

# Code of Conduct (CoC)

## Code of Conduct for the FH Kufstein Tirol

### 1. Introduction – working together in a responsible and respectful way

The management team at the FH Kufstein Tirol has introduced this Code of Conduct (CoC) for all affiliated institutions (FH Kufstein Tirol Bildungs GmbH, FH Errichtungs- und Betriebs GmbH, FH Kufstein Tirol Business School) in order to establish basic principles and values for working together as well as with external partners. The aim is to facilitate transparent, constructive and trust-based cooperation between all persons, thereby establishing the basis for a culture of shared responsibility at the FH Kufstein. This CoC should be seen as a set of guidelines and recommendations for how to behave in certain situations. It must be respected by all people associated with the FH Kufstein Tirol at all levels. The provisions of this CoC complement and do not replace the rules and guidelines established by other documents such as the Study and Examination Regulations, House Rules, Education Agreements, Data Protection Guidelines, etc.

### 2. Area of application

The guidelines set out in this document apply to permanent members of staff at the FH Kufstein Tirol as well as teachers and researchers working at the FH Kufstein Tirol on a part-time basis. Since this CoC applies to several institutions at the same time, only those points which are relevant for each person in their respective area of work shall be valid.

Furthermore, these guidelines shall also apply to all relations with external partners. These external partners include, for example, applicants, the general public, business partners and all people connected in any way to the FH Kufstein Tirol.

Provisions specific to the FH Kufstein Tirol as a higher education institution (e.g. University of Applied Sciences Studies Act) as well as norms (special working rules such as the Labor Constitution Act, the Employment Act and bargaining agreements as well as regulations contained in employment contracts) are unaffected by this CoC and remain valid for all permanent members of staff at the FH Kufstein Tirol as well as persons teaching and researching at the FH Kufstein Tirol on a part-time basis.

### 3. Our Values and Principles

#### a. Knowledge and education

We value knowledge and education highly. At the FH Kufstein we place a particular focus on combining theory and practice. As a further education institution, we are aware of our responsibility and position as a role model. Therefore, we strive to support and promote curiosity and the spirit of research at all levels. The knowledge imparted at the FH Kufstein is based on the latest findings in science and research.

#### b. Commitment to equal opportunities and diversity

At the FH Kufstein Tirol we treat people from all groups in society equally. This commitment to equal treatment and opportunities is one of the core pillars of our work as an education institution. Internationality and cultural diversity are strategic aims at the FH Kufstein Tirol and are set out as such in our mission statement.

The FH Kufstein Tirol recognizes the diversity of all people it is associated with when it comes to gender, age, sexual orientation, religion, skin color, physical and mental abilities/disabilities as well as ethnic background.

Equal opportunities and diversity are of great importance to the FH Kufstein Tirol and underline its credibility as an international center of higher education. Gender equality, equal opportunities for all, respect and recognition of social diversity as well as behavior free of discrimination, accessibility for disabled persons and a family-friendly approach are made transparent and possible through active gender mainstreaming and diversity management. This commitment is underlined by the fact that the FH Kufstein Tirol has appointed its own Diversity and Inclusion Officer.

### **c. Health and safety, family-friendly study conditions as fundamental requirements for studying and working at the FH Kufstein Tirol**

The health and safety of all people associated with the FH Kufstein Tirol is our highest priority. The FH Kufstein Tirol is committed to providing and maintaining a structural framework within which a good work/life balance is possible. Furthermore, it is committed to ensuring safety in all areas in order to enable a healthy studying and working environment.

We also strive to be a family-friendly institution. At the FH Kufstein Tirol we aim to create a social environment for staff and students which makes it possible for them to combine study, work and family.

## **4. Conflicts of interest**

Members of staff working for the FH Kufstein Tirol must avoid conflicts of interest through close personal relationships (bias) in situations such as appointment and application processes, evaluations, grading awarding of teaching contracts and other work contracts, etc. Should such a potential conflict of interest arise, members of staff must communicate it clearly and in advance. We will work with the relevant management to find a solution which is transparent and fair for everyone.

## **5. Accepting gifts**

Staff at the FH Kufstein Tirol are public officials and therefore subject to the provisions on corruption set out in §74 Paragraph 1 Line 4a of the Austrian Penal Code (see also §§ 302ff).

The FH Kufstein Tirol and its officials (Faculty Council and academic staff) assume a legal function according to § 10 Paragraph 3 Line 9 of the University of Applied Sciences Studies Act on the university's role in awarding and revocation of academic titles as well as the nostrification of academic titles awarded at foreign higher education institutions and academic awards.

