

APPROVED WITH  
NDAL Senate meeting Decision No.1 of 15.06.2023,  
Minutes No. 4/2023

In force with the NDAL Rector  
Order No. 96 of 19.06.2023

## **National Defence Academy of Latvia Code of Ethics**

### **I. General rules**

1. The Code of Ethics of the National Defence Academy of Latvia (hereinafter – the Code) stipulates:

1.1. the core values of the National Defence Academy of Latvia (hereinafter - NDAL), the basic principles of professional ethics of the management and general staff, academic staff and students;

1.12. the procedure for setting up the Ethics Committee, its tasks and the procedure for dealing with ethical breaches.

2. The purpose of the Code is to promote a common understanding among the management and general staff, academic staff and students (hereinafter referred to as the Academy Family) of the ethical values that must be observed in everyday life in order to promote the moral education and growth of the Academy Family, mutual trust, respect and cooperation in accordance with the mission, vision and goals of the Academy as set out in the NDAL Development Strategy.

3. The general observance of the norms of the Code will improve the ethical and psychological climate of the NDAL, promote the formation of a fair, just and open internal environment, improve the quality of NDAL studies and research, as well as strengthen the Latvian military traditions.

4. The provisions of the Code shall not contradict the external and internal normative legal acts of the Republic of Latvia, which determine the activities of the NDAL as a university and a unit of the National Armed Forces. The Code complements these laws and regulations in line with the specific activities and needs of the NDAL to improve the corporate culture of the NDAL.

### **II. Explanation of terms used in the Code**

5. The Code uses the following terms:

5.1. The Academy Family - NDAL management and general staff, academic staff and students (including cadets).

5.2. Ethical values - honesty, fairness, responsibility, dignity and self-respect, independence, reliability, courage, selflessness, diligence and perseverance, moderation, wisdom, honor, rule of law, ability to cooperate and get along with others, etc. Ethical values indicate what a person should be, they formulate the ideal and the benchmarks to which all should aspire.

5.3. Basic ethical principles - standards and ideal beliefs about the right behavior and action.

5.4. Ethical norms - abstract, general and binding rules of conduct based on ethical values and principles. Adherence to these norms is practically proven and recognized as good, right and obligatory in society, in order to promote the development, orderliness and conflict prevention of social relations between individuals, as well as the moral self-monitoring, self-control and self-improvement of individuals.

5.5. The values of an NAF soldier<sup>3</sup> - selflessness, courage, justice, dignity, loyalty and love - define his/her personality and motives for action.

5.6. NAF Soldier Standards<sup>4</sup> - legality, reasonableness and professionalism, which define how a soldier should behave regardless of place, events and circumstances.

5.7. The core values of the NAF<sup>5</sup> - respect, responsibility and courage, which unite and encourage soldiers to act together and at the same time define the nature and traditions of the military profession. These values help soldiers to cope with stress, effort and make the right choices in difficult situations.

5.8. The management of the NDAL - the Rector and Vice-Rector of the NDAL, and the officials who replace them.

### **III. Core Values of the NDAL**

6. The NDAL shall comply with the laws and regulations of the Republic of Latvia and shall act in accordance with their meaning and purpose. The NDAL follows the principle of good (proper) governance, balancing the requirements of the NAF, the interests and development needs of management and general staff, academic staff and students.

7. The Commander of the National Armed Forces has established the core values of the National Armed Forces and the values and standards of soldiers, so that the personnel of the National Armed Forces are educated in accordance with these values and standards. NDAL cadets are soldiers and students at the same time, whose values as soldiers are complemented by those of the Academy. The

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<sup>3</sup> Soldier's Handbook LAPrP-3.2.1-15(1), NAF. Riga, 2020. pp. 38-41.

<sup>4</sup> Ibid.

<sup>5</sup> Latvian Joint Doctrine LApD-01 "NAF Joint Doctrine", approved by Order No 591 of the NAF Commander on 22 December 2010.

