

# Code of Conduct

SIGMUND FREUD UNIVERSITY

## **1. Preamble**

- The Sigmund Freud University (SFU) and its institutions vouch for study programmes and research opportunities of high quality in teaching and research. In a cosmopolitan and tolerant community of teachers and students, it respects the freedom of science and its teaching as well as the obligation to the advancement of science and realises its goals in various places of implementation and by means of national and international cooperation. The high level of competence in promoting students' personal development prepares students and enables them to assume professional and social responsibility as graduates.
- Due to its social responsibility and the function as a role model that comes with it, the SFU sets its own quality standards for the actions of its employees beyond the legal regulations within the framework of this Code of Conduct. The SFU's employees recognise their personal responsibility and act on the basis of these rules of conduct.

## **2. Good scientific practice**

- In order to maintain scientific integrity, SFU employees act in accordance with the rules of good scientific practice and - if necessary - involve the responsible ethics committee in their research projects.
- Executives are a role model for their employees and support students and young academics in terms of knowledge and understanding of the rules of good scientific practice.
- The academic staff uphold the basic principles of equal opportunities and equal treatment in their teaching and research and impart diversity skills in the academic and social aspects of university life.

## **3. Interaction between university members**

- The SFU envisions itself as a diverse community of all university members, i.e. of people of different ages and genders, different social, ethnic and spatial origins, different sexual orientations and gender identities, and which is shaped by their life situations, physical and mental dispositions, as well as experiences, religion and world views.
- The interaction of university members with each other is based on mutual appreciation and respect. Intolerance, insulting or segregating behaviour as well as unobjective preferences or disadvantages have no place. University members are committed to counteract any kind of discrimination - direct, indirect and linguistic - at all times. This also refers to respectful interaction between different academic disciplines.
- Students' and staff members' concerns are always dealt with correctly, respectfully and as quickly as possible. SFU employees resolve conflicts objectively and in a climate of mutual understanding and respect. The options offered for conflict resolution and measures for de-escalation are used as early as possible.

- Sexual harassment and bullying are contrary to respectful behaviour and will not be tolerated at the SFU. This includes any form of unwanted behaviour that manifests itself in an undesirable verbal, non-verbal or physical form and that has the purpose or effect of violating the dignity of the person concerned, especially if an environment characterised by intimidation, hostility, humiliation, degradation and insults is created. This applies in particular to relationships of dependency, especially between managers and staff and between teachers and students. Care must be taken to maintain an appropriate distance.

#### **4. Interacting with business partners and third parties**

- Business partners shall be treated with appreciation and respect. Any discrimination based on age and gender, social, ethnic and geographic origin, sexual orientation and gender identity, religion or physical disability is not permitted.
- Any concerns raised by business partners or third parties will be dealt with and responded to within a reasonable period of time.
- Sponsoring and donations in the form of money, material assets or services by third parties to the SFU shall be transparent.

#### **5. Personal and economic conflicts of interest**

The SFU is judged by the actions and the responsible conduct of all its employees. Its employees, in particular the managers of the SFU, behave loyally and act accordingly, above all this includes the conscientious fulfilment of official duties. Conflicts of interest are avoided by separating non-university activities and private interests from their official activities.

#### **6. Handling sensitive information**

- University work entails the handling of confidential, sensitive data. Therefore, employees of the SFU shall observe the applicable regulations, in particular those relating to labour law and data protection law, when dealing with data and information during and after their employment at the SFU.
- Employees of the SFU shall treat all data and information, even if they are not explicitly marked as confidential, with particular care and sensitivity during and after the end of their employment at the SFU.
- Employees of the SFU shall take appropriate precautionary/protective measures, in particular when processing information and data electronically and when retrieving data on mobile devices.
- Employees shall refrain from making any statements or engaging in any activities that could be detrimental to the reputation of the SFU.

## **7. Leadership accountability**

- The SFU also sees social responsibility as a commitment on the management level and acknowledges the role model effect associated with that perspective. Employees of the SFU therefore perform their duties in accordance with the principles of legality, expediency, economy and transparency.
- Managers fulfil organisational and supervisory duties and bear responsibility for the employees entrusted to them. However, this responsibility does not release the individual employees from their own personal responsibility. Managers know the necessary legal framework or acquire it within a reasonable period of time.
- Managers grant their employees as much personal responsibility and freedom of action as appropriate. Through appropriate supervision, managers ensure compliance with legal provisions and the regulations applicable to the SFU.
- Managers shall assess the qualifications and suitability of employees for the tasks assigned to them according to objective standards and shall also take measures for the personal and professional development of employees, e.g. through training, in accordance with the resources available.
- Managers encourage their staff to continuously develop their work processes and to make suggestions for improvement; these suggestions are taken seriously.

## **8. Implementation of the code of conduct**

- The position of SFU in society is taken into account by the employees of the university together. They all ensure compliance with these rules of conduct.
- In view of this joint responsibility, complaints about violations of these rules of conduct can be made through the official channels of the direct superior. In the event of violations, every employee has the right to turn to the management of the faculty, the rectorate or the board for equal treatment issues. Students also may turn to the offices of the Austrian Student Union (ÖH). The conscientious handling of complaints on the side of management is carried out according to the guidelines of the university's complaints management.
- Persons who turn to the executive, faculty or the rectorate in good faith to report suspected violations, regardless of whether these turn out to be justified or not, shall not suffer any disadvantage as a result, in particular by their superiors. Persons against whom alleged violations have been made, whether or not they turn out to be justified, shall refrain from direct one-to-one contact with the complainant alone. In order to prevent possible intimidation or escalation, mediation talks within the framework of complaint management are only to be conducted with the involvement of other persons present.