

Statutes and Rules of Procedure of the Škoda Auto Vysoká škola o.p.s. Ethics Committee

Škoda Auto Vysoká škola o.p.s. (hereinafter referred to as “ŠAVŠ”) rejects any acts of discrimination that could negatively impact its employees, staff, academics or students. ŠAVŠ treats all persons equally, regardless of their sex or gender; therefore, the following terms are used in the text, and their meaning is explained as follows:

Employee	All male and female employees of ŠAVŠ,
Academic staff	All male and female members of the academic staff of the ŠAVŠ,
Student	All male and female students of ŠAVŠ,
Member of a governing body	All male and female members of the Supervisory Board and the Board of Trustees,
Rector	Male or female holder of the post,
Director	Male or female holder of the post,
Member of the Ethics Committee	All male and female members of the ŠAVŠ Ethics Committee
Secretary of the Ethics Committee	Male or female holder of the post
President of the Ethics Committee	Male or female holder of the post
Member of academia	All male and female members of academia (academic community).

I. Constitution and Appointment of the ŠAVŠ Ethics Committee

1. The Director appoints the ŠAVŠ Ethics Committee (hereinafter referred to as the “Committee”) to assess complaints about violations of the ŠAVŠ Code of Ethics (hereinafter referred to as the “Code”). The Committee constitutes a permanent advisory body to the Director.
2. The Committee shall comprise five members representing the academia (academic community) and the University staff. The proposal for the appointment of a member of the Committee shall be submitted to the Director by the Rector, the Vice-Rector, the President of the Academic Senate or the President of the KOVO MB Trade Union. The Director shall appoint the President of the Committee from among its members based on their proposal. Three months before the end of the three-year term of office, the Director shall, upon notification by the President of the Committee, invite the eligible persons to submit a proposal for the renewal of the current members or the appointment of new members.
3. Membership of the Committee shall be subject to the nominee’s written consent for membership or appointment by the President of the Committee, as the case may be.
4. The Director shall appoint the non-voting Secretary of the Committee from among the ŠAVŠ staff. The term of office shall be three years. The Director shall either reappoint the current Secretary or appoint a new one, upon notification by the President of the Committee, three months prior to the end of the term of office.

II. Submission and Assessment of Complaints

1. The Committee shall consider the complaints submitted by the complainant in writing via the e-mail address eticky.kodex@savs.cz. The complainant may be an academia (academic community) member, a ŠAVŠ employee or a KOVO MB Trade Union representative. The Committee may also act on the initiative of its members.
2. The submitted complaint shall contain, in particular, the following information:
 - a. Description of the act in which the violation of the Code of Ethics is perceived,

- b. Identification of the alleged perpetrator of the act,
 - c. The reasons why the act is considered a violation of the Code of Ethics (which provision of the Code of Ethics was violated).
3. Within three months of receiving the complaint, the Committee shall decide whether or not the provisions of the Code of Ethics have been violated in the specific case. If the Committee does not reach a decision within the time limit, it shall inform the complainant, the persons concerned, and the Director of this fact and the reasons for its decision.
4. The Committee shall refuse to assess a complaint which is not within its competence.
5. The President of the Committee may request the assistance of other competent persons, particularly witnesses if the nature of the complaint requires it.

