



**Announcement of King Mongkut's University of Technology Thonburi
on Moral and Management Transparency Policy
in King Mongkut's University of Technology Thonburi**

This is in accordance with Constitution of the Kingdom of Thailand B.E.2560 (2017), Official Information Act, B.E.2540 (1997), The Royal Decree on Good Governance: Criteria and Systematic Management Directions B.E.2546 (2003), the government policy to promote management with good governance and anti-corruption in public center, and to be in accordance with National Anti-corruption Strategy Phase 3(2017-2021), which requires for strengthening morality and ethics standard for government officers and employees, developing the transparency of government organization, preventing corruption by government officers and employees so as to gain trust in the government from people.

King Mongkut's University of Technology Thonburi has a mission in "developing personnel to be able to learn, developing students to be academically excellent with morality, ethics, and code of conduct" and "developing education system, education quality assurance, learning system, and management system to be in a good quality continuously". Therefore, in organization management following good governance principle, operation is performed with honesty, transparency, morality, ethics, and professionalism to encourage the executive, employee, officers, and staff to beware of their duties, responsibilities, and behaving as a good role model. These will build up trust in the potential and efficiency of the performance of King Mongkut's University of Technology Thonburi both from the student and all people involved. For this reason, the university organized and announced Code of Conduct in March 2011 as standard of desirable etiquette in the institute of higher education. This is for making all personnel of King Mongkut's University of Technology Thonburi to work together with harmony and support under regulations, disciplines, and good governance to mobilize the missions of King Mongkut's University of Technology Thonburi and become a world's leading university with excellence in terms of academic and management, which shall be a good role model for the society further.

King Mongkut's University of Technology Thonburi, therefore, insists on the intention to manage the university with honesty, transparency, morality, ethics, and professionalism forever.

A handwritten signature in black ink, reading "Suwit Saetia".

(Assoc. Prof. Dr. Suvit Saetia)

President of King Mongkut's University of Technology Thonburi

4th February 2019



Code of Conduct King Mongkut's University of Technology Thonburi

Introduction

We are determined to step into being a world leading university. Therefore, we pay attention to good and effective management which is in line with good governance principle consisting of The Rule of Law, Morality, Accountability, Participation, Responsibility, and Cost-effectiveness or Economy. In order to allow the executives, staff, authorities, and employees to behave appropriately in working for the university, we have set up the Code of Conduct. The purposes are to inform the university's executives, staff, authorities, employees, committees, and other people involved of the intention, policy, principle, and expectations of the organization, to make them realize their responsibilities, and to set up a work frame in managing and working on completing the assigned duties completely.

Code of Conduct set up by the university is in accordance with Constitution of the Kingdom of Thailand B.E.2550 (2007), section 279, which requires government organizations to organize and create standard of morality and ethics of government officers, and the announcement of OCSC on standard of desirable etiquette in the institute of higher education made on 24th June 2008. The university, therefore, arranged Code of Conduct as a guideline in operation under visions, missions, and philosophy of the university further.

Visions

Committed to the Search for Knowledge

Determined to be at the Forefront of Technology and Research

Maintaining the Development of Accomplished and Proficient Graduates

Endeavouring for Success and Honour for Our Community

Striving to Become a World-Class University

Description of visions

Committed to the Search for Knowledge

We realize that human resource is the most valuable resource of the university.

In the university, there are students, teachers, staff, and alumni. These groups of human resource all take part in creating work, success, reputation, and future of the university.

We aim to:

- cultivate an awareness of self-learning and life-long learning process to the student since being in the university until becoming a professional in different fields;
- support teachers and researchers to seek knowledge and experience continuously to keep up with academic dynamics;
- develop executives and employees to be able to work with good quality and effectiveness;
- create the organization with a system which facilitates learning, brainstorming, and experience sharing.

Determined to be at the Forefront of Technology and Research

The university aims to be an institute of higher education with an outstanding role in conducting research, developing, and choosing to use technology which is appropriate with Thai economical and social context. This will build Thai community that are happy and energetic to compete with world community.

We will create good understanding in the society of the benefits and effects of technology towards life and society as well as the importance of intellectually controlling usage of technology to preserve the environment sustainably.

For this reason, we encourage and support conducting and utilizing a research for academic service to the society, and interaction between the university and other educational institutes, schools, private sectors, and community.

