

 NIBIO NORSK INSTITUTT FOR BIOØKONOMI	<h1>Ethics in NIBIO</h1>	Eggs: Managing director	Approved date 20.11.2018
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Preface

Ethical awareness is important for supporting trust, both personally and institutionally. The purpose of NIBIO's ethical guidelines is for all employees and others who work closely with NIBIO to act ethically in their NIBIO-related activities. The ethical guidelines are overarching, and thus without detailed rules. They must be general yet control the ethical reflections each of us in NIBIO must make.

Research and research-based knowledge can be of great importance to individuals and to society, by finding solutions to complex challenges. At the same time, professional knowledge gives considerable power, which people with a connection to research must manage ethically justifiably. NIBIO's reputation in society depends on us being able to identify ethical issues and to deal with these in a competent manner.

Nibio's board of directors has adopted these ethical guidelines, as well as a mandate for the Ethics Ombudsman and the Ethical Council (integrity committee). The implementation and use of the document are a continuous process for all employees to be aware of how we should deal with ethical issues in our daily work at all times.

We will resolve matters that may come internally within the organization at as early a stage as possible. When employees in NIBIO face an ethical challenge, the employee should seek advice from the Ethics Ombudsman. In any case, no one should be pressured by time, personal relationships, or institutional requirements in their own organization or from the outside to omit ethical assessments.

The Board of Directors at NIBIO has chosen to put all ethical challenges into the same system. The guidelines guide everyone who works with or in connection with NIBIO. In this way, we treat NIBIO's general ethical foundation and the statutory ethical conditions according to one and the same scheme (ethics ombudsman and ethical advice). The guidelines have therefore become comprehensive, and we have prepared an ethics poster, which is a concise version of the guidelines.

We will take ethical issues up for consideration regularly in the organisation, thereby ensuring that we all at NIBIO have sufficient knowledge and awareness of ethics in our everyday work.

Nils Vagstad
Managing Director

Introduction

NIBIO is a research-based knowledge institution that leverages its expertise and academic breadth for the development of the bioeconomy in Norway. NIBIO's ambition is to be the preferred competence partner for relevant industries, the public administration, and the authorities.

In the department's vision, "vital knowledge" is central, and the business must be innovative, quality-conscious and interacting.

NIBIO's scientific position is described on several levels, from the articles of association, through the board's strategies and down to the daily work at project level. Ethical awareness is not included in the other management documents, and the Board has therefore adopted these ethical guidelines, which cover all activities at the department. That is, all permanent and temporary employees, managers, elected representatives, the board and persons acting on behalf of NIBIO.

NIBIO's ethical guidelines provide a concentrated overview of the ethical aspects that may be related to the work at NIBIO. The purpose of the document is for all employees to be able to find a basis for dealing with issues and challenges we face in everyday work. This applies both internally at the department and externally to those we cooperate with nationally and internationally. It is crucial for both the department's and each employee's reputation, trust and credibility that the guidelines are complied with. NIBIO must always document that ethical awareness forms the basis of all activities, and that we are able to prevent ethical irregularities in the organisation. In NIBIO, it should of course be that ethical challenges are addressed both preventively and when conditions are identified that require concrete follow-up.

NIBIO operates within social frameworks, where the legal and financial frameworks are well taken care of. Historically, ethical matters have been devoted far less attention. An action can be both legally legal and financially appropriate, without it being ethically correct.

The responsibility for ensuring that NIBIO's ethical guidelines are known lies with the CEO and the head of all levels. However, complying with the guidelines is a personal responsibility for everyone covered by the policy.

To implement ethics in all activities at NIBIO, all employees, guest workers, students, and members of the board of directors must sign that they are familiar with NIBIO's ethical guidelines.

Furthermore, the Board of Directors at NIBIO has established an ethical council and an ethics ombudsman, which, based on its mandates, shall be advisory on ethical issues for everyone affected by the department's ethical guidelines.

Breaches, or grounds for violations of ethical guidelines, are notified to NIBIO's Ethics Ombudsman.

Basic ethics and area ethics

Ethics is about protecting ethical values and being able to respond appropriately when one or more ethical values are threatened. The valuation and ranking of ethical values vary between different cultures, and each of us is obliged to respect the values in the places we act on behalf of NIBIO.

In Appendix 1 there are several values that are often included in our everyday ethical assessments.

There are often signs between basic ethics, ethical values that apply in general to everyone, and area ethics, which apply to special groupings in society. Area ethics will always be guided by basic ethics, but the focus is on ethical problem areas that are particularly important, or common, for a particular group. For NIBIO, it is appropriate to focus specifically on research ethics.

