

NATURAL RESOURCES INSTITUTE FINLAND

# CODE OF CONDUCT



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## MESSAGE FROM THE CEO

The ethicality and responsibility of Natural Resources Institute Finland's (Luke) operations are guided by a code of conduct and by Luke's general values. These principles and values form the foundation of our operations. Among other things, the code of conduct helps us make the right decisions and identify unwanted ties. The code of conduct describes the ethical principles that we follow in our operations and in our treatment of our staff, partners and customers. Every Luke employee is to comply with the code of conduct and to report any activities that are in violation of it. We also expect our partners to follow exemplary operating principles.

Luke's research and expert activities aim at sustainable development, based on sustainable use of natural resources. Luke's customers – companies, decision-makers, citizens and the scientific community – expect us to be unbiased, independent, responsible and reliable in all our operations. We want to be worthy of their trust. In our operations, we rely on exemplary scientific practices and a solid scientific foundation.

Supported by Luke's internal guidelines and practices, our code of conduct promotes an open operating culture. We are committed to following these principles in our work; to constantly improving our operations; and to monitoring the nature of these operations to ensure that they are ethical and responsible.

In Helsinki in 2017  
*Mari Walls*



## COMMONLY ACCEPTED VALUES GUIDE OUR OPERATIONS

### Trust and transparency

- We are open and honest and operate in an atmosphere of trust
- We follow shared rules
- Our operations are open and transparent
- We share information willingly

### Strength from collaboration and colleagues

- Sustainable use of natural resources calls for advances in know-how and new business models - as well as close collaboration
- We bring together experts in natural resources and sustainable food production
- We respect each other and our various areas of expertise
- We value each other's work
- We inspire each other and share our thoughts within our work community and networks
- Overall well-being is important to us
- We possess good work community skills

### Customer orientation

- We know our customers and are able to anticipate their needs
- In collaboration with society, businesses, citizens and its global partners, Luke promotes sustainable growth and welfare of a bio-based economy in order to produce additional value
- Luke is an agile partner that brings additional business value, with operations which are on a scientific foundation

### Smart actions

- Our top-quality scientific research is recognized internationally
- We are a strongly future-oriented pioneer
- We learn from our successes and mistakes alike
- We try new things taking considered risks and look for new operating models fearlessly
- We play a socially influential role in a courageous and determined manner



## WE OBSERVE LAWS AND OUR OPERATING PRINCIPLES

We shall observe both laws and our own operating principles in all our operations. We shall not condone breaking the law, and we shall never urge or encourage anyone to violate any laws. Essential laws to our operations include those regarding employees' positions, impartiality, unrestricted competition and off-limits state subsidies.

Luke's code of conduct describes, on a general level, those ethical principles that Luke observes in its operations and in the treatment of its staff, partners and customers, as well as the behaviour expected from Luke employees. Every person working at Luke, whether permanently or in a temporary position, shall observe these operating principles. We all have the right and obligation to report any activities contradicting the code of conduct to our supervisor or directly to Luke's management. This helps us remedy any defects and ensure proper future conduct.

## WE OBSERVE EXEMPLARY SCIENTIFIC PRACTICES

We shall observe ethical research principles and exemplary scientific practices in our research and development activities, and we shall comply with the responsible conduct of research guidelines provided by the Finnish Advisory Board on Research Integrity. Our customers and other interest groups, including the scientific community, expect us to be unbiased, independent, responsible and reliable. As a research institute, we rely strongly on the responsible conduct of research principles and a solid scientific foundation.



## OUR STATISTICS ARE FREELY AVAILABLE

Our databases are available to all. We operate within an environment of open science and open databases.

We shall observe responsible conduct of research principles and ensure the information security of our databases. By offering our databases for others to use, we promote top-quality research and innovation and safeguard exemplary scientific practices. Our open databases and information products are easily accessible to our customers and partners, in a user-friendly format. Every Luke employee is accountable for efficient management of databases. If a database cannot be opened to the public, we shall provide a reason for this. Even in such cases, the financing of our operations shall be transparent and audited.

When opening databases, we shall take into consideration commercial utilisation of the material and results, as well as the protection of the rights. In research financed by customers, the material usually belongs to the customer. We shall always specify the ownership of data in our research contracts.

## OUR RESEARCH RESULTS ARE PUBLIC

The results achieved through collaborative research are public. The protection potential of the research results shall be verified before publication. Responsible conduct of research and international peer evaluation are key factors used for quality assurance by research institutes. At Luke, we evaluate our research activities constantly through both internal and external scientific audits.

We always publish the results of jointly funded research, and a single partner cannot prevent the publication of results from a joint project of public utility. At Luke, public research funded by trust funds also belongs in the category of public research.

