Code of Ethics USM

	He elaborated	He checked	Approved	Number printout:
Function	1. Vice-rector	Representative for IQS	Rector	
Name	Ing. Zlatica Geročová, PhD., MBA	Ing. mult. Bohumil Šejnoha, PHD., MSc.	Peter Lošonczi Dr.h.c. doc. Ing., PhD., MBA, MSc.	
A date	16.10.2025	17.10.2025	20.10.2025	
Signature				

Documented information of USM is the intellectual property of USM in Košice.
They may be issued or otherwise published to persons outside USM only with the consent of the rector of USM in Košice

1. Guidelines for using the directive

- *Acquaintance*
  - the directive is an internal documented procedure that is available to employees on IQAS platform within at Moodle system (https://moodle.vsbm.sk/)
  - every worker affected by the given process is obliged to familiarize himself with the content of the directive and to familiarize his subordinates with it.
  - as long as training is carried out for the given directive, the Commissioner for IQS keeps records of this training (record as evidence).
- *Storage and manipulation*
  - the original of the directive in printed form with the signatures of the responsible persons is stored with the Commissioner for IQS who is responsible for its preservation and controlled changes.
  - in addition to the printed original, an electronic original of the current version is also prepared, which is stored at the Authorized Representative for IQS and its backup on a stored portable disk.
  - the fact that only the valid version of the directive is available on the USM website is the responsibility of the IQS Plenipotentiary and Vice-Rector for Informatics, who places the documentation there.
  - the printed directive without a signature (pdf_format from the page) is a working version that is not subject to changes and in this sense is an informative document for a third party that can only be accessed with the written consent of the rector.
  - the head of the workplace is responsible for the existence of the printed version and for handling it.
- *Control*
  - senior employees are obliged to consistently require and control compliance with this directive and, upon detection of defects, to remove these defects within their authority.
  - in the event that the need to change the directive or its appendices becomes apparent, the executive together with the creator of the directive initiates the change, which is carried out in a controlled manner by the Commissioner for IQS in printed and electronic form.
- *Changes*
  - every employee who discovers the need to change the directive or part of it is obliged to submit an initiative for its revision to the Commissioner for IQS as stated above.
  - if the directive as a whole, or part of it, does not fulfill its mission, the executive will submit, through the creator of the directive, a proposal for its addition, change, or cancellation, which will be carried out by the Commissioner for IQS in a controlled manner.

2. Purpose

This management standard defines the rights and obligations in management, as a tool of organization and management within the USM in Košice.
The standard stipulates:

- Rules of ethical behavior as part of the internal quality system (QS).

Documented information of USM is the intellectual property of USM in Košice.
They may be issued or otherwise published to persons outside USM only with the consent of the rector of USM in Košice

- the form and basic structure of the content of the process.
- uniform procedure for approval, review, identification, updating, changes, ensuring availability and readability, download, archiving and shredding of documentation.

3. Scope

This standard applies on the day it is signed by the rector, which is also the day it is issued, and it applies to all VŠBM employees who come into contact with the internal quality system.

4. Terms and abbreviations

Concepts

- ***Ethics and ethical behavior*** - social norms and behavior according to said norms
- ***Quality management system*** – a management system for guiding and managing the organization with regard to quality.
- ***Education process*** – transformation of input knowledge to output knowledge, knowledge and skills that the student acquires after completing the educational process.
- ***Quality of education*** – a summary of all characteristics of teaching to the extent that they meet the set criteria. It is determined by the quality of preparation, learning and all the conditions that enter the educational process.
- ***Teaching*** – organized a purposeful course of activities of the teacher and students, defined by the study program, aimed at education, upbringing and all-round development of the students' personality within the scope of the given study program.
- ***Testing*** - checking and ascertaining the results of knowledge, insights and skills in the expected scope given by the study program, according to the procedure determined by the teacher himself.
- ***Quality manual*** - is the highest level of the organization's documentation system and expresses the organization's policy and commitment to quality.
- ***Form*** – a form for recording important data that is processed and evaluated during the implementation of processes.
- ***Internal documentation*** – these are all IQS documents created and managed internally
- ***External documentation*** – documents of external origin used in the organization, e.g. laws, STN, EN, ISO standards, other legal regulations, etc
- ***External forms*** - are available in the organizational norms and legal regulations of the governing economic and state bodies, which are prescribed and related to the planning, management and improvement of education processes.
- ***Documentation supplied by interested party*** – documented specifications of the interested party, which are its intellectual property (procedures, regulations, rules, laws, tables, software, drawings, regulations, etc.).
- ***Research ethics and scientific integrity*** - according to the portal of the National structure for the support of scientific integrity in Slovakia

