

Poznan University of Medical Sciences

DOP- 246/16

**Decree No 92/16  
of the Rector of the Poznan University of Medical Sciences of 22 September 2016**

**regarding amendment to Decree No 91/11 of the Rector of the Poznan University of Medical Sciences of 22 December 2011 on establishing the Code of Ethics for Employees of the Poznan University of Medical Sciences,**

Pursuant to § 44(2) of the Statute of the Poznan University of Medical Sciences, it is decreed as follows:

§ 1

Appendix 1 to Decree 91/11 of the Rector of the Poznan University of Medical Sciences of 22 December 2011 on establishing the Code of Ethics for Employees of the Poznan University of Medical Sciences; the following amendments shall be made:

after § 14, § 15 is added in the following wording:

**„§ 15**

**(Ethics Counselor)**

1. The University has established an Ethics Counselor.
2. The duties of the Ethics Counselor shall be to promote appropriate ethical attitudes and to serve the employees of the University in resolving ethical dilemmas.
3. The Ethics Counselor shall act in accordance with the rule of law, and shall observe the principle of equal treatment in the handling of any matter in which he or she is approached by a University employee.
4. The Ethics Counselor shall use information obtained in connection with his or her cases solely for official purposes.
5. The Ethics Counselor shall once a year provide the Rector with information on the scope of the actions taken.
6. In carrying out the tasks referred to in paragraph 2, the Ethics Counselor shall in particular:
  - a) support with advice or give opinions on issues concerning problems of ethical nature reported by employees of the University - the opinion shall be each time communicated to the reporting person,
  - b) undertake other activities aimed at promoting appropriate ethical attitudes.
7. In carrying out the tasks referred to in paragraph 2, the Ethics Counselor shall in particular:

- a) analyze the documentation for the reported problem,
- b) hear interested parties on the matter,
- c) obtain explanations from other employees of the University to the extent necessary to take a position or give an opinion on the matter.

§ 2

The consolidated text of the Code of Ethics for Employees of the Poznan University of Medical Sciences is hereby established, and shall constitute an appendix to this Decree.

§ 3

The Rector is entrusted with the implementation of the decree.

§ 4

This decree comes into force as of the date of its signing.

Rector

Prof. Andrzej Tykarski, MD, PhD

**CODE OF ETHICS FOR EMPLOYEES  
OF THE POZNAN UNIVERSITY OF MEDICAL SCIENCES**

**General rules**

**§ 1**

The Code of Ethics for employees of the Poznan University of Medical Sciences (PUMS), hereinafter referred to as the "Code of Ethics", sets forth the standards of conduct to be observed by PUMS employees in the performance of their duties.

**§ 2**

The principles and ethical values indicated in the Code of Ethics shall be applied by employees in the performance of their daily duties.

**§ 3**

1. All employees shall make a statement that they have become familiar with the Code of Ethics immediately after it comes into force. The statements shall be attached to the employee file.
2. Employees shall submit a statement of familiarization with the Code of Ethics immediately upon entering into the first employment contract. The statement shall be included in the employee's file.

**Detailed rules**

**§ 4**

**(Rule of law)**

1. Employees shall act in accordance with the rule of law and follow the procedures set out in generally applicable laws and internal regulations of PUMS.
2. Employees shall ensure that decisions concerning the rights or interests of subjects have a legal basis and that their content complies with applicable legal provisions.

3. Employees shall use the information obtained as a result of their activities only for official purposes.

## **§ 5**

### **(Principle of nondiscrimination)**

1. In dealing with all kinds of requests, letters and in making decisions, employees shall ensure that the principle of equal treatment is observed. Individuals in the same situation shall be treated in a comparable manner.
2. In the case of differences in treatment, employees shall ensure that this unequal treatment is justified by objective, relevant characteristics of the case.
3. Employees shall refrain from any unjustified and unequal treatment of individuals on the basis of their nationality, sex, race, color, ethnic or social origin, genetic characteristics, language, religion or creed, political or other beliefs, membership in a national minority, property ownership, birth, disability, age or sexual preference.

