community's teaching and RDI activities and outputs.

Transparency makes the knowledge and information generated at Turku University of Applied Sciences widely available for use by a wide range of stakeholders.

Innovation and intellectual property rights

Turku University of Applied Sciences encourages staff and students to create innovations and helps to identify the protection and commercialisation potential of intangible assets. To this end, an Intellectual Property Policy (IP Policy) has been developed to protect intellectual property rights in line with national guidelines. We also safeguard the rights of staff and students to their inventions in accordance with the Act on the Right in Inventions made at Higher Education Institutions.



Harnessing artificial intelligence

Turku University of Applied Sciences has drawn up rules for the use of AI in learning, teaching and RDI activities, with an emphasis on fairness, equality and privacy protection. We promote the responsible use of AI by informing about its capabilities and limitations, and report any errors in its use. The aim is to ensure that the entire higher education community uses AI responsibly and ethically. We will ensure that the use of AI contributes to learning and skills required in the world of work so that our graduating students are equipped to use AI tools.

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We have developed a code of conduct for the use of AI in learning, teaching and RDI activities.

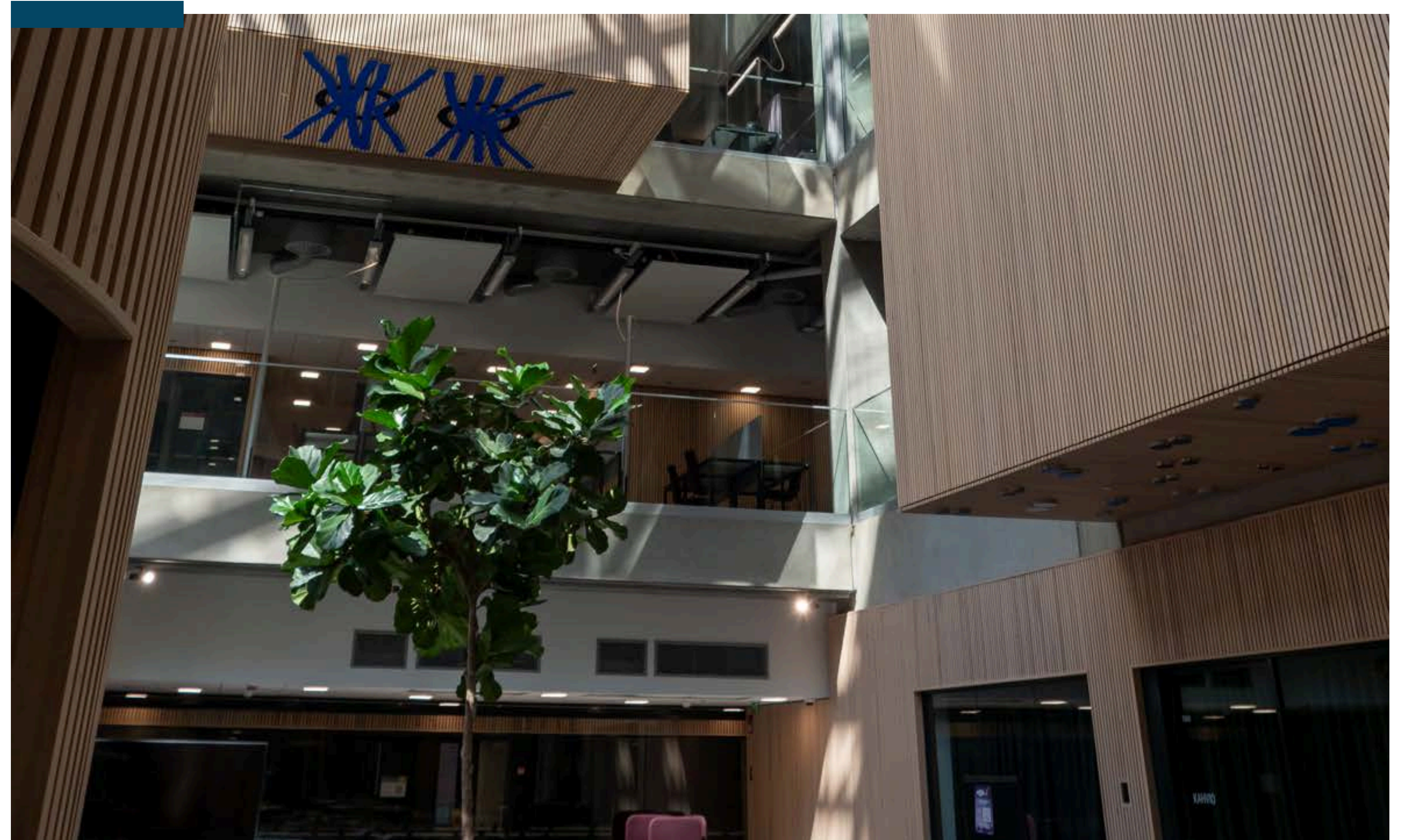
Responsibility in our operating environment