NDAL Core Values (responsibility, honor and perseverance)<sup>6</sup> guide and develop people as they highlight the most important requirements for cadets during their military education and military profession. The NDAL Core Values apply equally to the Academy's military and civilian, academic and general staff. The NDAL has the following core values:

7.1. **Responsibility** towards oneself, one's fellow citizens and the state encompasses the commitment of members of the military profession to Latvian society and the state, as soldiers are entrusted with the responsibility to develop the military capabilities of the NAF and to perform specialized tasks for the benefit of society and the state. Every soldier is responsible for his or her actions, the outcome and the consequences. The level of responsibility increases with each successive rank and position in the military organization. Cadets are obliged to study hard and successfully acquire general and military knowledge in order to develop their professional competences. The Academy family has a common duty to comply with the NDAL Internal Regulations, to use the resources allocated by the State efficiently and effectively, and to respect the State's inventory, equipment and armament.

7.2. It is **an honour** to think, plan and do only what is legally and morally right to ensure timely, balanced and sound decision-making. Honour and respect are due to every person who faithfully carries out the duties entrusted to him. Honour is the summation of each person's good virtues and the individual's inner readiness to do any task to the best of his or her ability, so that the Academy family can be proud of the end result.

7.3. **Perseverance** involves the purposeful and continuous acquisition of new knowledge and skills in order to maintain and improve ones professional competence. The student's ability to learn independently and continuously is important for the comprehensive development of the leader's personality and for the soldier's active participation in the processes of state and society life. In order for cadets to overcome the difficulties of the NDAL theoretical courses and practical training, mutual cooperation, teamwork and professional culture, a spirit of healthy competition and a desire for excellence in the NDA studies as well as in the future service of the NAF must be fostered. To provide effective leadership, today's military leader must have extensive knowledge of soldier relations, communication and interaction, military theory and history, tactics, decision-making procedures and technology. In the future, excellence will come from hard-working, creative and critical thinkers who can quickly select and analyze information, learn new technologies and working methods, and solve problems in life-changing situations.

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<sup>6</sup> NDAL Development Strategy 2023-2032, approved by the NDAL Constitutional Assembly on 6 December 2022.

#### **IV. General ethical principles**

8. The general principles of ethics apply to all members of the Academy Family.

9. To carry out his/her official (work) duties in a professional manner in order to achieve the stated objective promptly, properly and efficiently. To continuously improve their professional knowledge, skills and competences and to selflessly share their service (work) experience.

10. To perform his/her official (professional) duties honestly, openly and independently, solely in the interest of the State and the public. Always comply with the provisions of the laws and regulations and immediately report any deficiencies or irregularities detected to the chain of command.

11. To fulfil in good faith the commitments entered into and to carry out responsibly and diligently the duties of the office (job) entrusted to them in order to achieve the best result. To oppose any unfair, unjust or immoral practices and to discourage others from engaging in such practices.

12. To build service (working) relationships based on mutual respect, trust, tolerance, fairness and transparency. Recognize that the goals and objectives of the NDAL can only be achieved through the effective, cohesive and coordinated work of the Academy Family.

13. Respect the values and traditions of the Latvian people to ensure the sustainable development of the country and society, as well as national defence and security. Take initiative in the performance of your duties, think strategically and in long-term, and act with purpose and flexibility according to the situation.

14. To cherish, respect and enhance the military traditions of the NAF, as well as the academic traditions of Latvian universities and the NDAL. To support Latvia's allies, NATO and EU troops and organizations that defend Latvia's values and interests.

15. To uphold the good name and reputation of the NDAL, to improve the culture and business etiquette of the organization. When making external communications (e.g., media, social networks, public, etc.), no confidential, distorted or misleading information about the Ministry of Defence, NAF, NDAL or the Academy Family should be disseminated. Always distinguish between your personal opinion and the official view.

16. To safeguard the State's assets, to use efficiently and effectively the budgetary resources allocated by the State and the resources at the disposal of the NDAL. Ensure data protection, correct and fair procedures within a reasonable

time to respect and balance the legitimate interests of the State, society and individuals.

