



Code of Conduct

Crop Research Institute

Preamble

The purpose of the Code of Conduct (hereinafter referred to as the “Code”) of Crop Research Institute (hereinafter referred to as the “Institute”) is to lay down the ethical principles and rules governing the conduct of the employees, both outside the Institute and between them. The aim is to lay down the underlying principles governing career growth, to strengthen the professional identity and responsibility of the staff, and to set standards of individual ethical conduct as well as scientific standards, in full respect of the European Charter for Researchers.

The recognised international definition of a researcher has been used for the purposes of the Code¹. Researchers are described as specialists who are involved in the design of research or the development of new knowledge, products, processes, methods and systems and in the management of research projects, regardless of their career growth level and job title.

When making decisions, every employee is required to observe and respect the legality of all procedures and promote equal access to all natural and legal persons. In addition, they must respect the ethical principles and policies, adhere to this Code and the fundamental rules of decency.

Adherence to the principles of ethical conduct and moral standards, honesty and integrity in research strengthens the creative and productive potential of our work for the Institute.

The Management of the Institute contributes to the enforcement of these principles by creating a favourable working environment and promoting equal access to employees, with an emphasis on employee appraisals based on the work performed.

I. General principles

Employees of the Institute shall:

- (a) follow the underlying principles of human morality and the principles set out in this Code in their work;
- (b) prevent any conflict of interest between their duties at the workplace within the Institute and the activities they pursue in their private interest;

¹ *Frascati Manual: Proposed Standard Practice for Surveys on Research and Experimental Development, OECD, 2002*

- (c) refrain from defending or covering up conduct that is inconsistent with the principles set out in this Code, if only with an appeal to necessary obedience or loyalty;
- (d) demand from their colleagues ethical conduct, which is consistent with the principles set out in this Code;
- (e) regard science and research as an integral part of culture and the basis for innovation, and defend science and research as such from being questioned;
- (f) expand and enhance their knowledge and improve their professional skills;
- (g) maintain a critical attitude to their own knowledge and be open to discussion and factual arguments of their colleagues;
- (h) stand up against unethical and inappropriate use of scientific knowledge;
- (i) advocate freedom of scientific thought, expression, exchange of views and information;
- (j) renounce unscientific approaches and racist, religious, nationalist and political perspectives in science;
- (k) respect the principles of impartiality and independence from ideological and political pressures and the interests of pressure groups;
- (l) recognise and disseminate in the scientific community the principles of sound, credible scientific work and reject any scientific dishonesty and violation of the principles set out in this Code;
- (m) not hesitate to report ethical violations in research to the relevant authorities once they become aware of them;
- (n) refrain from conduct that could harm the good name of the Institute;
- (o) reject discrimination on the basis of race, ideology, sex, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social and economic conditions. They shall respect the principle of equal access and equal opportunities. They shall reject any form of sexual harassment.

II. Principles governing research work

The researchers shall:

- (a) conduct research in a way that does not put the society, environment or cultural values at risk;
- (b) be responsible for the accuracy and objectivity of the research they pursue and realise the limits of the research methods they use;

- (c) after publication, retain the primary data and documentation of all significant results for the usual retention period applied in the relevant field, unless this is precluded by their other obligations or other laws;
- (d) when gathering, selecting and evaluating data, respect the general principles (Article I), while taking the specifics of their field into account;
- (e) pursue their research with a view to pushing forward the horizons of scientific knowledge and be committed to ensuring that their results are practicable and useful to society;
- (f) be responsible for the completeness and verifiability of the knowledge and results obtained with regard to a specific problem and for interpreting them in an undistorted form, when publishing their results;
- (g) be responsible for the efficient and effective use of research funds and avoid duplicating research conducted elsewhere unless it is necessary to verify, expand or compare the results;
- (h) submit the results of their non-confidential research to the professional public, and only intentionally present them to the general public after the results were published in academic journals.

III.

Principles governing disclosure of the knowledge and results obtained

The researchers:

- (a) may be mentioned as authors or co-authors of a publication if they make a creative contribution to it²;
- (b) in publications, acknowledge the scientific contribution their collaborators have made to the researched problem, which they directly elaborate upon, and when citing the findings of other authors, make clear references to the relevant sources; whenever citing other authors, they must

² *Authorship or co-authorship of a publication vests in a researcher who has met at least one of the following conditions :*

- a) they have written at least a part of the manuscript,*
- b) they have substantially and professionally contributed, either on their own or as part of a research team, to the creative process leading to the creation of the final work or publication of the results of the activity in a monograph, an academic journal, a collection or through another medium,*
- c) they have proposed a research strategy or obtained and identified the data on which the research would be fundamentally based, thereby contributing in a crucial manner to the attainment of the research results being disclosed,*
- d) they have combined into a coherent whole, at a higher level, various theoretical foundations thereby significantly influencing the quality of the research results being disclosed,*
- e) they have developed a conceptual model, proposed an evaluation, contributed to the analysis of the data or interpretation of results that have significantly contributed to the scientific value of the publication*

Source: <http://www.msmt.cz/vyzkum-a-vyvoj/eticky-ramec-vyzkumu-1>

acknowledge the source of the information and when summarising the findings of other authors, they shall express the original ideas in good faith and without deliberate distortion;

- (c) also cite major work that is not aligned with their own results and conclusions;
- (d) take appropriate action if they find a material error in the data they have published, for example by having an errata or other corrigendum printed;
- (e) refrain from unnecessarily dividing their results and knowledge into more publications in order to artificially increase the number of their publications;
- (f) refrain from publishing results that are ethically questionable;
- (g) publish their research with a view to communicating the results and their findings to the professional public, not only as means of reporting work through scientific outcomes.