Operational coordination and quality

Operational coordination ensures the achievement of our mission and strategy through continuous assessment and development. Each member of the working community, students and staff of Turku University of Applied Sciences participates in the continuous development of activities in their respective areas of responsibility. High-quality activities contribute to the regional and social impact of the university. The principles of quality management are integrated into the performance management through the PDCA cycle. Knowledge sharing and community are central to our higher education community.

Plan, Do, Check, Act

Plan, Do, Check, Act - Turku UAS works according to the PDCA cycle.



Societal engagement and partnerships

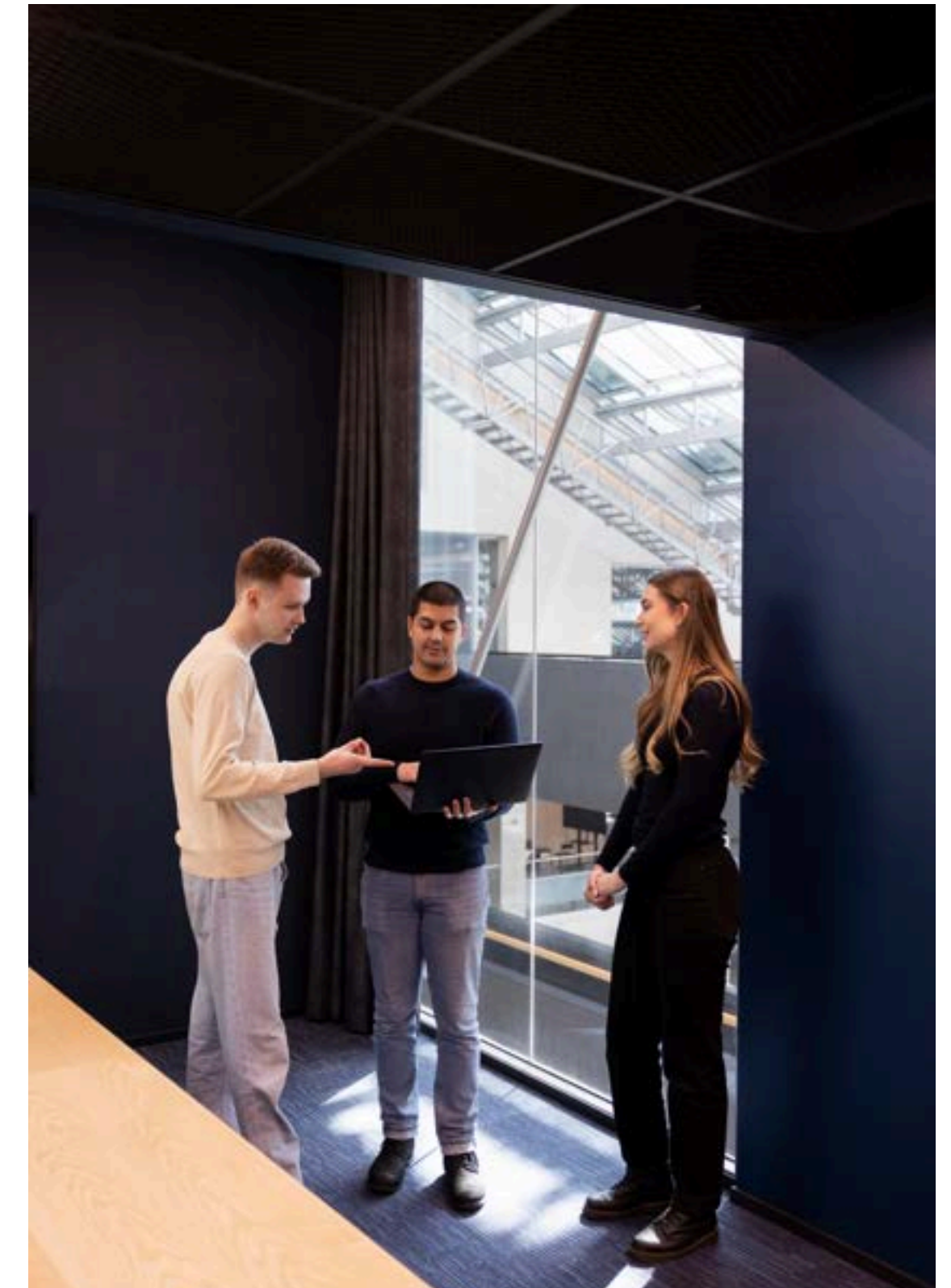
Societal engagement and impact and our partnership activities support the development of skills, competitiveness and well-being in Southwest Finland, in line with regional strategies. Our partnership work is customer-driven and based on the principles of free competition. We also take ethical aspects and international legislation into account in our partnerships.