Documented information of USM is the intellectual property of USM in Košice.
They may be issued or otherwise published to persons outside USM only with the consent of the rector of USM in Košice

Abbreviations

QMS - Quality management system
PK - Quality manual
SM – Directive
STN - Slovak technical standard
R – Rector (USM)
F – Form (USM)
ED – External documentation
EN – European standard
ZMK – Quality Commissioner
SAA – Slovak Accreditation
University Agency for Universities

5. Description

Scope of the Code of Ethics

The Code of Ethics establishes the fundamental ethical principles and behavioural requirements for members of the academic community and other employees of USM in Košice. These principles apply to their academic and professional activities, including educational, scientific-research, and other creative endeavours, as well as managerial and support functions.
The Code of Ethics applies to all members of the academic community and all other employees of USM in Košice. Adherence to the principles set forth in this Code becomes an inherent part of their everyday conduct.
Any violation of the principles of the Code of Ethics, as well as the subsequent measures, shall be addressed by the Ethics Committee of USM in Košice. The composition and overall functioning of the Committee are defined in the Rules of Procedure of the Ethics Committee of USM in Košice (included as Annex 1 to this Code of Ethics).

5.1 Social and moral responsibility of the university

The management of USM in Košice undertakes in its activities to respect the laws of the Slovak Republic and the relevant standards related to it, to conduct business and provide higher education in accordance with good morals, as well as to support economic competition in the spirit of the rules of fair play.
The management of USM in Košice cares about the protection of the environment. Wherever and for whomever it carries out its activities and provides services, it respects valid technological and ecological standards.
USM in Košice builds its relations with employees, students, business partners, customers, suppliers and all interested parties of education, as well as with competitors and the entire public, based on trust, respect, respect for basic human rights and without any discrimination.
The school supports scientific ethics and is gradually involved in the creation of the National Structure for the Support of Scientific Integrity in Slovakia.

Documented information of USM is the intellectual property of USM in Košice.
They may be issued or otherwise published to persons outside USM only with the consent of the rector of USM in Košice

5.2 The university's relationship with customers and students

The employees of USM in Košice, especially the teachers, treat customers and students politely, honestly and responsibly, with the aim of fulfilling their wishes as much as possible. Employees of USM (particularly academic staff) shall interact with students on the basis of fair, demanding, yet considerate evaluation of their abilities, knowledge, diligence, and other personal characteristics. They communicate with students in an open, correct, and collegial manner, refraining from any form of belittlement, humiliation, or disparagement.
They support the personal development of students and contribute to the cultivation of their independent and critical thinking, with the aim of fostering well-rounded individuals from both a professional and ethical perspective. Employees of USM demonstrate respect for every person and uphold fundamental human rights and freedoms. They do not tolerate any form of physical or psychological violence and actively oppose abuse, humiliation, bullying, defamation, or other manifestations of hostility toward individuals or groups, rejecting discrimination in any form.
They exclude any verbal or non-verbal behaviour that may exhibit characteristics of physical or psychological violence, coercion, or similar forms of conduct, including sexually motivated violence or harassment.
Employees of USM in Košice, particularly academic staff, shall remain aware that student and customer satisfaction depends on the quality of education and the quality of services provided, and that the development of USM in Košice is directly linked to the satisfaction of these customers and students.
Employees of USM in Košice, especially teachers, shall not misuse the trust of customers or students, nor exploit their lack of knowledge in specific areas. They shall not damage the property of customers or students; on the contrary, they shall treat it with the same care as their own property and safeguard its good reputation. Information concerning customers is regarded as confidential.
When working with information technology, they shall not use illegal software and shall comply with the rules governing the use of the academic computer network.
Employees of USM in Košice demonstrate respect for every individual and uphold fundamental human rights and freedoms. The student is always the highest priority for USM in Košice.
Employees of USM in Košice support anti-corruption behaviour; they do not request or accept material or other benefits from any person in connection with the performance of their duties. They refuse gifts from students, their parents, or other individuals. They also do not accept gifts that could oblige them to provide any services contrary to the interests of the school.

