

Based on Article 6 of the Statute of the Institute of Ethnography SASA and Article 10 of the Code of Conduct in Scientific and Research Work No. 451-03-00860/2018-14 from 21.02.2018, which was adopted by the National Council for Scientific and Technological Development, at the proposal of the Director, and with the consent of the Scientific Council of the Institute, at a session held on 20.12.2018, the following was adopted

**ETHICAL CODE**  
**OF**  
**THE INSTITUTE OF ETHNOGRAPHY SASA**  
**BASIC PRINCIPLES**

Етнографски институт САНУ  
број ..... 21/2 .....  
датум ..... 30 ..... месец ..... 01 ..... 2019 ..... година  
Београд

**Article 1**

The basis for the adoption of this Code are international legal acts by which human rights are protected, and to which the Republic of Serbia is a contracting party: the Universal Declaration of Human Rights, the UN Convention on the Rights of the Child, the International Covenant on Economic, Social and Cultural Rights, the European Convention for the Protection of Human Rights and Fundamental Freedoms, as well as the Constitution and laws of the Republic of Serbia.

**Article 2**

(1) The Institute of Ethnography SASA (hereinafter: IE SASA) nurtures in its activities the principle of academic responsibility, while promoting the highest ethical and professional values at the same time - honesty, academic quality and freedom, mutual respect and human dignity, personal responsibility and responsibility of institutions.

(2) The application of the Code presumes good intention and fair assessment.

(3) In addition to researchers, professional associates and other employees of the IE SASA, we expect that the principles of this Code are adhered to by external associates of the IE SASA, as well as by all individuals and legal entities that use the resources and competencies of the IE SASA.

**Article 3**

The task of employees of the IE SASA is to preserve the reputation and dignity of their profession and of the IE SASA, and to treat the public, research associates and other members of the academic community responsibly and ethically.

**ATTITUDE TOWARDS THE PARENT INSTITUTION AND THE PUBLIC**

**Article 4**

Employees of the IE SASA are obliged to behave responsibly, honestly, conscientiously and credibly in their scientific and professional work, in fulfilling all undertaken obligations towards the parent institution, and in their interpersonal treatment.

#### **Article 5**

Every employee is obliged to know the provisions of legal regulations listed in the heading of this document, as well as the Statute and other legal acts of the IE SASA.

#### **Article 6**

In fulfilling all their obligations towards the IE SASA, other institutions in science and towards the public, employees are obliged to avoid financial and ownership conflict of interest, and conflict of interest towards the parent institution.

### **ATTITUDE TOWARDS COLLEAGUES AND ASSOCIATES**

#### **Article 7**

Employees of the IE SASA are obliged to respect and protect the personal and professional integrity of their colleagues and associates and to treat them without prejudice, without discrimination against them on any grounds.

#### **Article 8**

Sexual, gender or any other harassment, direct or indirect conditioning and coercion of a person who has refused or reported this type of behavior is impermissible. It is also unacceptable to ignore reports of harassment in terms of delaying or not investigating the reported harassment.

### **ATTITUDE TOWARDS SCIENTIFIC AND PROFESSIONAL WORK**

#### **Article 9**

Scientific and professional work of employees in the IE SASA is carried out in accordance with the highest ethical standards, in accordance with internationally accepted standards of scientific and research responsibility, and in accordance with the highest standards of scientific honesty and collegiality, by which is assumed:

- that employees are competent in the field of their work, and that scientific research and publication of scientific research results are conducted in accordance with the highest ethical and scientific standards;
- that the interpersonal relations of the employees in the institution are based on mutual respect, trust, cooperation and exchange of opinions and information on certain professional and scientific issues, and that all employees have the right to equal access to relevant information and use of publicly funded equipment and materials;
- that all research associates are acquainted in advance as much as possible with the purpose and objectives of the research, the method of archiving and storing data, the expected use of



data, and the possible benefits and damages or inconveniences that associates may have during or after the research;

- to strive as much as possible, except when the circumstances and methodology of the research justifiably do not permit it, to ensure the informed and voluntary oral or written consent of all research associates, including persons who possess the requested data, or provide access to them, or have other interests that could be jeopardized by the research;

- that all research associates consent orally or in writing to the use of image and/or audio recording equipment, that researchers, before recording the conversation, explain to all research participants in detail their right to have an insight into the transcripts, and to revise or withdraw part of the statement or statement as a whole;

