



The Code of Employee Ethics and Conduct of SGH Warsaw School of Economics

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Rector Professor Marek Rocki, Ph.D

Dear Sir or Madam

When in the year of 1971, as a young boy, I sailed on the Zawisza Czarny sailing yacht across the Baltic Sea cruise, I realised how beautiful and fascinating, but at the same time - how dangerous and unpre-dictable the sea was. However, as we were using a compass, we always knew if we were sailing in the right direction.

I see some kind of an analogy between that cruise and our university, which has been sailing on the ocean of knowledge for over a century. To keep a good course, we also need a compass which would lead all of our academic community in the right direction.

I am pleased to present the SGH Code of Employee Ethics and Conduct, which is aimed to be a sign-post for us in making professional decisions and in undertaking the right choices.

This Code is based on the key values of SGH, to which our university employees have included: professionalism, cooperation, honesty, respect, and truth. The rules of conduct described in the Code as well as chosen case studies, illustrating the way in which our values and rules are delivered in practice, included in the SGH Ethics Guide, result out of these values. The guide is an open study, therefore, I encourage you to supplement it with further examples.

I am glad that many SGH employees have been engaged in the process of creating and consulting the Code and thanks to that this document is our joint work. For we all are obliged to obey it: management staff, scientific and didactic employees as well as administrative and service employees.

I would like to emphasise that the development of the Code is an element of building a social responsibility of our university. It is supposed to support us in the delivery of the mission and continuation of over one hundred years of glorious tradition of shaping leaders. It is also our public declaration of obeying the highest ethical standards.

A frigate is the symbol of SGH, while the SGH Code of Employee Ethics and Conduct is a compass suggesting which way to choose. I wish everyone that this Code becomes our support in our everyday work.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'J. Roda.' with a stylized flourish at the end.



PREAMBLE

For over 110 years, the subsequent generations of employees, each of them representing their very own position or function, build a good name of our university.

Its glorious tradition is a commitment for us to maintain a high level of professionalism, cooperation, integrity, mutual respect and to constantly pursue the truth.

Cultivating these values not only makes our university a friendly workplace but also contributes to education of students, PhD students and listeners in a spirit of truth, honesty and freedom, as well as to work for the common interests of the whole society.

Both, the symbol of our university - a merchant sailing ship - and its name - SGH Warsaw School of Economics - oblige us to develop cooperation with the world of business and also those who manage the economy for the common sake of Poland.

We, the SGH employees, will be guided in our professional activities by the moral compass, which constitutes the SGH Code of Employee Ethics and Conduct passed by the SGH Senate.



MISSION STATEMENT OF SGH WARSAW SCHOOL OF ECONOMICS

SGH Warsaw School of Economics is an innovative economic university that develops intellectual potential and shapes leaders in response to the challenges of the future. It is a world influential centre of academic research, new ideas and initiatives undertaken by the academic community and alumni, as well as by business representatives, NGOs and public administration. SGH, being an independent and socially responsible university, shapes civic and ethical attitudes, by means of its didactic, research and opinion-forming activity.

SGH SHAPES LEADERS

1

KEY VALUES
OF SGH



PROFESSI

is understood
on continuous
high quality res



TRUTH

means honest and brave conduct,
in compliance with the facts
and with maintaining objectivity.

KEY VA OF S



RESPECT

is understood as kind, decent
and equal treating, as well
as non-disclosure.



ONALISM

od as based
development,
responsible action.

VALUES SGH



COOPERATION

is building good relations based on trust
and mutual support,
in order to create a community.

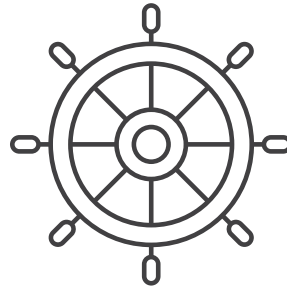


INTEGRITY

means transparent and fair proceeding
which is in compliance with the rules
commonly accepted in the society.

2

RULES
OF CONDUCT



PROFESSIONALISM

is understood as based on continuous development, high quality responsible action.

We strive for ensuring a high quality in each aspect of our everyday work, regardless of the range or kind of entrusted duties and undertaken actions.

We care for a high level of teaching and scientific research, as well as for the efficiency of administration and services. We follow the highest standards of management and work.

We are responsible for the results of our decisions and actions towards the university and its environment.

We do our best, as superiors, partners, and supervisors, to deserve to be called trusted people.

We are always directed by the rules resulting from the accepted values, while making decisions, resolving conflicts, and relieving work tensions.

We try to continuously develop by active quest for knowledge, enhancing our competencies, improving our abilities and the workshop.

We should be characterised by the skill of the best use of knowledge acquired in acting and raising our competencies.