17. Treat every member of the Academy Family equally and oppose any form of differential treatment or discrimination (based on sex, age, nationality, race, social or financial status, religion, political opinion, etc.).

18. To be able to listen to and provide objective, constructive and reasoned criticism when necessary to achieve the NDAL aims and objectives. Recognize and correct one's own mistakes, take responsibility for one's actions and their consequences.

19. To defend his/her point of view in a reasoned manner in any form of conflict in the service (work), but not to tolerate any form of defamation, rumors, slander, revenge, hypocrisy or mean-spirited behavior. Respect the privacy of any member of the Academy Family. To use information acquired in the course of official (professional) activity only for lawful and moral purposes.

#### **V. Basic ethical requirements for the management of the NDAL**

20. The NDAL management acts openly, honestly and professionally to protect the interests of the Latvian state and society.

21. The NDAL management is faithfully implementing the national defence policy and the objectives and tasks set by the NAF.

22. The leadership of the NDAL promotes a just, fair and open environment at the NDAL to enhance the well-being, participation, performance and understanding of the values and outcomes of the NDAL for everyone in the Academy Family.

23. The management of the NDAL shall use only such organizational, motivational and persuasive methods of work as are conducive to the development of a professional working atmosphere within the NDAL to ensure the achievement of the mission, vision and objectives of the NDAL.

24. The NDAL management shall inform the Academy Family openly and in a timely manner of the priority tasks to be carried out, without any delay, concealment, distortion or undue confidentiality of information.

25. The management of the NDAL practices a democratic style of leadership based on cooperation and teamwork, listening to the ideas and opinions of subordinates, understanding and respecting their interests and needs, and not displaying power or arrogance.

26. The management of the NDAL shall not tolerate and shall prevent gross interference in the professional conduct of academic or general staff through the mechanisms of power and authority of office.

27. The NDAL management supports the initiatives and proposals of the Academy family in improving the service (work) processes and the NDAL environment and responds flexibly to new challenges and solutions to problems.

28. The NDA management treats everyone equally, does not tolerate intrigue, factionalism or any form of conflict of interest or nepotism.

29. The NDAL management encourages and supports greater individual accountability for the achievement of defined results by each member of the Academy Family in order to improve the development of NDAL staff, their involvement in key decisions and their job satisfaction.

30. The NDAL management praises subordinate staff openly and publicly for a job well done, but criticism of individual people's work or attitudes is made on an individual basis.

31. The management of the NDAL shall at all times act in accordance with the expectations it places on subordinate staff in order to promote, by example, compliance with the standards of the Code and the professional development of the Academy Family. Promote the continuity of professional and academic knowledge within the Academy Family.

## **VI. Basic ethical requirements for general staff**

32. To be loyal to the State and society of Latvia, the Ministry of Defence, the NAF and the NDAL as employers and to work for the achievement of their legitimate goals.

33. To be objective and critical in assessing the situation of the NDAL, identifying and evaluating the causes of problems.

34. Respect subordination in relations with NDAL management. Regardless of your position, treat subordinates and colleagues with respect, respecting their ideas, achievements and opinions. To provide advice and support to colleagues and, where appropriate, constructive criticism in the common interest of the NDAL.

35. Use working time wisely and observe military discipline and work discipline. Use NDAL property and resources economically and prudently. Avoid situations that could give rise to a real or perceived conflict of interest or conditions conducive to corruption.

36. Respectful interpersonal culture and courtesy. Refrain from personal relations in the place and time of duty (work). Refrain from physical or emotional abuse on or off duty.

37. Ensure the timely flow of information and prevent the deliberate concealment, misrepresentation or undue confidentiality of information.

## **VII. Basic ethical requirements for academic staff**

38. To promote the prestige of the NDAL and to raise the profile of the NDAL in Latvia and abroad. To contribute to quality education, students' interest in their studies and their desire to improve themselves through their teaching, research and scholarship.

39. To develop your pedagogical and academic knowledge and skills by independently and continuously maintaining and improving your qualifications. Promote succession by selflessly passing on your knowledge and teaching experience to less experienced colleagues.

