

Code of Conduct for TISE

TISE is committed to a culture of dialogue and to the values of integrity, respect, openness, equality, and inclusion. Discrimination, bullying and sexual harassment will not be tolerated.

All of us – professors, students, lecturers, scientific, administrative, and technical staff – are jointly responsible for living these values in everyday life. The Code of Conduct clarifies the guidelines for respectful and professional interaction with each other.

The Code of Conduct contains 12 guidelines:

1. We perform our work responsibly, professionally and in accordance with the rules.

We work with care and responsibility. We familiarize ourselves with the legal provisions and university regulations relevant to our work and comply with them. Corruption and bribery are not tolerated, and conflicts of interest are disclosed and regulated. We handle information entrusted to us with care and respect confidentiality between all university employees. Particular attention is paid to the handling of digital and analog information. Here we take care to comply with data protection and information security.

2. We are guided by the standards of scientific integrity and good scientific practice.

We stand for professionalism, honesty and fairness and strive to integrate these values into teaching, research, and service. Standards of good scientific practice must be strictly adhered to. We document the basis of our work, our research results, and scientific findings truthfully, transparently and comprehensibly. It is important to allow and encourage critical discourse in the scientific community. We are accountable for our work to the university, research funders, the public and ourselves. We ensure scientific integrity, clearly distinguish between our own work and that of others and use third-party intellectual property in compliance with appropriate laws. When conducting research on humans or with animals, we follow high ethical standards and consistently comply with laws and university policies.

3. We pay attention to considerate scientific cooperation and promote our junior staff.

In research, teaching, and administration, we work together in a constructive and honest manner and treat each other with appreciation and openness. Our managers and lecturers promote personal responsibility and accountability. At all levels, we are committed to the comprehensive promotion of young researchers, actively pass on our knowledge, and experience, and cultivate an open feedback and error culture. We ensure the best possible supervision relationships and create optimal conditions for early career researchers. We promote a diversity-appropriate search for and support of talent in science, research, and administration.

4. We evaluate students and employees according to objective criteria.

We apply objective measures and standards when evaluating individuals and performance. Evaluation criteria are both communicated transparently and applied consistently. We give students the opportunity to provide feedback or ask follow-up questions about the evaluation.

5. We promote diversity and inclusion.

We value the diverse potential of our study or work colleagues. This diversity offers enormous innovation potential for an open, creative, and productive work and thinking culture at all levels. We do not tolerate any

discrimination with regard to age, gender, gender identity, origin, language, sexual orientation, religion, political conviction, mental and physical impairment or personal lifestyle and living situation.

6. We respect the personal integrity of others.

We are committed to conduct in which the personal integrity of employees and students is respected and protected. We take a firm stand against discrimination, sexual harassment, bullying and abuse of power. We do not tolerate these violations of integrity even when we observe them in our environment. In this way, we create a positive climate for study, research, and work.

7. We communicate appreciatively and express criticism constructively.

We attach importance to gender-appropriate and non-discriminatory language. We communicate respectfully, non-violently, and solution-oriented - also in conflict situations. We treat each other with honesty and criticize constructively.

8. We maintain relationships on a professional level and deal consciously with conflicts of interest.

We value relationships with each other and recognize that they contribute to the success of the institution. We disclose any bias due to personal relationships in advance and work out a solution that is fair to all involved. We conduct ourselves professionally and do not take advantage of positions of power, especially in sexual, intimate and/or romantic relationships involving dependency. We acknowledge bias, step aside or take other necessary measures to avoid conflicts of interest and to protect those involved.

9. We care for the environment and for future generations.

We are committed to the principles of sustainability and act in an exemplary manner in this regard. We attach importance to the respectful use of ecological, economic, and social resources and ensure a safe and health-promoting study, work, and research environment.

10. We are committed to dealing constructively with errors.

We are committed to an environment that enables a constructive approach to mistakes. As a learning and teaching organization, we reflect on misconduct or errors and offer and ask for support when needed.

11. We demonstrate moral courage.

We do not tolerate a culture of looking the other way. In the event of violations of our Code of Conduct, we show moral courage, encourage others to do so, and contact the appropriate points of contact.

12. We bear responsibility and take action.

Employees and students familiarize themselves with the Code of Conduct and are aware of their personal responsibility. Our managers are role models for their employees and live these principles.