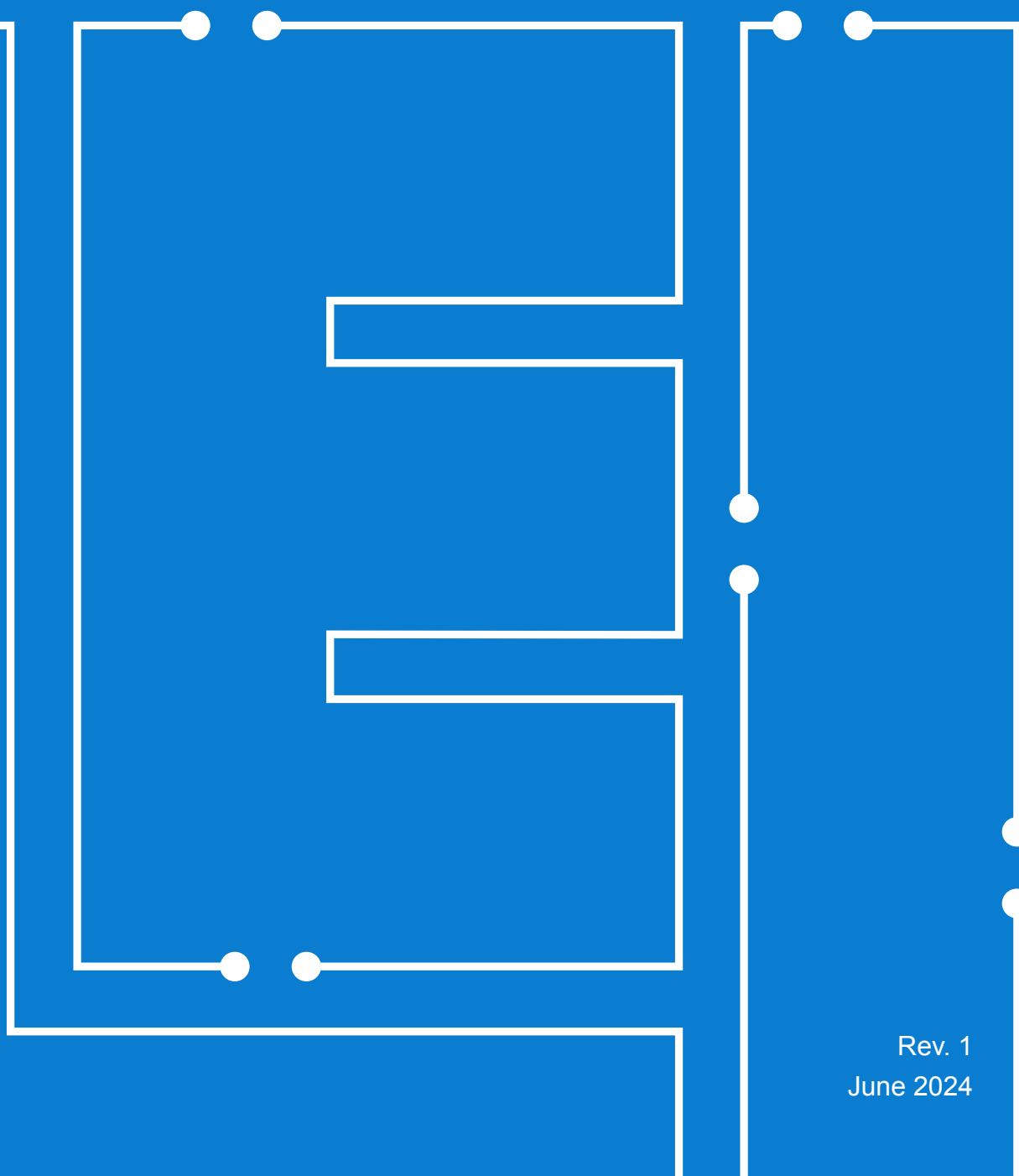




LITHUANIAN  
ENERGY  
INSTITUTE

# CODE OF CONDUCT

of Public Institution Lithuanian Energy Institute



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## CODE OF CONDUCT

OF PUBLIC INSTITUTION LITHUANIAN ENERGY INSTITUTE

I present you the Code of Conduct of the Lithuanian Energy Institute (LEI), as a public commitment of our organization to partners and clients, and to inform society as a whole of the basic provisions and principles that our Institute is guided by.