5.3 The university's relationship with employees

The management of USM in Košice undertakes to strictly comply with the Labor Code, as well as all other legal measures governing employer-employee relations, in labor relations. It undertakes to implement a fair policy in hiring, training and remunerating workers and creating conditions for decent work.
The management of USM in Košice undertakes to ensure that the release of workers is transparent, unbiased and does not harm human dignity.
The management of USM in Košice undertakes to ensure the fulfillment of all guidelines related to safety and health at work and relevant environmental aspects of school processes. He makes

Documented information of USM is the intellectual property of USM in Košice.
They may be issued or otherwise published to persons outside USM only with the consent of the rector of USM in Košice

sure that every employee realizes his personal responsibility for complying with safety regulations and does not endanger himself, his co-workers, or other people.
The use of alcohol or intoxicants during working hours or before starting work is strictly prohibited.

5. 4 Relationship of employees to the university

Every employee of USM in Košice:
– complies with the generally binding legal regulations of the Slovak Republic and other applicable legal provisions, as well as institutional regulations, internal rules of USM, and the regulations of its individual units, in accordance with moral principles and ethical standards. They systematically acquaint themselves with the current versions of laws and regulations relevant to their professional and work-related activities and align them with their ethical conduct.
Every employee of USM in Košice is also a representative of the institution and contributes to shaping its positive or negative reputation among customers, students, and the public. It is unacceptable for employees of USM in Košice to damage, in any way, the good name or interests of their employer. Their relationship with the school should be based on the principles of solidarity and critical loyalty.
Every employee of USM refrains from committing criminal activity and maintains personal moral integrity. – bears legal, moral, and professional responsibility for their actions. – upholds a high standard of moral principles and ethical conduct in their work and study. – avoids any behaviour whose intention or consequence is the misuse of their position, authority, or power. – continuously develops their abilities and expands and deepens their knowledge and skills, both within their professional field and in general pedagogical work or study.
When using artificial intelligence (AI) in project design, data processing, or the formulation of scientific results, the employee shall disclose the use of AI in accordance with the principles of research integrity. They shall declare, in the prescribed manner, any potential or actual conflict of interest and any financial or other support received for the purposes of research or publication of its results.
Every employee of USM in Košice protects the intellectual and material property of the school and uses it solely to achieve the long-term and operational objectives of the institution, as defined in its internal quality assurance documentation. Any misuse of information, damage to, or theft of school property is unacceptable, and its use for private purposes is permitted only with the rector's approval and in accordance with the school's valid regulations.
Every employee of USM in Košice is obliged to take all necessary steps to avoid conflicts of interest. Should such a conflict arise, they are required to report it to their direct superior. Engaging in entrepreneurial or work activities identical to the school's field of operation is permitted only in accordance with the school's valid regulations and with the rector's approval.

5.5 Relations between university employees

Every student during their studies:
– respects the name and symbols of USM in Košice and its constituent units, as well as the academic officials, academic staff, and other employees of USM in Košice. – has the right to their own opinion, provided it does not infringe upon dignity or humanity, and has the right to

Documented information of USM is the intellectual property of USM in Košice.
They may be issued or otherwise published to persons outside USM only with the consent of the rector of USM in Košice

respect, consideration, and correct dialogue from all employees of USM in Košice and from other members of the student community. – maintains politeness, respect, and consideration toward the opinions of all employees of USM in Košice and other members of the student community. – bears responsibility for their conduct on academic grounds and in public, for their academic performance, for their behaviour toward employees of USM in Košice, and for their attitude toward the property of the school.
In public, the student acts in a manner befitting a representative of the institution, does not disparage the good name of employees of USM in Košice or members of the student community, and does not behave in a manner contrary to good morals.
During classes, the student respects instructors and classmates, behaves correctly, tactfully, and tolerantly. When addressing teachers and peers, whether verbally or via email, the student observes the rules of social etiquette. They do not harass, discriminate against, or insult anyone on the basis of origin, nationality, religion, age, gender, sexual orientation, or disability, and they do not use violence or threats of violence.
The student supports academic integrity and opposes unethical practices.
When preparing seminar papers, term papers, final theses, or when publishing scientific results, the student adheres to ethical standards. When using AI, the student ensures proper citation and states that AI was used in accordance with the principles of research integrity.
Students in the premises of USM in Košice observe the principles of social behaviour and hygiene. They attend classes in clean, appropriate clothing that is neither provocative nor disruptive to instructors or classmates. They appear for examinations in suitable formal attire.

