



COLLEGE OF ACCOUNTANCY AND FINANCE

APPROVED

*by the Council meeting of the College of Accountancy and Finance
on 13 December 2005, Records No 7*

*(amended by the College Council meeting on
27 August 2018, Records No 1-17 / 02)*

CODE OF ETHICS

The Code of Ethics of the **College of Accountancy and Finance** (hereinafter - the College) defines the principles and norms of good faith and responsible conduct of the College academic and general staff (hereinafter - the College staff) and students, along with the basic principles of professional ethics and conduct.

1. Ethical responsibility towards society

- 1.1 To promote public awareness of the importance of accountancy and finance in the development of the State and of the role of the College thereof and to contribute to the development of financial policy of the State.
- 1.2 To ensure that the opportunity to study and services offered by the College are accessible to all who needs them.

2. Ethical responsibility towards students

- 2.1. To treat every students' individuality with respect and recognize the value of every student.
- 2.2. To develop creative collaboration with students based on justice, honesty and respect.
- 2.3. To provide all students with equal opportunities and requirements to the study subjects, to introduce the requirements at the first introductory lesson to each subject, if there is a change in requirements, to notify students in good time, always justifying the need for changes.
- 2.4. To evaluate students' knowledge and their academic performance responsibly and objectively.
- 2.5. To protect the confidentiality of personal information entrusted to the College by students in accordance with the *Personal Data Processing Law*. Confidentiality is observed regarding the information on address, age, marital status, job titles, telephone numbers, student's performance in the academic professional program (exam results, evaluations), and living standards (health, personal life, financial status).

2.6. To refrain from using anyone's status in forcing students to accept the views of any political groups or religious organizations.

2.7. In the College staff actions and behavior to refrain from any forms of disparagement of students (e.g. from discussing students' actions without their presence, publishing students' own works without their consent, allowing students' academic performance or financial obligations to become public knowledge, etc.); to refrain from any form of unprofessional behavior in relations with students.

3. Ethical responsibility towards colleagues

3.1. To promote the formation of a creative and active team of professionals, ensuring a student-centered approach to education.

3.2. To share experience and pedagogical skills with colleagues, paying special attention to the lecturers who have recently started their pedagogical activity.

3.3. To perform one's job duties in a high quality and timely manner so as not to cause problems for colleagues due to one's unfinished tasks; to recognize the priority of professional responsibility.

3.4. To share the obtained professional information with colleagues.

3.5. To be responsible for one's professional competence and development of theoretical and practical knowledge, to be able to acknowledge their lack of knowledge or incompleteness of knowledge if such is the case.

3.6. To support the professional activities of colleagues, to recognize the importance of their work, and refrain from praising one's own work by belittling the results of others.

3.7. To protect confidential information about colleagues in accordance with the *Personal Data Processing Law*.

3.8. To refrain from taking decisions in the place of a colleague on issues related to the colleague's professional or social activities (presenting at conferences, seminars, media, etc.).

3.9. To refrain from criticizing colleagues in their absence, and avoid any words or actions that may undermine the authority of a colleague, to give an open-minded and constructive feedback to the colleague's and their own working performance.

3.10. To be ready to recognize one's mistakes, if such were made, correct them and be prepared to take responsibility for one's personal actions and the consequences that they entail.

4. Ethical responsibility towards the employer

4.1. To fulfill all obligations listed in the employment contract and in the job description as agreed with the employer.

4.2. To work in good faith, to perform one's duties creatively and in due time, ensuring quality work, maintaining and enhancing the prestige of the College.

4.3. To protect the intellectual property of the College in accordance to the *Copyright Law* (e.g. study programmes, study modules descriptions, results of the research produced by the academic staff and students), and to refrain from using it outside the College for the purposes not intended for the College.

4.4. To use the employer's material resources only for their intended purposes.

4.5. In public statements, speeches and other initiatives, to indicate whether one acts on behalf of the College or on one's own behalf and to comply with the Freedom of Information Law.

5. Ethical responsibility of students towards academic staff, general staff and other students

5.1. To acquire the study program in good faith and with due diligence in order to become competitive professionals in the chosen profession.

5.2. To develop professional values, knowledge, skills and abilities, to refrain from any actions that may adversely affect people and / or the prestige of the College.

5.3. To study independently and responsibly, as required by the College, to submit all assignments in a timely manner, without overloading themselves and the teaching staff.

5.4. In accordance with the *Copyright law*, to indicate the author and title of the works referred to in their course papers, qualification papers and other independently performed study tasks.

5.5. Not to use lecture materials of the College academic staff, methodological resources developed for the needs of the College studies, the content of other students' qualification papers, practice reports and projects as their own materials.

5.6. To be responsible for the objectivity of their scientific research in accordance with the *Law on Scientific Activity*.

5.7. To make audio or video recordings of classes or lectures only with the consent of the delivering lecturer or the College staff member.

5.8. Not to disturb the course of a lecture or lesson by their behaviour, misbehaviour or attitude, turning off mobile phones, and other gadgets not related to the study process.

5.9. To treat other students and the College staff with respect acting in a frank and polite manner.

5.10. To respect the freedom of every human being; to refrain from using selfishly the private time of the College academic and administrative staff.

5.11. To respect the College property and material resources.

5.12. To relate to other students in a frank and unprejudiced manner, without slander, defamation and similar actions.

5.13. To abstain from acting discriminately against any person based on gender, race, family status, religion, or special needs.

The College Code of Ethics is accessible to all College students, academic and administrative staff and general public. It is available on the College's website: www.koledza.lv

Cases of non-compliance with the College Code of Ethics are reviewed by the College Ethics Commission, which decides on the suitability of the College staff or students for further professional activities or studies.