Responsibility for the future and reliability in today's decisions are the key principles of the Lithuanian Energy Institute's policy, which in our daily work motivate us to provide professional level of services and to pursue a high level of scientific research, experimental development and innovation (R&D&I) results in energy, renewable resources, climate change and environmental impact of anthropogenic activities, industrial safety and other areas related to energy. The effectiveness of the Institute's activities is ensured by the transfer of scientific knowledge and innovations into economically and technologically useful processes and devices that ensure the improvement of energy technologies and the rational development of energy systems. Geopolitical trends actualize the importance of R&D&I in energy, therefore only honest, reliable and transparent scientific research activities can ensure the creation of a sustainable structure of the energy system of Lithuania and the whole Europe. We assume social, environmental and civil responsibility in realizing the vision of the Institute – to become an internationally recognized centre of excellence in science, innovation and technology in energy and related fields.

I am glad that at LEI we have a long-term operational culture which is easy to adopt for PhD students and young researchers who are constantly adding to the ranks of scientists. In order to increase the attractiveness of their and researchers' careers in general at the Institute, we are implementing the provisions of the Researchers' Charter, realizing the provisions of the human resources management strategy. Timely management of risks in activities is based on the principles of openness and accountability, in order to achieve the effective use of R&D&I results for the needs of the Lithuanian economy. The principles of academic integrity, freedom of creativity and research, good research practice, ensuring the publicity of research results, fair competition, academic ethics and equal opportunities, integration into the sustainable development of the state and society, ensuring international quality standards and protecting intellectual property rights are few of the main indicators that we constantly implement in our R&D&I activities.

*Sigitas Rimkevičius*  
Director of the Lithuanian Energy Institute



## LEI PRINCIPLES OF MANAGEMENT

The Lithuanian Energy Institute is a public institution, a non-profit legal entity, whose owner and founder is the Republic of Lithuania, represented by the Ministry of Education, Science and Sport of the Republic of Lithuania. As a public scientific institution, we are guided by the main principles of administration in the management of our activities, which ensure our credibility at the national and international level:

- Responsible management and transparent administration
- Rule of law
- Democracy
- Objectivity
- Proportionality
- Innovation and development

***Principles of responsible management and transparent administration*** – when making administrative decisions, we strive to act responsibly and transparently, ensuring that any management procedure complies with legality, objectivity, non-abuse of power, transparency and all legal provisions. We give the persons whose questions are being considered the right to be informed about the established factual circumstances, a real opportunity to speak and be heard, to present arguments and evidence, and we provide enough time for this.

***The rule of law*** is a national constitutional and European Union principle, which means that LEI ensures legal clarity and definition in its activities, that both in relations with employees and with external partners, the rights and legitimate interests of all are respected, and corruption, protectionism and other phenomena contrary to the law are absolutely not tolerated.

***The principle of democracy*** encourages the involvement of the entire scientific community in the management of LEI and active participation in administration issues, the Institute's management bodies when making decisions take into account the will and development directions of the entire Institute community..

***The principle of objectivity*** means that management decision-making actions will be impartial and objective, primarily seeking to achieve the Institute's goals.

***The principle of proportionality*** harmonizes the scale of LEI management decisions



with the means of their implementation, in order to achieve necessary and reasonable administrative goals.

**The principle of innovation and development** makes it possible to implement the most efficient and effective tools for the management of the Institute's activities, to bring together the necessary groups of scientists and to ensure that before the decision is made, it is evaluated in terms of trends of the global development of that science field.

According to **the principle of responsibility for the decisions made**, LEI management bodies assume responsibility for the consequences caused by management regulation or made administrative decisions.

The Institute's strategic objectives, scientific activities, management bodies and their competence, establishment and cancellation procedure and other basic management principles are regulated by the Statute of the Lithuanian Energy Institute approved by the Government of the Republic of Lithuania. In its activities, the LEI is also guided by the Constitution of the Republic of Lithuania, the Civil Code, the Republic of Lithuania Law on Higher Education and Research, the Law on Public Institutions, other legal acts regulating the activities of scientific research institutes. The bodies of the Institute – the General assembly of Shareholders, the Director of the Institute and the Scientific Council make decisions in accordance with the principle of democracy and the doctrine of *ultra vires*, and strive for close cooperation in order to achieve the goals of the Institute.

The Institute has the freedom of action, initiative and decision-making to ensure publicity and transparency, and the quality of activities is guaranteed by LEI's Quality and Environmental Policy (<https://www.lei.lt/files/doc/lei-kokybes-ir-aplinkos-apsaugos-politika.pdf>), presenting the vision and mission of the Institute, policy guidelines and management commitments, based on the continuous process of audits and certification of the Quality and Environmental Management Systems according to the standards **LST EN ISO 9001:2015** and **LST EN ISO 14001:2015**.



