



# GeoICT4e Project Code of Conduct

## Mission

The purpose of the GeoICT4e Code of Conduct is to define the values and principles for the implementation for GeoICT4e project, and provide good practices for the collaboration for its members and partners.

GeoICT4e Code of Conduct forms the framework for all our operations and sets out standards of behaviour for all project working in or within the GeoICT4e project, both Partner HEIs, their employees and students and all the stakeholders. It covers topics relating to legal compliance and disclosure, conflicts of interest, gifts and anti-bribery, HR practices, human rights issues and environmental matters.

GeoICT4e is a project implemented during 2020-2024. It is financed by HEI ICI programme funded by the Ministry for Foreign Affairs of Finland and administered by the Finnish National Agency for Education. Project partners include University of Turku (UTU) as coordinator, and University of Dar es Salaam (UDSM), Ardhi University (ARU), Sokoine University of Agriculture (SUA), State University of Zanzibar (SUZA), Moshi Co-Operative University (MoCU), Turku University of Applied Sciences (TUAS), and Novia University of Applied Sciences (NoviaUAS) as Partner HEIs.

GeoICT4e Code of Conduct has been approved by the Project Board. The Code of Conduct is complemented by more detailed rules and guidelines approved by the project Board. All project rules and guidelines have to be in full compliance with the Code of Conduct.

## The 8 Codes

**We respect people and human rights**

**We are committed to integrity**

**We have zero tolerance for corruption and bribery**

**We take care of our environmental impact and work safety**

**We protect our assets and handle sensitive information carefully**

**We comply with competition law**

**We know with whom we collaborate**

**We engage with our stakeholders and society**



*The Higher Education Institutions Institutional Cooperation Instrument (HEI ICI) supports cooperation projects between higher education institutions in Finland and the developing world. The projects support the HEIs as they develop their subject-specific, methodological, educational and administrative capacity. The programme is funded by the Ministry for Foreign Affairs of Finland and administered by the Finnish National Agency for Education.*

## Values and principles in practice:

- We are following sensitive Human Rights Based Approach (HRBA, See more in [Human Rights Based Approach in Finland's development cooperation guidance](#)) with transparent project management and decision-making practices and sharing information through secure cloud platforms. We are in line with all four priority areas of **the Finnish Development Policy** (Priority areas I-IV). The project focuses on cloud based gender sensitive learning materials accessible equally by all the HEIs.
- Project outcomes are designed to ensure that women are better educated and have improved skills (Priority area I). We also have gender active approach to ensure stronger participation of female students in the project's activities (aiming to 50% female students in our learning events). We will actively choose women junior staff members for data science training. See more: <https://www.urisa.org/about-us/gis-code-of-ethics/>
- We are aware of the 17 goals of [the United Nations' Sustainable Development Programme](#) and evaluate our project design and implementation actions towards them.
- We establish Citizen Panels for our Challenge campaigns. Our focus on entrepreneurship and innovation skills development and strong engagement of the HEIs to stakeholder cooperation through challenge-based learning will gear the capacity of graduates to be employed in the private sector and become private sector entrepreneurs themselves. We strive to ensure the spreading of principles of ethical and responsible business in collaborating with any external partners (Priority area II).
- We contribute to more sustainable and democratic planning processes in Tanzania with geospatial data, technologies and community participation. Participatory, bottom-up approach to engage problem owners to our students' learning processes continues our already long-established research and education focus on PGIS and PPGIS (Priority area III).
- We are improving Tanzanian HEI's geospatial expertise in sustainable landscape management, analysis of landscape and forest changes, climate change, planning and management of marine and coastal resources and tackling with rapid urbanization (Priority area IV).
- We **endorse cooperation and integrity in our events and communication**, which leads to establishment of innovative data, methods and solutions, which increase society's capacity to respond to risks posed by climate change. We operate in line with the principles of sustainable development in its all dimensions, and aim to minimize adverse effects of our activities on the society and the environment.
- We **follow local laws and organizational practices** in line with the international and national legislation described by HEI ICI Programme. See [HEI ICI programme document 2020-2024, General conditions and HEI ICI project conditions](#) and [HEI ICI Admin Handbook 2020-2024](#).
- We pay special attention also to **Ethical Code of Conduct**, see p. 11 in General conditions and HEI ICI project conditions (link above) about good governance, respect of each and everyone's

human dignity, human rights, culture, religion and ideology, free from all forms of discrimination, abuse, violence or harassment.

- We are committed to secure the **health, safety and welfare of the participants and communities** connected with the GeoICT4e project. We respect and protect everyone's basic right for **privacy and data protection** by adapting good personal data processing methods and data protection practices. We comply with appropriate organizational data protection policies and international regulations such as General Data Protection Regulation of the EU.
- We are committed to **open science practices**, where data, methods and results are published to ensure wide accessibility and wider learning impacts and thus further opportunities for new ideas and innovations. See FAIR Data Principles: <https://www.go-fair.org/fair-principles/>
- We are committed to promoting wide **accessibility** to learning assets and cumulative growth of individuals' and institutions skills. We are engaged in designing and implementing learnings materials and e-learning courses and share the materials and courses through openly accessible MOOC platform. See more: <https://opencinemoooc.eu/coc/> and <http://yliopistokirjastot.fi/en/the-eu-accessibility-directive/>

## Implementation of the Code of Conduct

All GeoICT4e project employees and stakeholders must comply with the GeoICT4e Code of Conduct. Employees are encouraged to contact their supervisors, project managers or coordinators in doubt about the best course of action in a particular situation.

GeoICT4e coordinators and project managers ensure compliance with the Code of Conduct by training project employees, by raising awareness through active communication and by developing project risk management, monitoring and reporting processes in collaboration.

Persons who violate the Code are subject to disciplinary action up to and including termination of employment in the project. Employees are required to report any possible violations against this Code to their own superior or to the local project manager or coordinator, who are responsible to provide first hand guidance for the situation. All reports should be brought to information of the UTU Coordinator and/or Project Manager to evaluate if the case should be handled by the Project Board. All employees and stakeholders can demand handling of any violation cases at the Board meeting from the Board Secretary or Chairperson.

All violation cases are subject to priority. Actions (evaluation, discussion, guidance) are required no later than within 2 weeks from the first oral or written report from the local Coordinator or Project Manager and within 6 weeks by the Project Board, if necessary. Any person(s) reporting such violations are not to be retaliated in any way for making such a report. In all instances the rights and privacy of both the reporting person(s) and the one(s) accused of violations are to be adequately protected and assured.