Appendix 2 contains references to several documents that form the basis for NIBIO's ethical guidelines.

We cannot classify ethical values according to their importance. All ethical values shall be protected by and protect all employees at NIBIO. Nevertheless, some values are perceived as more fundamental, and the thereby also important in work life.

The NIBIO institution focuses specifically on the values listed in random order:

Trust: feeling that the goodness, honesty, and skill of others can be trusted

Justice: people are treated reasonably; everyone receives what they deserve

Duty: what we are bound by the superior authority to do

Loyalty: an allegiance between all employees at NIBIO, and towards the department's legitimacy and goals

Integrity: relates to relationships as they are perceived as real

Reliability: relate to assumptions and agreements outwardly

Truthfulness: relate to reality as it is perceived

Integrity: adhere to their values and assessments, both personally and on behalf of NIBIO, regardless of the context

Legal capacity: impartial behavior

Transparency: provide sufficient information so that others can independently assess relationships

Equality: all people are equally valuable, regardless of characteristics

Tolerance: the ability and willingness to endure and to live with the opinions, attitudes, and actions of others that one does not agree with.

Of course, these terms are not absolute, and no one can either measure or describe the content objectively. It is therefore necessary to be aware of the ethical requirements, and to practice the application systematically.

Each of these values is fundamental to coexistence, and everyone associated with NIBIO should act so that we comply with all the intentions described by the ethical values.

Built around three prioritized ethical values, considerations, reliability and independence, this document contains some problematic situations that can often have ethical implications.

NIBIO's general ethical foundation

Showing consideration

No one can order anyone to do anything that is illegal or unethical.

Everyone at NIBIO shall help ensure that employees' interests are considered and safeguarded.

All NIBIO employees are considerate, friendly, polite, correct and welcoming to colleagues and the public, and respect the personal integrity of the individual.

Employees at NIBIO do not mention the department unjustified negatively. Employees report internally to them about matters that they have become aware of and that may cause loss or damage to NIBIO, employees or their surroundings, including loss of reputation.

Confidential information received in the service relationship is not used for personal gain and does not come to the knowledge of unauthorized persons.

A few actions in NIBIO and in institutions and companies where NIBIO has interest, ownership or other influence are done based on full acceptance and respect for NIBIO's ethical foundation.

We are aware of conflicts of interest and ensure that no one improperly, acquires financial or other personal benefits, or benefits to third parties in connection with NIBIO's activities.

NIBIO undertakes assignments that we can carry out professionally within the ethical foundation of the organization. Our working environment and personal behaviour are characterised by equality, openness, tolerance and respect for other cultures.

Harassment or discrimination based on gender, religion, race, ethnic, cultural, or social affiliation, disability, sexual orientation, marital status, age, or political opinion is not accepted. This implies that intrigues,

manipulative and corrupting behavior, social dumping, all types of child labor and the purchase of sexual services is unacceptable.

NIBIO employees act loyally and in accordance with the organisation's obligations, including professional, financial legal and ethical conditions.

Any employee reports possible corruption, crimes, or irregularities internally, alternatively to the police, control, or supervisory authority.

Speaking out reliably

Employees participate in the public debate in their own work area. Outside of their own work areas, it must be clear that the employee is speaking out on his or her own behalf, not as a representative of NIBIO. Freedom of expression must not be used as an argument for mixing up views based on professional work at NIBIO and their own personal opinions.

Employees do not use their professional title in cases that are outside their documented competence or field of expertise. This is especially true in cases where title, professional authority and organisational affiliation can give greater weight to opinions.

Employees act in a way that does not undermine confidence in their impartiality. In all work, emphasis is placed on avoiding unfortunate conflicts of interest or allegations.

As part of their tasks, NIBIO employees must communicate their competence through publications, debate posts and other types of statements. By virtue of their position, the employees of NIBIO have a duty to research and disseminate, a right and a duty to make the research results known, even if they contradict adopted policies.

Employees at NIBIO have their natural right to speak out critically about all matters. As a starting point, only statements that may harm NIBIO's interests can be limited based on the consideration of a duty of loyalty. When union representatives safeguard the employees' interests, much will be taken before statements are deemed to violate the duty of loyalty.

Ensuring independence

Every employee at NIBIO addresses matters related to their own impartiality. It is also a managerial responsibility to assess employee impartiality. Real and possible disqualification, such as ownership and business interests, family relationships and close friendship, is openly presented to the head of the department.

