



**CENTRE FOR
CONTINUING
EDUCATION**

26.2.2019

ETHICAL PRINCIPLES

University of Helsinki Centre for Continuing Education HY+ Ltd. is committed to following ethical principles, which are applied to all employees and partners of HY+. The ethical principles are the following:

1. We respect people and human rights

All human beings should be treated respectfully despite their age, language, race, caste, nationality, religion, disability, gender, sexual orientation, union organising, political stand, opinion or other similar feature.

2. We take care of our employees' wellbeing

HY+ supports the health and wellbeing of its employees. With responsible leadership we aim to engage and involve employees to reach mutual goals. Every employee contributes to the fact that HY+ is an inspiring, diverse, permissive and safe workplace. The employees are encouraged to personal and professional development, which also supports the business development.

3. Corruption and bribery are not a part of our operation

All forms of corruption and bribery are forbidden. HY+'s employees will not offer or pay bribes, and they will not ask for or accept bribes. For example payments, loans, discounts, and donations given for political purposes are considered as bribes as well as charity, gifts, gift cards, meals, entertainment services, jobs or internships, business opportunities, services, and other assets alike. Reasonable hospitality can be offered and received when it's necessary for the company's operation.

In every sponsorship agreement there should be concretely defined goals, which should also be fulfilled. Donations must always be in accordance with Companies Acts and anti-corruption legislation.

4. We know our partners in cooperation

HY+ selects its partners carefully and requires that they obey the law in their own operations. The partners' operations are followed regularly and it is made sure that the partners are not on a sanctions list.

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5. We protect our company's possessions and information

HY+'s employees handle the company's and its business associates' possessions and confidential information with care. Data protection and the concealment of confidential information are seen to with appropriate measures. Personal data is handled in accordance with the law.

6. We are a reliable partner

HY+ is a reliable associate for partners in cooperation. We want to understand our partners' expectations and have a dialogue about the goals and principles. We operate proactively and openly to achieve the mutual goal.

7. We are committed to act right – obeying the law and rules is everyone's business

Everyone working for or with HY+ have a responsibility to uphold the company's reputation and follow the ethical principles. We obey given instructions and rules, and we intervene in faults immediately. Every employee should report to their manager violations of the law or other unorthodox behaviour they detect or suspect. Acting against the law or the company's policies may lead to legal actions.