

CODE OF ETHICS OF THE FOUNDATION FOR POLISH SCIENCE

Preamble

The Foundation for Polish Science (hereinafter referred to as “the Foundation”), which is an independent, non-governmental, public benefit organization, considers the following as its priorities: building trust in its activities, promoting good scientific practice, and complying with the highest organizational standards.

This Code of Ethics indicates the most important values that have guided the Foundation since its establishment, but it also includes the fundamental principles that should guide all of the Foundation’s bodies and its employees in performing their duties.

1. MISSION

The Foundation is an institution established to conduct the mission of supporting science in Poland, which in accordance with the provisions of the Statute of the Foundation, is conducted in particular through:

- a)** supporting scholars, research teams, and investment initiatives for science in Poland;
- b)** undertaking activities that aim for the implementation of scientific achievements in the economy;
- c)** supporting international cooperation and activities facilitating the exchange of scientific thought and increasing of the scientific independence of the new generation of scientists.

The Foundation pursues its statutory objectives based on the principles laid down in its internal regulations and following the motto: *Supporting the best, so that they can become even better.*

The Foundation endeavors to make its activities a model of respect for the law, ethical principles, and good manners.

2. TRANSPARENCY

Every year, the Foundation prepares complete financial statements, which are then examined by experienced and renowned audit firms. Along with the opinion of an independent auditor, the financial statements are submitted to the National Court Register and relevant ministers. Changes concerning the activities of the Foundation are regularly supplemented in the National Court Register.

The Foundation regularly publishes in Annual Reports an extensive presentation of its program activities together with the financial statements. The reports are sent to the scientific, business, governmental, and non-governmental circles and are also available on the Foundation’s website and in its office.

3. NON-PROFIT ACTIVITIES

The Foundation does not conduct business activity. The revenues from financial investments are primarily assigned to statutory activities, while the Foundation strives to minimize administrative expenses.

The donations and other contributions received by the Foundation serve exclusively to finance its statutory activities.

4. ASSETS MANAGEMENT

The Foundation generates its income mainly through investments in securities. The Foundation's financial assets are managed primarily by external entities that achieve good and stable financial results and adhere to the highest professional and ethical standards selected for their reliability, professionalism, and ability to understand the Foundation's specificity.

The Foundation ensures that its financial assets are invested in a way that allows it to achieve high growth in the value of the assets while avoiding exposure to excessive risk.

5. INDEPENDENCE, APOLITICALITY

The Foundation is an independent and apolitical institution. The Foundation's rules of activity are defined in the Statute of the Foundation for Polish Science and internal regulations.

The Foundation grants subsidies while keeping a visible distinction between own activities and those of state administration bodies financed by the state budget. The Foundation does not finance the statutory activities of scientific institutions.

6. PREVENTION OF CONFLICTS OF INTEREST

6.1. The Foundation makes every effort to ensure that its decisions in each case are objective and transparent. The Foundation's authorities pay special attention to the circumstances that may create a conflict of interest, such as family or emotional circumstances, political sympathies, nationality, economic interest, etc. The Foundation's Management Board members, its employees participating in competitions implementation, and the Council members – in contests in which the Council's decisions affect results – sign declarations that aim at disclosing relations that may create conflicts of interest in the scope of:

a) personal relationships:

- a member of the Council, a member of the Management Board, or an employee of the Foundation is or has been a relative of an applicant of whom he or she knows to be participating in the contest;
- a member of the Council, a member of the Management Board, or an employee of the Foundation remains or remained in the past in a situation of conflict with an applicant of whom he or she knows to be participating in the contest;
- a member of the Council, a member of the Management Board, or an employee of the Foundation remains or remained in an informal relationship with an applicant of whom he or she knows to be participating in the contest;

b) professional relationships:

- a member of the Council, a member of the Management Board, or an employee of the Foundation is or has been within the past three years – or, as a result of the contest results, may enter – in a professional relationship with an applicant, which would involve becoming the employer, formal superior, or subordinate of the applicant;

c) scientific relationships:

- a member of the Council, a member of the Management Board, or an employee of the Foundation has presented an opinion or a letter of recommendation to an applicant in a given competition;
- a member of the Council or Management Board was a supervisor or mentor of an applicant at an earlier stage of his or her scientific career;
- a member of the Council or Management Board was the leader of the scientific team in which an applicant worked (within the past five years);
- a member of the Council or Management Board is or was within the past three years the implementor of a joint research project;
- a member of the Council, a member of the Management Board, or an employee of the Foundation co-publishes or co-published with an applicant in the past, within the last three years;
- a member of the Council, a member of the Management Board, or an employee of the Foundation scientifically competes with an applicant;

d) financial relationships:

- the Application submitted to the contest may have financial consequences for a member of the Council, a member of the Management Board, or an employee of the Foundation;

e) other scopes, indicated by a member of the Council, a member of the Management Board, or an employee of the Foundation.