5.6 Principles of Ethical Conduct in Scientific and Research Activities

Every academic employee of USM in Košice, in the course of conducting scientific-research and other creative activities, bears responsibility for the quality, completeness, and credibility of the results produced. Their work is primarily directed toward expanding the boundaries of scientific knowledge and applying such knowledge for the benefit of society.
They ensure respect for human dignity so that scientific research does not endanger human health or life. They do not publish in ethically questionable ways and do not use ethically unreliable publication platforms. They adhere to the principles of proper citation of all sources used.
They are intolerant of unethical scientific practices, particularly any manifestations of fabrication, falsification, or plagiarism, whereby:
a) fabrication refers to the presentation of invented data or findings that were not obtained through the methods described in the publication or research report,
b) falsification refers to the deliberate manipulation of achieved results and their subsequent presentation, the omission of results or information essential to the formulated conclusions, or the selective presentation of only those results that do not contradict the declared research objective,
c) plagiarism refers to the verbatim or modified appropriation of another person's ideas, concepts, or research results and their presentation or publication without proper acknowledgment of the original source.
In publishing research results, they respect the contributions and authorship rights of all authors, as well as the contributions of all entities that supported the research.

Documented information of USM is the intellectual property of USM in Košice.
They may be issued or otherwise published to persons outside USM only with the consent of the rector of USM in Košice

They use correct and lawful procedures when obtaining external or internal financial support for educational or scientific-research projects and grants. They assume responsibility for the purposeful planning of financial resources and establish and promote clear and transparent rules for their effective use.

5.7 Relations Among Employees of the School

Communication among employees of USM in Košice, including communication between subordinates and superiors, is based on mutual respect, tolerance, and courtesy. Any form of slander, humiliation, discrimination, ridicule, violence, or psychological or physical harassment is strictly prohibited.
Employees behave honestly and politely toward all persons on the academic premises, respect their opinions, and do not disturb or restrict them in the performance of their work or activities at USM in Košice. Through their conduct, they contribute to creating an atmosphere of high professional and social ethics in the workplace and thus help shape appropriate interpersonal relations not only with colleagues but also with students.
They use information related to the activities of USM solely for work and study purposes. They do not misuse their position, information systems, or the property of USM for personal gain or for the benefit of third parties, nor for any form of corruption.
They observe the principles of political neutrality on the academic premises of USM.
Every employee of USM in Košice is obliged to prevent conflicts in the workplace. However, if conflicts do arise, each party involved is expected to demonstrate willingness and civility in resolving them. Discussion, the effort to listen to others and understand them, and the willingness to reach an agreement—though not at the expense of another—are key principles in addressing any workplace issues.
Every employee of USM in Košice is responsible for their behaviour and should remain aware of the consequences their actions may have on others.

5.8 Bindingness of the university's code of ethics

The code of ethics of USM in Košice is binding for all managers and employees of the school, regardless of their working hours. Violation of the code of ethics is sanctioned and may lead to termination of employment in accordance with the law.
Every employee of USM in Košice is obliged to inform about violations of the code of ethics. Notification can be given in writing, orally, by phone or by e-mail to a direct supervisor or other authorized person. These people can be turned to in case of any ambiguity in the interpretation of the code or with suggestions for its addition.
No one may be sanctioned or persecuted for reporting a violation of the code of ethics.

5.9 Connection of the Code of Ethics and IQAS

This Code of Ethics is the result of solving the context of the organization and its internal factors, i.e. workers interested in the result and the good name of the school, and is an integral part of the internal quality system (IQAS), which governs the entire University of Security Management in Košice.

Documented information of USM is the intellectual property of USM in Košice.
They may be issued or otherwise published to persons outside USM only with the consent of the rector of USM in Košice

6. Exchange service

Only the Rector of USM in Košice is authorized to approve changes in this standard based on the approval of the Plenipotentiary for IQS (Z-IQS), who will make any changes.
The record of the change is stored at Z-IQS.

7. Related documentation

Quality manual_4.1.13 Internal quality system
Act on Universities No. 131/2002 Coll
Act on Quality Assurance in Higher Education No. 269/2018 Coll
SAAHE standards for IQAS and SP
Code of Research Integrity and Ethics in Slovakia

8. Attachments

Without attachments

.....
Dr.h.c. assoc. prof. Ing. **Peter Lošonczi**, PhD., MBA, MSc.
rektor

Documented information of USM is the intellectual property of USM in Košice.
They may be issued or otherwise published to persons outside USM only with the consent of the rector of USM in Košice