Code of Conduct

European Forum Alpbach

2020
General Information

The term “European Forum Alpbach” ("EFA") in this document includes the European Forum Alpbach non-profit association (EFA association), the European Forum Alpbach non-profit private Foundation (EFA Foundation) and the European Forum Alpbach Network (FAN). If some rules are applicable for just one of the institutions, it is mentioned explicitly.

The European Forum Alpbach is an interdisciplinary platform for science, politics, business and culture. Established in 1945, the annual European Forum Alpbach and our events throughout the year address the relevant socio-political questions of our time.

We connect international decision-makers from all sectors of society with an interested audience and committed young people. Our goal is to create a dialogue across generational, ideological and other lines that divide us.

The EFA promotes core values of democratic societies such as inclusion, equality, intercultural understanding, fairness, integrity and respect. It aims to strengthen the diversity of the European Union and to integrate the sustainable development strategy.

The rules contained in this Code of Conduct apply to all persons that participate in the European Forum Alpbach, namely:

- the executive boards of EFA,
- the staff of the European Forum Alpbach association and the European Forum Alpbach Foundation,
- the Forum Alpbach Network Board,
- the IGs and Clubs of the Forum Alpbach Network and their scholarship holders,
- the scholarship holders from the European Forum Alpbach Foundation,
- the participants and partners of the European Forum Alpbach,

Professional behavior and appropriate conduct are required at all times with forum staff, forum members, and contractors inside and outside the forum’s premises, as well as during regional meetings, roundtables or other events organized by the EFA.
Rules of conduct

The EFA cooperates with (other) people without any distinction in terms of gender, marital status, skin color, religion or world view, culture, education, social origin, disability, age, sexual identity or nationality.

Respect, honesty and confidentiality are the basic values of our daily work. We expect these basic attitudes from our staff members, partners, participants and scholarship holders. We strongly condemn any kind of discrimination.

The rules of conduct are as follows:

1. Watch out for each other. Maintaining a respectful and safe community is everybody's responsibility.

2. Treat other people as they would like to be treated. If you do not know how, ask them.

3. Respect chosen names, pronouns and genders

4. Respect others' personal space and possessions.

5. Act from an assumption of mutual respect and goodwill. Clarify misunderstandings and apologize for harm caused.

6. Harassment is not tolerated. Offensive physical actions and/or verbal comments related to sexual orientation, gender, age, disability, race, religion or class status are not tolerated.

7. Any interactions with a person after they have made it clear that further interaction is unwelcome are not tolerated. Accept an answer of „No“ without arguing.

8. Mobbing, bullying, intimidating or threatening communication, whether verbal or in writing (e.g. email, online platforms etc.) is not tolerated.

9. Leading EFA staff members are expected to take a leading role concerning appropriate behaviour and in ensuring the effectiveness of this code of conduct.
Compliance

1. The Forum does not tolerate any form of bribery or corruption and actively supports international efforts to fight bribery and corruption.

2. Due to its independence and intellectual integrity, the Forum as an organization does not contribute funds or resources to any religious group or political parties, elected officials or candidates for public office in any country.

3. Personal data is treated as confidential and in accordance with data protection laws. Personal data includes data or information relating to any identified or identifiable legal or natural person that is protected by applicable law and covers without limitation personal data of the Forum, Forum Members, Network Members, Staff, Directors, contractors and suppliers and any participants in Forum events and activities. You must comply with applicable legal requirements and Forum IT policies as they relate to the processing, collection, storage, use, revision, disclosure, archiving or destruction of personal data. The necessary measures must be taken to maintain all personal data securely and confidentially. This includes storing personal data where it can be accessed only by authorized Forum Staff. The EFA Staff must give prior authorization to the provision of personal data to any third party.

4. The EFA maintains secrecy towards unauthorized parties about matters concerning the forum, its partners and other third parties that have come to the attention through EFAs work. The obligation to maintain secrecy also applies after the termination of a contract. It does not apply to information that is in the public domain or which in terms of significance does not require secrecy.

5. Fundraising activities, such as competing for grants and donations, sponsoring work and PR activities are transparent and reported truthfully in the annual reports. The fundraising activities of EFA are to be described openly, as well as the utilization of the fundings. The necessities of the grant givers shall be respected.

The EFA ensures the presence of an ombudsperson, who provides support and assistance in cases of discrimination and breaches of the rules stated above. The ombudsperson mediates disputes and assesses all reported cases during the annual European Forum Alpbach and throughout the year.
Consequences of a violation of the rules of conduct

The EFA encourages every participant, scholarship holder, partner of the forum and every staff member to report any concern about a breach of the rules stated above and to bring questions, suggestions and concerns to EFA's attention.

When raising a concern, you are encouraged to identify yourself to facilitate communication; however, you may also choose to remain anonymous. The EFA will guarantee to protect your identity towards third parties.

If someone makes you or anyone else feel unsafe or unwelcome, or if you feel that someone may have broken the code of conduct, please contact the ombudsperson Dr. Irene Giner-Reich: ombudsperson@alpbach.org


Assessment of the case and consequences

The Ombudsperson will assess each case and determine whether this Code of Conduct might have been violated. If the matter cannot be resolved to the satisfaction of all parties involved or if the ombudsperson assumes a breach of the rules of conduct/compliance, the ombudsperson will take the case to the managing directors and/or boards of the EFA association and the Foundation. These EFA institutions will assess the case and take appropriate corrective action. These actions can consist of disciplinary action e.g. termination of employment, an exclusion of participants or scholarship holders for future events and fora, as well as an exclusion of a Forum Alpbach Network member.