

Code of Conduct (CoC)

Code of Conduct for the University of Applied Sciences (FH) Kufstein Tirol

1. Introduction - For responsible cooperation

The management of the University of Applied Sciences (FH) Kufstein Tirol has implemented this Code of Conduct for all participating companies (FH Kufstein Tirol Bildungs GmbH, FH Errichtungs- und Betriebs GmbH, FH Kufstein Tirol International Business School GmbH) to set out the values and principles practiced in our company in our conduct with each other and with external cooperation partners. This document aims to create transparent, constructive, and trusting cooperation between all persons involved and to provide a basis for a common, responsible FH culture.

This CoC should be seen as a basic decision-making guideline on how to act in certain situations. All persons associated with the FH Kufstein Tirol must comply with this guideline at all levels. In addition, written guidelines such as the ASPO, house rules, training contracts, data protection guidelines, etc., apply without restriction.

2. Scope of application

The Code of Conduct set out in this document is aimed at all employees of the FH Kufstein Tirol and part-time teaching and research staff. As this CoC applies to multiple companies simultaneously, only those points that can be applied to the work of individual employees are to be taken into account. Moreover, they apply to all external relations of the FH Kufstein Tirol, e.g., applicants, the public, business partners, and all those who have a relationship with the FH Kufstein Tirol.

University of Applied Sciences-specific provisions (e.g., the University of Applied Sciences Act) and standards (special service regulations such as the Employment Constitution Act, the Salaried Employees Act, or company agreements or provisions in employment contracts) remain unaffected by this CoC and apply independently to all employees and part-time teaching and research staff at FH Kufstein Tirol.

3. Our values and principles

a. Knowledge and education

Knowledge and education are our highest values. The integration of theory and practice is central to this. As a university, we are aware of our responsibility and role model function, and we encourage curiosity and a spirit of research at all levels. The transfer of knowledge is based on the latest findings.

b. Commitment to equal opportunities and diversity

Equal treatment of members of different social groups is regarded as a matter of course at the FH Kufstein Tirol. It is a cornerstone of our work as an educational institution. Internationality and cultural diversity are anchored as strategic goals and in the mission statement.

The FH Kufstein Tirol recognizes the diversity and differences of the people associated with it in terms of gender, age, sexual orientation, religion, skin color, physical and mental abilities/disabilities, and ethnic origin as unique values.

Equality and diversity principles are of very high value in terms of the international orientation of the FH Kufstein Tirol and underline the university's credibility. Gender equality, equal opportunities for all, appreciation and recognition of diversity/social diversity, as well as non-discriminatory behavior, accessibility, and family friendliness are made transparent and possible through active gender mainstreaming and diversity management. The appointment of a dedicated Diversity and Inclusion Officer is an expression of this principle.

c. Health and safety, as well as family compatibility, as fundamental framework conditions for studying and working at the FH Kufstein Tirol

The health and safety of all persons associated with the FH Kufstein Tirol is our greatest asset. The FH Kufstein Tirol strives to create and maintain structural framework conditions for work-life integration and to ensure safety in all areas in order to enable healthy studying and working for everyone.

The concept of a "family-friendly university" is very important to us. The FH Kufstein Tirol aims to create good framework conditions for employees and students, making it easier for them to combine their studies, career, and family.

4. Conflicts of interest

Employees of the FH Kufstein Tirol are required to take all necessary measures to avoid conflicts of interest due to personal close relationships (bias), e.g., in appointment or application procedures, evaluations, grading of performance, awarding of teaching assignments, contracts for work, etc. If such conflicts of interest arise, employees are required to disclose their personal biases in advance. A transparent and fair solution for all parties involved will then be sought together with the relevant manager.

5. Gift acceptance

The employees of the FH Kufstein Tirol are to be regarded as public officials in their activities. They are, therefore, subject to the criminal law provisions on corruption (Public Liability Act) for the public sector (§§ 302ff StGB) in accordance with § 74 para. 1 no. 4a StGB.

The FH Kufstein Tirol or their officials (the entire faculty and academic staff) perform the following functions in the area of § 10 para. 3 no. 9 FHG: conferral of academic degrees and their revocation, nostrification of foreign academic degrees and academic honors.

Employees of the FH Kufstein Tirol may not accept financial benefits or gifts of value from third parties, in particular from students, for the reasons stated above.

