

Code of Conduct at DIW Berlin

adopted January 2025

Art. 1 General principles

(1) DIW Berlin is committed to research and science and to the open and free exchange of opinions and ideas. It ensures the unbiased and cooperative communication and mutual respect among those involved. It is committed to diversity, considers all parts of society, is committed to the promotion of underrepresented groups and open to new views and perspectives

(2) This regulation supplements and underlines the existing ethical principles and rules of science and research, as laid down in particular in the rules of the German Research Foundation, the Leibniz Association and the special rules of DIW Berlin.¹

Art. 2 Discrimination

(1) All persons associated with DIW Berlin have the same right to fair treatment free from discrimination, regardless of gender, gender identity and sexual orientation, ethnic or genetic origin, social background or nationality, disability/illness, physical stature, age, religion, and regardless of the existence of a marriage or pregnancy.

(2) There is no place for discriminatory or derogatory behavior at DIW Berlin. This applies to demeaning and degrading behavior of all kinds, such as insults, harassment or bullying, especially within existing power imbalances, including the toleration of unacceptable behavior by institute management and superiors. This includes, in particular, comments that reinforce stereotypes or promote discrimination or can be perceived as hurtful or bullying, as well as behavior that expresses social disregard or the deliberate exclusion of another person. All participants must be included in research projects, meetings, etc. and must be given an appropriate voice. Respectful interaction is maintained in order to enable an open and inclusive professional exchange.

Art. 3 Scientific and ethical conduct

DIW Berlin is committed to complying with the rules of scientific integrity and the principles of good scientific practice as the basis for the search for reliable, truthful findings. It will ensure their validity and application. It is committed to the principles of objectivity, independence, honesty and the traceability of scientific processes and the social responsibility of science. There is a strict

¹ DFG Guidelines for Safeguarding Good Scientific Practice/Code of Conduct September 2019 (as of April 2022)

Code of Ethics of the *Verein für Socialpolitik* in the version dated September 2024

Leibniz Code of Good Scientific Practice of November 18, 2021

Guideline on Good Scientific Practice in the Leibniz Association as amended on November 28, 2019

Recommendation on safeguarding good scientific practice in co-authorships/Presidium of the Leibniz Association June 13, 2023

Leibniz Career Development Guideline of November 28, 2019 with additions Design of the doctoral phase and career models in research infrastructures

Research ethics principles at DIW Berlin and procedures for dealing with scientific misconduct from 08/2022

ban on falsifying or plagiarizing research results. Financial or other relationships that could be interpreted as interest-driven research must be disclosed.

Art. 4 Authorship

It must be ensured that the authorship of contributors to publications is acknowledged and that they are named as authorized persons in accordance with the rules of recognized scientific practice. An author is anyone who has made a significant or independent contribution to the content of a scientific text, data or software publication. Pure honorary authorships or mere participation in the form of supervision or support of a work (pure feedback, answering questions, proofreading, etc.) do not in themselves constitute co-authorship.

Art. 5 Supervision of junior researchers

(1) Special attention shall be paid to the training and promotion of junior researchers. In the training and professional development/supervision of young academics, the applicable research ethics principles will be communicated and particular attention will be paid to compliance with them. This includes the appropriate supervision of researchers in qualification phases, including the adequate transfer of skills and continuous individual support as well as career planning. This also includes the appropriate and comprehensible academic evaluation of qualification theses as well as transparent criteria for tenure tracks.

(2) During the doctoral phase, the general conditions are to be defined in a supervision agreement. There will be a regular exchange between the doctoral candidate and the supervisor at DIW Berlin.

(3) If a supervision proves to be unacceptable or cannot be continued for other reasons, the Executive Board and the Graduate Center will support the person concerned in establishing a new supervision relationship.

Art. 6 Sexual harassment

(1) Sexual assaults such as inappropriate physical touching or unwelcome sexual attention, intimidation, stalking, or harassing video or audio recordings are unacceptable. This applies especially if this is associated with abuse of power and the exploitation of dependency relationships. The management of the institute will take appropriate organizational measures to prevent any abuse of positions of responsibility.

(2) Sexist behavior is incompatible with DIW Berlin's image of humanity. Jokes or remarks concerning the appearance, behavior or private life of others are unacceptable. Sexual or sexist representations in public places are not compatible with DIW Berlin's self-image.

(3) The assumption or exercise of a supervisory relationship (doctoral theses, career advancement measures, etc.) in the case of a current or past sexual relationship between the parties involved jeopardizes the required objectivity of the supervisor and thus contradicts the principles of good science. The same applies in the case of kinship, marriage or affinity.

Art. 7 Recruitment/promotions

Recruitment and/or promotion measures follow clear, transparent and structured processes that enable the greatest possible comparability of applicants. Originality and quality of academic performance are the primary assessment criteria for promotions, hiring, appointments and funding allocations. Recruitment and funding are independent of personal circumstances, membership of "academic networks", personal sympathies or patronage, etc. and are based on the criteria of equal rights, non-discrimination and the representation of social diversity. Recruitment and evaluation committees must also be staffed according to professional suitability in line with the concept of diversity.

Art. 8 Institute management

(1) The DIW Berlin management will resolutely oppose discriminatory or otherwise inadmissible behavior. It will inform the members of DIW Berlin about the rules applicable at DIW Berlin and in the Leibniz Association and monitor compliance with them. The institute management will raise awareness of appropriate conduct throughout the institute in the form of further training and awareness programs (e.g. workshops) and will review and report annually on the need for advice and the services to be oriented towards this goal. It will listen to those affected, support them in exercising their rights and fully clarify the underlying facts. The institute's management will support those affected in contacting the relevant ombudspersons or the Leibniz Office for Conflict Resolution. DIW Berlin employees can take advantage of the company's psychosocial counseling service (Employer Assistance Program, EAP) anonymously.

In the event of violations of the recognized rules of cooperation as set out in this Code, the management of the Institute will react with suitable and appropriate means and in a legally secure manner. This includes measures such as

- the clarifying conversation
- the admonition
- the warning
- the exclusion of certain responsibilities/activities
- the termination
- the ban
- the criminal complaint

(2) The management of DIW Berlin is committed to diversity and non-discrimination. It encourages DIW Berlin employees to seek support and confidential advice, for example from Inclusion Officers, the Equal Opportunity Officers, the internal and external ombudspersons²,

² In addition to the Research Ethics Principles at DIW Berlin, see in particular §§ 4ff. of the Guideline on Good Scientific Practice in the Leibniz Association of 28 Nov 2019 and Guideline 6 on Safeguarding Good Scientific Practice/DFG Code September 2019 (as of April 2022).

other persons they trust and the Works Council.³ Justified complaints must not lead to any disadvantages for those affected by misconduct. In the case of difficult and complex issues, the Executive Board may, with the consent of the DIW employee concerned, convene a Committee of Confidence, which is composed of the aforementioned bodies and neutral scientists in the matter and advises the Executive Board, issues recommendations for conflict resolution, and follows up and accompanies their further development. The persons responsible for solving employment-specific problems can recommend to the Executive Board, with the consent of the DIW employee, that a committee of trust be convened.

³ DIW's own electronic whistleblower protection system Whistlelink also makes it possible to anonymously report violations of legal requirements-