40. Maintain businesslike, collegial and professional relations with other members of the Academy Family. Not to elevate the importance of one's own subject (course) or one's own importance as a member of the teaching staff, and thereby disparage other NDAL subjects (courses) and members of the teaching staff.

41. Assess students' knowledge, skills and competences in a timely, fair and equitable manner. To avoid any form of favoritism, differential treatment or discrimination in relations with students, and to evaluate students' written work and performance objectively, carefully and independently. Be prepared to explain, in a reasoned way, the mistakes made by students and the marks received.

42. Prevent any breaches of students' academic integrity (e.g., plagiarism, duplication, use of unauthorized study materials during examinations, etc.). Immediately report any such irregularity or fraud to the NDAL management.

43. To contribute by example to the development of students' leadership skills and abilities, to the growth of a harmonious personality, to the creation of a patriotic, creative and moral academic environment at the NDAL. To clarify and promote students' independent and continuous learning skills.

44. Respect the openness and trust of both former and current students and colleagues. To prevent the unwarranted disclosure of information entrusted to them, and to refrain from publicly discussing the performance and behavior of former and current students.

45. In an academic environment, you can provide valid and constructive criticism of problems within your subject (course) or professional competence. Avoid actions that could unreasonably diminish the respect of students for the leadership of the Latvian State, the Ministry of Defence, the NAF and the NDAL, or other members of the Academy Family.

46. Respect the principles of academic integrity in the conduct of scholarly activity. Avoid plagiarism of the work or original ideas of colleagues, other researchers or students of the NDAL and avoid their use in publications without reference.

47. Refrain from campaigning for a political party, religious or social organization, business or economic interest group in your own interests.

48. Respect the ideas, achievements and opinions of colleagues at NDAL and other universities. To set an example of ethical behavior to students, thereby reinforcing the Code within and outside the Academy Family.

### **VIII. Basic ethical requirements for students**

49. To study your chosen programme of study with integrity and purpose. To study independently and continuously in order to achieve excellent and outstanding results in your studies.

50. Work with the NDAL management, general and academic staff to meet the requirements and deadlines set out in the study plan. Show initiative and independence to facilitate the service (work) of the NDAL management, general and academic staff and to settle study debts and academic obligations in a timely manner. To raise the prestige of the officer profession in Latvia and to represent the NDAL abroad with honor. Avoid any behavior or action that may bring the Academy Family, the profession of soldier or the NDAL into disrepute.

51. Treat other NDAL students, academic and general staff and their work with respect, without discrimination or differential treatment, physical or emotional harassment, name-calling, intimidation or condescension.

52. Use grammatically correct Latvian during lessons and in everyday communication and develop a culture of dialogue. Do not use foul language, obscene words or gestures in interactions.

53. Matters concerning violations of the provisions of this Code shall be referred to the Ethics Committee (by written submission), and matters concerning violations of academic freedom and students' rights shall be referred to the Academic Arbitration Tribunal (by a written submission).



54. When evaluating the study subjects (courses), always objectively and critically assess your own performance and attitude in the study of a particular study subject (course). To evaluate in a valid and constructive manner the professionalism, training, abilities, efforts and contribution of teaching staff to the achievement of the objectives of the subject (course). Defamation or slander of teaching staff is not permitted.

## **IX. Implementation and enforcement of the Code of Conduct**

55. The Code shall be freely discussed, evaluated and updated by the Academy Family. Any member of the Academy Family may submit proposals to the Ethics Committee or to the NDAL management to supplement or amend the provisions of the Code.

56. The Code or amendments thereto shall be examined by the NDAL Council of Studies and approved by the Senate. The Code or amendments thereto shall enter into force by order of the Rector of the NDAL.

57. The Code is publicly available on the NDAL website and compliance with it is mandatory for the Academy Family.

58. The implementation and enforcement of the Code is a shared responsibility of the Academy Family, but responsibility for violations of the basic ethical principles and standards set out in the Code is individual.

