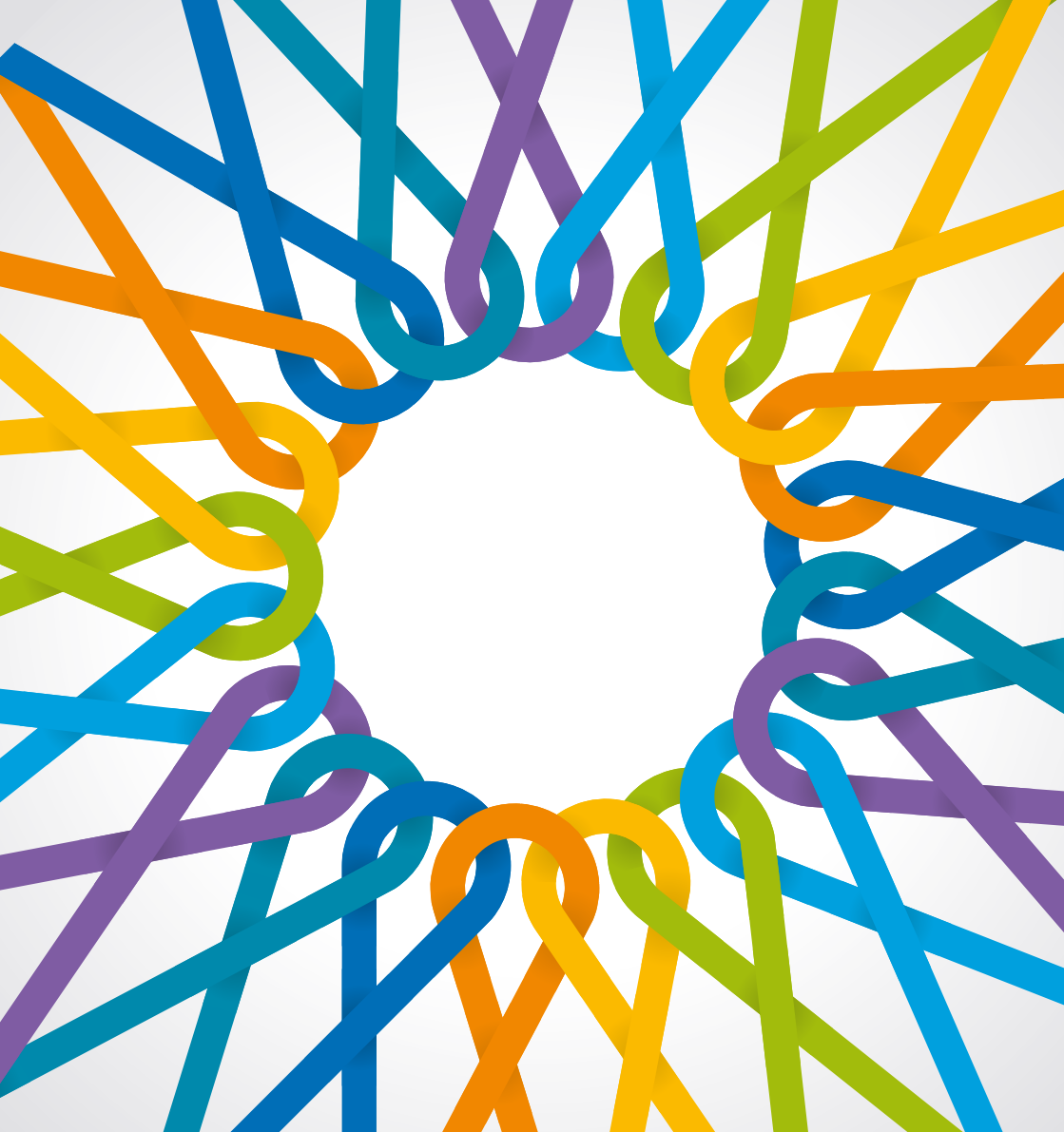


Our Values and Standards

FH Campus Wien Code of Conduct



Code of Conduct

Our Values and Standards

The conduct of everyone working, teaching, researching or studying at FH Campus Wien and its subsidiaries is guided by the standards we have defined. The same applies for all other parties involved with the university. Our principles of conduct and leadership based on these standards ensure transparent, constructive and trusting cooperation as well as an appreciative organizational culture at FH Campus Wien. They serve as a basis for orientation and decision-making on how to act in certain situations of daily interaction.

● **Teaching, research and continuing education**

We strive to continuously improve teaching and research by all involved. Student-centered and research-based teaching, networking focusing on professional fields, as well as interdisciplinary cooperation are of particular importance. Scientific integrity as well as ethical issues are taken into account in every research project. We support the continuing education of our teachers, researchers, and employees in the organization and administration by providing the relevant framework.

