



OTHER STANDARDS  
**Code of Ethics USM**  
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## Code of Ethics USM

	He elaborated	He checked	Approved	Number printout:
<b>Function</b>	1. Vice-rector	Representative for IQS	Rector	
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<b>A date</b>	15/04/2022	28/04/2022	30/04/2022	
<b>Signature</b>				



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## 1. Guidelines for using the directive

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### ➤ *Acquaintance*

- the directive is an internal documented procedure that is available to employees at moodle.vsbm.sk.
- every worker affected by the given process is obliged to familiarize himself with the content of the directive and to familiarize his subordinates with it.
- as long as training is carried out for the given directive, the Commissioner for IQS keeps records of this training (record as evidence).

### ➤ *Storage and manipulation*

- the original of the directive in printed form with the signatures of the responsible persons is stored with the Commissioner for IQS who is responsible for its preservation and controlled changes.
- in addition to the printed original, an electronic original of the current version is also prepared, which is stored at the Authorized Representative for IQS and its backup on a stored portable disk.
- the fact that only the valid version of the directive is available on the USM website is the responsibility of the IQS Plenipotentiary and Vice-Rector for Informatics, who places the documentation there.
- the printed directive without a signature (pdf\_format from the page) is a working version that is not subject to changes and in this sense is an informative document for a third party that can only be accessed with the written consent of the rector.
- the head of the workplace is responsible for the existence of the printed version and for handling it.

### ➤ *Control*

- senior employees are obliged to consistently require and control compliance with this directive and, upon detection of defects, to remove these defects within their authority.
- in the event that the need to change the directive or its appendices becomes apparent, the executive together with the creator of the directive initiates the change, which is carried out in a controlled manner by the Commissioner for IQS in printed and electronic form.

### ➤ *Changes*

- every employee who discovers the need to change the directive or part of it is obliged to submit an initiative for its revision to the Commissioner for IQS as stated above.
- if the directive as a whole, or part of it, does not fulfill its mission, the executive will submit, through the creator of the directive, a proposal for its addition, change, or cancellation, which will be carried out by the Commissioner for IQS in a controlled manner.


## 2. Purpose

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This management standard defines the rights and obligations in management, as a tool of organization and management within the USM in Košice.

The standard stipulates:

- Rules of ethical behavior as part of the internal quality system (QS).

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- the form and basic structure of the content of the process.
- uniform procedure for approval, review, identification, updating, changes, ensuring availability and readability, download, archiving and shredding of documentation.

### 3. Scope

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This standard applies on the day it is signed by the rector, which is also the day it is issued, and it applies to all VŠBM employees who come into contact with the internal quality system.

### 4. Terms and abbreviations

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#### Concepts

- ❑ **Ethics and ethical behavior** - social norms and behavior according to said norms
- ❑ **Quality management system** – a management system for guiding and managing the organization with regard to quality.
- ❑ **Education process** – transformation of input knowledge to output knowledge, knowledge and skills that the student acquires after completing the educational process.
- ❑ **Quality of education** – a summary of all characteristics of teaching to the extent that they meet the set criteria. It is determined by the quality of preparation, learning and all the conditions that enter the educational process.
- ❑ **Teaching** – organized a purposeful course of activities of the teacher and students, defined by the study program, aimed at education, upbringing and all-round development of the students' personality within the scope of the given study program.
- ❑ **Testing** - checking and ascertaining the results of knowledge, insights and skills in the expected scope given by the study program, according to the procedure determined by the teacher himself.
- ❑ **Quality manual** - is the highest level of the organization's documentation system and expresses the organization's policy and commitment to quality.
- ❑ **Form** – a form for recording important data that is processed and evaluated during the implementation of processes.
- ❑ **Internal documentation** – these are all IQS documents created and managed internally
- ❑ **External documentation** – documents of external origin used in the organization, e.g. laws, STN, EN, ISO standards, other legal regulations, etc
- ❑ **External forms** - are available in the organizational norms and legal regulations of the governing economic and state bodies, which are prescribed and related to the planning, management and improvement of education processes.
- ❑ **Documentation supplied by interested party** – documented specifications of the interested party, which are its intellectual property (procedures, regulations, rules, laws, tables, software, drawings, regulations, etc.).
- ❑ **Research ethics and scientific integrity** - according to the portal of the National structure for the support of scientific integrity in Slovakia



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## Abbreviations

**QMS** - Quality management system

**PK** - Quality manual

**SM** - Directive

**STN** - Slovak technical standard

**R** - Rector (USM)

**F** - Form (USM)

**ED** - External documentation

**EN** - European standard

**ZMK** - Quality Commissioner

**SAA** - Slovak Accreditation

**University** Agency for Universities

## 5. Description

### 5.1 Social and moral responsibility of the university

The management of USM in Košice undertakes in its activities to respect the laws of the Slovak Republic and the relevant standards related to it, to conduct business and provide higher education in accordance with good morals, as well as to support economic competition in the spirit of the rules of fair play.

