



Etnologický ústav Akademie věd ČR

Institute of Ethnology of the Czech Academy of Sciences

Internal Regulation No. 3/2020 dated 10 December 2020

Code of Ethics for Researchers of the Institute of Ethnology of the Czech Academy of Sciences

Preamble

The following documents were used to develop this Code of Ethics for Researchers of the Institute of Ethnology of the Czech Academy of Sciences (hereinafter the IE):

- *Research Ethics Framework, Resolution of the Government of the Czech Republic No. 1005, dated 17 August 2005;*
- *The European Charter for Researchers, 2005/251/ES, Official EU Bulletin dated 22 March 2005;*
- *Good Manners in Science; A Set of Principles and Guidelines, Polish Academy of Sciences, Committee for Ethics in Science, Third (amended) edition, Warsaw 2001;*
- *Rules of Good Scientific Practice, adopted by the Senate of the Max Planck Society on 24 November 2000;*
- *Memorandum on Scientific Integrity, All European Academies, Amsterdam 2003 (On Standards for Scientific Research and a National Committee for Scientific Integrity, KNAW, NWO, VSNU, 2001);*
- *Singapore Statement on Research Integrity, 2010;*
- *The European Code of Conduct for Research Integrity, 2011;*
- *Montreal Statement on Research Integrity in Cross-Boundary Research Collaborations, 2013.*

Education, research and innovation are fundamental pillars of the development of contemporary society. Trust in research is based on trust in the integrity of researchers in obtaining new results. The scientific community is able to verify research results and their interpretation, while the public, for which the new knowledge is primarily intended, cannot. Therefore, if science is to remain trustworthy, researchers must observe basic moral principles in their work, most of all integrity and honesty. The Code of Ethics for IE Researchers summarises the framework principles of good conduct in science in order to promote desirable moral standards in academic research. The laying out of basic ethical standards of conduct is intended to articulate the IE as an employer that offers its employees an open, transparent, non-discriminatory and friendly work environment that stimulates creativity and enables long-term professional growth.

The Code of Ethics for IE Researchers makes reference to the Institute of Ethnology Ethics Committee, which is an advisory body to the Director of the IE. The Ethics Committee was established to evaluate violations of general ethical and moral principles in employee conduct which relate to their professional work in compliance with the rules of this Code of Ethics and which cannot be resolved within the IE's organisational structure. The Director of the IE appoints the chair and members of the Ethics Committee after discussion with the IE Board. As needed, the IE Ethics Committee may invite other ad hoc experts or request an external expert opinion, if such is required for objective assessment of extraordinary ethical issues. The actions of the IE Ethics Committee are governed by a Code of Conduct, which is an annex to the Code of Ethics for IE Researchers.

I.

General principles

Researchers:

- a) observe basic human moral principles and the principles listed in this Code of Ethics in their work;
- b) do not allow conflicts of interest to arise that result from their position in the IE and their related work and their private interests;
- c) conduct research with complete professional and personal commitment. The sum total of a researcher's contractual workload shall not exceed 1.5 times the normal workload;
- d) expect their colleagues to behave in alignment with these principles;
- e) do not defend or conceal behaviour which is in conflict with the principles listed in this Code, not even in the name of required obedience or loyalty;
- f) consider science and research as an integral part of culture and a source of innovation and defend them when they are put in doubt;
- g) take a stand against unethical or inappropriate use of scientific knowledge;
- h) expand and deepen their knowledge and strive to improve their professional capabilities;
- i) maintain a critical position towards their own knowledge and results and to the results of their colleagues and are open to discussion and factual debates;

- j) defend the freedom of scientific thinking, expression and exchange of opinions and information;
- k) reject use of non-scientific or discriminatory approaches and views in science;
- l) observe the principles of neutrality and independence from ideological and political pressure and the interests of pressure groups;
- m) recognise and promote in the scientific community the principles of reliable, trustworthy scientific practice and reject any scientific dishonesty or violation of the principles specified in this Code;
- n) do not hesitate to notify the relevant authorities of violations of ethics in scientific research, if they are aware of such violations.

II.