## LEI PRINCIPLES FOR SCIENCE AND STUDIES

LEI, as a research institution and academic community, is guided by the principles of professional and academic ethics in its activities:

- Academic integrity
- Academic freedom and responsibility
- Ethical personal relationships
- Fair competition
- Good research practices
- Publicity of research results
- Integration into the sustainable development of the country and society
- Assurance of international quality standards
- Protection of intellectual property rights

Our community recognizes that ***the principle of academic integrity*** leads to full respect for authors' and other intellectual property rights, legality and fairness of citation and use of scientific data, sufficient originality and authenticity of scientific conclusions. LEI does not tolerate plagiarism and other forms of academic dishonesty and takes all necessary measures to identify (investigate) and eliminate them. Academic integrity means that all established stages of scientific research related to the research being conducted are consistently followed, and the information about threats to academic integrity and conflicts of interest are disclosed. We are guided by the criteria of fairness, objectivity and impartiality when conducting scientific research and evaluating its results. We also do not tolerate unjustified attribution of co-authorship, disclose all colleagues and other scientific and study institutions who assisted in scientific activities, disclose publicly available scientific data and do not distort it, honestly perform other academic duties. Where appropriate, we aim to incorporate the citizen science into our projects – which builds confidence in scientific achievements by using the public's knowledge and capacity for advanced research and innovation.

Scientists ensure the quality of scientific research and the reliability and objectivity of the results by determining the relevant goals of the research, selecting the appropriate research methodology, assembling groups of scientists and/or researchers, and carefully conducting scientific research. The Institute fosters a culture of open science, based on the principle "open – as much as possible, closed – as necessary".

Scientific research is carried out transparently, selecting the most effective methods for



data collection and analysis, predicting possible risks of scientific research, ethical problems, possible damage, evaluating research according to the principle of costs and benefits. Each year this is set out in LEI's *Risk and opportunity management plan*.

Strengthening the competence of members of the LEI community (scientists, researchers, administration and other employees) in ethical issues is very important in the activities of the Institute. Researchers are guided by recognized ethical practices and relevant basic ethical principles of their field and ethical standards. For that purpose,, the Institute's Scientific Council has established and approved the *Work Regulations of the LEI's Academic Ethics Commission* (<https://www.lei.lt/files/doc/lei-akademines-etikos-komisijos-darbo-reglamentas.pdf>), which ensures the implementation of the provisions of the *LEI Code of Academic Ethics* (<https://www.lei.lt/files/doc/lei-code-of-academic-ethics.pdf>) in the activities of the Institute.

***The principle of academic freedom and responsibility*** is based on the constitutional right to have own beliefs, ideas, views and express them freely, including expressing critical thoughts and openly discussing, exchanging scientific ideas, creating scientific groups, choosing research areas, topics and methods. Freedom to conduct research is a core value and principle of research cooperation within the European Research Area and with other international partners. The principle of academic freedom is inseparable from the principle of responsibility, according to which members of the community exercise academic freedom responsibly, without harming the Institute, its reputation and the interests of other members of the community, recognizing the same freedom of other members in the community, taking responsibility for their actions.

***The principle of ethical personal relations*** determines the basis of mutual respect, impartiality, benevolence, non-discrimination and tolerance, cooperation and transparency, academic solidarity between members of the community and in relations with other persons. The *Code of Academic Ethics* is an agreement of all employees of the Institute, which sets ethical standards applicable to all, so the process of its adoption and change is implemented transparently and openly. A head of each scientific subdivision sets the standards of desirable behavior by example, not tolerating unethical behavior, and is responsible for ensuring that employees adhere to ethical standards. An academic ethics memo has been created for the convenience of employees (<https://www.lei.lt/files/doc/lei-akademine-etika-atmintine.pdf>). Those who have encountered the violations of ethical principles have the opportunity to use the prepared *violations form template* and report a possible ethical violation online. This ensures sustainable changes in the institute related to the promotion of gender balance in



research groups, creating a long-term gender equality plan that minimizes the likelihood of violations.

**Fair competition** leads to honest research, respect for copyright, scientific and academic practices that do not harm the competition of other members of the community, with the aim that the competition of scientists does not harm the development of science, but is an incentive for new inventions. The members of the community, recognizing related scientific research, aim not to artificially compete, but to cooperate in order to achieve the best possible results while saving resources.

**Good research practice** provides the basic guidelines for autonomous researchers, Institute subdivisions or individual research groups, and the entire Institute as an integral research organization in solving practical, ethical and intellectual challenges while conducting research. Reliability ensures the quality of scientific research provided in the research project, methodology, analysis and data sources used. Integrity while developing, creating, reviewing, reporting and communicating research in a transparent, fair, honest, comprehensive and impartial manner is ensured, while maintaining respect for colleagues, research participants and the object, Society and the environment.

**Publicity of scientific research results** ensures the quality and transparency of the use of scientific research carried out with funding from the state budget, promotes scientific progress, as all the results of scientific research and experimental development are made public, as long as this does not conflict with the legal acts regulating the protection of intellectual property or commercial, state or service secrets.