We require our partners to respect universal human rights. For their part, our partners must also respect the UN Universal Declaration of Human Rights, the labour principles adopted by the International Labour Organisation (ILO) and the absence of any form of forced or child labour.

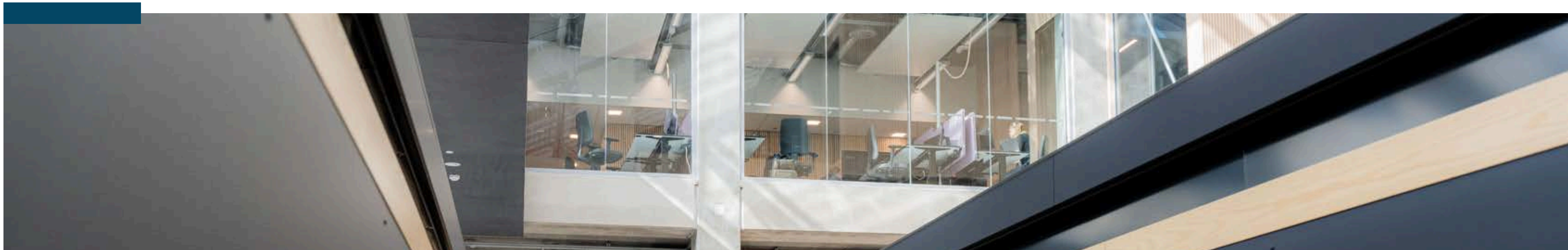
International cooperation

In our international student recruitment, we follow the recommendations of the national Code of Conduct, which was drawn up in cooperation between the Ministry of Education and Culture and higher education institutions. This document outlines the principles and practices for working with agents and defines principles and practices for ethically sustainable and transparent agent cooperation, including recommendations on the agent acquisition process, the content of contracts and possible sanctions.

In our education exports, we follow Education Finland's ethical principles.



We take ethical considerations and international law into account in all our partnerships.



Finance and risk management

We comply with the legislation in force and the guidelines based on it, as well as the principles of internal control and risk management in the management of our higher education institution's finances.

Our accounting is meticulous and we record all financial transactions correctly and in accordance with good accounting practice and tax legislation. In external and internal accounting and reporting, we ensure that business activities are clearly distinguishable from other activities. Our financial management is regularly reviewed by external auditors.

Anti-corruption and respect for barriers

Anti-corruption is key to maintaining trust and ensuring fairness in our communities. We do not tolerate bribery, corruption or other unethical behaviour. Our use of funds is transparent and documented, and we comply with all regulations that bind us.

We avoid situations where personal interests may influence our decision-making and respect the rules on conflicts of interest.

Data protection and security

Turku University of Applied Sciences complies with applicable data protection legislation, such as the EU General Data Protection Regulation and national data protection legislation. The data protection policy and the information security policy define responsibilities, principles and practices in the processing of personal data and information security work.

The whole university community is involved in the work of information security and takes responsibility for its day-to-day security tasks. We will immediately report any findings or anomalies related to information security or data protection.