Principles of scientific work

Researchers:

- a) focus their research on expanding the frontiers of scientific knowledge and seek to ensure that their practically applicable research results serve society;
- b) conduct research in a manner that does not endanger society, the environment or cultural values;
- c) observe the general principles (Article I) and the specific characteristics of their discipline when collecting, selecting and evaluating data;
- d) bear responsibility for the accuracy and objectivity of their research and recognise the limits of the investigatory methods used; bear responsibility for the completeness and verifiability of results and knowledge published about a specific issue and their undistorted interpretation;
- e) store primary data and documentation of all substantial results after publication for the customary period, unless precluded by other obligations or regulations;
- f) bear responsibility for targeted and effective use of research resources and do not duplicate research conducted elsewhere, unless such duplication is required to verify, complement or compare results;
- g) present the results of their research which are not subject to confidentiality to the scientific public and acquaint the general public with them only after the results have been published in the academic press.

III.

Principles of publication of scientific knowledge and results

Researchers:

- a) may be listed as authors or co-authors of a scientific paper if they contributed to its development in a meaningful way, e.g. to the design and/or implementation of studies and experiments; to data analysis, interpretation or modelling or generation of theories from data; or to the writing of the scientific paper, and if co-authorship is agreed to;

- b) acknowledge in the scientific paper the scientific contribution of their predecessors and colleagues to the studied issue to which the paper is directly linked, and provide clear references to sources when citing findings and knowledge obtained by other authors;
- c) also include citations to important work that does not concur with their own results and conclusions;
- d) take appropriate measures, such as publishing errata or other corrections, if they discover a substantial error in their published data;
- e) do not divide their results and knowledge among multiple journals unduly, in order to artificially increase the number of their scientific papers;
- f) do not publish in an ethically questionable manner and do not use ethically dubious publication platforms;
- g) publish in order to share their results and knowledge with the scientific public, not only for the purpose of demonstrating work as scientific outputs.

IV.

Principles of behaviour in relation to students and colleagues

Researchers:

- a) admit students and research colleagues on the basis of objective assessment of their intellectual, ethical and personal characteristics;
- b) who lead research teams strive to maintain open and appropriate communication within their teams and avoid using an unjustified autocratic leadership style; evaluate their students and colleagues on the basis of results obtained and act equitably toward them; do not require them to take on tasks that are the researcher's own responsibility, and do not impose tasks upon them which are beyond their capabilities or possibilities;
- c) share their knowledge, skills and principles of good conduct in science to their students and colleagues through their speech and by personal example;
- d) are dedicated to teaching their students and developing independent, critical thinking and an responsible approach to work in their students, and respect their right to freely express their opinions about research;
- e) support students and subordinate researchers in enhancing their qualifications, support their research and publication work and international contacts, and include them when listing authors in a paper if they have made a substantial creative contribution to it;
- f) infer the consequences from any unethical conduct of their colleagues.

V.

Principles for assessment, evaluation, opponent and expert tasks

Researchers:

- a) personally conduct assessment or other evaluation tasks they have been assigned;
- b) protect the intellectual property of authors of evaluated manuscripts, project proposals and communications; do not use data contained in evaluated materials for purposes

- other than elaborating a professional review and do not provide such data to third parties;
- c) do not intentionally prolong assessment of an evaluated work to their personal advantage or to the advantage of a third party;
 - d) refuse to elaborate any expert opinion whose conclusions could be influenced by their personal interests, or clearly call attention to this fact in advance; avoid other conflicts of interest of which they are aware;
 - e) elaborate expert opinions responsibly and only in relation to their own field of specialisation and do not succumb to any external pressure that could influence such opinions;
 - f) adhere to objective criteria in evaluation and opponent processes, follow the contractor's rules and require other participants of the process to do the same.

VI.

Specific principles relating to work in the fields of ethnology, socio-cultural anthropology and directly affiliated fields

Researchers:

- a) follow the codes, regulations and guidelines listed below to a reasonable extent:

- *Code of Ethics of the Czech Ethnological Society, z. s.;*
- *Code of Ethics and Ethics Regulation of the Czech Association for Social Anthropology;*
- *European Commission Research Ethics in Ethnography/Anthropology;*
- *SIEF Statement on Data Management in Ethnology and Folklore.*

VII.

