

Code of Conduct for Department of Management, BSS, AU

The Department of Management (MGMT) is committed to creating a community in which all faculty, postdocs, PhD students, staff, and visitors cultivate a working environment that is respectful and inclusive. We commit to the principles of diversity, equity, freedom of inquiry and expression, and respect for others. As citizens of this community, we adhere to these fundamental values and strive to integrate them into education, research, and other professional activities we carry out as AU employees.

Professionalism lies at the core of our conduct. Our behaviour is responsible, accountable, and ethical. The community is responsible for supporting one another in achieving these standards as professionals, recognising exemplars, and addressing lapses in professionalism.

In that spirit, this Code is a shared statement of our commitment to promoting expected behaviours and clarifying behaviours considered unacceptable. This Code highlights our personal responsibility for professional conduct. The code is not exclusive and embodies existing guidelines such as:

- AU HR principles on psychological work environment: <https://medarbejdere.au.dk/en/administration/hr/workingenvironment/psychological-work-environment>
- AU Staff Policy: <https://medarbejdere.au.dk/en/administration/hr/policies>
- The Danish Working Environment Authority: <https://at.dk/regler/at-vejledninger/kraenkende-handlinger-4-3-1/>
- The Act on Equal Treatment: <https://www.retsinformation.dk/eli/lta/2011/645>
- The Act on the Prohibition of Discrimination in the Labour Market: <https://www.retsinformation.dk/eli/lta/2017/1001>
- The Aarhus BSS Student Code of Conduct: <https://bss.au.dk/en/programmes/study-environment-and-student-life/code-of-conduct-for-students>

Our standards

We do not tolerate offensive behaviour. We adhere to the existing principles at AU and consider the following behaviour to be offensive; sexual harassment, racial or ethnic denigration, rude language, bullying, and other degrading behaviour. The behaviour must be perceived as degrading by the person(s) subjected to the behaviour (section 23 in the Executive order on psychological work environment)¹.

Expected professional behaviours at MGMT include but are not limited to:

- Respect for and inclusion of people from all backgrounds (age, nationality, ethnicity, race, gender identity and expression, sexual orientation, religion, appearance, ability, level of experience, education, political views and voting behaviour, and socio-economic status)
- Kindness, empathy, and respect for others' rights
- Using welcoming and inclusive language
- Collaboration and teamwork
- Intellectual integrity and honesty

¹<https://medarbejdere.au.dk/en/administration/hr/workingenvironment/psychological-work-environment/offensivebehaviour/definitions-and-examples>

- Respectful delivery, reception, and incorporation of feedback
- Prompt and respectful interpersonal and electronic communication
- Reacting to witnessed violations of the Code of Conduct

Unacceptable behaviours at MGMT include but are not limited to:

- Sexual harassment
- Discriminating on the basis of individual and group characteristics
- Bullying and disrespectful behaviour towards others (including but not limited to the use of sexualised language, unwelcome sexual attention or advances, racial, ethnic, or nationality-based denigration, insulting comments, personal attacks, public or private harassment, denying or devaluing the experiences of others, ridicule, coarse language in either vocabulary or expression)
- Disparaging another person's work or qualifications
- Cheating, lying, stealing, and plagiarism
- Withholding necessary information

Responsibilities

The Management Team and the Committee for Diversity and Inclusion at MGMT are responsible for clarifying the standards of acceptable behaviour and devote themselves to continuous improvement of the Code.

Reporting

The MGMT Management Team encourages reporting all incidences of harassment, discrimination, and other prohibited or unacceptable behaviours. Individuals who believe they have been victims of or witnessed such conduct should use one of the reporting mechanisms stated below.

Depending on the gravity of the matter, a first attempt may be made to resolve the situation yourself by objecting and informing the other person that you feel offended. If this is not possible, you should report a violation to one of the designated channels below:

- Head of Department, Head of Section
- Union Representative at the Department of Management (Bjarne Rerup Schlichter, brs@mgmt.au.dk, 87164801)
- Occupational Health and Safety Representative at the Department of Management (Merete Elmann, me@mgmt.au.dk, 87164928)
- Ombudsperson Oana Vuculescu: ombudsman@mgmt.au.dk - [Ombudsman \(au.dk\)](mailto:ombudsman@au.dk)
- The Danish Working Environment Authority's bullying and harassment hotline: tel. 70221280 (<https://at.dk/spoerg-at/hotline-om-kraenkende-handlinger-mobning-og-seksuel-chikane-paa-arbejdspladsen/>)

Regardless of the channel used to report unacceptable workplace behaviour, the report and the identity of the reporter will initially be handled with confidentiality. If the case and its severity make it impossible to maintain confidentiality, the reporter will be duly informed.

Any involved participants from the MGMT Management Team and the Committee for Diversity and Inclusion at MGMT commit to contributing to a speedy process.

(Based on the OSA Code of Conduct)

MGMT, August 2023