## CUSTOMER-FUNDED RESEARCH BASED ON TRUST

With regard to customer-funded research projects, all data received from or concerning customers, as well as the results of the projects, shall be kept strictly confidential, unless the information is publicly available or the customer has given permission for its publication. All customer details and business secrets shall be kept in confidential. Every Luke employee is responsible for careful handling of information without compromising its confidentiality, in accordance with the internal information security guidelines. We shall not reveal customer information to parties that are not authorised to handle it.

Luke's customer-funded, market-based operations must be financially viable, i.e. they must at least cover all operating costs. We shall treat our customers fairly and observe consistent pricing principles. Our customer-funded operations are to be used to improve the social effects of our research.

We shall offer customer-funded research operations in a transparent, fair and impartial manner to all companies whose operations do not conflict with Luke's mission statement or the responsible conduct of research principles. Any conflicts and situations in which impartiality might be compromised are attended by the CEO.



## OUR OPERATIONS ARE OPEN AND TRANSPARENT

We are independent and unbiased experts. We shall observe the principles of openness, transparency and fairness in all our operations. We are favourably disposed towards our employees performing tasks outside Luke that promote Luke's networking aims and boost the impact of its operations. In particular, we support our employees' professional development as well as other activities that promote Luke's competitiveness, impact, operational preconditions or success. Even so, duties at Luke should always come before other activities. Competing secondary activities shall not harm Luke as an employer, even if the secondary occupation promotes the success of the bioeconomy on a societally significant scale.

We strive to ensure impartiality and to make sure that persons making decisions do not have any conflicts of interest. Another aim of reviewing secondary occupations is to ensure that impartiality is never compromised.

## WE ACTIVELY ENGAGE IN DISCUSSIONS AS EXPERTS

We respect our staff's freedom of speech and expression, which in employment are restricted by loyalty obligations and the non-disclosure agreements regarding business secrets. We shall engage in active discussions and interactions with the public and our customers. We shall encourage managers, researchers and specialists to engage in discussions revolving around their field of research or areas of responsibility. Personnel are responsible for communications relevant to their own areas of expertise and related operations. When we comment on Luke's

behalf, we shall make sure that our statements and comments are true and scientifically valid. If we engage in discussions as individuals, we shall not mention our role at Luke.

## WE TREAT OUR STAFF FAIRLY AND EQUALLY

We follow the legislative work relevant to our field. We shall not condone activities that contradict civil or human rights. Instead, we shall promote equality. We shall respect the human rights specified in the UN's Universal Declaration of Human Rights.

Equality, fairness and non-discrimination shall be key principles in our recruitment activities, the determination of salaries, career advancement and other personnel-related matters. The salaries of employees are determined on the basis of the nature of each employee's tasks and on employee performance. We shall act responsibly also when such changes take place that affect the personnel.

We shall follow our equality plan, according to which employees shall not be treated differently on the basis of their gender, age, origin, nationality, language, religion, beliefs, opinions, political actions, trade union activities, family relations, health, sexuality, gender identity, gender expression or other personal characteristics.

We shall observe gender equality. We aim to support employees in the reconciliation of their work and personal life. We shall help staff to develop their professional skills.

We shall treat our employees in a fair and equal manner. To ensure equal treatment, spouses or close relatives shall not report to each other in the workplace hierarchy.



Whether or not to join a professional organisation is each employee's personal decision. Party politics shall not be practiced and religious meetings shall not take place at the place of work or during working hours.

Each Luke employee has the right to work in a healthy and safe environment. We shall promote occupational well-being and safety. We shall not tolerate any bullying or discrimination at work. In supervisory work, we shall apply the early intervention model.

Through our safety-related activities, we shall prevent any disruptions and protect our staff, property, information, premises and the environment against accidents and criminal actions in all situations. Luke's personnel are obliged to comply with our standby and safety guidelines. We take information security very seriously.

### **OUR PERSONNEL POLICY, INCLUDING PROFESSOR POLICY, IMPROVES OUR COMPETITIVENESS ON AN INTERNATIONAL SCALE**

Through our personnel and professor policies, as well as a good recruitment process, we shall ensure the competitiveness of our know-how, the transparency and good quality of our hiring processes, as well as equal treatment of all candidates. In the selection of research professors, we shall emphasise scientific merits and their development, competitiveness and impact of the candidates' research on an international scale, as well as non-discriminatory legislation.

### **WE EXPECT OUR PARTNERS TO OBSERVE OUR VALUES AND PRINCIPLES**

Luke's operations emphasise strategic partnerships. We value extensive know-how, high quality, efficiency and continuous development of operations by our partners. It is important to us that our partners' values and operating processes are satisfactory, that the quality of their operations is high and that they can meet the agreed objectives.

### **WE COMPLY WITH THE ACT ON PUBLIC CONTRACTS**

Our procurement activities shall be transparent, and we shall comply with the Act on Public Contracts, as well as our own procurement guidelines. We shall strive to treat all our partners equally. We shall not engage in collaboration that endangers our impartiality. In competitive bidding processes, we shall perform selection in a fair manner, on the basis of grounds announced in advance. During a competitive bidding process, we shall not attend customer events organised by suppliers involved in the bidding process.