NIBIO employees do not hold any other position or perform work for others without the consent of the superior. The overall information is given on possible participation in external councils, assessment committees and examiner activities, as well as individual less resource-intensive teaching assignments in other activities based on the competence concerned.

NIBIO employees are not involved in activities that competes or can compete with NIBIO's professional and financial interests. Any acceptable positions in business activities shall be approved by the NIBIO director.

Several types of cooperation, assignment agreements or purchases of services between NIBIO and companies where employees or related colleagues in NIBIO have a role must be approved by the superior.

Employees do not have other paid assignments that inhibit or delay their ordinary work at NIBIO, unless there is a special order or permit. Employees do not participate in disloyal competition with NIBIO.

NIBIO does not engage close associates in assignments in such a way that it can affect impartiality or integrity.

There shall be transparency about employees' extra positions and bee positions, especially those that may be perceived to have an impact on the performance of the work at NIBIO.

All engagements outside NIBIO must be read in a central register, where the type of engagement, duration and valid permit shall be readily available.

Employees, directors, hired consultants or others engaged by NIBIO do not have personal interests, directly or indirectly, in other companies if this is perceived to undermine the loyalty of NIBIO.

Business practice

Appendix 2 contains references to the most important documents that guide business practice at NIBIO.

NIBIO does not accept corruption and unethical behaviour in a business context.

Employees or the department do not gain benefits through covert actions, and there should therefore be transparency and transparency so that the public can familiarize themselves with NIBIO's activities.

Customers are met with insight, respect and understanding, while at the same time protecting privacy under applicable law and NIBIO's internal procedures for processing personal data.

We treat all suppliers impartially and fairly. At the same time, we expect suppliers to act in accordance with NIBIO's ethical values.

NIBIO employees do not bribe or receive bribes, i.e., give or receive money, gifts, tickets, travel, hotel stays, discounts, loans or any other benefits that require reprisals on behalf of NIBIO or NIBIO employees.

Exceptions to this can be made if cultural circumstances dictate that the refusal of a gift or other performance that would be unacceptable in Norway may be insulting to the donor. In such cases, a gift or other benefit may be received if it complies with locally accepted custom. Such gifts or benefits shall be entrusted to NIBIO upon return.

Private needs are not met through offers from NIBIO's suppliers. Dealing with business relations is based on good judgment, caution, consideration, and integrity. Unsuitable contracts, illegal or improper monetary gifts or other inappropriate benefits, directly or through intermediaries, to obtain business favors do not occur.

NIBIO denies money laundering and prevents financial transactions with the organisation from being misused by others for money laundering.

No one to whom NIBIO's code of conduct applies engages external advisers or lobbyists to influence decisions in business or public sector. Agreements with intermediaries are approved by the CEO.

Employees at NIBIO can gain knowledge about financial dispositions in companies. Such knowledge is not shared, used for your own or others' gain, or to influence values. No one covered by the code of conduct is involved in insider trading.

Good Scientific Practice

Research ethics is integrated into the research, regulates the relationship between the actors in the research and ensures that the research is carried out in accordance with society's expectations and requirements.

Research ethics includes ethical aspects of the role of researchers and for others involved in the research. This applies to ethical values exemplified above. NIBIO bases its guidelines on national research ethics committees for their activities.

NIBIO shall ensure the researcher's freedom in the choice of topic, method, implementation of the research and publication of results. In the case of commissioned research, the client, in cooperation with the client, has the right to define the topic, issues and scope of the research assignment. The client shall not seek to influence the choice of method, implementation, results, or publication.

NIBIO facilitates the practice of good scientific practice, and that the research takes place in accordance with general ethical values and recognised scientific standards. All involved in the research at the department shall receive the necessary training. Good scientific practice is also about the researcher's social responsibility, relationships between researchers and other people, sources of funding and the relationship with animals and the environment. Some employees are responsible for protecting ethical values and following recognized scientific standards. Suspicions of scientific misconduct will affect the institution, as well as the individuals.

Good scientific practice

At NIBIO, we use the Vancouver Convention's guidelines as a basis for good scientific practice (see reference in Appendix 2).

