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Policy

**Code of Conduct
University of Salzburg**



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Preamble

Under the Austrian Universities Act, universities are obliged to contribute responsibly to addressing humanity's challenges and to fostering the sustainable development of society and the natural environment.

The University of Salzburg is fully aware of its social responsibility and the exemplary role that accompanies it. The actions of the University and its members are therefore guided not only by the leading principles and other legal provisions set out in the Universities Act. More importantly, this Code of Conduct represents the official commitment of the University of Salzburg – including all its members – to uphold the highest ethical values. It establishes a binding policy that promotes responsible, non-discriminatory, inclusive, and productive collaboration in research, teaching, and administration, and ensures cooperation characterised by mutual respect.

All members of the University of Salzburg – staff, students, and associated persons – are required to comply with the Code of Conduct and to familiarise themselves with it. They are aware of their personal responsibility and actively contribute to the implementation and observance of the Code of Conduct. Executive and managerial staff bear a particular responsibility as role models. They ensure that these regulations are observed within their respective organisational units. Failure to comply may result in appropriate action depending on the circumstances and in accordance with applicable law.

§ 1 Good Scientific Practice

Scientific integrity is an asset that must be safeguarded. Members of the University respect the principles of good scientific practice and acknowledge the intellectual property of others. Researchers and teachers fulfil their exemplary role in ensuring good scientific practice.

In research projects involving human beings or animals, members of the University commit themselves, beyond compliance with all statutory provisions and university regulations, to upholding the highest ethical standards.

§ 2 Respectful Conduct and Leadership Culture

The University of Salzburg is a diverse community of people with different life plans and realities. A working and learning environment based on mutual respect is the basis for a positive working, teaching and learning climate and is therefore a central prerequisite for individual staff and student satisfaction, commitment and the success of the university. This also includes the establishment of an appropriate culture of dealing with mistakes and respect for the University's self-governance.

Discrimination, (sexual and/or gender-related) harassment, sexualized violence and bullying are in direct contradiction to this principle of mutual respect and will therefore not be tolerated at the University of Salzburg. The university is happy to provide contacts for appropriate advice and assistance.

Particularly in working relationships with hierarchies of authority, personal relationships must be managed professionally. Respectful conduct must be maintained both inside and outside the University – between managers and employees, teaching staff and other University employees, and between employees and students and vice versa.

Managers are responsible for their staff and must actively exercise that responsibility. Their actions must be consistent, professional and solution-oriented. They provide the necessary scope for independent action and create the framework conditions for a productive and mutually respectful working environment. This also includes regular staff appraisals. Conversely, employees must be aware of their personal responsibility and contribute their skills to the best of their ability within their work environment.

§ 3 Diversity and Inclusion

The University of Salzburg is committed to gender diversity and the individuality of people, to gender equality in all areas, and to equal treatment regardless of ethnic origin, religion or belief, age, disability, chronic illness or sexual orientation.

It creates conditions that enable the reconciliation of work and family life. The University of Salzburg and all its members are committed to making working and study conditions as family-friendly as possible.

Furthermore, the University of Salzburg is committed to ensuring accessibility throughout the University, adheres to the principles of the UN Convention on the Rights of Persons with Disabilities, and considers the specific needs of people with disabilities and/or chronic illnesses.

§ 4 Communication

Respectful, professional, and inclusive communication among members of the University of Salzburg – including between students and with external partners and guests – is a fundamental prerequisite for productive collaboration. This applies both to communication in teaching and within all internal and external communication forums, in particular social media platforms. This includes communication and language that are free from discrimination and sensitive to diversity. All members of the University are expected to familiarise themselves with the University of Salzburg's "*Sprachbox*" ("Language Box") for more inclusive communication, and to use it as a guide.

The management of the University of Salzburg, or a person authorised by it, is responsible for the external representation of the University. In the absence of such authorisation, external communication (towards media representatives or on social networks) by members of the University of Salzburg must be clearly identified as either an expert opinion or a personal statement. In doing so, the reputation, independence, and impartiality of the University of Salzburg must be preserved.

§ 5 Information Handling

The University of Salzburg is committed to making information of general interest accessible, preserving acquired knowledge, and ensuring that research results are available for science, society, and future generations. The University of Salzburg recognises the role of the fundamental right to access information and provides the necessary conditions for its effective use.

The University of Salzburg is committed to an open and regulated approach to internal information. Members of the University are encouraged to foster a culture of discussion and to create an atmosphere in which information can flow freely.

At the same time, when processing and sharing information and data, attention must be paid to privacy, copyright, and other grounds for confidentiality. The University of Salzburg and its members

ensure that confidential information is securely stored and protected against unauthorised access. Information and data, even when not explicitly marked as confidential, are handled with appropriate care, sensitivity, and discretion.

§ 6 Occupational Health and Safety

The health and safety of all members of the University of Salzburg, as well as of associated persons, must be protected. The University of Salzburg promotes the physical and mental well-being of its members through a variety of services and support structures and ensures compliance with occupational health and safety regulations. Members of the University are expected to familiarise themselves with the relevant safety provisions and to play an active part in putting them into practice and ensuring they are observed.

§ 7 Compliance / Conflicts of Interest

Members of the University of Salzburg are not to engage in corruption, bribery, the improper acceptance of gifts, and any other unlawful conduct, such as the abuse of power for personal gain.

