

Code of Ethics of Police Academy Employees

Preamble

In accordance with its state university mission as a centre of education, the Police Academy of the Czech Republic in Prague has adopted this Code of Desirable Standards of Conduct for University Staff in order to sustain and permanently increase the prestige and reputation of the institution and its members.

Every employee of the Police Academy of the Czech Republic in Prague (hereinafter referred to as “Employee” and the “Police Academy”) is obliged to fulfil and respect his/her work duties to observe and honour the Code of Ethics and to observe the principles of law and justice, act in accordance with the principles of academic freedoms and observe that they are respected.

I. General Principles

Article 1 Lawfulness

(1) Employees shall carry out the tasks entrusted to them in accordance with the constitutional order, with laws and other statutory provisions and with the law of the European Union, as well as with the international treaties by which the Czech Republic is bound.

(2) Employees shall act in performing their tasks only to the extent of the powers conferred by law and in accordance with its purpose.

Article 2 Decision Making

(1) Within the limits of the law, employees shall always choose the most appropriate solution taking into account the public interest and the relevant circumstances of the particular case. They take care so that the decision would not be perceived as unfair from an objective point of view. Employees may interfere with a persons’ rights only under the conditions stipulated by law and to the extent necessary to achieve the purpose pursued by the public interest.

(2) In choosing the best course of action, employees shall, within the limits of statutory provisions, also respect the concepts, priorities and objectives of the Police Academy, the status, its internal regulations and the instructions of superiors issued in accordance with this Code.

Article 3
Professionalism

(1) Employees shall perform the tasks resulting from the entrusted position at a high professional level, with the highest degree of decency, understanding and willingness and without any prejudice, in accordance with the principle of equal opportunities regardless of skin colour, gender, nationality, religion, ethnicity or other characteristics. They do not allow discrimination or harassment. They are personally responsible for the quality of their work and for developing their expertise.

(2) Employees are to act fairly with their colleagues, respect the knowledge and experience of their colleagues and other professionals and use them effectively also for their professional growth.

(3) In all situations, employees are to behave politely, helpfully and without prejudice when performing their tasks.

Article 4
Impartiality

(1) Employees shall ensure that their decisions are objective, impartial and that the solution adopted is always in accordance with the public interest. Employees may not prefer personal or group interests or be influenced by positive or negative relationships with particular persons when making decisions. Employees shall also refrain from anything that could compromise the impartiality of his/her decisions and actions.

(2) In the same or similar cases, employees shall act in such a way that there are no differences between individual procedures that may not be justified by objective facts, in particular by the specific circumstances of the respective case.

(3) Employees shall act objectively towards the parties to legal relationships so that they do not mislead them about their rights and obligations, and shall inform them clearly; all evaluations are carried out professionally, objectively, without emotions and without pursuing personal gain and in accordance with law and justice.

Article 5
Speed and Effectiveness

(1) Employees are to deal with work matters responsibly, without undue delays, no later than within the statutory time limits.

(2) In carrying out the tasks assigned to them, employees shall proceed in such a way so as to avoid unnecessary costs to the parties or the Police Academy.

Article 6
Conflict of Interests

(1) Employees by their acting are to prevent situations in which they would be exposed to a possible conflict of their private interests and the position held. Private interest includes any unjustified advantage for them, their family, close and relative persons and legal persons or individuals with whom they have had or have business or political relations.

(2) Employees may not plead their position or function in matters not related to the performance of their entrusted tasks.

Article 7

Bribery

(1) Employees may not accept nor require gifts or other benefits for themselves or anyone else in their decision making and in connection therewith, or in any other way allow influencing the fulfilment of their tasks, objective assessment of the matter and impartial decision making.

Gifts or benefits provided to the employees by the employer pursuant to the Labour Code or the Act on the Service of Members of the Security Forces are not affected.

(2) Employees shall act in such a way so that, when performing the tasks assigned to them, they would not be in a position to be obliged or feel obliged to return the service or kindness shown to them.

(3) Employees shall avoid relations of interdependence and undue influence of other persons (clientelism, nepotism), which could endanger their impartiality.

(4) Employees shall report any corrupt practices of which they will learn in a credible manner to the appropriate workplace of the Police Academy, their superior or a prosecuting authority.

Article 8

Handling Entrusted Funds

In accordance with the statutory provisions, staff shall make every effort to ensure the most efficient and economic management and use of the financial resources and facilities entrusted to them and the services provided to them. They are to handle these entrusted funds efficiently and economically.

Article 9

Confidentiality

(1) Employees are required to maintain confidentiality of facts they have learned in connection with the performance of tasks that could harm or endanger the employer's activities.

The obligation of confidentiality does not apply to notifications of facts that constitute a suspicion of corrupt action.

(2) Employees are obliged to maintain confidentiality of facts they have learned in the course of their work, in particular of personal data or classified information to the extent stipulated by statutory regulations, unless they are exempted from this obligation in accordance with the statutory provisions.

Article 10

Informing the Public

All employees are to provide true and complete information when performing their tasks in accordance with the statutory provisions.

Information on the activities of the Police Academy as an organisation and related to the performance of its functions, as well as other information intended for the public, shall be communicated only by a designated employee.

Article 11
Public Activity

- (1) Employees are to act in a politically impartial way.
- (2) In their private lives, employees are to avoid activities, behaviours and actions that could damage the reputation of the Police Academy or reduce confidence in the objectivity of decision-making by its employees.

Article 12
Representation

- (1) Employees are to use clothing that is adequate to their job and corresponds to the respect of the position they hold.
- (2) Employees are to treat everyone with consideration, in a manner commensurate with their social skills and communication needs, and respect their individuality. They shall conduct all dealings with the persons concerned tactfully and in a manner which respects the dignity of those persons.
- (3) The employees of the Police Academy are to support by their acting and behaviour the credibility and respect of the university.

II
Principles of Pedagogical Work

Academicians are to:

- (1) Deal with students correctly, they evaluate their abilities, knowledge and diligence in a demanding and objective way.
- (2) Communicate openly and in a friendly way.
- (3) Not provide students unjustified benefits, undeserved bonuses, they must also mark impartially and objectively.
- (4) Act in a pedagogical way, in particular with a positive personal example, to achieve and maintain high quality lessons.
- (5) Help and support the development of independent creative and critical thinking, qualification growth and the professional development of students.

III
Professional, Scientific and Creative Activities

Academic and scientific staff are to:

- (1) Communicate openly and factually, and argue correctly.
- (2) Refrain from disregarding the work or opinions of others.
- (3) Maintain a reasonable critical view of their own creative work.
- (4) Pay attention to the scientific nature of the procedures used and the results obtained.
- (5) Comply with the principles of intellectual property protection.

(6) When processing expert opinions and expert statements, proceed scientifically, responsibly, impartially, objectively. They are to guarantee the accuracy of the conclusions evaluated by their expertise.

(7) Always proceed *lege artis* and in accordance with good manners in scientific work.

IV

Final Provisions

Applicability and Enforceability

The Code of Ethics follows the fundamental rights and obligations of employees stated in the Labour Code and the Working Rules. A fundamental breach may be regarded as a breach of the Working Rules with all the resulting consequences.