Gifts of a symbolic nature (flowers, chocolate, etc.) that are not intended to influence the business relationship and are of minor importance in terms of value may be accepted. If there are any uncertainties regarding the acceptance of symbolic gifts, management must be informed, and the process must always be transparent.

6. Dealing with service providers/suppliers

Suppliers and other business partners must be selected solely on the basis of objective criteria after comparing price, quality, performance, reliability, and suitability of the products or services offered. The official position may not be used to gain personal advantages by awarding a contract. In order to prevent a conflict of interest, employees may not use their business relationships and the associated conditions for private purposes.

7. Dealing with company property

All employees, part-time lecturers, and students are obliged to treat the property of the FH Kufstein Tirol with care.

8. Handling data and information

The internal data protection provisions are regulated in detail in the organizational guidelines and data protection guidelines, compliance with which is mandatory.

9. External communication

When dealing with social networks (posting articles and comments on Facebook, Twitter, Xing, and the like), employees must ensure that the positive image of the FH Kufstein Tirol is maintained and strengthened and that no internal information is passed on. The management, university management, or the responsible university communication management department must be informed of any direct inquiries from journalists before any information is provided.

10. Dealing with stakeholders

Stakeholders include applicants, students, graduates, part-time lecturers, business partners, shareholders, sponsors, suppliers, authorities, media, and the public.

Please note the following points:

- Appropriate communication (polite and respectful treatment)
- Notification of conflicts of interest due to a close relationship between students or applicants and employees
- Assessment of applicants in accordance with objective criteria that are documented in a comprehensible manner
- Careful handling when commissioning external parties (compliance with legal and internal regulations)
- Dealing with stakeholder concerns correctly, respectfully, and in a timely manner

A firm commitment is made to the following points:

- Intolerant, discriminatory, or offensive behavior in dealings with stakeholders and employees, as well as unobjective preferential treatment and discrimination of stakeholders and employees, must be avoided.
- Any form of sexual harassment or bullying is strongly rejected by the FH Kufstein Tirol and will be punished with consequences under labor law. In addition, such behavior may result in criminal prosecution. Such incidents must be reported (see point 12).

11. Behavior in scientific practice

The FH Kufstein Tirol is committed to maintaining the highest possible academic standards in teaching, science, and research. This is ensured through respectful, appreciative, and constructive cooperation between all those involved in the institution (students, lecturers, and staff). Good and transparent cooperation with funding bodies is a prerequisite for this.

Scientific activities must be carried out in accordance with legal regulations, ethical standards, and the current state of knowledge.

Principles that are binding for employees:

- Scientific results must be documented
- Scientific results must be critically scrutinized
- Identification of other people's contributions (plagiarism regulation in the ASPO)

Example of scientific misconduct:

- Fabrication or falsification of data
- Infringement of intellectual property
- Interference with the research activities of others
- Shared responsibility for the misconduct of others

12. Reporting violations

All persons associated with the FH Kufstein Tirol have the right and the duty to inform the contact persons for violations of the CoC of behavior and circumstances that indicate a violation of the CoC. The contact persons for violations are the representatives of the management, university management, and personnel management. The report will be reported back to the accused by the contact persons for violations with the opportunity to comment. In any case, the management or university management must be informed. If necessary, they will convene an internal CoC Commission. The composition of the CoC commission is based on the respective case and must be composed in such a way that there is no bias. It consists of up to four people and, where possible, is gender-balanced. The chairperson of the CoC committee is always a representative of the university management or executive board. In the event that students are involved, student representatives are included in the CoC committee.

Based on both parties' hearings and considering criminal and labor law requirements, the management, university management, or the CoC Commission prepares a written statement of facts and makes suggestions/recommendations for further steps. In addition to the CoC, the applicable anti-discrimination laws (GIBG) are also taken into account. The implementation of the proposed corrective measures is the responsibility of the CoC Commission with the involvement of the manager of the accused person.

The written statement of facts must be submitted to the Board of the FH Kufstein Tirol-Privatstiftung.

A request for a statement can also be sent anonymously to the accused person at the request of the reporting person. If further steps are necessary, anonymity is not possible.

13. Compliance with the CoC

All persons associated with the FH Kufstein Tirol, in particular managers, are responsible for complying with the rules laid down in the CoC and other internal company agreements within their own area of responsibility. Violations will have consequences under labor law regardless of hierarchical position.

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

Date: _____

Employee Signature: _____

Employee Name: _____