

ROMANIAN NAUTICAL COLLEGE

CODE OF ETHICS

Constanța
2016



Romanian Nautical College

in partnership with **South Tyneside** College



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New	01.10.2016	Aprobat pe 01.10.2016
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Accronims:

- ACNR – Asociația Colegiul Nautic Român
- CNR – Colegiul Nautic Român®
- AGA – Adunarea generală a asociațiilor
- CD – Consiliul director
- CP – Consiliul profesoral
- STC – South Tyneside College
- MCA – Maritime and Coastguard Agency
- SQA – Scottish Qualification Agency
- HND – Higher National Diploma



Lloyd's Register
LRQA

ROMANIAN NAUTICAL COLLEGE

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INTRODUCTION

Romanian Nautical College (RNC) is a naval technical professional association, hereinafter referred to as the “college”. We strive towards conducting our activities in a manner that protects the environment, the health of our employees, students, business partners and the public.

Our employees and students are our most valuable asset. Integrity characterizes the manner employees deal with one another, as well as with our business partners and with the public – this is not merely tradition but also conviction that leads us to conduct our business fairly and honestly.

RNC's image in the public's eye is essentially characterized by the appearance and conduct of each one of us. Each of us shares the responsibility to ensure that we, as a professional entity, meet our social responsibilities. Thus, the **RNC Code of Ethics** forms the basis of our activities and it addresses to both RNC **employees and students**.

A. Basic Rules of Conduct

Observance of the law and the legal system is RNC's No.1 priority. Violation or infringement of the laws will not be tolerated. Reputation with our business partners and in the public eye is essentially characterized by the conduct of each one of us. Inappropriate conduct by just a single employee may substantially damage the institution. Each individual must, therefore, fulfill her/his responsibilities with these aims in mind.

We respect personal dignity, private sphere and rights. Where men and women of different nationalities, cultures, religious beliefs and race collaborate, RNC tolerates neither discrimination, nor sexual or other personal molestation or insult. We evaluate students and employees by their professional skills and achievements. We will not employ legally underage students, workers or forced labor. We will not knowingly doing business with companies or suppliers who use abusive labour practices.

Our conduct is characterized by the highest form of loyalty towards colleagues and the College. RNC employees and students distinguish themselves through exemplary personal conduct, performance and social competency. We are open and sincere; we accept our responsibility within the sphere of institution-internal collaboration as well as in our dealings with external partners. We promise only what we are able to perform.

B. Conduct towards Business Partners and Third Parties

The actions of RNC employees and students are governed by the terms of “employment contract” for employees, as well as of “training agreement” for students. The term “employee” includes management personnel.

Each employee and each student is obliged to adhere to this Code of Ethics, to the rules that govern fair relations and competition.

No RNC employees and students are allowed to offer or extend to anyone any direct or indirect advantages. Gifts for business partners must be selected judiciously to avoid any appearance of impropriety and incorrectness. Exerting influence over the actions of civil servants and persons representing government agencies, political office-holders or parties, or other legal entities must remain within the boundaries set by the applicable legal provisions. Correspondingly, this excludes automatically all actions that offer such persons or political entities monetary reward or other unfair advantages.

RNC employees and students are prohibited from using their employment with RNC to demand, accept or (allow to) be promised benefits of any kind. Any invitations extended by business partners may be accepted only if the occasion and extent of such invitation are appropriate.

It is important for RNC that employees shall not be trapped in conflicts of interest or loyalty in the discharge of their duties. Any employee accepting a part-time job requires prior approval in writing by management. Such approval of part-time employment may be denied if the part-time work interferes with the employee's full-time job performance, if it contradicts the employee's obligations within RNC or if there is the danger of a conflict of interest.

C. Treatment of Institution Property

The use of equipment and installations in offices (e.g. telephone, copy machine, PC including the Internet) is reserved for institution business **only**. Applicable details and exceptions concerning limited personal use are included in the employment contract/training agreement and in supplementary institution agreements.

RNC must protect own and others intellectual property. All employees and students must observe the institution's restrictions concerning the utilization of items that are protected by intellectual property rights: curricula, syllabi, manuals, presentations, exercises and problems, plans, drafts, etc.

D. Dealing with Information

To enjoy open and effective collaboration accurate and truthful reporting is essential. The foregoing applies equally to conduct between colleagues and business partners as well as with all public offices and agencies.

All transactions and business information must be recorded accurately to allow the preparation of accurate financial statements and internal controls shall ensure financial information is reported to Management in a timely and accurate manner.

Institution-internal matters that are not intended for publication must be kept confidential and not disclosed to outsiders. The foregoing includes, for example, details about RNC organizational structure or figures from the internal system.

It is essential to safeguard confidential information from reaching the public domain accidentally and to prevent strangers from overhearing business conversations (e.g. discussions in planes or restaurants).

Releasing of information to the press and to other media is strictly reserved for the President or Director of RNCA or to a person explicitly authorized by him.

The obligation to maintain secrecy about business matters extends 3 years beyond the termination of a person's employment/collaboration, including students.

Personal information may be gathered, processed or utilized only to the extent such is required to satisfy defined, unequivocal and justified purposes.

E. Environmental, Health, Safety, Security

RNC considers the protection and the preservation of the environment a very high priority. Each student and employee is to strive towards meeting this obligation.

RNC is fully aware of its responsibility for a high standard of safety. For this reason, it is imperative that all employees observe at all times the quality management and quality assurance systems put in place by RNC. Imminent or detected deficiencies must be reported immediately to the employee's supervisor. All measures necessary to prevent imminent damage to man, animal or the environment must be implemented immediately.

RNC makes every effort to provide a place to work for all employees and students, that is safe and secure and not detrimental to a person's health. The working environment must meet requirements for the preservation of good health.



All RNC employees are required to contribute towards safety in the workplace. Accepting responsibility towards the safety of colleagues offers the best possible precaution to avoid the danger of accidents.

All students and employees must report any accidents or dangers in offices or other facilities immediately to the office of secretariat or his/her supervisor.

F. Complaints and Remedies

Any student and employee may lodge a personal complaint or indicate circumstances that point to the Violation of the RNC Code of Ethics. Such complaint is to be submitted to the office of RNC director. Moreover, every employee and student is free to approach RNC Management directly in such matters. Such matters will be thoroughly investigated and to the extent appropriate or required, appropriate measures initiated. All such matters will be treated in confidence, being disclosed only to persons with a need to know in order to adequately respond to the matter. Reprisal RNC, in whatever form, will not be tolerated.

Employees are encouraged to take full advantage of available internal opportunities for conciliation.

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