**The principle of integration into the life and sustainable development of the state and society** determines the orientation of scientific research taking into account the priorities and principles of sustainable development of Lithuania especially related to environmental protection, economic and social development and described in the National Sustainable Development Strategy, approved by the Resolution of the Government of the Republic of Lithuania No. 1160 on 11<sup>th</sup> of September, 2003.

**Ensuring international quality standards** determines the international level competences in the fields of technology and social sciences, carrying out long-term international level fundamental and applied scientific research, experimental development works for integration into European energy systems and the European and global research space, active participation in Lithuanian and international program projects, expanding cooperation with Lithuanian and foreign research and study institutions, scientists, and increasing the country's international competitiveness.





**The protection of intellectual property rights** is a set of measures, methods and procedures created by LEI, which aims to protect objects of intellectual property, ensuring patenting of inventions, registration of designs, trademarks, preparation of copyright and confidentiality agreements. Protection is carried out in accordance with the measures provided in the legal acts of Lithuania Republic and the European Union and in the *Intellectual property management regulations* of the Lithuanian Energy Institute.

## LEI PRINCIPLES FOR RELATIONS WITH PARTNERS AND CLIENTS

We understand that LEI's cooperation with partners and customers is a prerequisite for the success of the entire energy sector. Therefore, while being a members of many associations and platforms, we aim to intensify joint scientific research activities. We base our relations with external partners on the following principles:

**Cooperation** – mutual help in carrying out scientific research, increasing the efficiency and quality of work, connecting to groups of scientists and joint projects, providing access to databases and sharing knowledge;

**The principle of openness and innovation** ensures the sharing and promotion of the most advanced methods, models, technologies, tools or good practices at the Institute;

**The principle of trust** enables the scientific activities to be carried out on the basis of trust between researchers, partners and clients, ensuring business-like communication and disclosure of information to each other in compliance with confidentiality provisions.

**The principle of transparency** determines the free availability, completeness, relevance, quality and reliability of the Institute's activity data in scientific and administrative activities, disclosure of financial reporting and audit results;

**The principle of dynamism (flexibility)** makes it possible to react promptly to the processes of globalization and changing social needs, and to direct scientific research works towards the actualities of practical life;

**The principle of economy** is meant to wisely follow the criterion of maximum benefit and lowest price when conducting scientific research and achieving the implementation of client tasks, sparingly using both the Institute's and client's resources, achieving optimal results with the available costs, minimizing costs as much as possible and finding the most optimal benefit-price ratio.



**The principle of prevention of corruption** aims to create a corruption-resistant environment and implement the conditions to achieve the highest standards of transparently carried out activities in the Institute. A system has been created for the prevention of corruption, where it is possible to anonymously or personally report cases with signs of abuse or corruption in the activities of the Institute: <https://www.lei.lt/korupcijos-prevencija>.

## LEI PRINCIPLES FOR RELATIONS WITH EMPLOYEES

It is important for us that LEI maintains the continuity of the traditions of the scientific institution and experienced researchers, while ensuring the necessary renewal by attracting young researchers.

We base our relations with employees on the following principles:

Relations with employees are primarily based on **the "bottom-up" principle**, when all of the issues of work conditions and performance are resolved after listening to the opinions of all employees and jointly discussing the issues raised and possible ways for solving them.

**The principle of diversity fostering**, as one of the main principles of the European Research Area, is supported by the Institute's management in achieving staff diversity in the broadest sense, including, but not limited to, gender, racial or ethnic origin, religion or belief, social diversity, disability, age, sexual orientation, and fighting against all kinds of discrimination.

**The principle of protection of the legitimate expectations of employees** ensures that the management of the institute will take into account the reasonable personal and professional expectations of employees, will flexibly balance the interests of the employer and employees, and will take administrative measures so that the legitimate expectations of the employees at work are identified and implemented if possible. Respect for the labour rights of the Institute employee and their protection, harmless working conditions, fair payment for work, equality of employees and protection of their data are ensured. Individual employee motivation and cooperation in shaping their expectations in the fields of science and research are sought. We value the autonomy and freedom of thought of each researcher, and cooperate to achieve their and the Institute's long-term goals. The requirements for the protection of the legitimate expectations and labor rights of the LEI employees ensure the realistic implementation of their acquired rights and social guarantees. Harmless working conditions are guaranteed for employees, by ensuring occupational safety measures, hygienic conditions, ventilation and other measures protecting the health of employees in scientific subdivisions and laboratories



of the Institute. Fair payment for work and equality of employees are established both in the system of remuneration of LEI employees and in the individual working relationships of researchers. The principles of evaluation of each employee and their complex motivation are important for human resources management, therefore, financial and non-material motivation methods are constantly sought, ensuring the continuity of employee education and expansion of their qualifications.

Respect for the autonomy of researchers, protection of personal data and close cooperation between the LEI administration and employees allow us to believe in the perspectives of success story of the Institute.

Code of Conduct

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