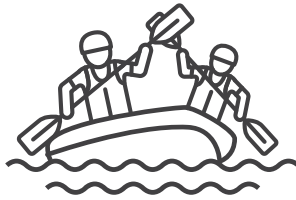
We perform all the assigned to us tasks and entrusted responsibilities, diligently, honestly and on time, striving for achieving the best results.

We creatively approach the emerging challenges.

We want our solutions to be revealing.

We aspire to be leaders in every aspect of our activity.

We speak on topics which we know by heart.



COOPERATION

stands for building good relations based on trust and mutual support,
to build a community.

We are shaping good relations through comprehensive listening to each other and being open to others, their ideas and needs.

We pay close attention to the dialogue aimed at achieving a satisfying agreement and building mutual trust.

We support each other in performing our tasks and afford any assistance.

We especially take care of junior and new employees.

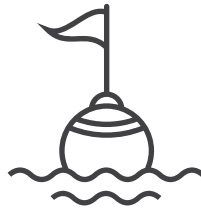
We cooperate and work as a team by sharing our knowledge and experience, to achieve the best solutions.

We do our best, despite the ideological and moral differences, to focus on the things we have in common.

Working for the common good, we take care of partnership-based and mutually beneficial relationships with the environment.

We build our academic community in respect for the key values of the university.

We care for the good name of the university, having in mind that we all build our academic community.



INTEGRITY

means transparent and just conduct in compliance with the principles commonly accepted in the society.

We always say what we consider right, and we act according to what we believe in but we may be convinced by means of rational arguments.

We act in a transparent way, revealing the premises and results of our actions.

We fairly inform about our work input; we do not take credit for other people's ideas.

We make just, meaning non-biased, decisions avoiding hurting anyone.

We demand of ourselves and others to observe the accepted procedures, standards, and decencies.

We do not use the employment at the university for achieving personal material and non-material benefits. We do not allow the

conflict of interests to occur, including any activities, linkages or relations, which may collide with the welfare of the university.

We keep our promises as well as the word and meet our commitments, to become a reliable and trustworthy partner.



RESPECT

is understood as kind, equal treatment of others with dignity,
as well as confidentiality.

We treat each other with respect, kindness, and politeness. We care for excellent manners and friend-ly atmosphere at the university.

We respect the dignity of other people, obey the human rights of every individual, care for the work-life balance.

We counteract any evidence of discrimination, mobbing and abuse, as well as any forms of putting pressure on others to impose unethical behaviour.

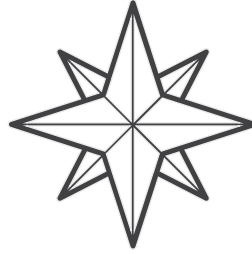
We treat all employees equally, create equal opportunities for professional development and reward-ing regardless of gender, age, worldview, and other aspects which differentiate us.

We respect the right of other people to privacy; we are discreet, and we do not reveal any confidential information.

We use the university property with due care and as intended.

We feel responsible towards the natural environment and future generations, therefore, we strive for sustainable development.

Employees must be fairly rewarded.



TRUTH

Stands for sincere and brave conduct, according to facts and observing objectivity.

We value frankness and freedom of speech based on accepted values, and we act according to what we preach, while respecting other people's opinions.

We can be critical of ourselves.

We make every effort to communicate accurate and truthful information, we ask incisive questions, we are not afraid of discussing difficult topics and making bold decisions.

Performing our job, we remain independent, we are not ruled by any pressure, impact or emotions, we strive for a non-biased assessment, accepting rational arguments.

Having a different opinion, we inform about it, regardless of the circumstances.

We do not share false information or oblique statements and we do not mislead anyone on purpose.

We respect the freedom of ours and others, remembering that freedom always entails responsibility.



PROFESSIONALISM
COOPERATION
INTEGRITY
RESPECT
TRUTH

3

HOW TO
IMPLEMENT VALUES?

QUESTIONS
AND ANSWERS

HOW TO IMPLEMENT

Questions and answers

1 What is the distinction between the SGH Code of Employee Ethics and Conduct and the SGH Ethics Guide?

The SGH Employee Code of Ethics and Conduct, hereinafter referred to as Code, reaches beyond the law, and thereby complements it. It defines the key values of SGH Warsaw School of Economics and translates them into ethical practices.

As an annex to the Code, the SGH Ethics Guide brings more details to the Code – presents examples of particular situations and the application of values and rules of conduct. The Guide is in a form of an open study, aimed to be supplemented by further examples of good practices reported by the Employees.