- that the research does not compromise the safety and dignity of research participants, and that the confidentiality and anonymity of data about them are ensured in accordance with the attitude and assessment of researchers or research participants, and that efforts are made in order to prevent any possible misuse of data that resulted from the research;

- to give up the research in the event that its implementation is contrary to the ethical obligations of researchers, despite all measures undertaken to prevent that, and to allow the withdrawal of any of the research participants;

- that the material collected during scientific research is archived, stored, processed and used in such a way as to prevent the loss and destruction of material, as well as to prevent access by uninvited persons, disclosure of confidential and secret data or possible misuse for at least 20 years from the end of the research, and that the material will be made available for inspection after publication of research results, within reasonable limits;

- that all processing of data resulting from the research is credible and in accordance with scientific methodology, and that the published research results and interpretation of the material do not contain fabricated, falsified or plagiarized data, ideas, procedures or quotations;

- that the authors and co-authors of published scientific works are able to defend their intellectual content, and that they participated in the development of the idea and/or development of the concept and/or methodology of research; in collection and/or processing and/or interpretation of data; and in writing and/or revising the text of a scientific work;

- that all sources of data collected, interpreted and published by other persons, groups, or institutions are appropriately stated in published scientific works, and that any participation in research of persons who are not authors of scientific work is mentioned;

- that, in accordance with good practice, the authorship of a scientific work is not given away, that the authorship of a person who has not given their consent is not stated, that a person who meets the conditions of co-authorship is not excluded from the list of authors, nor that persons who do not meet the conditions of co-authorship are listed as co-authors;

- that one scientific work is not published more than once (except with the special approval of the editorial office of the publication and with the citation of the publication in which it was originally published), that the manuscript of the scientific work is not sent for review or

publication in more than one scientific publication at the same time, that the state of one's own works ("in print" or "accepted for publication") is not reported in a distorted and untrue manner, and that sources and literature in scientific work are not intentionally indicated incorrectly or partially;

- that the editors of the IE SASA edition mustn't make any changes regarding the form and content of the scientific work without the consent of the author;

- that all professional and scientific work is performed in accordance with the highest ecological norms, in accordance with the regulations of the Republic of Serbia.

## **ATTITUDE OF THE EMPLOYEE TOWARDS THE INTERESTED PUBLIC**

### **Article 10**

The employee acts professionally and impartially towards the interested public, in accordance with the principles of public service and in accordance with the public interest.

### **Article 11**

The employee treats everyone equally, without discrimination or privilege on any grounds. The employee treats people with disabilities or other people with special needs with special care.

## **RESPONSIBILITY OF THE INSTITUTION**

### **Article 12**

IE SASA promotes standards of academic quality, autonomy and legality of scientific and research work.

### **Article 13**

IE SASA is obliged to provide every researcher with the right to access relevant information, while respecting the applicable regulations.

### **Article 14**

IE SASA will ensure that each employee is acquainted with the provisions of the legal regulations listed in the heading of this document, the Statute and other normative acts of the IE SASA.

### **Article 15**

IE SASA has an ethical responsibility to consistently verify that employees and other associates adhere to the rules prescribed by the Ethical Code.

### **Article 16**



IE SASA ensures compliance with the principles of the Ethical Code by electing the Ethical Commission.

## **ETHICAL COMMISSION**

### **Article 17**

If necessary, the Ethical Commission is appointed by the Scientific Council of the IE SASA from among the employees. The Commission consists of 3 members in the scientific profession.

### **Article 18**

(1) The Commission is obliged to evaluate and condemn any action that is contrary to the principles of this document and to find a way to resolve possible professional and interpersonal conflicts.

(2) When submitting proposals for scientific projects, the Commission evaluates their compliance with established international, national and institutional ethical standards.

## **FINAL PROVISIONS**

### **Article 19**

The employee accepts this Ethical Code and the obligation to act and behave in accordance with it by signing the employment contract.

### **Article 20**

Amendments to the Ethical Code are carried out according to the same procedure as when it was adopted.

### **Article 21**

This Ethical Code is published on the websites of the IE SASA and enters into force on the eighth day from the day of its publication on the bulletin board of the IE SASA.

30.01.2019

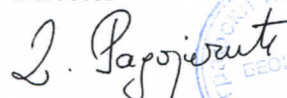
Record number: 21/2

President of the Scientific Council:

  
Dr Mladena Prelić

It is established that the Ethical Code of the Institute of Ethnography SASA was published on the bulletin board of the Institute on 30.01.2019 and entered into force on 06.02.2019.

Director

  
Dr Dragana Radojičić