Maintaining the Development of Accomplished and Proficient Graduates

The university has a resolution to educate and train students to have a deep and broaden knowledge and have a logical thinking process, skills in Thai and at least one more language, good command in technology especially IT, ethics and morality, awareness to behave well, code of conduct, disciplines, responsibilities, interest, and open mind to learn and accept new knowledge.

We aim to develop educational system and quality assurance system continually as well as integrate learning activities, social skills, culture, morality, and academic study together.

Endeavouring for Success and Honour for Our Community

We recognize that we shall perform our duties well to deserve the support received from the government and trust gained from the society.

Reputation and honour of the university come from effective work, hard work, smart work, diligence, being good citizen of the society, and behaving properly by the students, teachers, staff, and alumni.

Reputation and honour are the results of everyone's work inside the university's community, which shall bring pride and every part of the society which is binding to the university.

Striving to Become a World-Class University

We develop to become a world's leading university in terms of the quality of graduates, knowledge, abilities, and morality of personnel, excellence of academic work and technological competency, efficiency of researches as well as the quality and effectiveness of the university's management system.

Mission

To achieve the visions, we must operate the followings.

1. To develop its personnel to be capable of learning, and to develop its students to be the best academically, to have virtue, morality and work ethics,
2. To develop the educational systems, educational quality assurance systems, learning systems and continuous quality management systems, and
3. To conduct research and to utilize the findings to formulate knowledge and develop the Thai community

Philosophy

We are a research university, both educational park and industrial park, producing graduates and human resources with quality and morality, research, developing, and providing academic service to strengthen economics and life quality.

Code of Conduct

Item 1 Definition and meaning

“university”	means King Mongkut’s University of Technology Thonburi
“morality”	means values of conduct
“ethics”	means principles that govern behavior, virtue, moral principles
“code of conduct”	means standard of behavior that each profession specifies to maintain and promote honour, reputation, and status of members, which can be in writing or not in writing
“fairness”	means justice, righteousness, reasonableness, no inclination
“equality”	means being equal – for example, currently, men and women are equal.
“news and information”	means materials which convey facts, data, or anything both by that material itself or via any methods, and whether being organized as document, file, report, book, diagram, map, drawing, photo, film, visual or sound record, computer record, or any other methods which can present the recorded data. (source: Official Information Act, B.E.2540 (1997))

Remark: The definition of morality, ethics, code of conduct, fairness, and equality is from Royal Institute Dictionary B.E.2542 (1999).

Part 1 Scope

Item 2 Scope

This organizational code of conduct can be used with the community of King Mongkut's University of Technology Thonburi as listed below.

- 2.1 Members of University Council, board of directors, committees, working groups which are appointed by the university
- 2.2 Members of the units under the supervision of the university
- 2.3 Management executives in all levels, teachers, researchers, staff, authorities, employees, and students
- 2.4 Personnel hired by the university and using resources or facilities of the university or those obtaining scholarships
- 2.5 Persons, group of persons, representatives assigned to act on behalf of the university
- 2.6 Partners who work with the university

Part 2 Principle

Item 3 Core Value

The university community jointly set up the core value as a guideline of behavior which leads to the culture of the organization. To complete the university's missions successfully, the core value of the university is as described below.

Professionalism and Integrity which includes the followings.

- 3.1 Keep promise and taking responsibility of the working performance
- 3.2 Create new items
- 3.3 Continuously develop
- 3.4 Communicate to create understanding
- 3.5 Work as a team
- 3.6 Hold on to morality and ethics
- 3.7 Keep discipline, paying attention, and being punctual
- 3.8 Honour and respecting each other
- 3.9 Value the nation's benefits beyond own benefits and having no overlapping benefits
- 3.10 Hold on to doing things correctly, fairly, and legally
- 3.11 Hold on to democratic form of government with King as Head of the state
- 3.12 Hold on to the code of conduct in the organization

Item 4 Responsibility toward the organizational code of conduct

Policy, rules and regulations related to this code of conduct were developed as guidelines for making a decision and a reminder of the will of the university to focus on operating with responsibility. Therefore, the university community shall hold on to code of conduct in the highest level.

Part 3 Standard of the Organizational Code of Conduct

Item 5 Code of Conduct Standard

The university community must hold on to the following code of conduct.

5.1 Behave in accordance to morality, ethics, and code of conduct. It is a basic expectation for the university community to follow these standards and be a good role model in terms of morality, ethics, and code of conduct as described below.

