

Pursuant to Article 55 of the Act on Higher Education and Science Activities (*Official Gazette no 119/22*), the Academic Senate of RIT CROATIA, Dubrovnik, Don Frana Bulića 6, Republic of Croatia, PIN: 24958681731

on February 17, 2023 adopted the following

**RIT CROATIA
FACULTY & STAFF
CODE OF ETHICS**

I. INTRODUCTORY PROVISIONS

Article 1

RIT Croatia takes great pride in all members of its community and strives to create an environment of integrity and the mutual respect of others. It offers advantages unmatched by other regional colleges and universities. As future-oriented, committed to integrity, academic excellence, personal and professional growth, all members of the RIT Croatia are expected to and are held accountable for conducting themselves in the highest professional and ethical manner.

Article 2

RIT Croatia Code of Ethics (hereinafter: the Code) outlines RIT Croatia's overall expectations of ethical and professional conduct for all faculty and staff.

Article 3 The Code and its procedures are not meant to replace regular RIT Croatia policies and procedures. It is meant to supplement these policies and procedures when appropriate.

Article 4

Provisions of this Code of Ethics apply to all RIT Croatia faculty, full-time and adjunct, and staff.

II. BASIC PRINCIPLES

Article 5

All members of the RIT Croatia faculty and staff are expected to behave ethically, honestly, and with integrity in all interactions and dealings when conducting RIT Croatia business. This expectation is based on principles of fairness, good faith, and honesty, consistent with laws, regulations, and institution policies governing conduct with others both inside and outside the RIT Croatia community.

Article 6

RIT Croatia Code establishes the following basic principles of ethics for all faculty and staff:

HUMAN RIGHTS AND DIGNITY

All members of the RIT Croatia faculty and staff respect the human rights and dignity of other individuals.

PERSONAL AND PROFESSIONAL INTEGRITY

All members of the RIT Croatia faculty and staff share the responsibility for maintaining high standards of personal and professional integrity, and avoiding any action that discredits the profession.

ENCOURAGING NEW IDEAS AND FREEDOM OF EXPRESSION

All members of the RIT Croatia faculty and staff are encouraged to be creative and open to new ideas and different opinions. Members of the community have a right to express their ideas and opinions freely, bearing in mind the need to respect the dignity and rights of other members.

ACADEMIC HONESTY

All members of the RIT Croatia faculty and staff actively contribute to the promotion of Academic Honesty and will report any violation of the same. All provisions and rules regarding Academic Honesty are defined in Student Academic Honesty Policy & Process (published in the Student Handbook).

INCLUSIVENESS

All members of the RIT Croatia faculty and staff treat everyone equally, providing equal access to opportunities and resources for people who might otherwise be excluded or marginalized.

ACADEMIC FREEDOM

All members of the RIT Croatia faculty are entitled to full freedom in their teaching, studies and research, and in the publication of the results of their studies or research.

Likewise, they are entitled to freedom in the classroom in discussing their subject and material related directly to it. However, they are not to regularly introduce into their teaching controversial material that has no relation to their subject. It is expected that the aforementioned teaching will be aimed toward achieving the course and program learning outcomes.

TRANSPARENCY AND CONFIDENTIALITY

All members of the RIT Croatia faculty and staff are entitled to receive and send information in a safe and transparent environment. Members are also entitled to the confidentiality of their personal information which cannot be disclosed to any other member of the RIT Croatia community, or to anyone outside the RIT Croatia community without appropriate written permission.

COMPLIANCE WITH THE LAW AND LEGAL REGULATIONS

All members of the RIT Croatia faculty and staff are expected to comply with all relevant laws, regulations, and legal proceedings.

OBJECTIVITY

All members of the RIT Croatia faculty and staff are fair and objective in administrative and academic work, research, and management activities.

RELATIONSHIP WITH STUDENTS

All members of the RIT Croatia faculty and staff are strongly discouraged from entering into romantic, sexual, or other close relationships with students.