Method of resolving violations of the principles of good conduct in scientific-research work

The following actions are considered to be incompatible with the principles of ethical conduct in science: fraud, forgery, plagiarism, falsification, distortion, deliberate deception and theft, in any phase of scientific-research work, from planning to publication of results.

Any violations of the principles of good scientific conduct shall be resolved:

- a) within the IE's organisational structure, at one level above the level at which the dispute occurred;
- b) by the IE Ethics Committee, if the parties to the dispute do not agree with the conclusions adopted within the IE's organisational structure;
- c) by the Scientific Integrity Committee of the CAS if the resolution of a dispute exceeds the competence of the IE or if the parties to the dispute do not agree with the conclusions adopted by the IE Ethics Committee;

- d) with the greatest possible protection of privacy in cooperation with all of the participants. A report on the dispute resolution shall be circulated to all participants. The report shall include measures leading to the rectification of the problem if a violation of scientific conduct ethics was involved. The provisions of Article 65 of the Statutes of the CAS, or the labour code, may be employed in justifiable cases.

VIII.

Final provisions

- a) This regulation is binding for the IE and for all IE employees.
- b) This regulation was approved by the Board of the IE on 10 December 2020 and takes effect on the date approved by the Board of the IE.

PhDr. Jiří Woitsch, Ph.D.

Director of the IE

ANNEX

Statutes and Code of Conduct of the Ethics Committee of the Institute of Ethnology of the Czech Academy of Sciences

I.

General provisions

1. The Ethics Committee (hereinafter the EC) of the Institute of Ethnology of the Czech Academy of Sciences (hereinafter the IE) was established in compliance with IE Internal Regulation No. 3/2020 dated 10 December 2020.
2. The EC is an advisory body to the Director of the IE. The EC operates within the IE and assesses issues pertaining to the ethics of scientific work. Each concrete issue must be related to the IE. The EC does not have any executive powers.
3. The technical and administrative tasks associated with the work of the EC are managed by the executive secretary of the EC.

II.

Composition

1. The EC has 5 members, at least two of whom are not employees of the IE. The term of office of members of the EC is four years.
2. Membership in the EC is an honorary position and is not compatible with the offices of Director of the IE, Chair of the Board of the IE, Chair of the Supervisory Board of the IE and Chair of other advisory bodies to the Director of the IE.
3. The Director of the IE appoints and dismisses the members and the Chair of the EC after discussion with the Board of the IE. The EC elects one of its members as the Vice Chair of the EC based on a proposal by the Chair of the EC.
4. The Director of the IE designates and appoints the executive secretary of the EC, who need not be a member of the EC.

III.

Principles of the EC's work

1. The EC meets as needed, however at least once a year. The meetings are convened and led by the Chair of the EC or a member of the EC authorised by the Chair of the EC. The Chair is required to convene the EC if at least three of its members or the Director of the IE request a meeting.
2. The EC makes decisions by voting as set forth in Article 64 of the Statutes of the Czech Academy of Sciences.
3. Other stakeholders or expert advisors may be invited to attend meetings of the EC. Meetings of the EC are not open to the public.
4. The EC only addresses the following:
 - a) general and specific issues related to the ethics of scientific work;

b) items submitted by IE employees which pertain to adherence to the ethics of scientific work at the IE, and in exceptional cases items submitted by other parties if they pertain to the ethics of scientific work at the IE.

5. The EC shall assess each submitted item at its next meeting and decide whether it will address it further.

6. Items that cannot be delayed and proposals, for the discussion of which it is not possible or practicable to convene a meeting of the EC, may be decided by the Chair of the EC and upon consent of all members of the EC may be resolved through written means (per rollam). The EC verifies the results of actions taken per rollam at its next meeting.

7. The EC does not discuss submitted items that pertain to the moral deficiencies of individuals which are not related to the ethics of scientific work or items related to employment law issues.

8. The EC expresses its opinion on each discussed item in writing.

9. The written opinions of the EC shall be sent to the party who submitted the item, stakeholders and the Director of the IE, and depending on the nature of the issue, may also be brought to the attention of other legal and natural persons with an interest in the given item. The EC may also consider and recommend a suitable manner of publishing a given item.