

CODE OF ETHICS OF THE ESTONIAN ACADEMY OF ARTS

General principles

- 1.1. The Code of Ethics of the Estonian Academy of Arts (hereinafter the Academy) formulates the attitudes and principles that are the underpinning for ethical conduct of Academy members, non-regular staff, visitors and exchange students, and the procedure for handling ethical conflicts.
- 1.2. The Academy is guided by the values of good academic and research practice, democratic principles, and a responsible attitude towards society and its members.
- 1.3. The Academy stands for equality in communication between Academy members, in staff recruitment, in the organisation of public competitions and in relations with external partners based on principles of equal treatment in teaching, research and creative practice.
- 1.4. The Academy ensures a supportive and safe work environment for all employees and students, protecting them from unfair treatment.

Guidelines for Ethical Behaviour

2. A member of the Academy:
 - 2.1. acts with dignity and in all actions abides by the values set forth in the Academy's Development Plan;
 - 2.2. treats fellow citizens with respect and without prejudice to nationality, race, skin colour, gender, language, origin, religious beliefs, self-identification, political or other convictions, age, sexual orientation, physical and mental abilities, financial and social status or other circumstances;
 - 2.3. is honest, helpful, compassionate and polite and stands for equal opportunities and inclusion of Academy members with fewer opportunities;
 - 2.4. does not discriminate, bully or demean others and is respectful in their use of language;
 - 2.5. does not engage in gender-based or sexual harassment;
 - 2.6. is aware that an unequal power dynamic exists between students and teachers, supervisors and supervisees, managers and subordinates, and does not exploit their position for material or any other benefits;
 - 2.7. does not engage in any political or religious association's agitation within the Academy;
 - 2.8. does not present political or ideological views on behalf of the Academy without the rector's or senate's consent;
 - 2.9. adheres to good academic and research practices, avoiding plagiarism and informing the Academy of any suspected or actual incidents of plagiarism; does not knowingly present false information in their work or documents;
 - 2.10. upholds the Academy's reputation and refrains from activities that could harm it in any way;
 - 2.11. responsibly keeps confidential information obtained in the course of working and/or studies at the Academy, including sensitive and special categories of personal data;
 - 2.12. avoids conflicts of interest and does not allow personal, familial, social or economic relationships to influence their work and the objectivity of their decisions. Potential conflicts of interest, particularly intimate or familial relationships, must be reported to the immediate or curriculum supervisor, who may offer an alternative working arrangement if needed;
 - 2.13. does not favour the formation of intimate relationships between teachers and students, supervisors and supervisees, managers and subordinates;
 - 2.14. resolves issues and disagreements arising in the Academy's activities and in communication between the Academy's members internally first, without involving the public or individuals, institutions, and organisations not affiliated with the Academy;

- 2.15. treats Academy property with care and protection and follows the rules of conduct and public order in Academy buildings and territories;
- 2.16. values the preservation of the environment and natural resources and a sustainable lifestyle.

Reporting Unethical Behaviour

- 3.1. In the event of an ethical conflict, students may seek initial advice from the student council, psychologist and curriculum head, and employees may turn to their immediate supervisor and head of HR.
- 3.2. A formal complaint can be submitted in writing to the Ethics Committee (see section 4). A complaint can also be submitted to the Ethics Committee without going through the previous stage.
- 3.3. If a person witnesses an ethical conflict involving other parties, it is advisable to report it, anonymously if necessary.
- 3.4. Parties must ensure the confidentiality of the process.

Ethics Committee

- 4.1. The Ethics Committee, when necessary, discusses unethical behaviour, including behaviour considered improper under the Academy's study regulations.
- 4.2. The rector, in accordance with the statutes, forms the Ethics Committee for three years. The committee includes three permanent members, two of whom are the head of HR and the leading specialist of the Research and Development Office and Research Centres by position. The third member is appointed by the rector from among the academic staff.
- 4.3. A received complaint is registered, and the permanent members of the Ethics Committee may propose to the rector to appoint additional members to the committee, including from outside the Academy. If an Ethics Committee member is involved in the ethical conflict, the complaint shall be submitted in writing to the rector, who will form a temporary Ethics Committee to resolve the case.
- 4.4. The Ethics Committee gathers evidence on the complaint, hears the parties and witnesses, and analyses the situation in a recorded meeting.
- 4.5. The Ethics Committee's decision may be conciliatory, justifying the behaviour, or condemnatory. Based on the investigation, the Ethics Committee will decide whether:
 - an ethical violation occurred or likely occurred;
 - no ethical violation occurred or likely did not occur. This does not exclude the conclusion that the alleged violator's behaviour was still rude and/or unprofessional;
 - it is not possible to take a stance on the occurrence of an ethical violation because the evidence is unreliable or insufficient, and it is impossible to obtain additional evidence.
- 4.6. The Ethics Committee may propose to the rector to issue a warning to the person who behaved unethically, to terminate the contract with the employee or to expel the student if their action constitutes a breach of contract, law, or Academy regulation.
- 4.7. The Ethics Committee's decision is communicated to the complainant and the alleged violator and, in the case of a student, to the curriculum head, in the case of an employee, to the immediate supervisor.
- 4.8. The decision can be contested with an appeal to the rector. The rector then assesses the validity of the decision based on the evidence collected during the deliberation.
- 4.9. The measures applied in the case of unethical behaviour must be proportional to the act committed.
- 4.10. The rector's judgment on whether the decision is justified shall conclude the complaint process within the Academy.