

RULES OF CONDUCT OF THE CONDUCT COMMITTEE OF THE BUT

Meetings

1. The meeting of the Ethics Committee is convened by its Chairman on the basis of an initiative submitted by the Rector.
2. A person suspected of violating the Code of Conduct must be invited in writing to the meeting and shall have the right to speak at the meeting.
3. The invitation shall be sent to the members of the Committee by the Chairman of the Committee or by his/her delegation by the secretary at least one week before the meeting. The invitation shall include the agenda and the documents necessary for the discussion of the agenda.
4. The Ethics Committee shall meet in private and in person. Representation of a member at a meeting shall be possible exclusively if the founder determines so.
5. If a member of the Ethics Committee cannot attend a meeting for serious reasons, he/she shall be obliged without delay to excuse himself/herself from attending to the Chairman or the secretary.
6. Persons attending meetings of the advisory body shall be bound by an obligation of secrecy and confidentiality.

Deliberations and voting

1. The Ethics Committee shall constitute a quorum if a majority of all members are present at its meetings. If a quorum is not present, the meeting shall not take place and the Chairman shall convene another meeting.
2. The Ethics Committee shall vote in public.
3. The result of the Committee's deliberations shall be a resolution, which the Committee shall be obliged to issue within 2 months of the date on which it receives the complaint. At the request of the Chairman of the Committee, the Rector may set this time limit extension.
4. The resolution shall contain:
 - a statement as to whether there has been a violation of generally accepted moral principles or rules of the Code of Conduct or not,
 - an explicit statement of the generally accepted moral principles or rules of the Code of Conduct that have been violated,
 - any proposal to make the case public.
5. The resolution of the Committee shall be forwarded by its Chairman to the Rector and shall also be communicated to the person suspected of having violated the Code of Conduct.

Distance meeting

1. The Ethics Committee may conduct meetings by means of remote communication (hereinafter referred to as "distance meeting". The Chairman shall decide on this method of conducting the meeting and shall state the conditions under which the distance meeting shall be conducted. The conditions must be such that no member is deprived of his/her rights as a member.
2. A distance meeting is a meeting in which at least one member participates by means of remote communication.
3. At a distance meeting, voting may also be conducted in public and, if technically secure, by secret voting.
4. If a member fails to comment on a proposal within the time limit set, which may not be less than 3 working days resolution, he/she shall be deemed to have abstained from voting.

Protocol

1. Protocol shall be taken of the Committee meetings. Protocol shall be taken by the Chairman or the secretary.
2. The protocol shall contain the following information:
 - (a) the date and place of the meeting,
 - (b) the agenda,
 - (c) the substantive content of the discussion on the items on the agenda,
 - (d) the results of voting,
 - (e) the exact wording of the resolutions adopted; and
 - (f) the attendance registers.

If the Rector so determines, the protocol may be drawn up without the information referred to in point (c).

3. The protocol shall be signed by the Rector.
4. The signed protocol of the committee meeting shall be sent within 5 working days in written or electronic way to all members of the Committee and to the Rector.
5. The protocol is distributed to the members by the Chairman or the secretary, as appropriate.