

*Hanoi, 15th March 2017*

# CODE OF CONDUCT

## CHAPTER I

### GENERAL TERMS

**Article 1:** Scope of the Code of Conduct:

- Full-time faculty and staff of FPT University (hereinafter referred to as “University”)
- Part-time lecturers, temporary staff, collaborators and any individual who is remunerated by the University for the services provided.
- Volunteers or any individual who speaks for and acts in the name of the University

**Article 2:** Purpose

The Code of Conduct of individuals who perform their duties is issued in accordance with the culture and values of FPT Corporation, the policies and procedures of the University, and the laws of Vietnam. It serves as a guiding compass as faculty members seek to steer an ethical and respectful course through their career in teaching and to uphold the honour and dignity of the teaching profession.

**Article 3:** Structure of the Code:

In order to fulfill the mission of the University, the Code begins by setting out the ethical foundation for the teaching profession. This is encapsulated in the values of **Respect, Professionalism, Responsibility, Integrity and Trust** that are reflected throughout the Code. These core values underpin the work of the faculty members in the practice of his or her profession.

## CHAPTER II

### STANDARDS OF PROFESSIONAL CONDUCT

**Article 4:** Compliance with laws, regulations, and ethical values:

- Proactively study and abide by the laws of the State; perform duties in accordance with the laws, comply with the 2012 Education Law; the Regulations on the teaching ethics, the Regulations of the FPT Corporation and operation of FPT University, Internal labor regulation of FPT University
- Uphold ethical values, civilized cultural practices, and universal human values in consistence with social progress
- Proactively prevent and stop violation of laws and breach of ethical values.
- Notify managers at various levels of violations of State laws or regulations of the University
- Live as one should; exemplify an ethical code of conduct, create a positive environment, and communicate in a proper and effective way.

**Article 5:** Respect and fairness in work relationships:

For a diverse work environment where difference and diversity is well respected, the University expects its members to regard work relationships as a collaborative relationship for the accomplishment of the mission of University

Core values	Content	Behavior and Attitudes
<b>Respect</b>	Respect Colleagues	Having harmony behavior and support to achieve the team target. Share with colleagues and coworkers knowledge and work experience to help each other develop professionally
		Explain carefully to the students who could think not correctly about the colleague.
		Always listen and contribute to the different perception, be straightforward and get to the point, provide constructive feedback to improve the everyday work. Do not resort to disapproval, personal attach, threats, or violence
	Respect student's parents	Willing to listen to, show your full respects toward all ideas of contribution
		Response to feedbacks with full of earnest, thoughtful and as

	Respect Student	quick as possible
		Treat all students with full of respect, fair and straight
		Listen to students with high level of carefulness
		Respect, promote the creativeness among students and take it as one of the main objective at educating and training students
		Respect freedom of speech, spiritual and right of body protection of students

#### **Article 6: Professional ethics**

<b>Professionalism</b>	Administration	Perform and Strictly Assist to perform the rules and regulation of FPT University ( promulgated 25/11/2011 )
		Strictly follow standard procedure, rules and regulation set by the FPT University
		Spread among students about the above standard procedure, rules and regulation
	Teaching and training	Strictly follow the content of Course Plan and contribute to develop ICP to be better
		Always update to the latest of sectoral shifts / subjects in charge
		Listen and Adapt to changes and differences and be creative in delivering lessons
		Always be prepared before lecture and be on time for class
		Always cultivate and enhance teaching capability as well as academic qualification
		Be honest in research and presentation of research findings
		Protect the intellectual property of the University and other organizations and individuals. Be transparent and cite the sources of information on and give credit to credit to others' products and ideas
	Communication	Dress formal, use proper languages to show your level of professional, responsibility and standard qualification.
		Use office email addresses regarding of office works
		Building up and maintain good relationship with colleagues and students in the University

#### **Article 7: Responsibilities**

<b>Responsibility</b>	The University	<ul style="list-style-type: none"> <li>Strictly perform and complete the training programmes as agreed and directed by the Administrative.</li> <li>Take responsibility for reporting fully research findings for research projects funded by the University or by any other sponsors</li> </ul>
	Students	Assist students with full capabilities within your allowed conditions and in accordance to the regulation by the University
	Occupation	Perform the role and taking bribe is strictly and absolutely not allowed

#### **Article 8:** Academic openness

- Academic openness is aimed at strengthening exchange of ideas, and creating a university environment conducive to creativity, maintaining and developing faculty teaching and research capability.
- Academic openness should embrace and protect truth, respect and protect intellectual property of others.
- Individuals are encouraged to use logical arguments, provide constructive criticism, and exercise academic open but are not allowed to abuse it to defame, offend others, or as an excuse for disciplinary action

#### **Article 9:** Information and confidentiality of information:

- Comply with the State laws and the regulations of the University on use and confidentiality of information and data
- Each individual is responsible for safeguarding data in his/her scope of responsibilities
- When speaking or disclosing information to colleagues, partners, and customers/clients, each individual is responsible for maintaining the accuracy and integrity of information.
- Speeches or disclosure of information must be required by the duties of an employee. Confidential information at work must be shared with precaution and to appropriate people. Any access to or release of information outside an employee's scope of responsibilities is strictly prohibited. In

exceptional cases, it is advisable to consult with the direct supervisor.

**Article 10:** Utilization and protection of the resources of the University

- Every individual has an equal right to use the resources and properties of the University.
- Uses properties, equipment, spaces, money, and other resources of the University for work purposes, not for personal interests.
- Uses the resources of the University in an economical and efficient way.
- Complies with the University's guidelines for saving schemes.
- Individuals are required to preserve properties, pieces of equipment they are held responsible for and timely report to the Facilities Management Department on the transfer, damage, or loss of the properties.

**Article 11:** Avoidance of potential conflicts of interest

A conflict of interest is a situation where the personal interest of an employee is likely to appear to influence the objective exercise of an aspect(s) of his/her duties as an employee of the University.

To avoid conflict of interests, the following principles apply:

- You must not allow any interests you have to affect the way you make decision at work.
- You must not take advantage of your position or title to capitalize on relationships with other employees, students, or other external individuals or organizations.
- You must not accept any gifts of cash or monetary gifts of any kind or amount which would harm or infringe upon the reputation and the interests of FPT University.
- It is preferable to avoid or prevent being in a position of conflict of interest, if possible. When it is not possible to avoid a conflict of interest, then it shall be disclosed to the appropriate people and

steps taken to minimize or manage the conflict.

**Article 12:** Health and safety at workplace

- Comply with regulations on workplace safety and use, operation of equipment and facilities of the University.
- Comply with hazardous waste instructions
- Protect the environment and public health at workplace, timely notify direct supervisors and departments concerned of violations of workplace health and safety regulations, of imminent threats to public health, safety, and the environment

**CHAPTER III**

**IMPLEMENTATION**

**Article 8:** Faculty and staff are responsible for following and encouraging colleagues to follow strictly this Code of Conduct and report violations thereof to heads of department

**Article 9:** Responsibilities of heads of Department

- Communicate the Code of Conduct to faculty and staff members and bring it into effect
- Supervise the respect of the faculty and staff members for the Code of Conduct; timely provide constructive feedback for violations, correct deviations from, and provide praise for compliance of, this Code of Conduct