

APPROVED

Acting Director O. Pugovičs

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LATVIAN INSTITUTE OF ORGANIC SYNTHESIS

ETHICS CODE

The Ethics Code of the Latvian Institute of Organic Synthesis (LIOS) establishes the core principles and norms for ethical, respectful, and responsible behavior in LIOS's scientific work, interpersonal communication, and interactions with other institutions, the media, and society. The code applies to all LIOS personnel, including scientific and general staff, as well as students and trainees. The LIOS Ethics Code is aligned with the requirements set forth by the Latvian Academy of Sciences' Scientist's Ethics Code¹.

1. Core Principles

1.1 Mutual Respect

1.1.1. Human dignity is a societal value that underpins open, democratic, and equal relationships, fostering respectful communication and cooperation for shared responsibility in producing high-quality scientific work.

1.1.2. LIOS acknowledges and respects differences in opinions and cultures, prohibiting discrimination based on these differences.

1.1.3. All LIOS employees are treated equally, regardless of position, nationality, race, gender, age, political or religious beliefs, social origin, sexual orientation, or other factors.

1.1.4. LIOS does not tolerate any form of emotional or physical violence, including but not limited to bullying, harassment, or sexual misconduct.

1.2 Objectivity and Fairness

1.2.1. LIOS employees make decisions based on verified, objective information and within their professional competence, maintaining a critical approach and acknowledging mistakes when necessary.

1.2.2. Decisions must not be influenced by personal or selfish interests. Employees are required to avoid conflicts of interest and report any personal interests that may affect their duties.

1.2.3. Every LIOS employee has the right to express their reasoned opinion and receive responses about LIOS processes.

1.2.4. LIOS workplace relations are based on mutual trust, avoiding conflicts of interest, risks of corruption, deceit, or selfishness.

¹ <https://www.lza.lv/par-mums/pamatdokumenti/64-zinatnieka-etikas-kodekss>, viewed on 05.08.2024.

1.3 Responsible Action

1.3.1. LIOS employees are responsible for their behavior both within and outside the institution, ensuring that their actions align with societal moral norms.

1.3.2. Employees fulfill their professional commitments responsibly, anticipate the consequences of their actions, and refrain from behavior that could harm the work environment, interpersonal relationships, or public safety.

1.3.3. All LIOS personnel are responsible for protecting the institute's material and intellectual assets and contributing to their preservation.

1.3.4. LIOS employees handle information responsibly, distributing only verified and accurate information within their area of expertise, ensuring information security, and adhering to established confidentiality obligations.

1.3.5. The responsible behavior of LIOS employees also extends to self-improvement and personal growth, acknowledging and correcting mistakes and shortcomings, as well as resolving disputes through legal means when necessary.

1.4 Collegiality

1.4.1. A diversity of opinions and open exchange of ideas are encouraged, fostering honest competition and preventing personal conflicts from being used for career advancement.

1.4.2. Collegiality requires constructive conflict resolution, respectful communication, and behavior that does not undermine others' dignity.

1.4.3. LIOS employees have the right to privacy and are expected not to use work time or authority to resolve personal issues.

1.4.4. LIOS employees do not use work hours or subordinate-superior relationships for solving personal life issues.

1.4.5. Experienced LIOS employees take care of integrating new employees into the work environment, sharing their professional knowledge, experience, and practices with them.

2. Ethics in Scientific Work

2.1. LIOS scientists adhere to the Latvian Academy of Sciences' Scientist's Ethics Code²¹, moral norms, and legal regulations in their research.

2.2. A scientist does not demand actions from their colleagues or subordinates that go against the principles of scientific ethics or legal acts, and in their relations with colleagues, they respect their contributions regardless of academic positions or scientific degrees.

2.3. LIOS scientists in their activities respect the intellectual property of others, with no tolerance for plagiarism. Reproduction of any other author's data requires obtaining the consent of the intellectual property rights holder, and when citing the results of others' research, the original source must be referenced.

2.4. LIOS scientists take responsibility for the selection of research funding sources, avoiding involvement in activities that could undermine academic freedom and the objectivity of research. Additionally, they do not accept funding from sources with questionable reputations. In scientific

¹ <https://www.lza.lv/par-mums/pamatdokumenti/64-zinatnieka-etikas-kodekss>, viewed on 05.08.2024.

work, they must avoid conflicts of interest and situations that could be interpreted as a conflict of interest.