## WE TAKE IMPARTIALITY INTO CONSIDERATION

Promoting one's own interests or those of a close acquaintance is not acceptable at the workplace. Friendships or family connections shall not affect our decisions. We shall inform our employer of any potential conflicts of interest immediately and find a solution together. We shall not participate in activities that are illegal, are not acceptable or contradict our values.

## WE SHALL NOT ACCEPT BRIBES

We are allowed to give and accept personal gifts of low value only. This also applies to hospitality related to our research and customer activities.

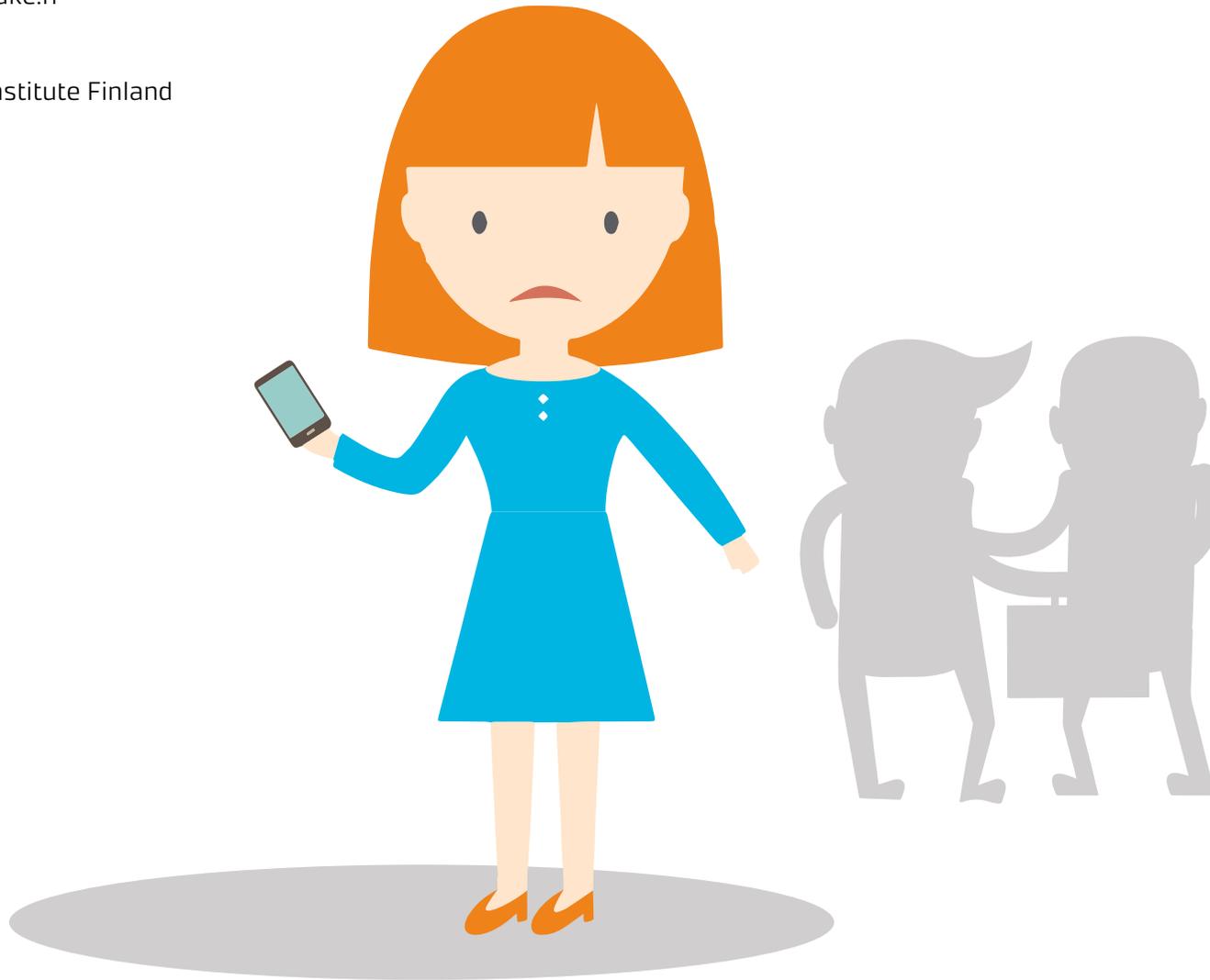
Hospitality and gifts that are considered acceptable are offered or given occasionally, and they do not oblige the recipient implicitly or explicitly, nor place upon them expectations on return favours. Acceptable gifts and hospitality are always given or offered openly. It is not acceptable to give or offer public servants anything that might affect their actions. We shall always comply with guidelines provided by organisations and authorities on the acceptance of gifts and hospitality.



## WE SHALL REPORT MALPRACTICE

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