For the reasons set out above, members of staff at the FH Kufstein Tirol are forbidden from accepting money or gifts of a significant financial value from third persons, in particular students.

Symbolic gifts (flowers, chocolates, etc.) which are not aimed at influencing the relationship and are of minimal financial value may be accepted. In case of doubt, staff must inform the management at the FH Kufstein Tirol and keep the process transparent at all times.

## **6. Dealing with service providers/suppliers**

Suppliers and all other business partners must be selected exclusively on the basis of objective criteria comparing price, quality, service, reliability and suitability of the products or services offered. Staff may not use their position to acquire personal gain by awarding work to an external supplier. In order to exclude any conflict of interest, members of staff are not permitted to use their business relationships and the associated conditions for private purposes.

## **7. Use of company property**

All permanent members of staff, part-time members of staff and students must use property belonging to the FH Kufstein Tirol with due care and attention at all times.

## **8. Handling data and information**

The FH Kufstein Tirol's internal data protection provisions are set out in detail in the Organizational Guidelines and Data Protection Guidelines, which must be adhered to at all times.

## **9. External communication**

When using social networks (posting content and comments on Facebook, Twitter, Xing, etc.) members of staff must ensure that the positive image of the FH Kufstein Tirol is maintained and strengthened. No internal information may be posted on social networks. In the case of direct requests for information from journalists, staff must inform the FH Kufstein Tirol management and/or the Corporate Communication & Management department prior to providing this information.

## **10. Dealing with stakeholders**

Stakeholders include the following groups of people: applicants, students, part-time members of staff, business partners, sponsors, suppliers, authorities, media and the general public.

The following points must be taken into consideration when dealing with stakeholders:

- Appropriate communication (polite and respectful)
- Communication of any conflicts of interest resulting from personal relationships between members of staff and students / applicants
- Applicants must be evaluated according to objective criteria, which must themselves be documented in a clear and logical way
- Care must be applied when awarding work contracts to external partners (all legal and internal regulations must be respected)

## **11. Behavior in scientific practice**

The FH Kufstein Tirol is committed to maintaining the highest possible academic level in teaching, science and research. This is guaranteed by ensuring that all people at the FH Kufstein Tirol (students, teachers and other members of staff) cooperate in a constructive way characterized by respect and mutual appreciation. This, in turn, depends on good, transparent cooperation with sponsors.

Scientific work must be carried out in line with the legal provisions, ethical norms and the latest research findings.

All members of staff must:

- document the results of their scientific work

- apply a critical approach to scientific results
- clearly identify content taken from other sources (as set out in the rules on plagiarism in the Study and Examination Regulations).

Example of misconduct in scientific work include:

- making up or manipulating data
- contravening rules on intellectual property
- hindering other people from carrying out their scientific work
- assuming responsibility for misconduct carried out by other people

## **12. Reporting misconduct**

All people associated with the FH Kufstein Tirol have the right and duty to report behavior and circumstances which may contravene the provisions set out in this CoC. Such reports should be made to the responsible representatives of the management team, university administration and HR department. The person accused of breaching the CoC will be informed of the report and invited to provide a statement. The management team and university administration must be informed. If necessary, they will convene an internal CoC commission. The individual members of this commission will be selected depending on the case at hand, ensuring that there is no potential conflict of interest. The commission shall comprise up to four members and where possible be gender balanced. The chairperson of the CoC commission must be a representative of the management team or the university administration. If the alleged misconduct affects students, the CoC shall include student representatives.

On the basis of the evidence provided by both parties, and taking into consideration requirements set out in criminal law and labor law, the management, university administration / CoC commission will draw up a written report and provide suggestions/recommendations on further action. As well as the findings of the CoC, the respective legal provisions on antidiscrimination shall also be taken into account. The CoC commission shall be responsible for carrying out the corrective measures proposed, working in close cooperation with the superior of the person accused.

A copy of the written report of the CoC commission must be presented to the Board of the FH Kufstein Tirol-Privatstiftung.

Persons wishing to provide written evidence have the right to do so anonymously. Should further steps be required, anonymity will no longer be possible.

## **13. Adherence to the CoC**

All people associated with the FH Kufstein Tirol – in particular management staff - are responsible for the implementation of the provisions set out in the CoC as well as other written agreements in their respective fields of work. All violations shall be pursued regardless of hierarchical position.

Solely the original German version of this Code of Conduct is legally binding.

With my signature I confirm that I have read and understood this Code of Conduct.