III. Meetings, Voting, and Adoption of Resolutions

1. The Committee shall meet as necessary, but at least once a year.
2. Meetings of the Committee shall be convened by the Committee Secretary on the instructions of the President and chaired by the President or, in their absence, by the presiding officer. The members of the Committee present shall elect the presiding officer from among their members.
3. The Secretary shall draw up the agenda for the meeting according to the instructions of the President of the Committee.
4. The Secretary shall, on the instructions of the President, in the usual manner, give at least ten calendar days' notice of the meeting, together with the agenda and supporting documents, to the members of the Committee, the Director, the party/persons concerned (cf. Article IV) and other persons as provided in the Rules of Procedure. In exceptional and duly justified cases, the Secretary shall be entitled to do so within a shorter period.
5. The Committee meetings shall not be public. Meetings shall be attended by the members of the Committee, the Director, after prior notification to the President of the Committee, and such other persons as the Rules of Procedure so entitle or the President of the Committee so authorises. The Committee shall meet in person or online at the discretion of its President. Online meetings shall be conducted using MS Teams or similar applications.
6. A member of the Committee who, by reason of their relationship with the case or the parties, might reasonably be perceived to have an interest in the outcome of the proceedings which might cast doubt on their impartiality shall not attend a meeting of the Committee. The Director shall appoint an alternate for such a member.
7. The quorum of the Committee shall be an absolute majority of all its members. The Committee shall adopt resolutions by ballot, each member present having one vote.
8. If necessary, the Committee may act per rollam. The documents, including the draft resolution, the voting form and the deadline for comments set by the President of the Committee, shall be circulated by the Secretary to all members. The completed voting form shall include the name of the Committee member and their statement (yes/no/abstain). The motion for a resolution shall be approved if a majority of all Committee members agree to it. The Secretary of the Committee shall draw up a record of the voting procedure and the vote result based on the per roll-call vote. If at least one member of the Committee disagrees with the per roll-call vote within the time limit, the vote cannot be taken in this way, and it is necessary to convene a meeting of the Committee in attendance.

9. The Secretary shall record the proceedings of the Committee meeting. The minutes shall include an attendance list with the handwritten signatures of all participants. In the case of an online meeting, either the attendance register available from the application or a screen print shall be used. The minutes of the Committee meeting, certified by the President, shall be sent electronically by the Secretary to the Director and all members of the Committee no later than one week after the end of the meeting. The Secretary shall also send the relevant part of the minutes to the proposer of the initiative under discussion and other Parties/Persons Concerned (see Article IV).
10. The Director shall send the President of the Committee their opinion on the decision taken by the Committee within 30 calendar days.
11. If the Committee comes to the conclusion that a disciplinary offence may have been committed by the act in question, the President of the Committee shall forward the complaint to the Vice-Chancellor for Student Affairs and Quality Management for further action in accordance with the Disciplinary Code of the ŠAVŠ.

IV. Party/Person Concerned

1. The Party/Person Concerned refers to the initiator of the complaint, the academic staff member or employee of ŠAVŠ who, according to the complaint submitted to the Committee, may have infringed the provisions of the Code of Ethics and the party/person against whom the infringement of the provisions of the Code of Ethics may have occurred.
2. The Party/Person Concerned is entitled to:
 - a. Become acquainted with the documents relating to the complaint,
 - b. Comment in writing on all aspects of the complaint,
 - c. Use any means which may serve to clarify the complaint.
3. In addition, the Party/Person Concerned shall have the right to actively participate in the part of the Committee meeting related to the complaint. Depending on the nature of the complaint and the decision of the Committee, the participation of the Party/Person Concerned in the meeting may be limited

V. Expert Opinions

1. The President of the Committee may, with the agreement of the Director, request a written expert opinion on complex complaints.
2. The ŠAVŠ shall bear the costs associated with the preparation of expert opinions.

VI. Obligation of Confidentiality

1. The members of the Committee and the Secretary of the Committee shall be subject to a duty of confidentiality concerning all facts they have become aware of in connection with the Committee's activities.
2. The obligation of confidentiality must also be agreed upon with any person drawing up an expert opinion.

VII. Final Provisions

1. The Statutes and Rules of Procedure of the ŠAVŠ Ethics Committee may be amended by a decision of

the Director after prior consultation with the President of the Committee or based on a recommendation of the Committee.

2. The present Statutes and the Rules of Procedure of the ŠAVŠ Ethics Committee were approved by the ŠAVŠ Director on March 18th, 2024, and have hereby come into force and effect.