

Ethos of the Ukrainian Catholic University

We spend so much of our time at the workplace that it can truly be said that the Ukrainian Catholic University is like a "second home" for us. The atmosphere of a home is of the utmost importance. It can inspire people to do good deeds, to strive for their full potential, or it can suppress and discourage them. In this, an interesting sort of interdependence can be observed: the home environment has a significant impact on its inhabitants, and at the same time, this atmosphere depends directly on the inhabitants themselves.

The basis of our community's life is the Christian principle of serving our neighbor. On the one hand, this principle imposes on us a moral obligation to restrict inclinations towards selfishness, but at the same time it grants us spiritual gifts, which are revealed to us when we mutually care for each other. With this ethos in mind, disciplinary guidelines at UCU are there to serve as a reliable "compass." They are designed to help everyone in our community to "navigate" their conduct and professional life, especially when concerns or challenges arise, in a way that is in harmony with our spiritual values.

General principles:

1. The mission of UCU is at the heart of everything we do. The best way to affirm this is to direct your activities to the realization of this mission. Let us live this mission at UCU by respecting and developing the spiritual and cultural traditions on which our university was founded.
2. *UCU is a university where the spiritual life of each person in our community can be nourished.* Each of us is called to strive to live according to the Christian values that are at the heart of our university. *As we develop and share our own spiritual gifts, we enrich the spirituality of the entire community.*
3. The UCU community lives according to the Eastern Christian tradition. This, in particular, means that all members of this community (taking into consideration their freedom of conscience) take part in the Liturgy each Wednesday, and all are warmly invited to participate in liturgical life on a daily basis.
4. At UCU, university activities (lectures, meetings, etc.) traditionally begin with prayer.
5. Members of the community use Christian greetings: "Glory to Jesus Christ" (or other forms of greetings according to Christian holidays, such as: "Christ is born!", "Christ is risen!").
6. UCU truly deserves to be called a "community" when it is governed with a spirit of Christian love. This love abounds in the willingness to serve humanity and to seek the advancement of knowledge, as well as in having consistent respect for the dignity of all people, no matter what their

status or situation may be.

7. The spirit of the academic community is formed at common university events and occasions. While taking active part in those, we enrich ourselves and those around us.

8. We are called to help each other bear burdens, that is to say, we endeavour to be empathetic when our colleagues are in need of help and to be there for them. UCU is a place where team-work is appreciated.

9. Fidelity to the truth (and deeming deception and dishonesty to be unacceptable), academic freedom, and academic integrity (especially prohibiting plagiarism) are the academic standards we set at UCU.

10. People are not perfect, so events capable of causing discontent may occur at UCU. Try not to keep problems concealed, allowing them build up and compound. Look for constructive ways to solve and resolve these situations. Likewise, do not damage the spirit of the community with vindictive criticism or by confusing a personal agenda with what is the actual truth.

11. One of the ways to avoid excessive stress at work is to avoid any conflicts of interest. In case a conflict does arise, the procedures established by UCU should be followed.

12. Let us be mindful of maintaining a good reputation: this includes our individual reputations as professionals as well as the reputation of UCU in the broader community. For the people in our lives and those we interact with, we are the face of the university. Uphold trust and confidentiality when dealing with discrete information and value loyalty to the university.

13. At UCU, the spirit of rivalry and antagonism is incompatible with our identity. Let us treat others the way we would like them to treat us. This will help us govern our emotions and contribute to the creation of a positive and healthy climate inside the community.

14. UCU is a zone where bribes are totally prohibited. Every member of the community has a paramount moral obligation to avoid even the slightest manifestations of corruption. This matter is vigilantly monitored and will be addressed strictly by the UCU leadership.

15. The celebration of holidays and important individual events is a cherished part of the life of the broader community. At the same time, it can present a challenge to our sense of moderation. Celebrations of anniversaries, birthdays or other significant dates should be modest and should not be a cause of interference in the work environment.