At NIBIO:

- we protect ethical values and respect the recognized scientific standards
- we refrain from misconduct, such as falsification, fabrication, plagiarism, manipulation, or selective use of data from our own or others' research
- we apply data material, examination and assessment methods that are compatible with the criteria for scientific research and ethical credibility.
- we consider, respect and credit the work and results of other researchers in a correct manner.
- We plan, conduct and report exactly according to scientific standards, while maintaining its independence towards the client.
- we use peer review or other forms of quality assurance. It is the researcher's responsibility to be clear and transparent about all matters that may have an impact on trust in the work, such as the client and the sources of funding
- we regulate intellectual property rights and the right to publish through agreements
- we clarify the status, rights, division of labor and questions about copyright and rights to research results and material
- we do not hold significant criticism to ourselves, but go out in relevant environments with the criticism to get the problems versatile illuminated
- we do not use formal authority under supervision or in a management situation for our own benefit or infringing
- we secure our research data so that it can be retrieved again after the project has been completed. Data from publicly funded projects shall be handed over to the public register (NSD) in accordance with the contract and otherwise made available to others whether for further research or verification

Academic staff at NIBIO

- are open about their association with political, religious, or other organizations and interests that may have an impact on project execution.
- clarify all roles and establish external affiliations to ensure that the research results are independent and reliable. This means that the researcher presents information about relevant economic conditions, relevant positions, and other work in political, religious, or other value-based associations that may influence research.
- describes the safety, validity and risk and uncertainties associated with the results of projects and identify factors that may be of significance for any application of the results. NIBIO is obliged to communicate relevant methods (of the type [NUSAP](#)) to its employees.
- uses their right of reservation against participation in projects when they believe that the business is contrary to their own religious or ethical beliefs.

- takes into account the welfare and moral considerations of animals, as regulated by [law on animal welfare](#) and animal welfare [in experiments](#), and specified by the classic three R's for animal experiments («Reduce, Refine, Replace» [The Principles of Humane Experimental Technique](#))

Sanctions

Violations of the guidelines are handled in accordance with law on state employees m.m. (Statsansatteoven), § 25 – 37, which deals with fines, dismissal, suspension, case processing rules and possibilities of appeal.

Obligation Rights Usefulness Intrinsic value Human dignity Equivalence Happiness Self-realization Humility Self-interest Mercy Wisdom Belief Care	Lust Repute Trust Sustainability Efficiency Honesty Openness Freedom of speech Independence Impartiality Love Reliability Loyalty Hope	Welfare Dignity Solidarity Tolerance Independence Justice Temperance Care Integrity Honesty Sannferdighet Security Against Respect
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Appendix 2 General current rules and guidelines

Obligations of the Norwegian state

[Ethical guidelines for the civil service](#) - Revised June 2017 applies to NIBIO employees. These deal with universal ethical values and norms such as fairness, loyalty, honesty, reliability, truthfulness

KMD Guide on gifts in the service

Regulation of scientific practice

[The Act relating to the Organisation of Research Ethics](#) (the Research Ethics Act) describes how research institutes are to organise the work on research ethics issues.

Policy for the management of research data in NIBIO

The National Advisory Committees provide advice on research ethics issues. NIBIO adheres to the guidelines drawn up by the committees:

[General guidelines for research ethics](#)

[Medicine and Health](#)

[Natural sciences and technology](#)

[Social sciences, humanities, law and theology](#)

The [Vancouver Convention](#) is central to the ethics of scientific authorship, and is also found in a Norwegian translation (the [Vancouver Convention](#)).

The [Singapore Statement on Research Integrity](#) also provides research ethics guidelines, while the Declaration of [Helsinki](#) is also the most important professional norm for medical research.

[The European Code of Conduct for Research Integrity](#) advocates for research in all scientific and academic areas and describes academic, legal and ethical responsibilities, and the importance of the institutional settings.

Control of corruption

NIBIO does not accept corruption and unethical behaviour in a business context. Norway has signed [the Law Convention on Corruption](#). NIBIO is legally bound by the United Nations Convention against [Corruption](#) and endorses [Transparency International](#). Corruption is also regulated by [section 276 a-c](#) of the Penal Code.

Employees shall refrain from bribing or receiving any type of bribes. Employees shall not use their position to obtain themselves or others an unwarranted advantage (bribes). At NIBIO, we use [the Guide to gifts in the service](#) as a basis for assessing bribes and gifts in the service.

Considerations for rights, person protection and equal treatment

NIBIO [bases](#) its work both nationally and internationally on the UN [Universal Declaration of Human Rights \(ILO\)](#).

The privacy of everyone dealing with NIBIO is regulated by data protection legislation, [the Personal Data Act](#) [and](#) NIBIO's internal procedures for processing personal data.

NIBIO shall practice fair and open competition in the role of provider of research and assignment services nationally and internationally, in accordance with the Contracting Act one, [the Act relating to competition between enterprises and control of corporate associations \(competition law\)](#).