

## GIGA Code of Conduct

The following guidelines for cooperation and communication at the GIGA apply to all those who are integrated into the working life of the Institute. Those in leadership roles have a special responsibility to decisively implement these principles. The GIGA does not tolerate any form of abuse of power, discrimination, bullying, or sexual harassment and views it as its duty to protect its employees from these acts in the workplace. In cases of failure to comply with or violations of the Code of Conduct, the Works Agreement on Respectful Cooperation and Dealing with Conflicts at the GIGA applies.

1. The GIGA strives for a cooperative and mutually respectful **working atmosphere** in all areas. All employees are valued regardless of their status.
2. The work in committees and other teams at the GIGA is characterised by respect and appropriate language. Each committee and team member is asked to indicate if this is not the case; moderation is required to ensure a cooperative and respectful **climate for discussion**.
3. **Day-to-day interaction** might not always be trouble-free. Conflicts are to be addressed objectively and in a solution-oriented manner. Supervisory staff are responsible for handling complaints about inappropriate behaviour and addressing the issue with those involved in an appropriate way. The GIGA has additional contact persons (members of the Works Council, equal opportunity commissioners, and ombudspersons) who deal with such concerns.
4. It strengthens the GIGA's reputation and morale when we **refer positively** to the Institute and our colleagues. The underlying assumption is that all employees – guided by the Institute's goals – want to advance the GIGA and contribute to the **success of joint projects**. A job well done is duly appreciated; criticism is put forward in an appropriate and constructive manner.
5. Those with supervisory responsibilities have the task of **motivating employees to achieve optimal performance**. This is done primarily through the positive identification with common objectives. The prevailing belief is that performance potential is best developed in a supportive environment.
6. Those with supervisory responsibilities should be aware that they are **role models**. This includes being self-reflective and willing to learn. Those with supervisory responsibilities should also be aware of the power that comes along with their role and continuously reflect on this. They are obligated to refrain from and prevent any form of exploitation or abuse of power.
7. **Personnel decisions** are made on the basis of clear criteria known to employees beforehand. The protection of personal privacy with regard to individual personnel decisions takes priority over the **transparency** sought by the GIGA. Those involved in personnel decisions are obliged to maintain **confidentiality** and **privacy**.
8. The GIGA strives to create **healthy working conditions** and to prevent stress that is harmful to health. Both those with supervisory responsibilities and employees themselves are responsible for ensuring a good work-life balance. In addition to those with supervisory responsibilities, the Works Council and the company doctor can be approached with respect to these issues if necessary.
9. Those in charge must comply with and advocate the contents of **works agreements** and other applicable **guidelines** at the GIGA – such as those related to securing good scientific practice, gender equality, and family friendliness. These agreements and guidelines also contribute to modern and sustainable working conditions.