



**METROPOLIA'S CODE OF CONDUCT**

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## METROPOLIA'S CODE OF CONDUCT

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 **Metropolia**

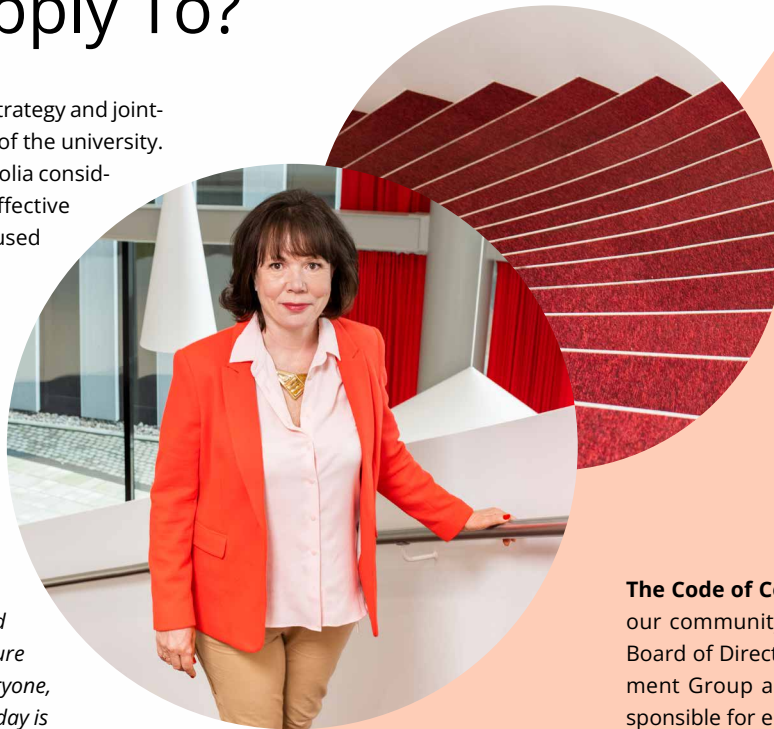
# What Is a Code of Conduct and Who Does It Apply To?

**All activities of Metropolia are based on** a strategy and jointly determined values that guide the activities of the university. These values demonstrate what we at Metropolia consider fair and worth pursuing. The values are effective simultaneously – individual values cannot be used as justification for ignoring the other values.

Ethical principles derived from the values determine a set of rules that govern our activities (Code of Conduct), and which each person at Metropolia must comply with. The ethical principles have been drawn up jointly with the entire university community, and they are reviewed at regular intervals.

*“The Code of Conduct functions as a shared set of rules and helps us all operate in an ethical and fair manner every day. An ethical working culture requires responsibility and ownership from everyone, and the manner in which we choose to act each day is important. Together we can build a stronger Metropolia.”*