59. Everyone is encouraged to make written complaints in good faith and responsibly to the NDAL Ethics Committee about violations of the Code.

60. Depending on the nature of the misconduct and the rank of the person involved in the incident or the position held by the civilian employee, the Rector of the NDAL shall approve the composition of the Ethics Committee by his/her order.

61. The members of the Ethics Committee shall, in accordance with the procedure laid down in these Regulations, consider, on a collegial basis, complaints of breaches of the provisions of the Code.

## **X. Composition, tasks and agenda of the Ethics Committee**

62. The composition of the NDAL Ethics Committee (hereinafter - the Committee) shall be determined by order of the Rector of the NDAL but shall not be less than 3 members of the Committee and the Secretary of the Committee (without voting rights).

63. The Committee may not be composed of a person who has a disciplinary sanction in force.

64. The designated member of the Committee must notify the Rector of the NDAL that he/she cannot participate in the proceedings if he/she has a direct or indirect interest in the outcome of the case or if he/she is aware of other circumstances which cast doubt on his/her impartiality.

65. Tasks of the Committee:

65.1. to consider complaints of breaches of the provisions of the Code;

65.2. request information and explanations necessary for the examination of the particular case referred to in the application;

65.3. to provide opinions and suggestions to the management of the NDAL on appropriate action in the event of a breach of specific provisions of the Code;

66. The Committee shall not consider matters (applications by students and academic staff concerning restrictions or violations of academic freedoms and rights) that fall within the competence of the Academic Arbitration Court.

67. Any member of the Academy Family may initiate a review of information available in the public media or on social networks about incidents of improper conduct or behavior by members of the Academy Family outside the NDAL, if the reputation and interests of the NDAL are adversely affected.

68. The work of the Committee shall be conducted in meetings and its proceedings shall be recorded in minutes.

69. The applicant must state in his/her application to the Rector of the NDAL:

69.1. the applicant's name, title, rank (if any), telephone number and e-mail address;

69.2. a description of the event and evidence supporting the violation of the provisions of the Code by a specific person (two or more persons);

69.3. a witness or witnesses (name, rank (if any), etc.) who can corroborate a breach of the provisions of the Code;

69.4. a list of the documents and evidence attached.

70. The Committee shall hold its meeting no later than five working days after the date of the order of the Rector of the NDAL, and the decision of the Committee shall be prepared within 30 calendar days from the date of the order of the Rector.

71. The Committee, on receipt of an application alleging a breach of the provisions of the Code, shall independently examine the merits of the case,

ascertain the facts, interview the parties and witnesses and examine and evaluate the evidence.

72. The Committee shall consider objectively, fully and comprehensively whether there has been a violation of the provisions of the Code and shall take its decision by public vote.

73. The decision of the Committee shall be in writing and shall be communicated to the applicant and to the Rector of the NDAL.

74. The Committee's decisions are recommendations and cannot be appealed or challenged.

75. The Committee may take two types of decision: to find that there has been no breach of the Code or to find that there has been a breach of the Code.

76. In its decision, the Committee shall state:

76.1. The name of the Committee and details of the members who dealt with the case;

76.2. the place and date of the decision;

76.3. the statements of the parties and witnesses, the documents and evidence produced;

76.4. an assessment of the documents and evidence submitted and the specific provision of the Code that has been violated;

76.5. the loss or damage caused by the breach of the Code;

76.6. objections by members of the Committee may be included in the decision of the Commission if insisted upon by a member of the Committee who was present at the meeting.

77. After receiving the Commission's decision, the Rector of the NDAL shall decide on further action to be taken, such as initiating a departmental inquiry or a departmental review.

78. The Rector of the NDAL may interview a person who has violated the provisions of the Code. The Rector of the NDAL may instruct a person who has violated the relevant provisions of the Code to apologize publicly or personally for the offence.

79. Members of the Committee shall be independent, impartial and honest in the performance of their duties.

## **XI. Final provisions**

80. The Code shall be reviewed and updated as necessary.