Procedures in case of problems

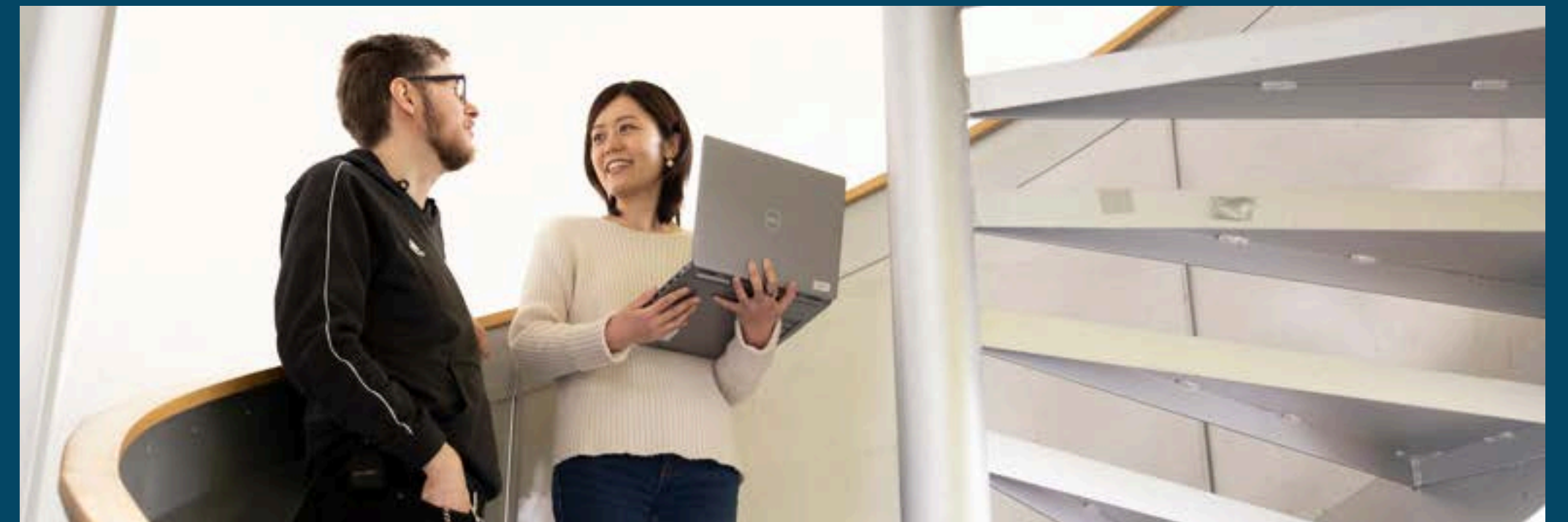
We do not tolerate any form of bullying, harassment or other inappropriate treatment or behaviour that is harmful or dangerous to your health.