- (1) Follow the highest standard of morality, ethics, and professional code of conduct.
- (2) Be responsible towards own actions.
- (3) Take duties and responsibilities towards the university.
- (4) Perform duties binding the student and co-workers successfully.
- (5) Perform duties by considering about public and the organization which mean the university, community, society, and country.
- (6) Communicate and convey morality, ethics, and professional code of conduct by teaching and taking action.
- (7) Behave as a good role model.

Principle and reason

To emphasize on having the community become determined to do the right thing honestly both towards themselves and others and follow good morality under professional code of conduct and related rules and regulations.

5.2 Be fair and respect the right to act and express opinion of others. The university respects the diversity and difference of personal right and freedom, which shall be protected from being violated by disclosing information and offending personal right. The university expects the community to follow this when working with and contacting others.

- (1) Consider fairness and equality.
- (2) Work with transparency, honesty, and verifiability
- (3) Respect others and avoid violating humanity rights of others in every aspect
- (4) Avoid annoying, disturbing, bullying, threatening, harassing, and using violence.
- (5) Provide access to welfare, facilities, and opportunity to work and develop equally.
- (6) Promote the use of reason in solving conflicts.

Principle and reason

Working together in an organization peacefully requires fairness and respect of personal rights and opinion with the same standard.

5.3 Hold on to code of conduct in teaching and research. Teachers, researchers, and academic supporting staff of the university must perform duties following the mission and profession with code of conduct toward the university and world community. The university expects teachers, researchers, and academic supporting staff to follow the practices below.

- (1) Have a teacher's spirit of being reliable and good role model of the student, following teacher's code of conduct.
- (2) Follow up academic progress constantly.
- (3) Present a research project, conduct a research, and publicize experiment results, reports, and researches with morality, ethics and honesty.
- (4) Study and follow the regulations, take responsibility for the research to respond to the needs of the supporter and other supervising organizations involved.
- (5) Be confident in the accuracy of the information, new discovery, and presentation that everything is true.
- (6) Specify the proportion of co-workers, honor all supporters and assistants following the rule, and address reference to works or information received from other researchers and/or scholars.
- (7) Protect and consider safety of people and properties, environmental management, experiment animals treatment with humanity and legally.
- (8) Protect intellectual right and interest both personally and for the university.

Principle and reason

Teachers, researchers, and academic support personnel must follow KMUTT's code of conduct, behave and follow the rules, and be a good role model for colleagues, students and affiliates to build a good reputation and honor to the university.

5.4 Protect academic freedom with responsibility: Academic freedom is important towards the success in achieving the university's visions. The university expects that the community will follow the practices below.

- (1) Promote academic freedom including freedom in expressing opinion on different subjects, fund raising, conducting a research, presenting creatively, as well as talking or writing as a citizen of the society without prohibition and disciplinary restrictions.
- (2) Take academic responsibilities
 - 2.1 Investigate, give facts, develop and maintain academic potential

2.2 Respect different opinions, propose knowledge and discovery to academic peers to review, check, promote, and protect academic honesty and freedom in inquiring and educating.

2.3 Propose a suitable way to strengthen the society, country, and the international level as well as promoting academic role and profession of the university by considering responsibilities toward the society.

Principle and reason

The university supports academic freedom with responsibility by promoting quality development of teachers and researchers to have academic works for publication regularly along with teaching and researching tasks. This includes promotion of right and freedom in education to be in line with Constitution of the Kingdom of Thailand B.E.2550, section 50 “a person shall have academic freedom in studying, learning, teaching, conducting research, and publicizing a research following academic principle shall be protected as long as such actions are not against duties of a citizen or morality” and in accordance with National Education Act B.E.2542 and second edition B.E.2545.

5.5 Management with responsibility: The university grants authority and responsibility in operation to the executive, operator, and community with trust. This is to allow them to work following the university’s mission to be in accordance with the policy, purpose and target of the organization. The university expects that the community will follow the practices below.

- (1) Perform tasks assigned under the policy, rules, and regulations.
- (2) Conduct training or convey the information to staff and people involved to gain correct advice regarding policy, guidelines, rules, regulations, and principles.
- (3) Create culture to work efficiently as a team and be determined to the success of work and professionalism.
- (4) Create atmosphere which facilitates knowledge exchanging and respond to the incident that occurs in the organization quickly and properly.
- (5) Cultivate awareness of being keen on learning, self-learning, and continuously learning.
- (6) Review and assess performance carefully, accurately and fairly.
- (7) Have behavior of good work performance consistently and be accepted as a good role model.