The independence and impartiality of the University of Salzburg are core values. Circumstances and situations that could compromise impartiality – or even create the mere appearance of undue influence – must be strictly avoided. Members of the University of Salzburg must take care to prevent potential conflicts of interest in all situations and, where such conflicts arise, disclose them voluntarily and without delay.

§ 8 Finance and Resource Management

The infrastructure and resources provided by the University of Salzburg are intended solely for the fulfilment of official purposes and tasks. Members of the University of Salzburg are required to handle them with care, in accordance with their designated purpose, responsibly, and economically.

Financial management is based on legality, efficiency, appropriateness, and transparency. Managers are responsible for ensuring that resources are used efficiently and serve as role models in demonstrating responsible stewardship.

As a contracting authority under public procurement law, the University of Salzburg is subject to the applicable Federal Procurement Act. Procurement procedures and purchasing processes are conducted in accordance with the law, fairly, and transparently. Compliance with the dual-control principle (four-eyes principle) must be ensured, and established value thresholds must be observed.

Research and development projects carried out within the framework of third-party funding are subject to careful organisational and financial administration in line with applicable commercial principles as well as statutory and contractual requirements. The use of third-party funds is permitted exclusively for expenditures that directly serve university purposes and are consistent with the objectives of the respective projects.

The acceptance of gifts, sponsorship, and donations is governed by § 7. In addition, the University of Salzburg must safeguard its independence and impartiality, uphold its reputation, and protect the freedom of research and teaching.

§ 9 Ecological Action and Sustainability

The University of Salzburg is committed to the responsible use of natural resources and explicitly affirms its adherence to the principles of ecological sustainability. As part of its environmental declaration, the University discloses all environmentally relevant activities, key figures, as well as its intended goals and measures. Its sustainability policy reflects an awareness of social responsibility and the resulting obligation to protect the environment. All members of the University are encouraged to contribute actively to the implementation and ongoing development of this policy.

The University ensures that all environmental regulations are applied and complied with. The University of Salzburg supports resource-efficient forms of mobility, facilitates and recommends the organisation of sustainable events, and promotes sustainable procurement.

Appendix

This appendix contains key regulations that further explain and specify the Code of Conduct. Some of these regulations apply to all members of the University, including students, while others apply only to staff. In such cases, access for students may be restricted. The validity and applicability of a regulation are not dependent on its inclusion in this appendix.

§ 1 Good Scientific Practice

- [Guidelines for ensuring good scientific practice](#) (in German)
- [Statutes of the University of Salzburg, Ethics Committee section](#) (in German)
- [Directive of the European Parliament and of the Council of 22 September 2010 on the protection of animals used for scientific purposes](#)
- [Experiments on animals \(Federal Ministry of Women, Science and Research - BMFWF\)](#) (in German)
- [Biological Services \(Zentrale Tierhaltung – ZTH\) at the University of Salzburg](#) (information in German)

§ 2 Respectful Conduct and Leadership Culture

- [Company agreement on cooperative behavior and bullying prevention](#)
- [Manual for department heads](#)
- [Guideline on protection against any discrimination based on gender, in particular through sexual and/or gender-related harassment or through criminal offences against sexual integrity and self-determination at the University of Salzburg and the Mozarteum University Salzburg](#) (in German)
- [PLUS Respect](#)
- [Information on employee appraisals](#) (in German)

§ 3 Diversity and Inclusion

- [Equal Treatment Act](#) (in German)
- [Empfehlungen zur Sitzungsorganisation \(Meeting Policy\)](#)
- [Equal Opportunities: Non-Discrimination, especially the Promotion of Women](#) (in German)
- [Guidelines for the equal treatment of disabled and chronically ill persons at the University of Salzburg](#)
- ["hochschuleundfamilie" Certificate](#)

§ 4 Communication

- [Sprachbox of the University of Salzburg](#) (in German)

§ 5 Information Handling

- [Research data management](#) (in German)
- [IT Code of Conduct](#) (in German)

§ 6 Occupational Health and Safety

- [General fire safety regulations](#) (in German)

- [Laboratory code of conduct](#) (in German)
- [PLUSbewegt](#) (in German)

§ 7 Compliance / Conflicts of Interest

- [Code of Conduct – Compliance \(Anti-Corruption Guidelines\)](#)

§ 8 Finance and Resource Management

- [Procurement Policy](#) (in German)
- [Shareholdings](#) (in German)
- [Hospitality and ceremonial expenses](#) (in German)
- [Third-party funded projects – organisational management](#) (in German)
- [Third-party funded projects – financial management](#) (in German)
- [Financial Management Policy](#) (in German)
- [House rules and regulations of the University of Salzburg](#) (in German)
- [Parking regulations](#) (in German)
- [Room use for internal university events](#) (in German)
- [Accounting](#) (in German)
- [Investment of financial resources and external financing](#) (in German)
- [Code of Conduct – Compliance \(Anti-Corruption Guidelines\)](#)

§ 9 Ecological Action and Sustainability

- [Green Meetings and Events](#) (in German)
- [Legal compliance process for the implementation of environmental legislation](#) (in German)
- [Travel Policy](#)
- [Environmental statements](#)
- [Environmental Policy](#) (in German)
- [EMAS/ISO 14001 Certificate](#) (in German)

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