● **Appreciation, respect, transparency, integrity and loyalty**

The appreciation of everyone who works, teaches, researches, studies or has any other relationship with FH Campus Wien is our highest principle in our daily interaction. We maintain fair interactions characterized by appreciation, respect, transparency, integrity and loyalty, even in challenging moments and conflict situations. We see our university as a place of exchange where discourse is conducted with all democratically legitimized forces. Our institutional and political independence is an unalterable principle of our university.

● **Diversity and equal opportunities**

As an educational institution, we value the diversity of our employees, teachers, researchers and students, regardless of age, disability or chronic illness, ethnic or social origin, gender identity, religion or ideology, and sexual orientation. Equal opportunities, gender equality, anti-discrimination and accessibility are essential elements of our daily work.

● **Health and safety**

The mental and physical health and safety of everyone working, teaching, researching or studying at FH Campus Wien is of great concern to us. We take the life circumstances of our students and employees into account and create structural conditions to provide a health-promoting and safe environment in which everyone can work and study.

● **Sustainability**

We stand for the careful ecological and economic use of resources considering aspects of social sustainability. We take into account the life cycle costs of products and services to ensure economic action and sustainability.

Area of validity

We expect everyone who works, teaches, researches, studies or has any other relationship with FH Campus Wien and its subsidiaries to recognize and take into account our standards in their daily conduct. The validity is independent of the extent, duration and type of employment or contractual relationship. A special role model function is assigned to the management staff in this respect.

Reporting violations

Everyone who works, teaches, researches or studies at FH Campus Wien or has any other relationship with the university can report the behavior of anyone that violates our standards to the following contacts: personal manager, representatives of the Works Council, internal conflict advisors, bullying prevention advisors, Head of Gender & Diversity Management, Equal Opportunity Office as well as representatives of the ÖH FH Campus Wien (student representatives).

Every report is taken seriously and dealt with by the relevant bodies. It is our concern to work out solutions that are acceptable to all parties in separate or, if desired, joint discussions between both parties. If it is not possible to achieve a reflection or change in behavior, consequences may follow up to termination of the cooperation or termination of the contract.

Explanatory notes

The behavior of everyone who works, teaches, researches or studies at FH Campus Wien and its subsidiaries or has any other relationship with the university is guided by the standards we have defined. The explanatory notes specify the individual standards, place them in relevant contexts and serve as a basis for orientation and decision-making on how to act in certain situations in our daily interactions.

● Teaching, research and continuing education

We strive to continuously improve teaching and research by all involved. Student-centered and research-based teaching, networking focusing on professional fields, as well as interdisciplinary cooperations are of particular importance. Scientific integrity as well as ethical issues are taken into account in every research project. We support the continuing education of our teachers, researchers, and employees in the organization and administration by providing the relevant framework.

Student-centered and research-based teaching

- Our students and teachers interact with each other in an appreciative manner and respect the individual needs of others. They express feedback in a constructive and appreciative manner.
- Our teachers and lecturers focus on a balanced relationship between knowledge transfer and competence building in their teaching. In doing so, they are guided by profession-specific requirements and science-based concepts. They communicate learning objectives, workload and performance assessment criteria transparently and clearly.
- The use of diverse and creative methods enables our students to actively participate in the teaching and learning process. Research-based teaching and inquiry-based learning arouses interest and curiosity for new things and conveys pride and joy in one's own achievement.
- The gender- and diversity-sensitive design of teaching and examinations promotes equal opportunities and takes into account individual student needs. We attach great importance to the use of non-discriminatory language.

Research and science

- As a member of the Austrian Agency for Research Integrity (ÖAWI), we ensure that the standards and attitudes laid down there are implemented in every research project and scientific thesis. These include the correct handling of data and research subjects, consistent action against data falsification, mastery of scientific methods, transparent and fair authorship, and protection of intellectual property.
- Our researchers, scientific staff and students take ethical considerations and implications into account in every research project and scientific thesis and, if necessary, obtain a vote from our Ethics Commission.
- We focus on the evidence-based, interdisciplinary study of socially relevant topics and promote scientific communication and discourse. In doing so, we allow for the different research approaches of the individual disciplines.
- We support independent and open research, regardless of who funds it, and ensure good working conditions for our research staff. We follow transparent guidelines regarding our funding and interaction with our cooperation partners.

Competence-based continuing education and networking

- Our teachers, researchers and staff maintain contact with their networks and cooperation partners and ensure appreciative and respectful cooperation. An open and interdisciplinary exchange promotes the understanding of complex contexts and subject-specific requirements and contributes to the strengthening of a collegial, team-based teaching, learning and research culture.
- Continuous personal, professional and content-related continuing education is a top priority for our teachers, researchers and employees in the organization and administration. Our managers and their employees engage in a transparent exchange about individual professional development opportunities and continuing education planning. There is a positive attitude towards continuing education activities and efforts. The annual employee appraisal plays a special role in this context.