Principle and reason

University's management must be in accordance with the law, rules, regulations, policy, and purpose of the university. It is emphasized on applying good management with efficiency and quality in operating tasks in every field and mission.

5.6 Protect and conserve the university's resources: The university focuses on joint responsibility to conserve resources and assets of the university. The community shall follow the practices below.

- (1) Use assets such as materials, tools, device, money, IT system, and other systems which belong to the university for the purpose of the university only.
- (2) Prevent wasting and misusing resources.
- (3) Apply standard management system which is in line with best practices as well as prepare accurate financial report, arrange for asset risk preventive procedures, manage budget and internal control effectively.
- (4) Participate in checking, protecting, and conserving the university's resources.

Principle and reason

The personnel have a duty and responsibility to take care, keep, and utilize the university's assets to the fullest without using them for personal interest.

5.7 Promote culture of following the organization's rules: The university aims at following legal requirements and pays attention to code of conduct and common rules. We hope that the community will follow the practices below.

- (1) Learn and cooperate in following rules, contract requirements, and the university's policies as well as guidelines from public sector to be applied in the university's activities.
- (2) Aim for performing assigned duties successfully both individually and as a team.
- (3) Participate in preventing and reporting an action which is suspected to violate the rules to the administrator or supervisor.
- (4) Confirm that violation in the area of the responsible tasks has been properly resolved, including reporting the result to the university and all related personnel and organization.
- (5) Do not respond or take a hostile action against the reporter of action suspected to violate rules and regulations, etc.

Principle and reason

Any actions and operations of the community must be under the law, rules and regulations of the university and public organizations, code of conduct and professional etiquette. The community must cooperate in following the rules, regulations and prevent violations of law.

5.8 Management of news, information, confidential information, personal information, and disclosable information with care: The university's community is the creator of work who shall be responsible in controlling the use of different kinds of information to keep the operation following the law, regulations, and related policy of the university on the public right in accessing the information and personal right. The university expects the community to follow the practices below.

- (1) Follow the law, regulations, and policy of the university in accessing the information, utilizing, publicizing, protecting, covering, keeping confidentiality of the organization and personal information.
- (2) Secure the information by using electronic method, physical method, and others as appropriate.
- (3) Perform duty by considering about related laws stipulated by the law.

Principle and reason

Giving and using any news and information of the university in the form of document, announcement, or electronic data, the community must perform it with care. In an appropriate occasion, release correct, clear, concise, and true information only by following rules and regulations of the university and applicable law.

5.9 Avoid interest conflict and bindings: The university community is to decide on behalf of the university with justice and code of conduct, by holding on to the purpose and benefits of the organization as detailed below.

- (1) Avoid conflicts between personal interest and the university's.
- (2) Disclose the information about conflict of interest that might occur against the university.
- (3) Do not include personal relationship to interrupt any decisions which affect operation based on the purpose and benefits of the university.

(4) Do not take any actions which might lead to conflict of interest against the university

(5) Do not violate the law.

Principle and reason

The community must work on behalf of the university and for the university without searching for personal benefits from performing the duty, which might cause damage to the university. The company has a duty to prevent corruption by disclosing and reporting about the wrongdoer to the university.

5.10 Promote and develop working safety and security following HSE principles:

The university's community has a joint responsibility to build confidence in safety, security, and good environment for health and sanitation for the community and visitors. The university expects that the community will follow the practices below.

(1) Follow the practices for safety at work and attend training about using equipment safely and correctly.

(2) Perform duty by considering about health and safety of oneself and colleagues as the first priority throughout the period of working.

(3) Protect the environment and control materials, wastes, or other factors which may cause danger.

(4) Report any suspected behavior that may be harmful towards the community to prevent possible incidents.

(5) Be a good role model about health, safety, and environment at work.

Principle and reason

The promotion for security and safety at work is to let the university's community have a quality working life with happiness, safety, and standard in performing different tasks such as environmental management, security, class management, security and safety management. Therefore, it is necessary to get cooperation from all related departments to set guidelines in protecting security and safety of the community together and to take responsibility towards the university's community (Corporate Social Responsibility: CSR).