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# LBS Code of Conduct

The LBS Code of Conduct shall be in accordance with the Austrian laws and regulations, academic and ethical standards including the guidelines and regulations created and published by LBS itself. It applies to all members of LBS including faculty, staff and students as well as guests and (business-)partners.

LBS is a University of Applied Sciences generating and disseminating theoretical and practical knowledge for the present and future and is aware of its responsibility towards humankind and society and assumes freedom of inquiry and expression as one of the highest LBS principles.

## Use of Resources

Members of LBS shall use the resources and facilities provided by LBS for their designated purpose and in a cost-conscious and responsible manner. Occasional, minor private use of certain IT equipment will be accepted if such use does not negatively affect the orderly conduct of LBS functions, does not serve non-LBS-related commercial purposes, or is not of an improper or abusive nature (e.g., the accessing, storing and forwarding of offensive, discriminatory, racist or sexist content).

## Handling of Data / Confidentiality

The work and/or studies at LBS involves the handling of classified, confidential or sensitive data. Thus, all members of LBS shall make sure they observe the relevant legal provisions when dealing with data not only during the time of their activities and/or studies for/at LBS but also after these have come to an end.

LBS members shall treat all data and information with special care and sensitivity. They shall be mindful of data protection especially when forwarding information or data to others (within or outside of LBS). Additional information on this topic can also be found in the [GDPR](#).

LBS members shall make efforts to take appropriate precautionary and protective technical measures when processing electronic data and/or accessing data from own (mobile-)devices.

## Executive Responsibilities

The executives shall confer as many responsibilities on their staff and grant as much freedom as is appropriate.

Regarding transactions made on behalf of LBS, staff members shall observe the relevant internal regulations including the four-eyes principle.

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The executives shall assess the qualification and abilities of staff members according to objective standards regarding the tasks entrusted to them. This may be carried out using e.g., evaluation surveys.

### **Complaints related to Code of Conduct breaches**

Complaints from staff or faculty that this Code of Conduct has been breached may be addressed to the direct superior. Where the Code of Conduct has been breached, every member of LBS also has the right, if necessary, to call on the Executive Manager and/or the Academic Leader (chairperson of the council). Any individual who is dealing with a complaint (e.g., executive, head of a unit) shall treat the complaint as confidential.

Individuals who, in good faith, call on their superior, the Executive Manager and/or the Academic Leader regarding a suspected breach of the Code of Conduct – regardless of whether the allegations later prove to be justified or not – must not incur any disadvantage because of their action, especially not from their superiors.

### **General**

Every single LBS member takes a share in the joint responsibility that the rules of this code of conduct are observed. LBS members with an executive function carry a special responsibility for the implementation of and compliance with the provisions stated in this document.

### **Additional Information**

Please also make yourself familiar with the related LBS policies “Diversity and Gender Mission Statement”, “Interculturality Working Definition”, “Academic Standards”, “Academic Malpractice”, “Email and Postal Service” and “Internet and Network Usage”.