6.2. In order to prevent conflicts of interests, the Foundation applies the following principles:

- a)** members of the Management Board and the Council may not participate in or apply for any program conducted by the Foundation while performing their functions in the Foundation;
- b)** members of the Management Board annually submit a statement on other places of employment under an employment contract and a statement that they are not shareholders of companies managing the Foundation's assets, participants of closed-end investment funds in which the Foundation invests, or owners of investment portfolios managed by entities managing financial assets of the Foundation;
- c)** members of the Management Board submit written declarations of conflict or absence of conflict of interest in relation to all applications submitted to the Foundation and – in the case of a conflict of interest – withdraw from the procedure of a given application;
- d)** a decision to finance an application affiliated to the institution where a member of the Management Board works within the scope of his scientific discipline requires the

opinion of the Council;

- e) members of the Council submit written declarations about a conflict of interest or the absence of a conflict of interest in relation to applications concerning the FNP Prize and the START program. In the case of a conflict of interest, Council members withdraw from the assessment of a close person (as defined in the Law on Public Benefit Activity and Volunteerism) or a person working in the same unit and in the same scientific discipline represented by the same research discipline council;
- f) in the case of the START program, a Council member may not sign applications or attachments to the application;
- g) member of the Management Board or the Council performs no functions that involve remuneration in competition projects financed by the Foundation and does not engage as a mentor and member of a scientific or economic board of the competition project;
- h) in the event of performing any advisory or administrative role in a project or where there are relations as referred to in points 6.1 a) - e), the member of the Management Board or Council submits to the Council a statement describing own role in the project and explaining the potential conflict of interest. The statements shall be made at least once a year, at the time of the approval of the Board statements;
- i) in the event of the potential or alleged conflict between the private interest of an employee and the interest of the Foundation, the employee consults the opinion of his or her direct supervisor and – if the conflict concerns a member of the Management Board or the Council – the Council.

6.3. In order to avoid the conflict of interest risk, it is recommended that the Foundation's employees do not take up employment in any form (employment contract, civil law contract, etc.) in any project financed by the Foundation until the funding of the project is completed. This recommendation applies to projects approved for funding before or during the employee's employment with the Foundation.

7. PROMOTION OF GOOD SCIENTIFIC PRACTICES

- a) The Foundation does not grant subsidies, prizes, or scholarships to persons who do not observe the principles of scientific integrity. For the Foundation, a scientific background is the basis to evaluate an application and the most important predictor of the proper use of resources and adherence to the highest standards in scientific work;
- b) The Foundation in particular
 - 1) supports scientists who can effectively combine scientific work with the education of young staff and whose achievements significantly contribute to the culture and civilizational progress of Poland and the promotion of Polish science in the world;
 - 2) enables scientists to undertake new, innovative, and important research directions and provides additional assistance in the first stages of building research teams;
 - 3) finances or co-finances non-standard initiatives and investments of special

importance to science in Poland – including those of interventional nature – which cannot be financed from other sources;

- c) for projects involving animal testing, the Foundation requires the consent of the relevant ethics committee;
- d) for projects involving the performance of tests on protected species of plants, animals, and fungi, the Foundation requires a certificate of compliance of these tests with nature conservation regulations;
- e) for projects involving research on genetically modified organisms, the Foundation requires a certificate of compliance of such research with regulations on genetically modified organisms;
- f) for projects involving the necessity of performing tests involving humans – especially clinical studies – the Foundation requires the consent of the relevant ethics committee or a certificate of compliance of these tests with the relevant legislation;
- g) the Foundation may refuse to fund projects that in its opinion violate the rules of scientific ethics.

8. THE FOUNDATION'S CONTACTS WITH BENEFICIARIES

a) objectivity

Applying for the Foundation's funding within the framework of its programs is possible only by means of competitions. Each application is subject to a transparent multi-stage procedure of substantive and formal evaluation. The reviewers, experts, and advisors cooperating with the Foundation are selected from among high-class specialists.

The list of laureates in each competition is always made publicly accessible.

b) confidentiality

The Foundation follows the principle that opinions and information collected during the competition procedure may be disclosed to third parties only anonymously.

Reviewers' names, recommendations, and opinions are treated as confidential by the Foundation; at the same time, the Foundation reserves the right to publicly announce each year a joint alphabetical list of advisers, experts, and reviewers who cooperate with the Foundation in the implementation of all its programs.

c) transparency

The Foundation provides all interested parties with access to information about its programs and competitions, with emphasis on funding applications' rules and procedures.

d) equality

The Foundation ensures the equal treatment of all applicants at every stage of the competition procedure and in contacts with the Foundation.

e) kindness

When beneficiaries encounter problems in the implementation of their projects, the Foundation cooperates with them to find the most beneficial solutions for both sides. The Foundation allows for the possibility of adjusting the terms and conditions of awarded grants, following the concern for not limiting the scientific development of its beneficiaries.

t) professionalism

The Foundation's employees are characterized by honesty, reliability, competence, accuracy, conscientiousness, punctuality, obligation, and high personal culture, expressed by a tactful and friendly attitude to the beneficiaries.

f) responsibility

The Foundation acts with a sense of responsibility for its mission and actions.

9. EMPLOYEE RELATIONS

a) respect for others

No forms of discrimination are allowed in the Foundation.

The Foundation's employee relations should be a model of good manners, honesty, and respect for the personal dignity of each person; they should be based on the principle of mutual respect, understanding, and kindness.

b) observance of employee rights

The Foundation observes employee rights, ensures safe and friendly working conditions for its employees, a fair evaluation of their activities, and transparent remuneration rules.

c) qualifications improvement

The Foundation provides all employees with equal opportunities for professional development, promoting the high quality of their work.

d) conflict resolution

In the event of any conflict, the Foundation takes steps to resolve the conflict, while observing the principles of tolerance and recognizing the right of each employee to have a different opinion.

Should an ethical charge be made against an employee of the Foundation, he or she has the right to explain his or her conduct and provide evidence for his or her defense. These allegations must be dealt with fairly and objectively, with confidentiality and respect for the rights of employees.

e) protection of the Foundation's image

Employees of the Foundation are obliged to maintain its good name.