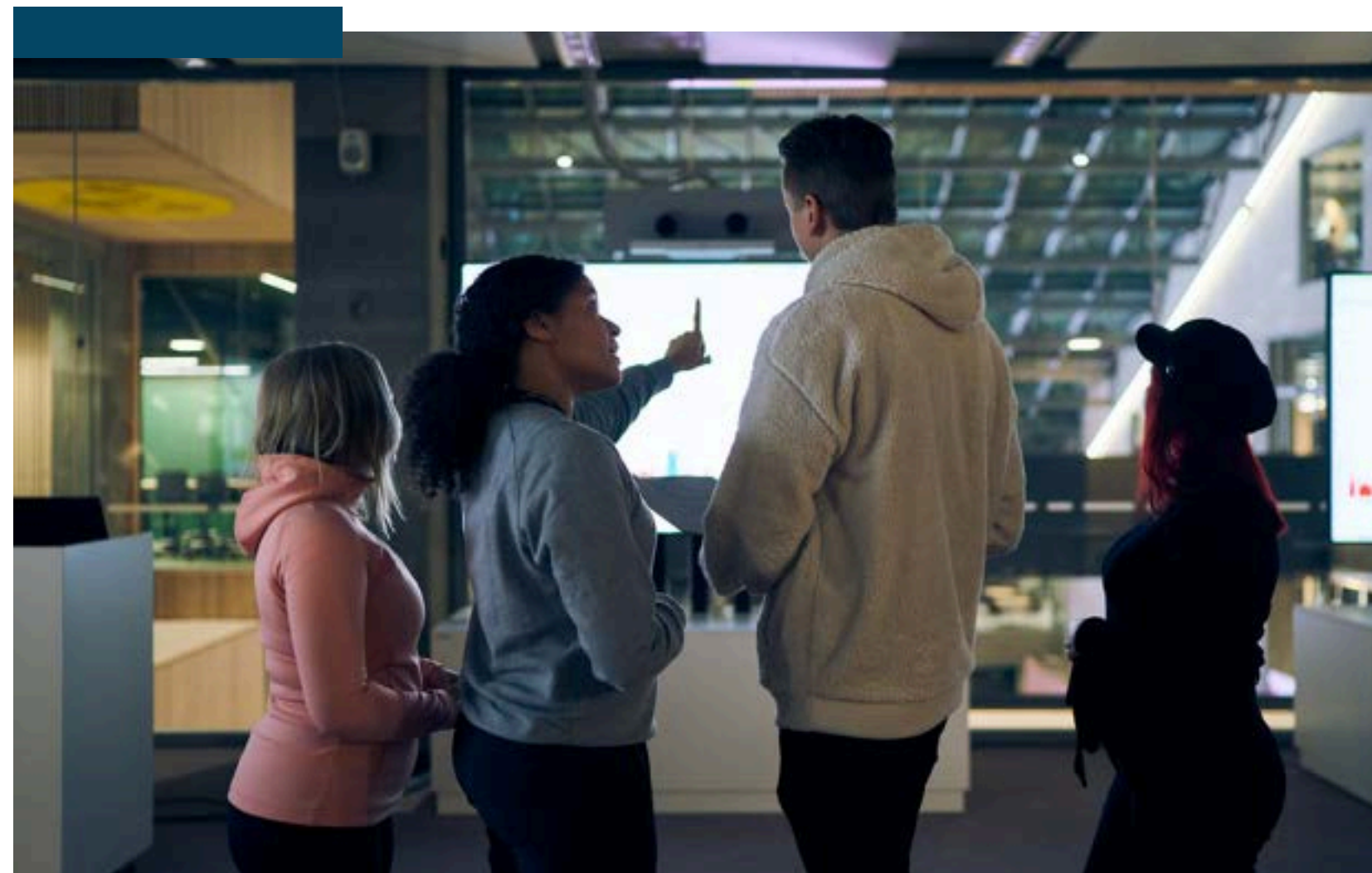
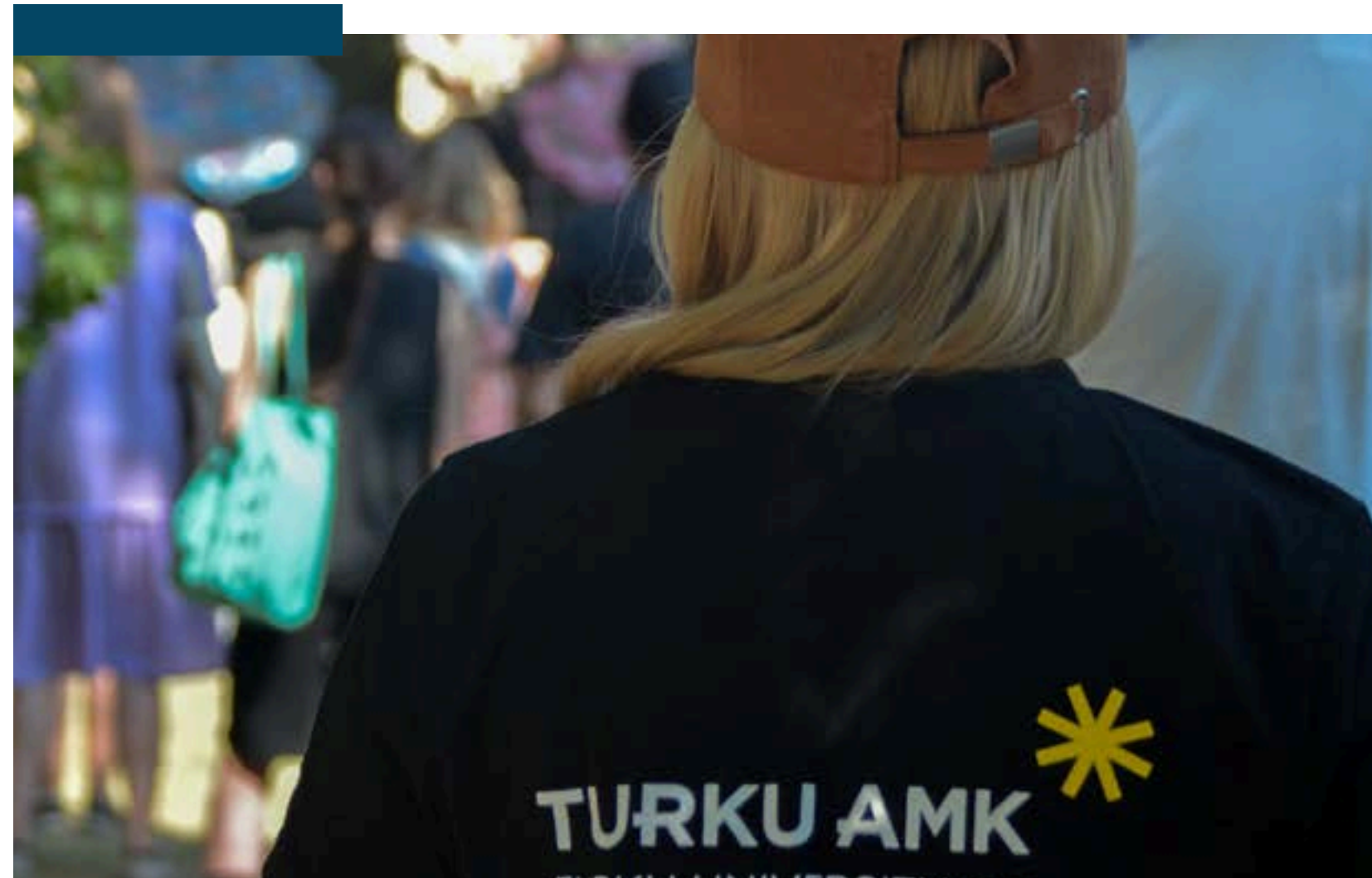
Each of us has a duty to intervene if we observe inappropriate behaviour, either by reporting it to a manager, an occupational safety delegate, a shop steward, a manager or by filing a safety deviation notification report or using a reporting channel.