EQUITY AND JUSTICE

All members of the RIT Croatia faculty and staff have equal opportunities and their practices are in accordance with the principles of equity and justice.

COMMUNITY HEALTH AND SAFETY

All members of the RIT Croatia faculty and staff contribute to maintaining a safe and healthy environment.

MUTUAL RESPECT AND COURTESY

All members of the RIT Croatia faculty and staff treat one another with mutual respect and courtesy by acting responsibly and professionally.

SOCIAL AND ENVIRONMENTAL RESPONSIBILITY

All members of the RIT Croatia faculty and staff strive to be socially and environmentally responsible.

RESPONSIBLE APPLICATION OF MODERN TECHNOLOGY

All members of the RIT Croatia faculty and staff use technology in a responsible and professional manner and allow the common resources to be shared equally.

III. UNACCEPTABLE BEHAVIOR

Article 7

RIT Croatia defines the following behaviors as unacceptable:

HARASSMENT

Harassment is behavior towards a person that causes physical, mental or emotional suffering, and includes repeated unwanted contacts without a reasonable purpose, insults, threats, touching, and use of offensive language.

DISCRIMINATION

RIT Croatia provides equal opportunity to all qualified individuals and does not discriminate on the basis of race, color, age, marital status, genetical heritage, health, socioeconomic status, gender, religion, expression or sexual orientation, status as a parent, gender identity, gender expression, national origin, political orientation, veteran status, or disability.

THEFT AND MATERIAL DAMAGE TO THE PROPERTY

Attempted or actual theft of, damage to, or unauthorized possession or alteration of either RIT Croatia property or the property of a member of the entire community or other personal or public property is considered a violation of RIT Croatia policies.

ALCOHOL AND DRUG ABUSE

RIT Croatia enforces a zero-tolerance approach with regards to the use or selling of drugs. Alcohol use during college hours is not allowed. At select college-sponsored events, the consumption of alcohol is permitted on a controlled basis. Faculty and staff members are also subject to national and institutional regulations regarding alcohol and drug use.

USE OF WEAPONS AND DANGEROUS INSTRUMENTS

RIT Croatia enforces a zero-tolerance approach when it comes to carrying or using weapons or dangerous instruments on campus or at college events.

FRAUD AND BRIBERY

Fraud refers to people or organizations that appropriate money or assets to which they are not entitled, thereby infringing on the rights of others. Bribe is a benefit or anything of value offered, promised or given to another person in order to obtain or retain advantage, or to reward the recipient for acting improperly.

CONFLICT OF INTEREST

Members of the RIT Croatia community must not let their outside activities or outside financial interests interfere with their obligation to act in the best interest of the institution. All members are expected to apply their time and effort appropriately, to avoid transactions or relationships with vendors that might influence or appear to influence purchasing decisions, or otherwise participate in decisions on behalf of the institution if their personal or professional interests directly or indirectly affect or influence the outcome.

MISUSE OF THE NAME AND IMAGE OF RIT CROATIA

Misuse of the brand name and logo is a malicious activity that exploits the institution in order to damage the reputation or to gain specific individual benefits. Proper use of RIT Croatia official visuals or logos is possible with the approval of the Marketing Department.

ALL OTHER VIOLATIONS OF BASIC PRINCIPLES DEFINED IN ARTICLE 5

IV. RIT CROATIA ETHICS COMMITTEE

Article 8

(1) RIT Croatia Ethics Committee (hereinafter: the Committee) provides interpretation of the Code of Ethics, and it conducts the procedure of determining noncompliance with the Code of Ethics.

(2) The Committee consists of five members: two faculty members, two staff members and one student.

(3) The Committee is appointed by the Dean with the approval of the Academic Senate.

(4) The mandate of the Committee members lasts three years and they can be re-appointed. The Ethics committee elects its Chairperson among its members for the three-year period.

(5) The Committee has no executive role. The Committee serves in an advisory role and issues opinions to the Dean.

(6) The Committee keeps all matters strictly confidential and adheres to all GDPR requirements and other appropriate RIT Croatia policies and procedures.