The management of USM in Košice cares about the protection of the environment. Wherever and for whomever it carries out its activities and provides services, it respects valid technological and ecological standards.

USM in Košice builds its relations with employees, students, business partners, customers, suppliers and all interested parties of education, as well as with competitors and the entire public, based on trust, respect, respect for basic human rights and without any discrimination. The school supports scientific ethics and is gradually involved in the creation of the National Structure for the Support of Scientific Integrity in Slovakia.

### 5.2 The university's relationship with customers and students

The employees of USM in Košice, especially the teachers, treat customers and students politely, honestly and responsibly, with the aim of fulfilling their wishes as much as possible. Employees of USM in Košice, especially teachers, should always keep in mind that the satisfaction of customers and students depends on the quality of education, the quality of services provided, and the development of USM in Košice depends precisely on the satisfaction of these customers and students.

The employees of USM in Košice, especially the teachers, do not abuse the customer's trust, the student's trust or their ignorance in certain areas. They do not damage the customer's property, or the student, on the contrary, they take care of him as if they were their own property, taking care of his good name. Customer information is treated as confidential.

The student always comes first for USM in Košice.

Employees of USM in Košice, especially teachers, do not accept or give bribes. They may not even accept gifts that would oblige them to any services that harm the interests of the school.



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### 5.3 The university's relationship with employees

The management of USM in Košice undertakes to strictly comply with the Labor Code, as well as all other legal measures governing employer-employee relations, in labor relations. It undertakes to implement a fair policy in hiring, training and remunerating workers and creating conditions for decent work.

The management of USM in Košice undertakes to ensure that the release of workers is transparent, unbiased and does not harm human dignity.

The management of USM in Košice undertakes to ensure the fulfillment of all guidelines related to safety and health at work and relevant environmental aspects of school processes. He makes sure that every employee realizes his personal responsibility for complying with safety regulations and does not endanger himself, his co-workers, or other people.

The use of alcohol or intoxicants during working hours or before starting work is strictly prohibited.

### 5. 4 Relationship of employees to the university

Every employee of USM in Košice is also its representative and contributes to the creation of its positive or negative reputation in front of customers, students and the public. It is inadmissible for employees of USM in Košice to damage the good name and interests of their employer in any way. The relationship with the school should be based on the principle of belonging and critical loyalty.

Every employee of USM in Košice protects the intellectual and material assets of the school and uses them only to achieve the long-term and operational goals of the school, expressed in its documentation of the internal quality system. Any misuse of information, damage or theft of school property is inadmissible, and its use for private purposes is possible only with the consent of the rector in accordance with valid school regulations.

Every employee of USM in Košice is obliged to do everything to avoid a conflict of interests. If he gets into such a conflict, he is obliged to report it to his immediate superior. It is possible to carry out business or work activities consistent with the subject of the school's activities only in accordance with the school's valid regulations based on the approval of the rector.

### 5.5 Relations between university employees

Communication between employees of USM in Košice, including communication between subordinates and superiors, is based on mutual respect, tolerance and decency. Any name-calling, humiliation, discrimination, mockery, violence, psychological or physical harassment is prohibited.

Every employee of USM in Košice is obliged to prevent conflicts in the workplace.

However, if conflicting situations occur, each of the interested parties should show friendliness and culture when solving them. Discussion, the effort to listen to others and understand them, the will to reach an agreement, but not at the expense of others, are key principles in solving any work problems.

Every employee of USM in Košice is responsible for his behavior and should be aware of the consequences his actions will have on others.



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## 5.6 Bindingness of the university's code of ethics

The code of ethics of USM in Košice is binding for all managers and employees of the school, regardless of their working hours. Violation of the code of ethics is sanctioned and may lead to termination of employment in accordance with the law.

Every employee of USM in Košice is obliged to inform about violations of the code of ethics. Notification can be given in writing, orally, by phone or by e-mail to a direct supervisor or other authorized person. These people can be turned to in case of any ambiguity in the interpretation of the code or with suggestions for its addition.

No one may be sanctioned or persecuted for reporting a violation of the code of ethics.

## 5.7 Connection of the Code of Ethics and IQAS

This Code of Ethics is the result of solving the context of the organization and its internal factors, i.e. workers interested in the result and the good name of the school, and is an integral part of the internal quality system (IQAS), which governs the entire University of Security Management in Košice.

## 6. Exchange service

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Only the Rector of USM in Košice is authorized to approve changes in this standard based on the approval of the Plenipotentiary for IQS (Z-IQS), who will make any changes.

The record of the change is stored at Z-IQS.

## 7. Related documentation

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Quality manual\_4.1.13 Internal quality system  
Act on Universities No. 131/2002 Coll  
Act on Quality Assurance in Higher Education No. 269/2018 Coll  
SAAHE standards for IQAS and SP

## 8. Attachments

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Without attachments

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Rector