Discrepancies and reports are carefully resolved in accordance with the internal procedures.

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We do not tolerate any form of bullying, harassment or other inappropriate treatment.





Safety deviation notification

The safety deviation notification form is used to record and process safety observations at the place of work and study. A safety deviation notification can be made in the event of a breach of security in the technical and physical environment, as well as in the event of bullying or harassment. Feedback can also be given on the functioning of safety-related processes or on initiatives and ideas for good practice.

Reporting channel

The statutory reporting channel allows current or former employees, board members, trainees or professionals of Turku UAS to report any unlawful activity they have observed or suspect to have occurred at Turku UAS.

The whistleblowing channel enables the organisation to collect information on its activities and helps to address misconduct at an early stage. Reports are confidential.

Monitoring and evaluation

1

Action plans

The assessment and monitoring of responsible working and operating culture is integrated into the operations of Turku UAS through long-term plans and annual action plans.

2

Quaternary reporting

Quarterly monitoring is used to react to any deviations and performance is also assessed through qualitative self-assessments, such as the Excellence self-assessment.

3

Excellence self-assessment

Quarterly monitoring is used to react to any deviations and performance is also assessed through qualitative self-assessments, such as the Excellence self-assessment.

4

Executive groups

Faculty-specific executive groups prioritise development needs into concrete, practical measures. The faculties' executive groups and Executive Board monitor the implementation of the activities and strategy.



Ethical principles of Turku University of Applied Sciences



Everyone is equal.



We provide a safe environment for all.



We follow the guidelines of the Research Ethics Committee.



We safeguard the rights of our community members to their inventions.



We expect our partners to respect universal human rights.



We are committed to anti-corruption in our financial activities.



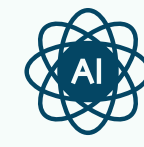
We follow the Principles for Excellent Work.



Occupational safety and health are everyone's responsibility.



We follow the principles of CoARA.



We promote the responsible use of AI.



Our international cooperation is based on national recommendations.



We comply with the applicable data protection legislation.



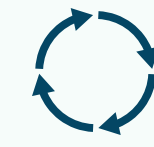
Our pedagogical strategy is student-centred.



We are committed to sustainable development.



We promote the principles of open science and research.



We are constantly evaluating and improving our operations.



Our accounting is thorough and externally audited.