IV.

Principles of conduct when dealing with colleagues and students at all levels of management

Supervisors shall:

- (a) prefer non-autocratic management methods;
- (b) evaluate their subordinates purely on the basis of their work performance and the quality of their work;
- (c) refrain from discriminating against their subordinates on any of the bases listed under Art. I(o);
- (d) pass on their knowledge, skills and the principles of ethical conduct in science to their colleagues and students, as role models and leaders by example;
- (e) hire colleagues and students for research based on an objective evaluation of their intellectual, ethical and personality traits;
- (f) when making a decision concerning their subordinate, curb their personal or group interests and prevent their positive or negative views of specific people from influencing their judgement;
- (g) promote the professional growth of their subordinates and students, their research and publishing efforts and advance international networking, and list among the authors of results those who have contributed to them creatively (see Art. III.a);
- (h) appraise their colleagues and students on the basis of the results attained and treat them fairly;
- (i) be dedicated to teaching students, developing their independent critical thinking and responsible work ethics, and respect their right to freely express their views of the research;
- (j) draw consequences from any unethical conduct of their colleagues;
- (k) refrain from any action that could undermine confidence in the impartiality of their decisions;

(l) pay equal attention to the suggestions of each colleague.

V.

Principles governing assessment, evaluation, peer-review and expert activity

Researchers shall:

- (a) complete the assessment or evaluation tasks assigned to them in person;
- (b) protect the intellectual property of the authors of manuscripts, draft project and reports; refrain from using the data contained in the documents under review for purposes other than the drafting of expert opinions and from disclosing the data to third parties;
- (c) refrain from intentionally prolonging the evaluation of the work being reviewed for their own benefit or for the benefit of third parties;
- (d) where the conclusions of the expert opinion they draw up could be influenced by their personal or other interests, disclose this fact unequivocally in advance;
- (e) prepare expert opinions responsibly and only within the bounds of their field of expertise and resist any external pressures that could affect the overall tone of the opinion;
- (f) during evaluation and review procedures, draw on objective criteria, respect the rules of the authorising entity and request the same from other parties to the procedure.

VI.

Procedure applied when dealing with violations of the Code of conduct in research

Any violations of the Code of conduct in research shall be addressed:

- (a) directly at the workplace within the Institute, at the level of its organisational structure, and at all times at the level just above the one where the unethical conduct has occurred. *Ad hoc* commissions can be set up at the appropriate level to address such violations;
- (b) if the resolution is beyond the relevant Institute workplace or if the parties to the dispute are not satisfied with the outcome of the procedure, the Director shall discuss the initiative at a meeting of the Institute Management;
- (c) if no resolution is reached at that level, the Director shall mandate the Ethics Committee;
- (d) in cooperation with all the parties involved and while ensuring the utmost protection of privacy; the conclusions drawn must be communicated to all parties involved and must include the corrective action put in place if a violation of ethical rules in research has been identified;

Depending on their nature, Code violations may be regarded as a breach of work duties.

VII. Applicability and enforceability

- (a) the Code draws on the basic rights and duties of employees set out in the Labour Code and elaborated upon and detailed in Institute's conditions of employment; in certain cases, violations of the Code may be classified as a breach of the duties inherent in the laws regulating the work performed by the employees concerned, with all the ensuing legal consequences;
- (b) conduct incompatible with the principles of ethical conduct in science includes, without limitation: fraud, counterfeiting plagiarism, falsification, misrepresentation, deliberate deception and theft, at any stage of the research process, ranging from a draft project up to publication of the results;
- (c) the need to approve new observations by demonstrating the repeatability of experiments shall not be regarded as plagiarism, provided that the particular data to be confirmed are explicitly indicated.

VIII. Ethics committee

- (a) an Ethics Committee has been established to assess complaints regarding compliance with the Code;
- (b) details on the Ethics Committee and receiving complaints and other additional requirements are regulated by the Rules of Procedure of the Ethics Committee;
- (c) having discussed a complaint, the Ethics Committee will issue its opinion to the Director of the Crop Research Institute.

The Crop Research Institute Code of Conduct has been issued in accordance with Order of the Government of the Czech Republic No. 1005 of 17 August 2005, and it comes into force on the day it is signed.

The following materials have been used in drafting the Crop Research Institute Code of Conduct:
Ethical Framework in Research, Order of the Government of the Czech Republic No. 1005 of 17 August 2005, Ministry of Education, Youth and Sport of the Czech Republic
Code of Conduct for Project Managers of the Grant Agency of the Czech Republic, GA CR, Internal Guideline 11/2018/GAČR
European Science Foundation (ESF), <http://www.esf.org>.
Commission Recommendation of 11 March 2005 on the European Charter for Researchers and on a Code of Conduct for the Recruitment of Researchers, (2005) 576, European Communities, ISBN 92-894-9311-9
European Charter for Researchers, 2005/251/EC, Official Journal of the European Union of 22 March 2005