2.5. LIOS scientists categorically reject any manipulation of research results, the deliberate concealment of results, or their intentional misinterpretation.

2.6. When publishing the results of scientific work and/or protecting intellectual property rights, LIOS scientists adhere to standards accepted in the international scientific community, such as the guidelines from the Committee on Publication Ethics (COPE) for determining manuscript authorship² Similarly, for evaluating authors' contributions, LIOS scientists follow the recommendations of the international scientific community, such as the author contribution definitions developed by Contributor Role Taxonomy (CRediT)³.

3. Collaboration with Universities and Research Organizations

3.1. LIOS scientists have the right to engage in collaborative projects with other research institutions, including performing pedagogical activities at universities. The forms of collaboration can vary, and a scientist may hold paid positions if allowed by law.

3.2. In collaboration with other research organizations, LIOS scientists are responsible for respecting the institutional interests of LIOS. This includes, but is not limited to, copyrights on inventions and scientific publications, as well as the use of LIOS's scientific infrastructure.

3.3. Collaborative research is conducted in accordance with ethical standards and legal requirements.

4. Contract Research and Expertise

4.1. LIOS scientists engage in contract research to foster cooperation between academia and industry, contributing to the societal well-being.

4.2. Contract research must follow ethical standards, using the best available methods within the scientist's professional competence.

4.3. LIOS scientists report all obtained results to the research commissioner, regardless of the tasks or payment conditions. The commissioner is informed of all observations made during the research.

4.4. LIOS scientists avoid entering into contractual relationships with research commissioners whose reputation is questionable or whose research goals do not align with generally accepted ethical and moral standards.

4.5. When engaging in expert activities, LIOS scientists strictly observe the limits of their professional competence and refrain from conducting expert evaluations that are outside their area of expertise or that could create a conflict of interest.

4.6. Expert evaluations are conducted in accordance with the ethics of scientific work, avoiding any manipulation of available data, incomplete data usage, or intentional misinterpretation.

4.7. LIOS scientists have the right to receive fair compensation for their expert work, and remuneration should not influence the outcome of the evaluation.

² <https://doi.org/10.24318/cope.2019.3.3>

³ <https://credit.niso.org/contributor-roles-defined/>, viewed on 12.09.2024.

5. Technology Transfer Activities

5.1. LIOS scientists promote the application of scientific achievements in the economy through technology transfer.

5.2. When transferring technology, the scientist must adhere to the ethical conditions of scientific work. Manipulation of data or intentional deception of collaborators and/or the public is not permissible.

5.3. When involved in the technology transfer process, the scientist must receive fair compensation for the use of their intellectual property.

6. Communication with Society and Media

6.1. LIOS scientists have the right and obligation to explain to the public both the results and significance of their research and to provide scientifically grounded opinions on issues of public interest, including through collaboration with the media.

6.2. Communication with the public by LIOS scientists is conducted strictly in accordance with their professional competence and the confidentiality conditions of the research. The scientist must decline to answer questions that fall outside their professional competence or may lead to violations of confidentiality agreements.

6.3. In collaboration with the media, the scientist must avoid expressing misleading, biased, or deliberately false information.

6.4. If information from other scientists' research is used in communication, it must always be clearly indicated. When using results obtained by other scientists, copyright and potential confidentiality conditions must be respected. If there are doubts about the details of confidentiality requirements, the results must not be used in communication.

6.5. In situations where there are suspicions about the bias, provocations, or dishonesty of the communication partner, the scientist has the right to refuse collaboration with such a partner.

7. Implementation of the Ethics Code

7.1. Anyone can familiarize themselves with the Code of Ethics on the LIOS website. Every LIOS staff member has the right to submit proposals for the improvement of the code to the ethics committee. The LIOS Ethics Committee decides on amendments to the LIOS Code of Ethics.

7.2. Anyone can familiarize themselves with the Code of Ethics on the LIOS website. Every LIOS staff member has the right and obligation to submit reports to the ethics committee about observed violations of the Code of Ethics. Reports should be sent to the email address etika@osi.lv.

7.3. The LIOS Ethics Committee reviews the submitted requests at the committee meeting and expresses its opinion within its competence, after requesting clarifications (verbally, in writing, or using electronic communication options) from the individuals concerned regarding the matter under consideration. The Ethics Committee addresses the LIOS director with a proposal to take action in accordance with applicable regulatory acts.