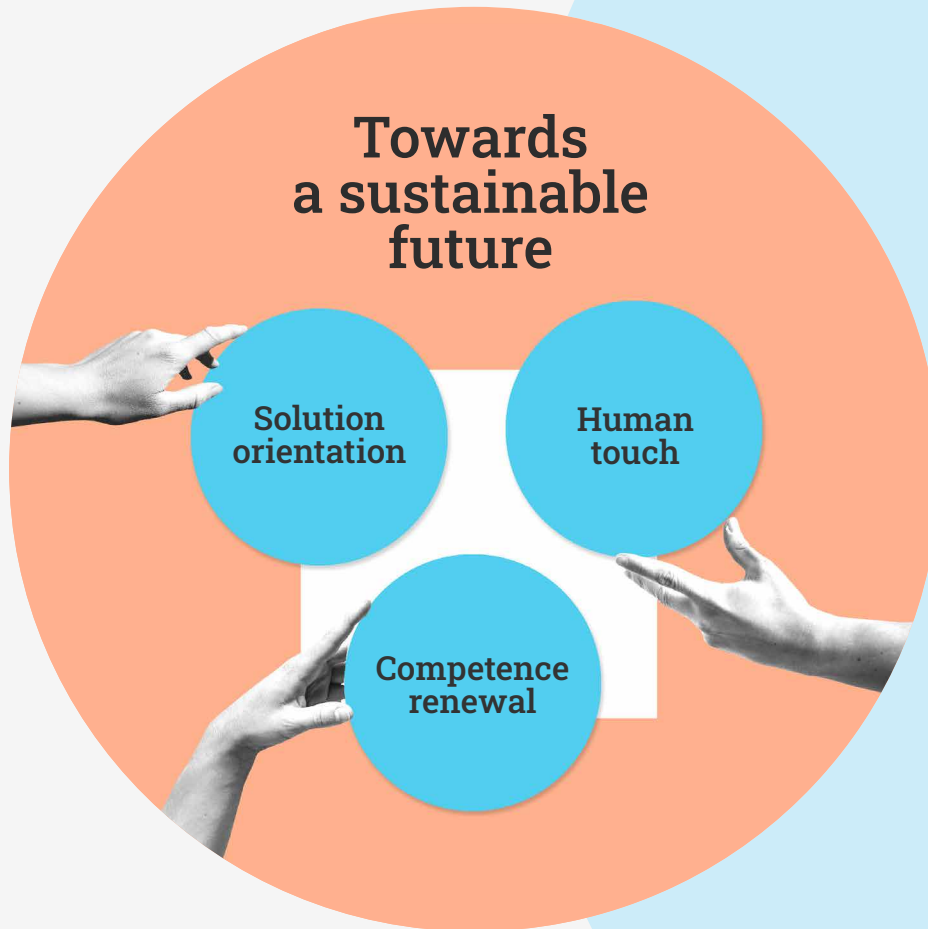
**RIITTA KONKOLA**, President & CEO of Metropolia



**The Code of Conduct applies to each** member of our community: the students, the personnel, the Board of Directors, and our partners. The Management Group and President of Metropolia are responsible for ensuring the fulfilment of the Code of Conduct.

Metropolia's Board of Directors has approved this Code of Conduct on 21 December 2022.





## Towards a Sustainable Future

Sustainable development is the foundation of all our activities. To us, it means taking responsibility of the people, the environment, and the economy. We take responsibility of our activities and expedite the transition toward a sustainable society. Responsibility for ensuring the habitability of Earth gives meaning and a direction to our activities. Metropolia will become carbon neutral by the year 2030.

### Solution Orientation

We identify solutions to everyday problems as well as societal and global challenges through extensive cooperation with our partners. We innovate solutions quickly and curiously try them out in practice while also allowing for mistakes. We are excited by joint innovation and learning!

In our day-to-day activities, solution-orientation means constant anticipation and an aspiration to identify sustainable solutions to phenomenon-based and anthropogenic challenges. At Metropolia, we are all solution-creators. We are proud of our expertise, which is characterized by sustainable development know-how and by a desire and the ability to solve challenges facing working life and the society.

## Competence Renewal

The changing world and society challenge our university of applied sciences as well as each member of our community to continue to reinvent and learn new things. Learner- and phenomenon-based learning, as well as increasingly diverse forms of learning that take place in different areas of life and ecosystems become key to the creation of a sustainable tomorrow.

Our entire community is constantly learning. The skills and knowledge of both our students and personnel are renewed, without compromising on quality. We have the courage to think differently.

### Human Touch

The people and an appreciation of each other's diversity is at the core of all our activities. We aim to ensure equity in all our activities. Our cooperation is based on transparency and trust. We promote the wellbeing and safety of each member of our community.



## Good Governance and Quality

We act in accordance with the principles of good governance. Good governance and management are based on the proficiency of the directors, a strong set of ethical values, and appreciative interaction. Good governance and management are particularly challenging in these rapidly changing times. In order to create a sustainable future, management simultaneously promotes the renewal, productivity, quality, and wellbeing of the university community. We treat all members of our diverse community fairly. We make decisions in a justified, transparent, and dialogic manner.

