

# Charter Of Ethical Principles For The Fundação Francisco Manuel Dos Santos Study Area

## Principles

Under the terms of its Articles of Association and its Code of Best Practices, Fundação Francisco Manuel dos Santos (hereinafter called FFMS) and its Study Area are governed by:

- the **principle of independence** in relation to organisations and political, party political, economic, religious or other interests;
- the **principle of freedom**, in all its aspects: freedom of thought and of speech and freedom of scientific research and cultural creation;
- respect for **fundamental rights**, particularly for the right to human dignity and non-discrimination, especially on the basis of personal or family connections, ethnic origin or race, gender, age, sexual orientation, physical ability, and ideological, religious or other beliefs;

- the principle of **quality and of scientific rigour**, valuing independent analysis, diversity of opinions, the critical freedom and freedom of speech of its authors and the relevance of the issues covered;

- the **principle of truth and of legality**, with FFMS undertaking to ensure that all the information it provides is current, objective, truthful, clear and complete, respecting the applicable legal, regulatory and contractual provisions;

- the **principle of impartiality**, particularly in the analysis and processing of the study proposals submitted to FFMS:

- the **principle of transparency**, particularly as to the process of choosing the areas and topics to be covered, as well as the selection of the projects, teams and authors of the FFMS studies;

- the **prohibition of offensive behaviour**, which obliges the members of governing bodies, staff and all those having a relationship with FFMS, in that capacity, to refrain from the use of improper or inappropriate language and other types of behaviour that, through act or omission, could be considered offensive by staff or third parties or that constitute any pressure that could reasonably be considered to be abusive;

- the **principle of personal data protection**, with FFMS undertaking to protect the personal data it has access to and/or is the repository for due to its nature and specific activity, undertaking also to comply with the duty of confidentiality, whereby the members of governing bodies and staff may not, in any way, disclose, transmit or use these personal data and/or confidential information, except in the normal scope of their duties and/or in compliance with the law or a final court decision;

- the **principle of environmental protection**, with FFMS undertaking to adopt best

practices for safeguarding the environment in order to minimise the impact of its activities and to encourage responsible management of FFMS resources;

- the principle of **actively fighting corruption**, under the terms of which the members of the FFMS governing bodies and its external or internal staff must actively oppose all forms of active or passive corruption, paying special attention to any types of payment, favours or complicity that could lead to the creation of unfair advantage, such as giving gifts to suppliers or other entities or receiving gifts from them.

## Ethics Committee

1 – For the pursuit of these goals, an Ethics Committee has been set up for the study area (hereinafter called the Ethics Committee), which will be made up of three figures of recognised merit in the areas of Institutions, the Economy and Society, appointed by decision of the FFMS Board of Directors for a mandate of three years, which can be renewed one time only.

2 – The Ethics Committee is strictly independent and its members may not be members of the FFMS governing bodies nor work with it in any way, particularly through the submission of study projects or projects of a scientific nature.

3 – The members of the Ethics Committee are remunerated through attendance fees, at a sum to be defined by the FFMS Executive Committee, and may not receive any type of additional remuneration from FFMS, in cash or in kind; this prohibition also extends to their parents and children.

4 – Any situations of actual or potential conflict of interest must be immediately reported to the FFMS Executive Committee, under penalty of loss of mandate, to be decided by the Board of Directors.

5 – The members of the Ethics Committee must be guided by the principle of institutional loyalty and keep their activities strictly confidential.

## Remit

1 – It is up to the Ethics Committee to:

a) Give an opinion, within 10 business days, on ethical issues arising from study proposals that reach the final phase of the application process;

b) Make recommendations and suggestions to the FFMS Executive Committee that will allow for the strictest and most timely compliance with the ethical principles that guide the activities of the FFMS study area, particularly in terms of the independence of its action, respect for human rights and the principle of non-discrimination, respect for intellectual property and for the originality of its studies and projects, with particular emphasis on preventing and avoiding situations of intellectual fraud and plagiarism, including self-plagiarism and the use of previous work done by the study coordinators or authors without this being duly cited, as well undue use of electronic



resources or artificial intelligence, whose use should always be mentioned explicitly;

c) Give its opinion on any other issues of an ethical nature that the Executive Committee decides to submit to it regarding the study area.

2 – The Ethics Committee may not comment on the opportune nature, quality or intrinsic merit of the studies submitted to it, nor on the choice of coordinators, authors or referees, its only duty being to issue an opinion on the ethical issues within its remit.

## Resources

The Executive Committee undertakes to provide the Ethics Committee with all the resources and instruments necessary for its activities, particularly ensuring its access to computer programs for detecting plagiarism and intellectual fraud.

## Publication

1 – This Charter of Ethical Principles is public and should be disclosed and made available to all staff in electronic format, through the intranet, it also provides for the possibility of its being updated and adapted, through a continuous participatory process.

2 – FFMS must adopt effective measures for informing the public of this Charter of Principles, particularly by making it available on its official website ([ffms.pt/en](http://ffms.pt/en)).

3 – The selection process for scientific studies and projects must include the declaration of acknowledgement and acceptance of this Charter of Principles.

## Issues and omissions

1 – For the clarification of any issues arising from the matters dealt with by this Charter of Principles, for reporting any irregularities or for the resolution of any problems, a director will be appointed who will be specifically responsible for the application of the Charter of Principles. All requests for clarification, complaints or other issues that the Ethics Committee deems should be put before the Board of Directors or the Board of Trustees shall be sent directly to this director.

2 – It is up to the Executive Committee to decide, in accordance with the FFMS Charter of Principles, its articles of association and its Code of Best Practices, on any issues omitted from this Charter of Principles.

## Alteration, modification or substitution

This Charter of Principles may only be altered, modified or substituted, wholly or in part, by decision of the FFMS Executive Committee.



## Entry into force

This Charter of Principles shall come into force on the date of its release by all FFMS services and is binding, without exception, on all those covered by its scope, as defined therein. These persons may not claim ignorance and/or lack of understanding as a cause for exemption from guilt and/or responsibility.