16. Although there is no "dry law" at UCU, this does not mean there is a culture of over-permissiveness in regards to alcohol. Alcohol consumption should be guided by a sense of self-

discipline; understanding that sin comes not in the wine itself, but from the person! Abuse of alcoholic beverages becomes a disciplinary matter.

Labor ethics and office culture:

17. Working honestly and conscientiously is an important manifestation of your morality and sense of faith. Your word is your bond at UCU, and relationships of trust should be treated with the respect merited by a contract. The higher place labor ethics hold in our office culture, the fewer disciplinary measures will come to the fore.

18. Both the wasting of work time and the overburdening of oneself with gruelling work are averse to the Lord's will. Both extremes can be rooted in distorted working relationships or excessive pride. Let us try to carry out our duties conscientiously and effectively, but take solace in trusting that, beyond our efforts, so much is in the Lord's hands and He knows better than anyone our capabilities and efforts.

19. Each department, office, or entity at UCU operates according to its own work schedule with specified office hours. Responsibility for diligently adhering to this schedule lies not only with supervisors but also with the conscience of each employee.

20. Tardiness, on the part of the student or teacher, violates labor discipline, and at the same time shows disrespect for others. Regular teacher tardiness leads to administrative penalties. Sanctions for student tardiness (reprimand, non-admission to the class) are set by the teacher.

21. Being disruptively late for the Liturgy or other university events is disrespectful to all those present and may tempt others to follow a bad example. Do not allow tardiness to become the norm!

22. Working hours can be agreed upon by employees and their supervisors; this should be consistent with the fixed duration of the work week. Supervisors can use their best discretion with employees and set a flexible schedule, provided the work is carried out under any circumstance. It is very important that the department knows employee schedules and work locations and that colleagues are also aware of when and how to find each other.

23. Carrying out assignments for which the employee may receive additional payment is not allowed, since it can lead to a conflict of interests. In those cases where additional contracts are initiated or approved by the governing structures of UCU, the implementation of these contracts is carried out under control of the relevant authorities.

24. Responsible employees who take the initiative and provide dedicated and high-quality work

deserve recognition and remuneration. Negligence and the violation of labor ethics will warrant disciplinary actions. Keep in mind though that conscience, rather than supervisors or regulations, is the surest safeguard of high standards.

25. At UCU, it is preferable to solve labor disputes collectively, inviting neutral arbitrators or forming *ad hoc* commissions.

26. Supervisors' personal example is a better instructor than their orders. Likewise, the employee's personal example is important in both official and personal relationships.

27. We are perceived according to the way we present ourselves. Benevolence towards university visitors and courteous telephone conversations should be a calling-card of UCU and an indispensable aspect of the work of secretaries and everyone else at UCU.

28. Our workplace is a reflection of our mentality. Let us keep our workplaces, including office appliances and equipment, in order, in good condition, and maintain cleanliness. Let us keep the territory of UCU clean and orderly as well. Respect our work and the work of our colleagues. If we leave our personal belongings on desks, in classrooms and in computer areas, we should be aware that they will be removed by the custodians.

29. The feeling of belonging to the community and respect for university property go hand-in-hand. When saving heat (e.g. closing windows in the winter) and electricity (e.g. turning off the lights after leaving the room), we cultivate the feeling of a single family.

30. Electronic equipment (computers, printers, etc.), stationery and other tangible assets are primarily intended for service purposes. Their use for private purposes is possible only in exceptional cases and only with the supervisor's consent. Using the UCU Internet Network for immoral purposes is unacceptable.

31. Good office culture requires us to turn off mobile phones during general meetings or switch them to silent mode and leave the room during a phone conversation. Turning off the cell phone during the Divine Liturgy and training sessions should be obligatory.

32. The workplace is a zone of both solace and concentration. When there are several people in the work room, conversations with each other and with visitors should be conducted in the corridor or in another room.

Let us remember that the most effective laws are not written on paper, but in the human heart!