## **§ 6**

### **(Rule of proportionality)**

1. In making decisions, employees shall ensure that the actions adopted are commensurate with the objective pursued.
2. Employees shall avoid restricting the rights of citizens or imposing burdens on them if such restrictions or burdens would be disproportionate to the purpose of the action taken.
3. In making decisions, employees shall pay attention to an appropriate balancing of the concerns of private individuals and the general public interest.

## **§ 7**

### **(Prohibition on abuse of authority)**

1. Employees shall use their authority only to achieve the purposes for which the authority was conferred.
2. Employees shall not use their authority to achieve purposes for which there is no legal basis or which cannot be justified in the public interest.

## **§ 8**

### **(Principle of impartiality and independence)**

1. Employees shall act impartially and independently and shall refrain from any arbitrary action

that may adversely affect individuals and from any form of favoritism, regardless of the motives for such action.

2. The conduct of employees shall not be influenced by personal or family interest or political pressure. Employees may not participate in a decision in which they or their close family member would have any financial interest.
3. Rules for employees' exclusion from proceedings in which there is a conflict of interest are defined in separate internal regulations.

## **§ 9**

### **(Principle of objectivity)**

1. In the course of decision-making, employees shall take into account all relevant factors and attribute due weight to each of them, and shall not take into account circumstances unrelated to the case.
2. Employees shall perform tasks conscientiously and efficiently, making full use of their knowledge and experience. They shall base their decisions and findings on established objective truth.

## **§ 10**

### **(Fairness principle)**

Employees shall act impartially, honestly and reasonably.

## **§ 11**

### **(Principle of courtesy)**

1. In their dealings with petitioners, other institutions, and co-workers, employees shall behave appropriately and courteously. Employees shall endeavor to be as helpful as possible and shall answer questions directed to them as fully and accurately as possible.
2. If the employee is not competent in a particular matter, he shall refer the person concerned to the competent employee.
3. If an error is made which prejudices the rights or interest of an individual person, employees shall endeavor to correct the adverse consequences of their error in the most appropriate manner possible.

## **§ 12**

### **(Principle of shared responsibility)**

1. Employees shall not be hesitant in making decisions and bearing the resulting consequences.
2. Service relationships shall be based on cooperation, camaraderie, mutual respect, assistance, and sharing of experience and knowledge.
3. Employees shall behave with dignity in and out of the workplace, and by their attitude shall not lower the authority and credibility of PUMS.

### **§ 13**

#### **(Principle of acceptance of management control)**

1. Employees shall understand the objectives of management control and accept them.
2. Employees shall participate in the co-development of management control by providing their superiors with comments and suggestions on its functioning.
3. Employees shall understand that all actions taken should serve the proper implementation of the objectives adopted at the University.

### **§ 14**

#### **(Responsibility)**

1. Employees shall abide by and be guided by the Code of Ethics.
2. Employees shall bear ordinal and disciplinary liability for violation of the Code of Ethics.

### **§ 15**

#### **(Ethics Counselor)**

1. The University has established an Ethics Counselor.
2. The duties of the Ethics Counselor shall be to promote appropriate ethical attitudes and to serve the employees of the University in resolving ethical dilemmas.
3. The Ethics Counselor shall act in accordance with the rule of law, and shall observe the principle of equal treatment in the handling of any matter in which he or she is approached by a University employee.
4. The Ethics Counselor shall use information obtained in connection with his or her cases solely for official purposes.
5. The Ethics Counselor shall once a year provide the Rector with information on the scope of the actions taken.
6. In carrying out the tasks referred to in paragraph 2, the Ethics Counselor shall in particular:
  - a) support with advice or give opinions on issues concerning problems of ethical nature reported by employees of the University - the opinion shall be each time communicated

to the reporting person,

b) undertake other activities aimed at promoting appropriate ethical attitudes.

7. In carrying out the tasks referred to in paragraph 2, the Ethics Counselor shall in particular:

a) analyze the documentation for the reported problem,

b) hear interested parties on the matter,

c) obtain explanations from other employees of the University to the extent necessary to take a position or give an opinion on the matter.

First name .....

Last name .....

Position .....

### **STATEMENT**

Aware of the ordinal and disciplinary liability, I hereby declare that I am aware of the provisions of the Code of Ethics of the Poznan University of Medical Sciences and undertake to abide by the rules resulting from it.

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(date)

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(signature)