

# Code of Ethics

Policy



## Document Overview

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## Version History

Version No.	Date	Description of Changes
V1	Sept24	Initial document creation

### Continuous Improvement

Policies, procedures and processes are meant to be 'living' documents that need to be followed, implemented and maintained. If the procedure does not reflect the current, correct work practice please contact us on [quality@cmbs.edu.mt](mailto:quality@cmbs.edu.mt)

**Ensure you are reading the latest version available on the CMBS LMS.**

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# 1. Code of Ethics Policy

## 1.1 Scope and Applicability

This Code of Ethics applies to all stakeholders who are associated with Central Mediterranean Business School (CMBS), including but not limited to:

- **Students:** Whether enrolled in degree programs, certificate courses, or participating in any form of academic activity within the institution.
- **Faculty and Staff:** Including professors, researchers, administrative staff, and any other personnel contributing to the academic mission of the institution.
- **Affiliates and Partners:** Any individuals or entities collaborating with or representing the institution in academic endeavours or partnerships.

The principles and standards outlined in this Code of Ethics apply to all facets of academic life within CMBS, both on and off-campus, including but not limited to:

- Classroom settings.
- Research endeavours.
- Collaborative projects.
- Administrative duties.
- Social and professional interactions representing the institution.

## 1.2 Purpose

Regardless of role or responsibility, all stakeholders are expected to adhere to the principles and standards set forth in this Code of Ethics. Upholding these standards is essential not only for maintaining the integrity and reputation of our institution but also for nurturing an environment conducive to learning, discovery, and personal growth.

By adhering to this Code of Ethics, we affirm our commitment to excellence, integrity, and accountability in all our academic pursuits, thereby fostering a culture of trust, respect, and collaboration within our institution and beyond.

## **1.3 Policy Statement**

Our policy is rooted in:

### **1.3.1 Integrity**

We conduct ourselves with honesty, fairness, and professionalism in all our dealings, both within the institution and with external parties. We uphold the truth and avoid misrepresentation or deception in our communications and actions.

### **1.3.2 Transparency**

We strive to maintain openness and transparency in our decision-making processes, operations, and interactions. We provide accurate and timely information to stakeholders and act with integrity in managing conflicts of interest.

### **1.3.3 Respect**

We treat all individuals with dignity, fairness, and respect, regardless of their background, identity, or position within the institution. We foster an inclusive and supportive environment that values diversity, equity, and inclusion.

### **1.3.4 Accountability**

We take responsibility for our actions and decisions and accept the consequences of our behaviour. We hold ourselves and others accountable for upholding ethical standards and complying with relevant laws, regulations, and policies.

### **1.3.5 Confidentiality**

We respect the privacy and confidentiality of information entrusted to us and handle sensitive data with care and discretion. We maintain confidentiality in accordance with applicable laws and institutional policies.

### **1.3.6 Social Responsibility**

We recognise our responsibility to contribute positively to society and the communities we serve. We strive to minimise negative impacts on the environment, promote sustainability, and engage in ethical practices that benefit society as a whole.

### **1.3.7 Academic Freedom**

CMBS is committed to upholding the principle of academic freedom, which is essential for fostering an environment of innovation, critical thinking, and intellectual exploration. All students, faculty, and staff have the right to pursue knowledge, engage in scholarly debates, and express their academic views freely without fear of censorship or retaliation, provided their actions adhere to the ethical standards set forth in this Code of Ethics. CMBS encourages a respectful exchange of ideas while maintaining the integrity and values of the institution.

### **1.3.8 Academic Integrity**

CMBS expects all stakeholders, including students, faculty, and staff, to uphold the highest standards of academic integrity. This includes honesty in research, teaching, learning, and performance evaluation. All members of the institution are required to avoid plagiarism, falsification of data, and any form of cheating. CMBS promotes a culture of integrity where academic work reflects true and original contributions, and proper citation practices are followed. Breaches of academic integrity will be subject to disciplinary action.

## 2. Definitions

Ethics	The moral principles that govern a person's behaviour or the conducting of an activity. In the context of CMBS, ethics refers to the standards that guide decision-making and behaviour within academic and professional settings.
Business Ethics	A set of professional standards and practices that govern the conduct of individuals and organisations in the business world. For CMBS, business ethics covers all aspects of conduct within the institution, especially in dealings that affect the economic and administrative functions of the school.
Personal Ethics	The code of conduct that an individual holds in both personal and professional interactions. At CMBS, personal ethics involves the integrity, accountability, and respect that each member brings to their role within the institution.
Research Ethics	The specific ethical standards that govern the conduct of scientific and academic research. These principles ensure the integrity of research methods and the protection of participants' rights within all research activities conducted by CMBS.

### **3. Ethical Guidelines**

#### **3.1 Compliance**

We comply with all applicable laws, regulations, and institutional policies governing our activities. We seek guidance from appropriate authorities and resources when faced with ethical dilemmas or uncertainties.

#### **3.2 Ethical Conduct**

We conduct ourselves ethically in all aspects of our work, including but not limited to research, teaching, administration, and professional interactions. We refrain from engaging in dishonest, unethical, or illegal behaviour.

#### **3.3 Conflict Resolution**

We resolve conflicts and disputes in a fair, respectful, and constructive manner, seeking to find mutually acceptable solutions that uphold the institution's values and interests.

#### **3.4 Reporting Violations**

We report suspected violations of this Ethical Policy or other institutional policies through appropriate channels, such as supervisors, department heads, or designated compliance officers. We encourage transparency and accountability in addressing ethical concerns.

#### **3.5 Academic Freedom**

CMBS supports the right to freely pursue knowledge and express academic views without fear of censorship or retaliation, provided these expressions align with ethical and respectful conduct.



### **3.6 Zero Tolerance to Harassment and Discrimination**

CMBS operates a zero-tolerance policy towards any form of harassment, discrimination, or intolerance based on race, gender, religion, nationality, disability, sexual orientation, or any other protected characteristic. All members of the CMBS community are entitled to a safe and inclusive environment free from any behaviour that may undermine their dignity or create a hostile atmosphere. Any incidents of harassment or discrimination will be taken seriously, thoroughly investigated, and subject to appropriate disciplinary action. CMBS is committed to fostering a culture of respect and fairness for all.

## **4. Enforcements**

Violations of this Ethical Policy may result in disciplinary action, including but not limited to reprimand, probation, suspension, termination of employment, or legal action, as appropriate.

## **5. Associated Policies**

The principles outlined in the CMBS Code of Ethics Policy are reflected across all of CMBS's policies and procedures, ensuring that our core ethical values are consistently upheld in every aspect of our operations.