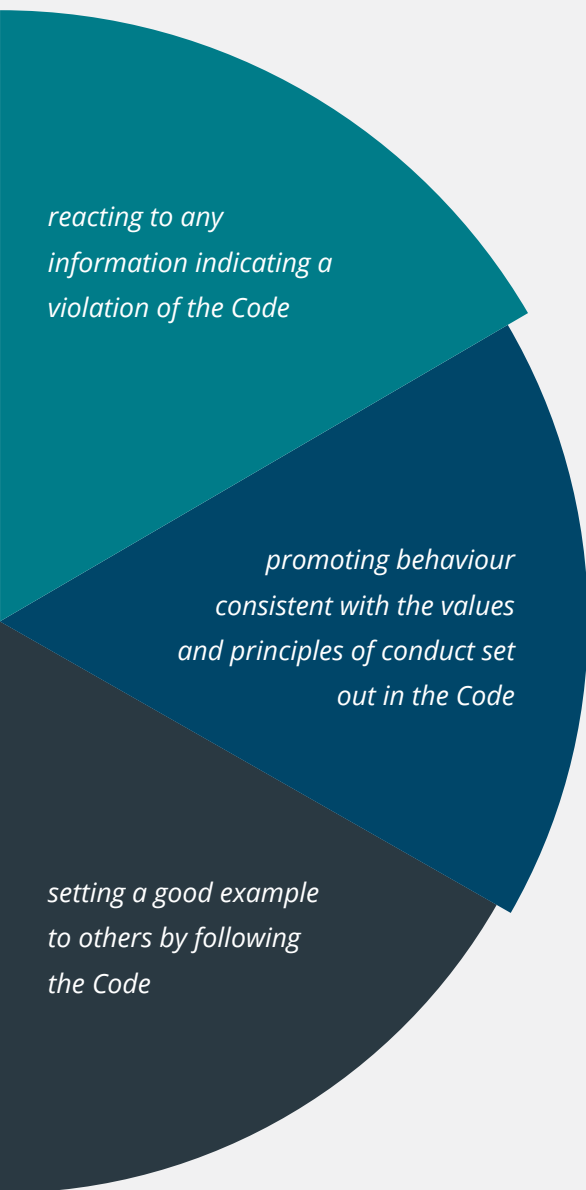
2 Who does the SGH Code of Employee Ethics and Conduct apply to?

All employees of SGH Warsaw School of Economics, regardless of the position held, should obey the Code.

3 As a supervisor, do I have special obligations related to the Code?

Yes, the special role of the supervisor includes:

MENT VALUES?



4 Who oversees if the principles of the Code are not violated?

These are both the SGH Ethics Spokesperson and the SGH Ethics Committee, who are responsible for:

- the Code dissemination,
- supporting employees in implementing the provisions of the Code,
- counteracting unethical activities and violations,
- examining reports of violations of the Code,
- monitoring the implementation of the Code,
- submitting proposals for updating the Code.

The Ethics spokesperson is elected by the employees of SGH Warsaw School of Economics. The SGH Ethics Committee is appointed by the rector.

5 What should I do if I have questions or concerns about the Code?

Please report such either personally to your supervisor, or the SGH Ethics Spokesperson (meeting/e-mail), or anonymously via dedicated contact box.

HOW TO IMPLEMENT

Questions and answers

6

What if I have doubts about what to do?

- Is my conduct in accordance with the law and internal regulations?
- Is it consistent with the provisions of the Code and the SGH Ethics Guide?
- How would you feel if your conduct was made public?
- What would your supervisor think about it?
- Would you admit such behavior to family and friends?
- After making a certain decision, can you still sleep well, do you have a clear conscience?


If the above questions did not dispel your doubts about how to proceed, report to your supervisor or the Ethics spokesperson in person (meeting / e-mail) or anonymously (contact box)

7

What to do if you see a code violation?

Follow the three-step procedure presented below - move to the next step if the previous one does not solve the problem.

MENT VALUES?



Talk to the person who violates the Code

Report the violation to that person's supervisor

Report on your behalf the event of violation to the Ethics Spokesperson (in-person meeting/e-mail) or anonymously (contact box)

8

If I report a Code violation, will any repercussions be imposed on me?

Any individual who makes good faith reports of a Code violation will not bear any consequences. No retaliation against anyone who reports a violation will be accepted. All notifications will be considered with discretion.

9

Will I be exposed to any repercussions for violating the Code?

In the event of any circumstance indicating a breach of principals of the Code, such an incident will be assessed by the SGH Ethics Spokesperson and the SGH Ethics Committee.

10

Where can I find the SGH Code of Employee Ethics and Conduct as well as the SGH Ethics Guide?

Both documents are available in printed form and on the SGH website under the following link: www.sgh.waw.pl/kodeks_etyki

The SGH Code of Employee Ethics and Conduct of SGH Warsaw School of Economics was adopted by Resolution No. 332 of the SGH Senate of December 19, 2018 and signed by the Rector.



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www.sgh.waw.pl/kodeks_etyki



European Union
European Social Fund



ETHICS GUIDE OF SGH





HR EXCELLENCE IN RESEARCH

HR Excellence in Research

Kodeks etyki pracowników Szkoły Głównej Handlowej
w Warszawie powstał w ramach wdrażania Strategii HRS4R
oraz polityki OTM-R.