The organization of Metropolia's activities and administration are governed by its Rules of Procedure and other internal regulations in accordance with the Finnish Universities of Applied Sciences Act (932/2014). The Rules of Procedure determine Metropolia's strategy and quality work, organizational structure, and its various operators and bodies. The degree regulations define the principles governing the objectives, structure, and organization of

studies (including the guidance and evaluation of studies).

Metropolia's quality management system functions as a tool for sustained development, ensuring that our activities are appropriate and cost-effective in accordance with the sustainable development model (Plan, Do, Check, Act). Evaluation, development of activities, and reorganization are based on a communal dialog. At Metropolia, each employee is responsible for quality management as it pertains to their duties.

We will identify and avoid any conflicts of interest. We comply with Metropolia's conflict of interest code in all activities. We will comply with the administrative guidance that specifies clear instructions for internal meeting practices, recreational and leisure activities, recognitions, travel policies, training, procurement of work equipment, use of facilities, contract suppliers, and business expenses and gifts.

## How Should I Act?

### GENERAL INSTRUCTIONS:

- I will familiarize myself with and follow **Metropolia's rules of procedure** (login required)
- I will familiarize myself with and follow **Metropolia's degree regulations** (login required)

### PERSONNEL:

- I will act in accordance with the principle of good governance.
- I will contribute to the transparency of decision-making and foster the opportunities of others to take part in it.
- I will familiarize myself with **administrative guidelines** (login required)
- I will familiarize myself with **the conflict of interest code** (in Finnish, login required) and act accordingly. If I have reason to believe that there is a conflict of interest, I will disqualify myself from the process.
- I am familiar with the quality management objectives and the quality management system procedures (the processes to which my duties are related and the relevant instructions) pertaining to my work and aim to act in accordance with them.

### STUDENTS:

- I will familiarize myself with the instructions in the student's guide, as well as my rights and obligations concerning my studies.
- I will provide feedback and contribute to further development of my education where possible.

### PARTNERS:

- I will provide feedback for the further development of Metropolia's activities where possible.
- I will act in accordance with the principle of good governance.

## How Should I Act?

### GENERAL INSTRUCTIONS:

I will familiarize myself with **Metropolia's sustainable development website** and **Roadmap 2030** and think of how I could contribute to sustainable activities in Metropolia.

I will improve my sustainable development competence further.

In daily decision-making, I will take into account

- the ethicality of my actions
- the wellbeing of myself and that of others
- the saving of energy (water consumption, lighting, heating)
- the reduction and sorting of waste
- the use of public transport and opportunities for walking and cycling and
- a plant-based diet.

For travel, see the Metropolia's travel Guidance for personnel, and the Guide to a Greener Exchange for students.

I will participate in the development of Metropolia's sustainability work.

## More Sustainable and Responsible Metropolia

Sustainable development guides our actions and our thinking. To us, this means taking responsibility of the people, the environment, and the economy. The United Nations Sustainable Development Goals and our sustainable development roadmap guide our activities until 2030. We promote responsibility in all Metropolia's activities and provide a positive contribution to society by educating sustainable development specialists and finding solutions to sustainable development challenges

in our innovation hubs.

### Responsible University Community

Our activities as a university community are ecologically, socially, and financially sustainable. We look after the people, i.e., our entire community, reduce our negative environmental impact and strive to achieve carbon neutrality by the end of 2030, and act in a financially sustainable manner, striving toward sustainable growth.

We support each other in our daily sustainable choices and decisions.

### Everyone at Metropolia Will Get Sustainability Know-How

We develop the sustainable development competence of our entire university community.

Sustainable development is a cross-cutting theme for all educational activities at Metropolia. Our personnel develop their competence on sustainable development. Each teacher is responsible for introducing aspects of sustainable development in their teaching where applicable. The students learn new things, provide feedback, and engage in discussions.

### Solutions to Sustainable Development Challenges

We find solutions to global sustainable development challenges through ecosystem cooperation – increasing our positive impact on society at the same time. Instead of focusing on Metropolia, we take a broader view of the society around us and the impact of our actions: we work for the society.



