

## **Code of Conduct for the Göttingen Diversity Research Institute**

The Code of Conduct for the Göttingen Diversity Research Institute sets out common values and rules, as a basis on which we should all work together in the Institute. We understand the Code as a voluntary commitment made by all members of the Institute. Our aim is to foster a positive working environment – an essential factor in the production of scientific knowledge and practice and for work satisfaction and personal development. For this reason, the Code was developed through a participative process involving all members of the Institute; reviews and updates are also planned.

This Code emphasises the commitment by members of the Göttingen Diversity Research Institute to respect for human dignity and human rights, social justice and ensuring equal opportunities.

### **1. Training and development**

Training and continuing professional education are integral to staff development in the Göttingen Diversity Research Institute. Opportunities include in-house training offered by the University of Göttingen and participation on external courses and at conferences and colloquia.

### **2. Staff development and career opportunities**

To facilitate the development of all staff members, a detailed annual staff development process is agreed for each staff member following an individual review meeting. The aim is to ensure that each person's potential is recognised and used to his or her own benefit and for the Institute as a whole. The process focuses on the academic and non-academic qualification and reputation of staff members.

### **3. Open and effective communication**

The work of the team relies on flexible and reliable cooperation between all staff. This is intended to facilitate a constructive, creative and collegial working atmosphere. To achieve this communication that is clear and based on a spirit of mutual respect is needed. All staff should endeavour to communicate their ideas and instructions in a clear manner, to listen to others and to create an environment in which staff can openly express their thoughts and ideas. In addition, all staff should facilitate a prompt and regular exchange of information. Managers will encourage their staff to optimise work processes and make suggestions for improvement. They will also involve staff in important decisions and in the setting of priorities. Finally, there must be clear agreement on how each person can be contacted and the times at which they are available.

#### **4. Feedback and appreciation of individual contributions**

In keeping with the Institute's positive feedback policy, each member of staff will be given constructive, objective and detailed feedback to assist them in their development. In addition, staff will be provided with support, given in a spirit of mutual respect, to achieve the aims they have set.

The contribution each member of staff is asked to provide will not exceed, neither in qualitative nor quantitative terms, what can be expected of that person having regard to their education, experience, position, capacity and personal circumstances.

#### **5. Social support**

As the quality of an individual's work depends also on the work of everyone, staff are expected to provide support for each other in demanding situations. Each member of staff should be aware of their own workload and keep in mind the workload of others, offer assistance to colleagues and ask for assistance where necessary. In addition, managers will endeavour to ensure working conditions (e.g. meeting times, work packages, etc.) that allow all members of the Institute to achieve a positive work-life balance.

#### **6. Staff interactions and non-discrimination**

All staff members should treat each other with dignity and respect. Discriminatory conduct and more favourable/less favourable treatment for no objective reason have no place in the Diversity Research Institute.

Each member of staff undertakes not to disadvantage or privilege another person on grounds of their age, religion, nationality, ethnic origins, gender, sexual orientation, disability, social origins, personal life or political or other beliefs (as long as these are not prohibited by law), etc.

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