● **Appreciation, respect, transparency, integrity and loyalty**

The appreciation of everyone who works, teaches, researches, studies or has any other relationship with FH Campus Wien is our highest principle in our daily interaction. We maintain fair interactions characterized by appreciation, respect, transparency, integrity and loyalty, even in challenging moments and conflict situations. We see our university as a place of exchange where discourse is conducted with all democratically legitimized forces. Our institutional and political independence is an unalterable principle of our university.

Close personal relationships and conflicts of interest

- The fundamental separation of private interests and those of FH Campus Wien is essential for us. Therefore, conflicts of interest due to close personal relationships must be reported to the respective manager in order to develop individual procedures if necessary.
- The respective dependencies and power relations must be considered in order to avoid one-sided preferences or disadvantages for third parties. This applies in particular to relationships across hierarchical boundaries (e.g. teachers/students or managers/employees).
- If there is a close personal relationship between the teacher and the student, the teacher will not assess the performance of said student. If there is no possibility to change the group, an independent assessment is obtained.

Data protection and anti-corruption

- Everyone working, teaching, researching or studying at FH Campus Wien or having any other relationship with the university strives to protect the confidentiality of the information and business data they receive in the course of their activities at FH Campus Wien. We are all committed to observing the legal regulations on data protection and information security.
- We are opposed to any form of corruption or the acceptance of financial or other gifts of value that may be linked to the granting of benefits. The acceptance of low-value or token gifts is excluded from this, provided that these do not influence business decisions and do not exceed a level that is customary in everyday business.

Communication in professional everyday life

- Our personal and digital communication in our professional everyday life is characterized by professionalism, appreciation and respect. This also includes punctuality and adherence to deadlines. The use of non-discriminatory and diversity-sensitive language is one of our basic principles in written and verbal communication.
- Transparent communication of workflows and decision-making processes is a prerequisite for ensuring that goals, priorities and responsibilities are shared by managers and employees. We pay particular attention to ensuring that relevant information for the fulfillment of work tasks, as well as changes or innovations in the organization or in process flows, are communicated in a timely manner by the respective managers or the university management.

Loyalty and appreciation

- Everyone working, teaching, researching or studying at FH Campus Wien behaves loyally towards FH Campus Wien. We all assume responsibility for the reputation of our employer, education institution or business partner, both internally and externally within our own sphere of activity.
- We cultivate an appreciative feedback and conflict culture that extends beyond hierarchical boundaries. We are committed to interdisciplinary cooperation across departments, degree programs and sections. We, in FH Campus Wien management, welcome and value ideas for the improvement and further development of our university.
- Our Works Council represents all employees, taking into account the legal requirements.

● Diversity and equal opportunities

As an educational institution, we value the diversity of our employees, teachers, researchers and students, regardless of age, disability or chronic illness, ethnic or social origin, gender identity, religion or ideology, and sexual orientation. Equal opportunities, gender equality, anti-discrimination and accessibility are essential elements of our daily work.

Anti-discrimination and diversity management

- We accept our responsibility and strive to represent the social and societal spectrum of our environment at our university as well. We value the diversity of our employees and students and see different backgrounds as a valuable resource. Therefore, we create conditions to promote equal opportunities for all employees, teachers, researchers and students.
- Without exception, we do not tolerate unequal treatment, discrimination, disadvantage or harassment on the basis of age, disability or chronic illness, ethnic or social origin, gender identity, religion or ideology, or sexual orientation. Tolerating and supporting discriminatory behavior is also not accepted. Violations may also result in consequences under criminal and labor law.
- We are aware that great diversity is also associated with different needs. Internal regulations that are regularly reviewed for exclusion and discrimination mechanisms, as well as various contacts support our efforts to create a discrimination-free place to work and study.
- Uniform standards in recruiting and admissions processes enable transparent and comprehensible decisions in personnel matters as well as in academic operations.

Accessibility

- We promote barrier-free and non-discriminatory access to studies and work through structural and technical measures as well as consulting services for students and employees. We ensure non-discriminatory access to our information through the barrier-free design of documents and web accessibility.

Gender mainstreaming and advancement of women

- We are committed to consistent gender mainstreaming and take into account aspects of equality for all genders and gender identities in our administrative processes and research projects, in teaching as well as in recruiting staff and in the admission procedures for students.
- We reject structural and (un)conscious discrimination based on gender or gender identity at all levels and enable participation in decision-making processes.
- In areas in which women, and everyone who identifies as a woman, are underrepresented, we employ targeted measures for their advancement.