## Responsibility for Information

### Data Protection and Information Security

Personal data is processed in the context of teaching, RDI activities, where employee information is processed, and in any cooperation projects that Metropolia participates in. The processing of personal data imposes obligations on the controller based on law. We comply with the applicable legislation and Metropolia's data protection policy, which applies to all processing of personal data including the processing of the personal data of Metropolia employees, students, and any third parties (including continuous learning and business customers).

Information security is one of the methods used for the implementation of data protection. We will protect our data, systems, services, and telecommunications appropriately. We will comply with Metropolia's information security guidelines and ensure that our knowledge of information security related matters is up to date. We will use the systems and software recommended by Metropolia's IT Services.

### Intellectual Property Rights

We will respect intellectual property rights, their ownership, and the confidentiality of information. In our activities, we will only use materials that have been cleared for use by the owner of the relevant intellectual property rights and clearly specify in our agreements the manner in which materials protected by Metropolia's intellectual property rights can be used or how and under what terms rights of ownership are transferred or access rights granted. We will require that the original sources are recognized in accordance with the accepted practices.

### We Approach the Undesirable Use of Information Responsibly

Information, competence, results, or technologies that could also be used for undesirable applications, such as military purposes or purposes that violate human rights may be created during the activities of Metropolia. We aim to identify such undesired applications when choosing our research topics, partners, and sources of funding, and in the dissemination of knowledge through results, education, publications, and data exchange. Metropolia complies with international and national

## How Should I Act?

### GENERAL INSTRUCTIONS:

- I will ensure that my data protection competence remains up to date by familiarizing myself with **Metropolia's data protection instructions**.
- I will ensure that my information security competence remains up to date: **Information Security Guidelines by Metropolia's IT Services**.
- I will observe information security at all times when handling personal data or confidential information.
- I will use a strong password and refrain from using my Metropolia password in other services.
- I will not open suspicious emails, and I will watch out for scam messages in other communication channels as well.
- I will not disclose my information to unknown parties.
- In case of any uncertainty, I will contact Metropolia's Information Security Officer and Data Protection Officer.
- I will always indicate the source of any information I use.
- I will familiarize myself with Metropolia's **IPR strategy** (PDF, in Finnish).

### PERSONNEL:

- I will identify any information that must be kept secret, such as customer data, and treat said information as confidential.

### STUDENTS:

- I will familiarize myself with **Metropolia's data protection instructions** (login required) for projects and theses. Students are offered support for data protection related matters.

### PARTNERS:

- I will comply with the guidelines of Metropolia.

# Responsible Teaching and Learning

## Renewed Competence

We will continue to renew the university in accordance with the principles of continuous learning in cooperation with the society, organizations, and the students. The competence acquired at Metropolia will provide our students the capacity to act as a specialist and developer in working life. We also account for diverse competence, diverse learning methods and environments, and the adjustments required in our teaching. Flexible learning solutions are used to enable learning at work and in various projects.

## Pedagogical Principles and Degree Regulations

In our teaching, we will comply with Metropolia's pedagogical principles that ensure a uniform understanding of high-quality teaching and learning. The four main themes of pedagogical principles are learner-centredness, phenomenon-orientation, diversity, and openness. Our degree regulations consist of internal provisions and instructions for the practical realization of studies that concern, among other things, the selection of students, registration, and completion of studies.

## High-quality Teaching and Learning

The implementation of pedagogical principles and the quality of teaching are developed in accordance with the continuous development model (Plan, Do, Check, Act). The inclusion of students and interest groups in pedagogic development, for example through various feedback procedures and an interactive culture of feedback, is an important element of the development of education quality. Fraudulent conduct in the context of any study-related matter, exam, or assignment is prohibited.

## Open Learning

We comply with the national policy on transparency in learning, which means that we aim to expand access to education and inclusion for everyone by lowering thresholds and further improving availability, accessibility, supply, and the implementation of learner-orientation. We invest in open and effective cooperation, utilize transparent information, and develop infrastructure that promotes transparency. We uphold legislative and ethical principles and promote an open operating culture. We aim to continuously increase the availability of open learning materials, such as materials published under Creative Commons licenses.

