

STUDY AT ISM CODE OF CONDUCT



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PREAMBLE: OBJECTIVE AND SCOPE OF APPLICATION

Following a common-sense code of conduct is essential for acting responsibly. In an academic context, this kind of behavior is notably founded on respect for the university as an institution, for the members of the university, and for research findings produced by others.

The present Code of Conduct outlines the principles which guide our activities. It applies uniformly to all university sites, all university members (students, staff and lecturers) and ISM partners. By complying with the principles outlined in this Code of Conduct, we go a long way towards safeguarding the long-term success of our university and putting our vision and mission statements into practice.

Protecting integrity

We treat our students, staff and business partners fairly. We set high standards of honesty and ethical behavior in everything we do, and we accentuate the importance of individual responsibility.

Treating people with respect

We afford equal, fair and respectful treatment to all students, staff and business partners, irrespective of their national origin, disability, sexual orientation, sex, gender identity or age.

Protecting privacy

We protect the confidentiality of personal data about students, staff, business partners and other individuals.

Protecting intellectual property

Academic honesty is essential for interaction among scholars. This includes respecting the intellectual property of others. That is why action will be taken against behavior in which

- individuals misrepresent the work of a group or of others as their own, regardless of whether the work was rendered entirely or only in part by others,
- one and the same piece of work is submitted for more than one examination, or
- individuals directly or indirectly cite sources without documenting the author and evaluating whether the source is a genuine one.

Preventing conflicts of interest

The personal interests of salaried and freelance ISM staff members must be clearly segregated from those of the university. A conflict of interest arises when personal interests clash, in one way or another, with those of the ISM. Work by students may not be used for purposes other than those for which such work was rendered as part of their course of study.

Preventing corruption

The ISM is firmly opposed to the bribery of business partners in the form of cash, valuables or other undue advantages. It is prohibited to solicit, demand, be promised, accept or grant cash, valuables or other undue advantages as consideration for sourcing products or other services.

Benefits such as token business gifts or business entertainment may only be accepted within the confines of customary business practices and as long as they are incapable of influencing any decisions made by the university or its owners. These types of benefits may only be granted within the confines of normal customer relations as long as they cannot be regarded as an attempt to gain undue influence.

Our commitment towards

...students, alumni and business partners

We aim to enable our students and alumni to acquit themselves well in the business world by providing them with an outstanding education. We are a reliable partner for our students and business partners at all times. We always keep our promises.

...our stuff

We value an entrepreneurial and results-driven mindset among our staff. An atmosphere which facilitates clear communication with employees, encourages staff engagement and the transfer of responsibility is of crucial importance. We offer our staff the opportunity to enhance their personal skills and encourage them to make the most of their talent.

The university management provides the management tools and equipment needed to help our staff do their work. Under no circumstances do we tolerate intimidation or threats, violent behavior, physical threats, sexual harassment or discrimination in interpersonal communication.

...university property

We are committed to using university funds in a prudent and effective manner. University property may only be used for business purposes that are permissible under law. We protect the interests of our owner and therefore regard the long-term continuity of our university as our overriding goal.

...public authorities

We strive to maintain a cooperative relationship with all the competent authorities. Any information provided to a supervisory authority must be truthful and free of errors, and it must effectively protect the justified interests of the ISM.

...the general public

All statements made by the ISM are complete, objective, substantively correct, clear and timely. The ISM respects the professional independence of journalists and the media. We are all viewed as representatives of the ISM in everything we do. This is something we need to internalize every single day. Conduct which damages our reputation will not be tolerated. As our work helps to present the ISM in a positive light, we also support the business success of the university.

...the environment

Our goal is to reduce any detrimental effects our activities might have on the environment.

FINAL PROVISIONS AND SANCTIONS THAT MAY BE APPLIED IN THE EVENT OF MISCONDUCT

Every single stakeholder is challenged to compare his or her own conduct with the principles set forth in this Code of Conduct. Violations of the Code of Conduct may have disciplinary consequences and be sanctioned under labor law.

The university management is responsible, within the ISM, for ensuring that all university members have been informed in full about the Code of Conduct and that this Code is implemented and complied with. Every stakeholder's conduct should be exemplary within the meaning of the Code of Conduct. Should any questions arise regarding the contents of the Code of Conduct and its interpretation, or if the Code has been violated, university members should consult their superiors or contact the university management directly.

If a university member becomes aware of a situation which, in his or her opinion, is inconsistent with this Code of Conduct, he or she must notify the university management without delay.

The ISM will regularly review compliance with the Code of Conduct. Responsibility for punishing violations lies with the university management which can impose the following sanctions, depending on the severity of the violation.

1. Written admonishment
2. Recorded reprimand/written warning
3. Expulsion from the university/dismissal
4. Criminal proceedings