● **Health and safety**

The mental and physical health and safety of everyone working, teaching, researching or studying at FH Campus Wien is of great concern to us. We take the life circumstances of our students and employees into account and create structural conditions to provide a health-promoting and safe environment in which everyone can work and study.

General conditions for work and study life

- We create a work and study environment that helps to protect and maintain the health of employees and students and ensures that all tasks can be completed in a reasonable amount of time. In addition to our well-equipped offices and classrooms, we also take aspects of a work-life-study balance into consideration as a foundation to ensure a healthy and satisfying work and study environment.
- Bullying has no place at our university. Internal conflict advisors and our bullying prevention advisors are the central points of contact here.
- We are committed to ensuring that everyone working, teaching, researching and studying at FH Campus Wien builds up basic health competencies in order to be able to recognize and prevent work- and study-related stress syndromes such as burnout or stress caused by workplace bullying. In this context, the executives as well as the heads of the degree programs and teachers have a special duty of care.

Safety

- Everyone working, teaching, researching or studying at FH Campus Wien or having any other relationship with the university observes all occupational safety, health and fire protection regulations.
- Our working and operating equipment complies with legal standards and occupational safety specifications. We avoid endangering other people and the environment.

● Sustainability

We stand for the careful ecological and economic use of resources considering aspects of social sustainability. We take into account the life cycle costs of products and services to ensure economic action and sustainability.

Conservation of resources and economic efficiency

- Out of respect for the environment, we use resources such as electricity, water and various working materials sparingly. We observe the regulations on waste separation and comply with our regulations on environmental protection and disposal.
- We consider the life cycle costs of products, which entails pricing the procurement, operation and disposal of the respective product. We review the usability of sustainable products as well as the application of shared economy models for the joint use of resources in everyday working life.

Relevance to society

- As a university, we accept our social responsibility with regard to sustainability. We contribute to an active exchange of know-how and best practice. Furthermore, we strive to raise awareness of this issue. In this context, both the interdisciplinary anchoring in teaching and the activities as part of the Third Mission are of particular importance.

Reporting of violations: contact points

Works Council:

www.fh-campuswien.ac.at/die-fh/organisation/betriebsrat.html

Internal conflict advisors:

<https://intranet.fh-campuswien.ac.at/organisationseinheiten/personalmanagement/campus-vital/interne-konfliktberaterinnen>

Head of Gender & Diversity Management:

www.fh-campuswien.ac.at/gd

Bullying prevention advisors:

<https://intranet.fh-campuswien.ac.at/organisationseinheiten/personalmanagement/campus-vital/mobbingpraevention>

ÖH FH Campus Wien (student representatives):
<https://oeh-fhcw.at>

Equal Opportunity Office:
www.fh-campuswien.ac.at/gleichbehandlung

References

Accessibility to studies and work at FH Campus Wien
www.fh-campuswien.ac.at/barrierefrei

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Gender/queer- und diversitygerechte Didaktik an Hochschulen: ein intersektionaler
Ansatz. Hg. von Ulrike Alker, Ursula Weilenmann, Corina Exenberger. Wien:
FH Campus Wien
www.fh-campuswien.ac.at/didaktikleitfaden

Data protection declaration of FH Campus Wien
www.fh-campuswien.ac.at/datenschutzerklaerung

Austrian Agency for Research Integrity <https://oeawi.at>

Guideline for dealing with a conflict of interest in connection with projects
[https://portal.fh-campuswien.ac.at/webservices/portaltoenabler/
enablergetdocument.aspx?id=2366](https://portal.fh-campuswien.ac.at/webservices/portaltoenabler/enablergetdocument.aspx?id=2366)

Traunsteiner, Bärbel (2021): Eine Sprache für alle! Leitfaden für geschlechter- und
diversityfairen Sprachgebrauch mit Tipps für Vorträge, die englische Sprache und
Bildgestaltung. Hg. von Ulrike Alker, Ursula Weilenmann, Corina Exenberger. Wien:
FH Campus Wien
www.fh-campuswien.ac.at/sprachleitfaden

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With more than 8,000 students at three campuses and five partner locations, FH Campus Wien is Austria's largest university of applied sciences. The departments of Applied Nursing, Applied Life Sciences, Building and Design, Health Sciences, Social Work, Engineering as well as Administration, Economics, Security, Politics offer a choice of more than 60 part-time and full-time degree programs and courses. Application-oriented research and development is bundled in nine specialized competence centers. Continuing education in the form of seminars, modules and certificate programs is covered by Campus Wien Academy. FH Campus Wien is committed to sustainability and is a founding member of the Sustainable Universities Cooperative.

FH Campus Wien is networked with the science, business, industry, social, public and health sectors, enabling us to offer excellent vocational training for everyone. And we mean everyone, with contact points for people with physical disabilities, chronic illnesses and an Equal Treatment Unit.

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