## How Should I Act?

### PERSONNEL:

- I will develop my competence further and share it with my colleagues.
- In my teaching, I will comply with **pedagogical principles** and develop my teaching based on student feedback.
- I aim to develop myself for an open culture of learning, develop my cooperation with students and interest groups, and utilize open information in promoting personal learning as well.

### STUDENTS:

- I will develop my competence further and share it with fellow students.
- I will bring up **needs for individual support** (login required) with one of Metropolia's special education teachers (MERkka).
- I will familiarize myself with the instructions of the **degree regulations** (login required) and act accordingly.
- I will provide feedback on courses.

### PARTNERS:

- I will act in accordance with **pedagogical principles** and the principle of openness, ensuring high-quality teaching and learning.

# Responsible Research, Development, and Innovation

We respect knowledge and science. Our activities are based on information acquired through scientific methods. The objective of Metropolia's research, development, and innovation activities (RDI) is to develop essentially new knowledge, activities, and competence for resolving the challenges of our time and the society. We will act in accordance with the principles of responsible RDI activities, combining RDI with learning under the RDIL principle.

## Ethical Principles of Research

We comply with the general ethical principles applicable to scientists, which include, among other things, respecting the human dignity, privacy, self-determination, and other rights of the subject and the material and immaterial cultural heritage and diversity of nature. Additionally, we will comply with the ethical guidelines and practices for specific disciplines. A researcher must always conduct their research such that it does not cause significant risk, damage, or harm to the subjects.

## Responsible Conduct of Research

We comply with the guidelines and recommendations regarding the responsible conduct of research drawn up by the Finnish National Board on Research Integrity (TENK). Each scientist is responsible for observing the responsible conduct of research. The basic principles of responsible conduct of research include reliability, honesty, appreciation, and responsibility.

## Transparent RDIL Activities

Transparency is the core value of RDIL activities. This is why we promote a transparent operating culture. Transparency allows us to ensure that research results, the resulting data, research methods, and research infrastructures created with public funding are made available to the various operators of our society. Transparency is also a matter of equality – everyone should have access to researched information, and the information should be easily available.

## Evaluation of a Responsible Scientist and Research

In our university community, researchers and research are evaluated using four general principles: transparency, integrity, equality, and the competence of the evaluators. Transparency of the evaluation process is an important element of the transparency of research. Each person is responsible for the prevention, identification, and elimination of scientific dishonesty.

## How Should I Act?

### GENERAL INSTRUCTIONS:

- I will comply with the responsible conduct of research. I am familiar with **Responsible Conduct of Research (RCR) guidelines and recommendations of the Finnish National Board on Research Integrity TENK** and comply with them.
- I am familiar with **Metropolia's principles of responsible RDI**.

### PERSONNEL:

- I am familiar with and understand the ethical principles that guide research and apply them in my research and project work, teaching, and other specialist duties.
- I will comply with the principles of openness in science and research in my RDI activities.
- I am familiar with the **checklist for research data management** (login required).

### STUDENTS:

- I am personally responsible for the ethicality of my research (theses, innovation projects) and ensure responsible data management.
- I will familiarize myself with the **Ethical recommendations for thesis writing at universities of applied sciences** and checklist for students.

### PARTNERS:

- I will comply with these ethical principles and other principles agreed jointly with Metropolia in the context of RDI cooperation.

## Community Spirit, Transparent Operating Culture and Active

### Intervention

interactive and participatory. In joint development projects, we draw up a participation plan during the planning of the project and communicate on the implementation of the plan.

### Community Spirit

Our approach is human-oriented, and we see people as unique, active, and learning individuals. We appreciate each other and work together toward jointly agreed objectives. We do what we have jointly agreed upon. We value the work done, and we do not take the credit for other people's work. Each person is responsible for the promotion of community spirit and the development of a good working and studying atmosphere.

