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Laurea

The Ethical Guidelines
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Foreword

Laurea’s Ethical Guidelines were drawn up as part of its 2012–2013 Higher Education Community Programme and, as such, were authored as a collaborative process. The Ethical Guidelines are intended to support the implementation of Laurea’s values in everyday activities – community spirit, social responsibility, and creativity. The Ethical Guidelines are also closely connected to the development of the community and the staff and students at Laurea. The implementation of the guidelines will, therefore, be evaluated as part of the annual performance reviews. The aim of the Ethical Guidelines is to support and guide experts at Laurea in making the best possible choices when carrying out their work at the University of Applied Sciences. The Ethical Guidelines also present students and other partners with the ethical values to which Laurea University of Applied Sciences wishes to adhere in any collaborations. All of us at Laurea are jointly responsible for conducting ourselves in an ethically sound manner, which is a part of expert operations. Together, we are working towards developing the University of Applied Sciences in an ethically responsible way, both within the Laurea community and in collaboration with our partners.

Laurea University of Applied Sciences

Jouni Koski
President, CEO
Individuals

All members of Laurea’s students and staff are responsible for carrying out their tasks, adhering to shared rules, representing Laurea and building a positive, pleasant work community.

- I know why Laurea exists, understand my own basic task and operate in line with policies and instructions.
- I develop and participate in my work community constructively, and this forms an important element of my expertise.
- I am genuinely present and respect the work of others, agreed timetables and joint working hours.
- I communicate appropriately and clearly, respecting others – I choose the relevant communication channel and target group for each situation.
- I handle, clarify and solve issues with the relevant persons.
- I am capable of renewal in my work and am able to give up issues that are no longer necessary for my tasks.
- I request and provide assistance when needed.

• Joy is a part of each day!
• I work profitably and effectively.
• I do what I have promised.
Community

Laurea community is a responsible actor that promotes sustainable development socially, financially and ecologically.

- We promote equality in our actions and treat one another with respect; Laurea is a good place to be and work for everyone.
- We take responsibility for creating a positive atmosphere and for occupational welfare.
- We create rules together, which we are committed to follow and develop.
- Joint, communal development is part of our work. We actively prepare and participate in joint meetings and development events.
- We are responsible for Laurea’s results and impact.
- We strengthen and develop Laurea’s image; we are a single, coherent Laurea, where we work with loyalty in line with shared interests.

- Students are at the heart of activities.
- Change is an opportunity for something new.
- Together we build an open and interactive atmosphere.
The Ethical Guidelines


**Leadership**

At Laurea, leadership is shared and empowering; I manage myself, others, issues and situations. I make socially, financially and ecologically sustainable solutions and decisions.

- I am responsible for reaching Laurea’s shared goals and strategic intent.
- I delegate responsibility as best as I can and give due credit to the person carrying out the task.
- I facilitate opportunities to develop and ensure required competence for tasks.
- I build trust through my own example, commitment and communication.
- I am genuinely interested in the well-being of others and remember to look after myself.
- I can be contacted as agreed.
- I consider decisions carefully, understanding the consequences.

- I listen, praise and encourage.
- I provide and receive feedback directly and constructively.
- I act equally, fairly and openly.

The Ethical Guidelines
Tolerance and Respecting Diversity

Laurea is a renewing, multicultural work community. Tolerance also signifies responsibility for other people. Different types of people and work methods create new competence and promote diversity within the community at Laurea.

- I offer and receive support in situations of change.
- I identify my own attitudes and preconceptions and how these reflect on activities.
- I respect the individuality of each person and the diverse nature of our work community.
- I act towards others as I wish others would act towards myself.
- I respect expertise at different stages of work careers.
- I understand and accept that goals can be reached with different methods.

- Diversity is richness.
- Often there is more than one right way.
- I respect ever yone’s work – I am kind towards myself and others.
The Next Phase

The Ethical Guidelines assist our choices and provide guidance in finding operating methods that are important to us as a community.

Developing and applying the principles of the Ethical Guidelines in practice is a task for everyone at Laurea. Expertise includes implementing Laurea’s strategy in one’s work, conducting oneself in line with values and ethically sustainable activities. Everyone is responsible for developing Laurea into an increasingly better work community, learning environment and partner. Together we implement a reform that results in a strong, coherent university of applied sciences.

All of Laurea’s students and staff were given a chance to be involved in creating the Ethical Guidelines. The process has been a valuable opportunity for joint reflection on ethical issues at all of Laurea’s units. Discussion will continue in the work communities, and an evaluation of the implementation of the Ethical Guidelines will become an established part of development discussions at Laurea.

Ethics and acknowledging ethics in leadership are integrated into management development and training at Laurea. Ethical operating methods and related choices are also a part of organisational communications.
"A great place to work is one where organizational objectives are achieved together with people who are willing to give their personal best and work together as a team or family in an environment of trust."

Great Place to Work®