V. PROCEDURES OF THE ETHICS COMMITTEE

Article 9

Request for an opinion

(1) Proceedings in front of the Ethics Committee shall be initiated upon the request for providing an opinion concerning the compliance of a certain activity or behavior with the principles and rules of the Code of Ethics.

(2) The request for providing an opinion can be submitted by any member of the RIT Croatia community.

(3) The request shall be submitted to the Chairperson of the Committee.

(4) The request for providing an opinion shall be specific, precise, and accurately indicating:

- a) The subject matter and/or
- b) Concrete facts concerning the case and activity or behavior for which the opinion concerning the compliance with the principles and rules of the Code of Ethics has been requested.

(5) The request may be accompanied by relevant documents and materials.

(6) If there is a specific RIT Croatia policy and/or procedure for an unacceptable behavior as described in the Code, such behavior should be addressed according to the specific RIT Croatia policy and/or procedure.

(7) If the request to provide an opinion refers to the compliance of the activity or behavior with the principles and rules of the Code of Ethics of a member of the Committee, or if a member of the Committee has a conflict of interest, the Dean will appoint a temporary Committee member to replace the member involved.

(8) It is under the purview of the Dean to decide whether there is a conflict of interest of the Committee members.

(9) If the request to provide an opinion refers to the compliance of the Dean's activity or behavior within the principles and rules of the Code of Ethics, the initiator of the request shall refer it to the Associate Dean who shall form a special Ethics Committee to conduct the procedure of determining whether the Dean's activity or behavior were a violation of the Code of Ethics. The opinion of the special Ethics Committee will be reported to the Associate Dean who will share it with the Provost of RIT.

Article 10

Proceedings of the Ethics Committee

(1) In the occasion of the request referred to in Art. 8 the Committee shall convene a meeting within 15 days of the receipt of the request.

(2) The Committee may request additional clarifications and information from the requester.

(3) If necessary for the complete understanding of all circumstances related to the request, the Committee may request clarification from other persons who have or could have knowledge on the subject matter.

(4) If the requester seeks to examine the ethical behavior of a particular person, that person must be allowed to make a statement regarding the raised allegations and present their arguments.

Article 11

Opinion of the Ethics Committee

(1) Based on the request and other information received, the Ethics Committee issues its opinion and submits it to the Dean, the requestor, and the person whose activity or behavior was reported to the Committee.

(2) In reaching the opinion a consensus of all members of the Committee should be sought for. If such consensus is not possible, the opinion is to be passed on the basis of the opinion of the majority of the Committee members.

(3) The opinion is to be delivered in writing within 60 days of the receipt of the request.

(4) These deadlines do not include annual holidays and RIT Croatia non-working days.

(5) The Committee's opinion cannot be appealed.

VI. CODE OF ETHICS OF THE CROATIAN COMMITTEE ON ETHICS IN SCIENCE AND HIGHER EDUCATION (CESHE)

Article 12

Code of Ethics and the Code of the Ethics Committee in Science and Higher education

In addition to provisions of the RIT Croatia Code of Ethics, all members of the RIT Croatia faculty and staff must comply with the provisions of the Code of Ethics of the Croatian Committee on Ethics in Science and Higher Education (CESHE).

VII. NONCOMPLIANCE WITH THE PROVISIONS OF THE ETHICS CODE

Article 13

Corrective measures in case of non-compliance with the provisions of the Code will be based on the provisions of relevant laws and regulations as well as of RIT Croatia general acts.

VIII. TRANSITIONAL AND FINAL PROVISIONS

Article 14

The Ethics Committee will be appointed within a period of one month from the day of the Code of Ethics entering into force.

Article 15

This Code of Ethics enters into force eight days from the date of the announcement on the bulletin board and the RIT Croatia website. Upon entry into force of this Code of Ethics, the RIT Croatia Faculty and Staff Code of Ethics as of December 4th, 2020 ceases to be valid.

Dean

Donald W Hudspeth