### Openness and Transparency

We build an open and transparent operating culture. We are open, genuine, and honest in our activities. We encounter, acknowledge, and accept the things that are difficult and painful as well. Our operating culture is

### Culture of Intervention

We do not accept any form of sexual or other type of harassment, discrimination, racism, bullying, or any other form of inappropriate behavior. Inappropriate behavior can manifest as words, actions, or attitudes. Each member of the university community, regardless of their position, has the right and the obligation to intervene rapidly and effectively in the event of inappropriate behavior. Each person has the right to expect that any inappropriate behavior they are subjected to is intervened with. Our model of early intervention and support and the included model for addressing inappropriate behavior and harassment provide instructions for such situations. The models

comprise separate instructions for the students and personnel.



### Definitions:

**Inappropriate behavior** is any form of behavior or action toward another person in the course of work or studies that is in breach of law, accepted principles of morality, or personal work obligations. It is often systematic and continuous but may also consist of a single incident. Any member of the university community may be the subject of inappropriate behavior.

**Harassment** refers to a situation where a person systematically, repeatedly, and over an extended period engages in behavior that is oppressive, insulting, or repressive toward another person, impacting their health. The actor may be a colleague, a fellow student, employee, or a person outside of the community, such as a customer. The situation may also involve the misuse of the right to supervise work. Harassment consists of a chain of events, during which the targeted person is placed in a situation where they cannot defend themselves or are subjected to other negative consequences. Harassment

## How Should I Act?

### GENERAL INSTRUCTIONS:

- I will behave in an appropriate manner toward everyone. I will behave such that other people do not feel uncomfortable, unsafe, or threatened, and I will avoid insulting or inappropriate behavior.
- I will listen to others and foster open discussion and build trust through my actions.
- I accept that we all occasionally make mistakes and contribute to a culture of mutual learning for my part.
- I will also look after the physical environment, i.e., ensure a clean a safe environment in a proactive manner.
- I will provide constructive feedback and accept feedback from others, adjusting my actions where necessary.
- Defining inappropriate behavior can be difficult. One's personal feelings are the most important measure. If I feel that someone's behavior is distressing or a situation is bothering me, I should bring it up.

### PERSONNEL:

- I will familiarize myself with **the model of early intervention and support** (login required)
- I will familiarize myself with **the procedure for the handling of inappropriate behavior and harassment at Metropolia** (in Finnish, login required)

### STUDENTS:

- I will familiarize myself with **the procedure for inappropriate behavior or harassment in the course of studies at Metropolia** (in Finnish, login required)
- Where necessary, I will contact **harassment contact persons of Student Union METKA**.

**I will notify any inappropriate behavior I experience or observe to my supervisor (personnel), the Head of School (students), or Metropolia contact person (partners), or use an anonymous feedback channel where necessary. If I suspect that I have been subjected to an offence, I will report the offence to the police.**

## Health, Wellbeing, and Safety

### Health and Wellbeing

We look after the health and wellbeing of the entire university community. Each person at Metropolia has the right to a healthy working and studying environment, as well as the responsibility to look after their personal health and wellbeing. We foster an encouraging atmosphere that supports wellbeing. Our proactive work and assessments and follow-ups comprise, among other things, regular personnel surveys, performance reviews, physical examinations, good managerial work, recreational activities, and the work carried out by the student wellbeing services.

### Physical and Mental Safety

Each person at Metropolia also has the right to a working and studying environment that is safe both physically and mentally. We work extensively and proactively to achieve our safety

objectives. This work relies on the personal contribution of each person at Metropolia. Safety is a shared responsibility. The university's safety management team comprised of the Management Group and the student safety group are responsible for ensuring safety at Metropolia. At Metropolia, we are all obligated to contribute to the preservation of safety through our actions, report any hazardous and threatening situations and accidents, and engage in control and rescue activities within our ability.

### How Should I Act?

#### GENERAL INSTRUCTIONS:

- I will actively look after the health, wellbeing, and safety of myself and that of others.
- I will not come to campus if I am ill or intoxicated.
- I will familiarize myself with the **safety guidelines** and report any safety deficiencies, hazardous and threatening situations, and near misses through the **service request system**.
- I will familiarize myself with the safety and rescue plan for my campus as well as the location of my assembly point in the Intranet.
- I will use personal protective equipment as instructed and make sure that others do so as well.
- I will familiarize myself with the operating instructions of machines and equipment and comply with said instructions. I will ask for help if I don't know how to use a piece of equipment safely.

