



# Code of Conduct

Hanken School of Economics

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Hanken is a triple-accredited business school with high ambitions, established in 1909. Our vision is to be an internationally highly regarded research-driven, stand-alone business school responding to global business and societal challenges innovatively and responsibly. All activities are characterised by the Nordic values of equality, openness and integrity, and a commitment to high quality and continuous improvement.

The purpose of our code of conduct is to create common and fair rules that help us to build an even better and more responsible business culture. All our employees, students, members of decision making bodies and partners are expected to follow this code of conduct. Violations against the code of conduct is not tolerated and can lead to disciplinary or legal actions.

# Our values

## Transparency

“Nordic openness” is based, among other things, on the strong emphasis on the principle of openness in the Nordic countries. Open science, an open society and transparency are important elements in Finland’s efforts to become the most progressive country regarding open science.

## Equality

Equality means that no one may be discriminated against due to gender, age, origin, nationality, language, religion, belief, opinion, political activity, trade union activity, family relationships, health conditions, disabilities, sexual orientation, or other personal characteristics. Equality also means treating everyone equally and giving equal opportunities to everyone.

## Integrity

Integrity means honesty, to consistently and relentlessly follow morals and ethical principles and values, and that decisions are based on facts.

## High quality

Hanken has a statutory duty to organise its operations so that high international quality is ensured in research, education, and teaching, whilst taking account of ethical principles and good scientific practice.

## Continuous improvement

Aiming for continuous development is a vital part of the scientific work and good scientific practice. Hanken must have a quality system that supports systematic and continuous development by considering all relevant factors and Hanken’s operations as a whole. Existing processes, procedures and operations are in constant development.

# Security, health and safety for Hanken's staff and students

Hanken should provide a safe and secure work and learning environment for our staff and our students. Everyone at Hanken must be treated equally and with kindness and respect, and Hanken has zero tolerance for any form of discrimination, abuse or harassment. It is everyone's responsibility to uphold good relations among both staff and students, and to respect the university's common resources and physical property.

To support a safe work and learning environment, Hanken offers various support functions to both staff and students. To improve equal treatment and to prevent and deter discrimination and harassment, Hanken has a plan for the prevention of harassment as well as a gender equality and equal treatment plan established by the rector.

## **Hanken should be a safe workplace where:**

- The university's staff and students must be able to work in conditions that are not harmful to the physical and mental health
- Hanken's work environment is pleasant, and
- the workplace consciously aims to prevent and deal with conflicts.

# Laws and regulations

At Hanken, we follow applicable laws and regulations without exception as well as other internal guidelines, rules of procedures and instructions. We also expect all our partners to comply with the law. Members of Hanken's community also follow industry-specific standards and codes, which promote professional quality and professionalism.



# Management

Hanken has a statutory duty to follow the principles of good governance. We apply the principle of equality, the principle of purposefulness, the principle of objectivity and the principle of proportionality. Our goal is to treat everyone equally and for our actions to be impartial and based on objective grounds. Our actions must be in proportionate to the purpose of the actions.



# Honesty and integrity



Honesty and integrity are important factors for academic excellence. Integrity prohibits immoral acts such as cheating, plagiarism, sabotage, bribery, and corruption. At Hanken it is expected that everyone's personal integrity is reflected in their actions.

# Conflicts of interest



Every member of the Hanken community is expected to promote the university's mission, avoid conflicts between her personal interests and official responsibilities and avoid using her position at the university for personal or a relative's benefit. Each member must decide for herself whether conflicts of interest arise in a matter. We follow Hanken's recommendations for conflicts of interest.



# Communication



Hanken also follows its business principles in its communication and supports good and clear communication in all of Hanken's operations. At Hanken, we use a friendly and objective tone when we communicate with each other. We are not condescending, do not criticise personal qualities or abuse our position towards others. We respect each other's integrity and expertise, and we express our matters and opinions soundly and clearly. We follow Hanken's guidelines for e-mail and reflect on how we use the internet.

In addition, Hanken works continuously to improve its external communication. We share accurate and truthful information while respecting and reinforcing Hanken's image and brand.

# Social responsibility and sustainability

Corporate social responsibility and sustainability are among the cornerstones of all activities at Hanken. These principles are integrated and advocated in all our activities: research, teaching, partnerships, our properties, and our operations. Hanken aims to minimise negative effects on the environment and climate.



# Whistleblowing and reporting channel



Everyone at Hanken is responsible for reporting suspected serious violations or misconduct of this code of conduct, other policies, criminal activities, or other irregularities without fear of reprisals. The person who submits a report must be sincere and report in good faith and have reasonable grounds to believe that the information provided indicates a breach. Hanken should ensure the anonymity of the whistle-blower. It is forbidden to intentionally make incorrect reports.

# Open research and research ethics

Openness and transparency are among the central principles of science and research. The most central way of ensuring the openness of science is the freedom of research and higher education. In their research, members of the Hanken community follow the Finnish National Board on Research Integrity, TENK's instructions on good scientific practice and handling of suspicions of deviation from it in Finland, the European code of integrity of research as well as other instructions, codes, and legislation regarding research.

All researchers, teachers, students, and other staff at the university are required to follow these. In case of suspicion of cheating in connection with studies we apply Hanken's action plan against academic dishonesty in study achievements.



# Information security and data protection



We follow guidelines and laws regarding information security and exercise sufficient caution when we process data, use information systems, and use the internet. We treat the personal data of students, staff and partners and other information confidentially. We look at confidential information only when it is necessary to fulfil our tasks and we do not share confidential information to unauthorised parties.

We respect and follow Hanken's data management processes and data security instructions.