



# Code of Conduct of the UAS BFI Vienna

## Our Code of Conduct – Our Compass.

The UAS BFI Vienna is a place where people get in touch with each other on a daily basis - in a teaching context, in joint research projects, in administration and in exchange with external stakeholders. These encounters can take place on campus or in virtual space, in synchronous or asynchronous settings, in person or in writing, and with the help of a variety of tools. Whether these encounters are experienced as successful, constructive and empowering depends to a large extent on how the people involved - **i.e. all of us** - behave during them. In this sense, this Code of Conduct should be understood as a basis for the joint co-operation of all people who are associated with the UAS BFI Vienna as employees, part-time lecturers, students or researchers.

The basis for this is provided by the following set of values of the UAS BFI Vienna, which is based on the strategic management documents and should serve as an orientation for a trusting cooperation for everyone at the UAS. The expectations towards specific groups listed below are derived from these values.

### Social responsibility

- The UAS sees itself as an open-minded, active part of society with the aim of offering tertiary education for responsible specialists and managers.
- We have an international orientation which is based on aspects of sustainable management and are committed to the UN's sustainability goals.
- We support social commitment and promote the removal of artificial barriers in education, democratic access to education for all and lifelong learning opportunities.

### Non-discriminatory, respectful environment

- We stand for equal opportunities, gender equality and the active advancement of women.
- We show zero tolerance for behaviour that reflects sexism, racism or bullying and take active measures to end it immediately.
- We actively promote the development of gender & diversity (G&D) competence among all university members and use gender and diversity-sensitive language to support the visibility of gender diversity and contribute to the inclusion of all genders in the university environment.



## Orientation towards competence and performance

- Target agreements are made jointly and implemented consistently. The requirements and expectations of each other are clearly communicated and the extent of support and room for manoeuvre is adapted to the needs of the employees during implementation.
- We take responsibility for our own area and the entire UAS and consider the consequences for others when making decisions.
- We act courageously and innovatively and promote an open and constructive feedback culture as well as a culture of error that allows us to learn from mistakes.

## Appreciative organisational culture and positive attitude

- We trust that everyone wants to make a positive contribution and pursue a common goal.
- Our interactions are characterised by respect and appreciation for each other: (time) resources, work situation, priorities, etc.
- We support each other in challenging situations.

All people associated with the UAS BFI Vienna are ambassadors – **this is our compass.**

Based on these values, we can expect the following from each other in our daily interactions:

## As a student at the UAS BFI Vienna...

If you study at the UAS BFI Vienna, you can expect the following:

- That everyone in the study organisation will treat you with respect and appreciation. This also includes the use of appropriate forms of respectful communication in terms of language and timing, appropriate communication channels and adherence to adequate response and processing times.
- That you are provided with a competence- and performance-orientated environment at the UAS in which you are trained as responsible specialists and managers.
- That all members of the study programme know the regulations concerning teaching and examinations and apply them in their work.



- That any assessment is based solely on your performance and that there is no room for discrimination or disadvantage based on features of diversity.
- That your feedback on possible improvements to courses or other study-related topics will be collected regularly and used as a basis for ongoing improvements.
- That you will be consulted in the event of non-compliance with the above-mentioned expectations by persons in the study programme and that appropriate steps will be taken if necessary.

### **What we expect from you:**

- That you treat the people in the study programme and your fellow students with respect and appreciation when communicating or interacting with them. This includes addressing them appropriately, choosing the right communication channel and setting appropriate expectations regarding adequate processing and response times.
- That you familiarise yourself with the information regarding teaching and examinations that is made available to you via various channels and that you actively use this information before approaching people in the study programme with questions.
- That you take responsibility for your decisions in your studies and show commitment by actively contributing to the success of your studies in all teaching settings. An important aspect here is also the independence and autonomy of students' performance.
- That you regularly contribute to the further development of the degree programmes and the UAS through your feedback and that you give this feedback in a constructive and respectful manner.
- That you are actively committed to the interests of the degree programme and the UAS.
- That you use the resources of the UAS responsibly. This concerns the demands on time resources (enquiries etc.) and physical resources (dealing with waste, energy efficiency etc.).



## As employees of the UAS BFI Vienna, we can expect from each other...

- That we treat each other with respect, courtesy and appreciation and stand by our agreements.
- That we maintain a conscious and reflective approach in our communication with regard to content, forms and channels (especially on social media).
- That we promote constructive dialogue across study programmes and departments and see it as an opportunity to learn and grow together.
- That we recognise that we do not know everything about the various areas of activity at the UAS and still treat each other with appreciation for each other's achievements.
- That we give each other constructive and transparent feedback - and try to do so actively - without this being seen as a personal attack.
- That mistakes are addressed openly and utilised for joint learning - in the sense of the further development of the UAS.
- That we take initiative and responsibility for our own area and continuously improve it.
- As a member of the Austrian Agency for Research Integrity (ÖAWI), we follow the standards of good scientific practice in teaching and research and take ethical, social and sustainable aspects into account in all teaching and research projects.
- That there is zero tolerance for derogatory, discriminatory or sexist statements and actions.
- That we endeavour to deal with enquiries and tasks promptly.
- That we act professionally in our dealings with various stakeholders according to the situation. This includes an appropriate appearance and behaviour appropriate to the occasion.
- That we do not accept any attentions offered to us by third parties in the context of our work at the UAS with the purpose of gaining an advantage in a situation.
- That we use the resources at the UAS responsibly. This applies to time resources (participation in working groups, meeting preparation and attendance, proactive use of information provided via various channels) and physical resources, just as it does in our interactions with other groups within the university.
- That in the event of non-compliance with the above expectations, various contact persons are available and appropriate steps are taken if necessary.



## As a part-time lecturer at the UAS BFI Vienna...

If you support us as a part-time lecturer, you can expect the following:

- That everyone associated with the UAS will treat you with respect and courtesy in all forms and channels of communication.
- That you will work in a competence- and results-orientated environment in which everyone strives to show motivation, commitment and initiative in their own area and beyond.
- That all internal persons of the study organisation stand by their agreements and treat you with understanding for your personal situation, e.g. when planning courses.
- That there is zero tolerance for derogatory, discriminatory or sexist statements and behaviour. This applies on the one hand to behaviour towards you by other members of staff or students and on the other hand to your behaviour towards these groups.
- That you are appreciated for your contribution to the further development of the degree programmes and the UAS.
- That in the event of non-compliance with the above expectations, various contact persons will be available to you and, if necessary, appropriate steps will be taken.

### What we expect from you:

- That you treat all persons in the study programme and the students with respect and appreciation for their personal situation (e.g. part-time studies and multiple workloads) and that there is respectful communication.
- That you assess students solely on the basis of their performance and do not take any other criteria into account.
- That you actively utilise diversity at the UAS as far as possible and contribute to creating a non-discriminatory environment in your context.
- That you familiarise yourself with the information relevant to your tasks with regard to teaching and examination procedures and actively apply this in your work. This also includes the active use of the UAS communication channels both towards internal persons of the study programme and towards students.
- That you do not accept any courtesies offered to you by third parties in the context of your work at the UAS for the purpose of gaining an advantage in a situation.
- That you act as an ambassador for the UAS towards third parties and use the resources of the UAS responsibly. This includes requirements regarding time resources (changes to deadlines, etc.) as well as physical resources (duplication of copies, etc.).