#### PERSONNEL:

- I am familiar with the services for well-being at work and occupational health as well as the safety and risk management services.

#### STUDENTS:

- I am familiar with the student wellbeing and health services and will contact a Student Well-being Advisor, psychologist, or wellbeing coach of Metropolia who can provide support and guidance for challenges related to personal life, coping, or studies.

## Equality, Equity, and Diversity

Legislation on equality and non-discrimination (equity) obligates Metropolia. We are committed to promoting diversity, equality, and equity within our university community. The equality and non-discrimination plan of Metropolia applies to everyone working or studying at Metropolia.

We value diversity within our university community and aim to ensure that everyone is able to act in a manner that best utilizes their strengths. We account for the diversity of personal motivation and thinking. We appreciate and respect diversity in a safe and positive atmosphere. Everyone should be able to feel welcome and respected as they are, and to feel that they are able to participate without fear of discrimination.

We do not accept any form of discrimination or inappropriate behavior regarding age, origin, nationality, language, religion, convictions, opinions, political activities, trade union activities, family relations, state of health, disability or functional capacity, sexual orientation, gender, gender identity, gender expression, or any other characteristic pertaining to a person.

## Accessibility

Accessibility means equality and the provision of equal opportunities. Web accessibility is used to refer to the accessibility of immaterial and digital environments. Accessibility refers to the functionality and user-friendliness of physical and built environments. As a public operator, Metropolia is guided and obligated to ensure accessibility by various laws, including the Constitution of Finland, Non-Discrimination Act, Administrative Procedure Act, and the Act on the Provision of Digital Services.

We want to promote the inclusion of the members of our university community and our interest groups by developing accessibility further. It is our objective to design and implement our services such that they are suitable for everyone. We instruct the members of our university community to consider accessibility in all their activities. With regard to the organization of and counselling for studies, we consider the individual situation of the student and their capacity for completing their studies and offer reasonable adjustments where possible. We develop the accessibility of our facilities in cooperation with the owners of the properties and the users.

## How Should I Act?

### GENERAL INSTRUCTIONS:

- I will familiarize myself with **Metropolia's equality and non-discrimination plan**.
- I will increase my understanding of diversity and aim to recognize my prejudices and avoid making assumptions about the other members of the university community.
- I will not act inappropriately toward anyone.
- If I experience or observe inappropriate behavior, I will intervene immediately in the situation. I will raise the matter with the relevant party without hesitation and report the inappropriate behavior I have experienced or observed to my supervisor (personnel) or Head of School (students) or through an anonymous feedback channel.
- I will familiarize myself with the **accessibility instructions** made available in Metropolia's Intranet, and increase my knowledge of accessibility by participating in the training provided.
- I will do my best to consider accessibility in all my activities.
- I will notify my supervisor or teacher of any special needs or adjustment requirements pertaining to my work or studies.
- I will report any accessibility shortcomings in Metropolia's digital services to the accessibility team using the centralized feedback channel ([saavutettavuus@metropolia.fi](mailto:saavutettavuus@metropolia.fi)).
- I will report any accessibility shortcomings in the facilities to Metropolia's facility services ([kipa@metropolia.fi](mailto:kipa@metropolia.fi)).

## Financial Responsibility

Our activities have an economic impact on various interest groups, such as our personnel, customers, owners, and the wider society. We will manage our finances in compliance with legislation and official regulations.

We do not accept any form of bribery or corruption. We comply with these ethical principles in our business activities (incl. educational export and international recruitment) and require that our customers observe the same

principles. We accept donations to support the activities of Metropolia in cash and in the form of grants or scholarships. Further instructions are available at [Metropolia.fi](https://www.metropolia.fi).

We comply with Metropolia's procurement guidelines (tendering, procurement thresholds, etc.) in all procurement activities and ensure that our knowledge of these guidelines remains up to date. All calls for tenders by Metropolia comply with the provisions of the Procurement Act, the Subscriber Liability Act and Metropolia's own procurement guidelines. We prefer to use joint procurement, as the framework agreements take the responsibility criteria into account. We will develop dedicated principles of responsible

### How Should I Act?

#### PERSONNEL:

- I will not issue or accept questionable offers or cash.
- I will not accept gifts or other benefits that may be considered as inappropriate attempts to influence my actions. I will refuse gifts in any unclear situations. I will only give a business gift when authorized to do so by a director and will never give money.
- When making purchases, I will comply with **Metropolia's procurement guidelines** (login required).

#### STUDENTS:

- I will never give or ask for money for completing another student's assignment, for example, or offer money to a staff member in order to influence the evaluation of a course or otherwise improve the position of a student.

#### PARTNERS:

- We require that our partners manage their finances responsibly and in accordance with the applicable regulations, and we do not accept any activities that could indicate bribery or corruption.



# Responsible Communication and Cooperation

## Responsible Communication

We will communicate in a responsible and transparent manner. We will encourage the members of our university community to communicate and participate in public discussions in their own networks.

We all influence the image of Metropolia through encounters and our actions. At the core of its brand, Metropolia is a university of solution-creators. Whether tackling the efficiency of our daily lives or the fight against climate change, we need fresh thinking, new ideas and innovation, and courageous experimentation. At Metropolia, we want to provide a platform for all this. Our brand is part of our

daily work.

## Cooperation and Partnership

We work with national and international partners including both businesses and individuals. Our cooperation takes many forms: ecosystem partnerships, bilateral partnerships, platforms, and networks. We also have contract partners from whom we purchase services on our campuses.

In international cooperation, we aim to ensure that our partnerships are equal and beneficial to all parties. In our cooperation, we comply with the recommendations of the Ministry of Education and Culture regarding country-specific restrictions on cooperation.

We only engage in cooperation with operators that act lawfully and whose values and ethical principles are based on the same principles as

### How Should I Act?

#### PERSONNEL:

- I am familiar with our **communications guidelines** (login required).
- When planning international cooperation, I will first familiarize myself with the responsibility risks related to the target country by, for example, using the country profiles for responsible business compiled by embassies, which offer an up-to-date responsibility review of different countries: **Explore Market Opportunities - Market Opportunities**.
- I will comply with the guidelines of Metropolia in all partnerships.
- I will ensure that my partners are aware of Metropolia's Code of Conduct.

#### STUDENTS:

- When planning to study abroad, I will familiarize myself with the responsibility risks related to the destination country.

#### PARTNERS:

- I will familiarize myself with this Code of Conduct before engaging in cooperation, commit myself to compliance with it, and share the information with any colleagues who also work with Metropolia.
- I will inform Metropolia of any ethical principles that my organization may have implemented.

# Enforcement of the Code of Conduct

Metropolia's Management Group monitors the implementation of and the feedback on the Code of Conduct regularly and reports its conclusions to Metropolia's Board of Directors every six months. The Code of Conduct is reviewed and updated every six months, as necessary.

Each new employee is familiarized with the Code of Conduct as part of their induction and all new students as part of their orientation. Supervisors are responsible for ensuring that their unit complies with the Code of Conduct. The ethical competence of the entire university community is maintained and supported.





## What should I do

If you observe a situation where this Code of Conduct is breached in your opinion or observe any activity that violates the spirit of our ethical principles, bring the matter to the attention of the relevant party. If you feel that you are unable to do so, discuss the issue with your teacher or supervisor. If this is also not possible, you can provide

feedback anonymously.

- You can provide feedback at:  
[www.metropolia.fi/en/contact-us](http://www.metropolia.fi/en/contact-us).
- Students can use the **feedback channel** on the student's

desktop to provide their feedback.

Feedback can be provided anonymously through both channels. Each message is treated confidentially. Do however provide contact information if you wish to receive a response to your feedback. We encourage everyone to include their name when bringing up shortcomings, as we will be better able to investigate and intervene in the situation if we can discuss it with you. There are no consequences for the reporter for reporting an incident.

Metropolia will implement a whistleblowing channel in the spring of 2023.